Ocoee FTP Site Access – Public User Instructions

File Transfer Protocol (FTP) is a mechanism used for transmitting large files between computers on the Internet. Users with an Internet-accessible computing device attached to a network via wired or wireless connections can utilize one of two methods to exchange files with the City of Ocoee using FTP.
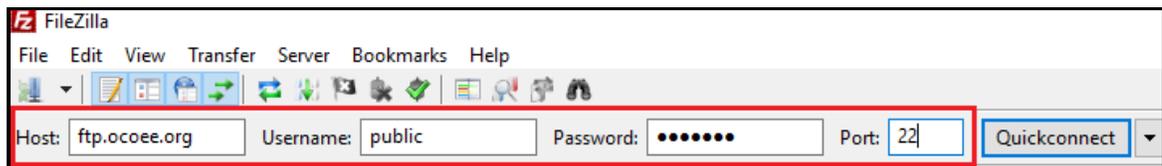
Method One

Filezilla
The **FileZilla** software program is a free-to-use (open source) FTP utility, allowing a user to transfer files from a local computer to a remote computer.
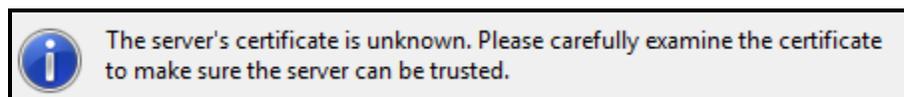
1. Download the FileZilla client from https://filezilla-project.org. Choose the "Download FileZilla Client" option.
2. Install the application and choose the installation defaults. When asked for which components to install, make sure "Desktop Icon" is checked. Click "Next" to install the application.
3. Open the FileZilla application once the installation is complete.

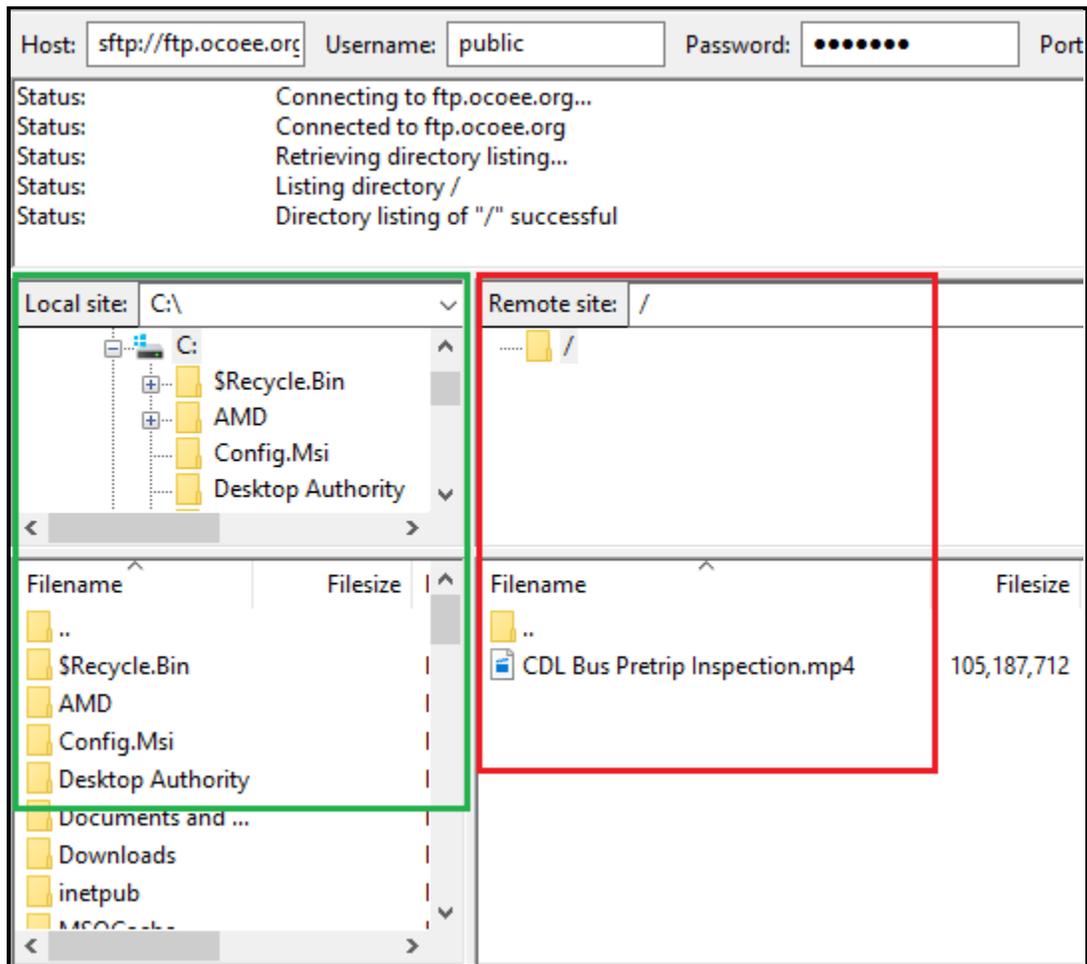The example shown below is the "Quick Connect" option. These are the FTP site configuration settings:
- Host: ftp.ocoee.org
- Username:
- Password:
- Port: 22

4. You may get a warning message the first time you connect to the site. Click "Ok" to accept the message.

5. Once logged into the Ocoee FTP site, you will see a "Local site" and a "Remote site". Local site is your computing device. Remote site is the Ocoee FTP server.
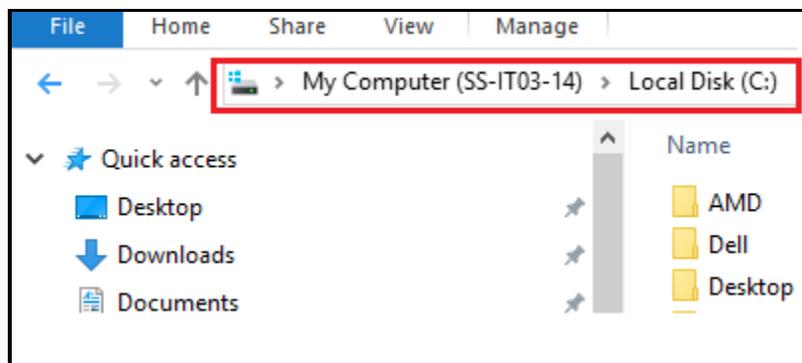

6. Locate the file you wish to upload or download.
7. With your mouse, drag and drop the file on the remote (Ocoee) site to a folder on your local site to download a document from Ocoee to your computer
8. To upload a file from your computer (Local Site) to the Ocoee FTP server, navigate to the correct location on your computer and drag the file to a folder or blank space on the Remote Site.

Example: If you need to download a file from the Ocoee FTP site, drag and drop the file to the C:\ drive or desktop of your computing device on the local site. If you want to upload a file to the Ocoee FTP site, drag and drop the file from your computing device to a directory or blank space on the remote site.
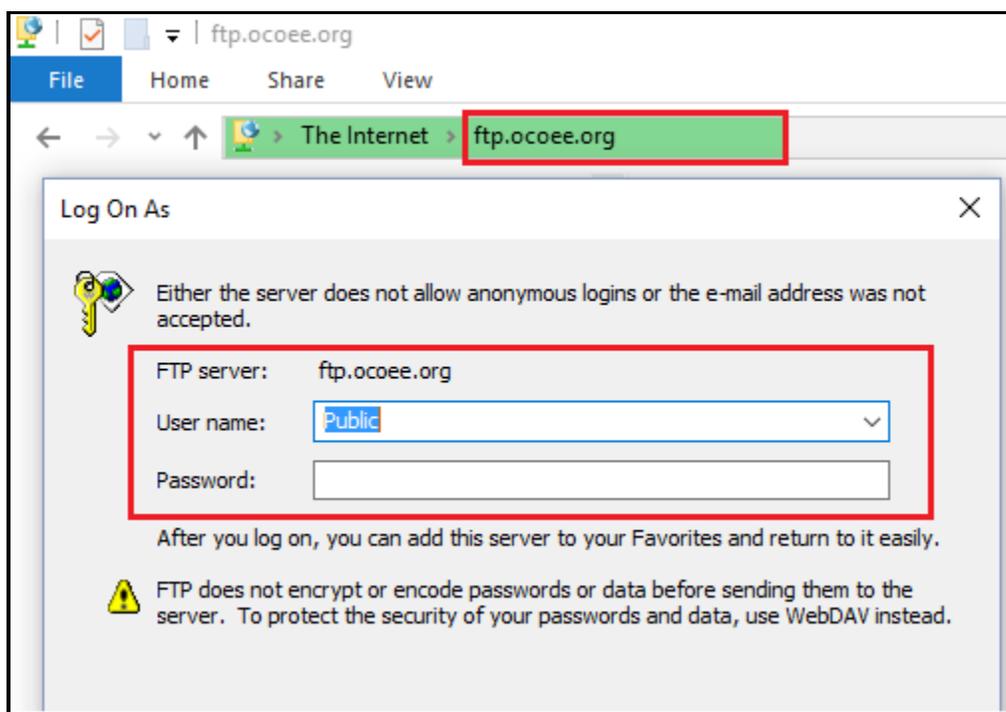
9. When completed, you will see the file you uploaded or downloaded displayed at the destination location. You do not need to use FileZilla to move the file around once it's been downloaded to your computing device. You may access it as you would any other file. Click File, and Exit to close FileZilla.

Method Two

1. Open Windows Explorer on your computer, not to be confused with Internet Explorer. Windows Explorer can be accessed by double clicking "My Computer" or "This PC" on your desktop or in your start bar.
2. You will see the name of your computer listed in the space where you will need to type ftp.ocoee.org.

3. Place your mouse cursor on the computer name shown in Windows Explorer. Your PC name will disappear and you will be able to type: ftp.ocoee.org in the space. Your computer will search the Internet to find the Ocoee FTP server.

4. A logon box will appear. Enter these values to connect to the Ocoee FTP server:

    User Name = **Public**

    Password = **0C0@FTP** (those are zeros, not two capital O's)

5. Once logged into the system through Windows Explorer, you will able to drag and drop or copy and paste files into the FTP directory as you would with any other folder, as if it were on your computer.