

Uploading Images Via SFTP

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1. Open FileZilla and log into the idigbio server with the following credentials:

Host: storage.idigbio.org

Username: mfccstorage

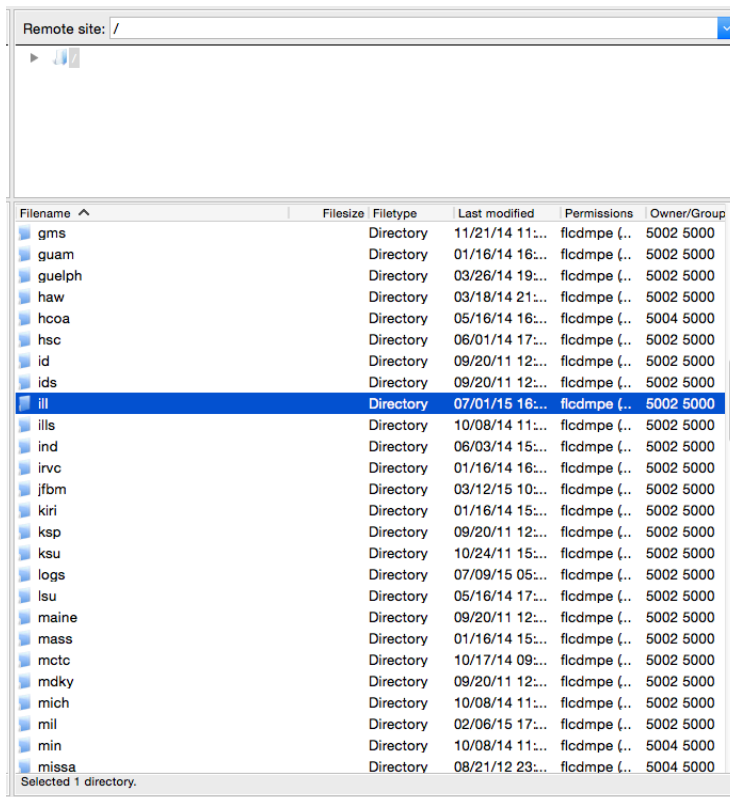
Password: macrofungi

Port: [leave blank]

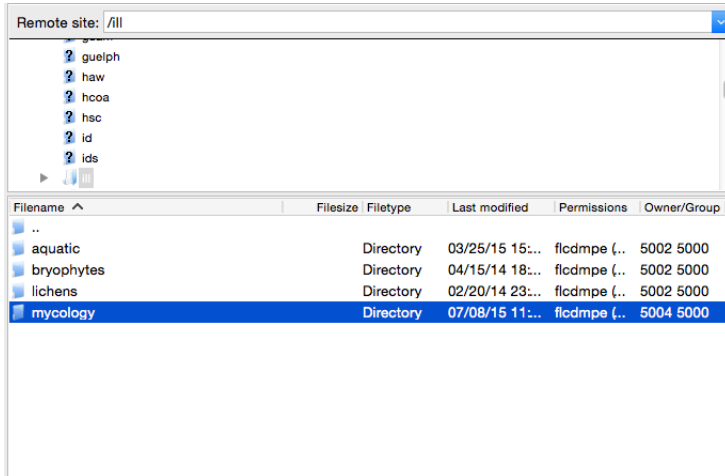
Protocol: SFTP – SSH File Transfer Protocol

2. The directory on the left lists the files on your computer (Local Site) and the directory on the right lists the files on the iDigBio server (Remote Site.)

Locate and open the Filename corresponding to your institution's code on the right.



3. Locate and open the “mycology” folder.



Locate the folder of images and copy them over to this folder. The images will be automatically uploaded to iDigBio overnight.

