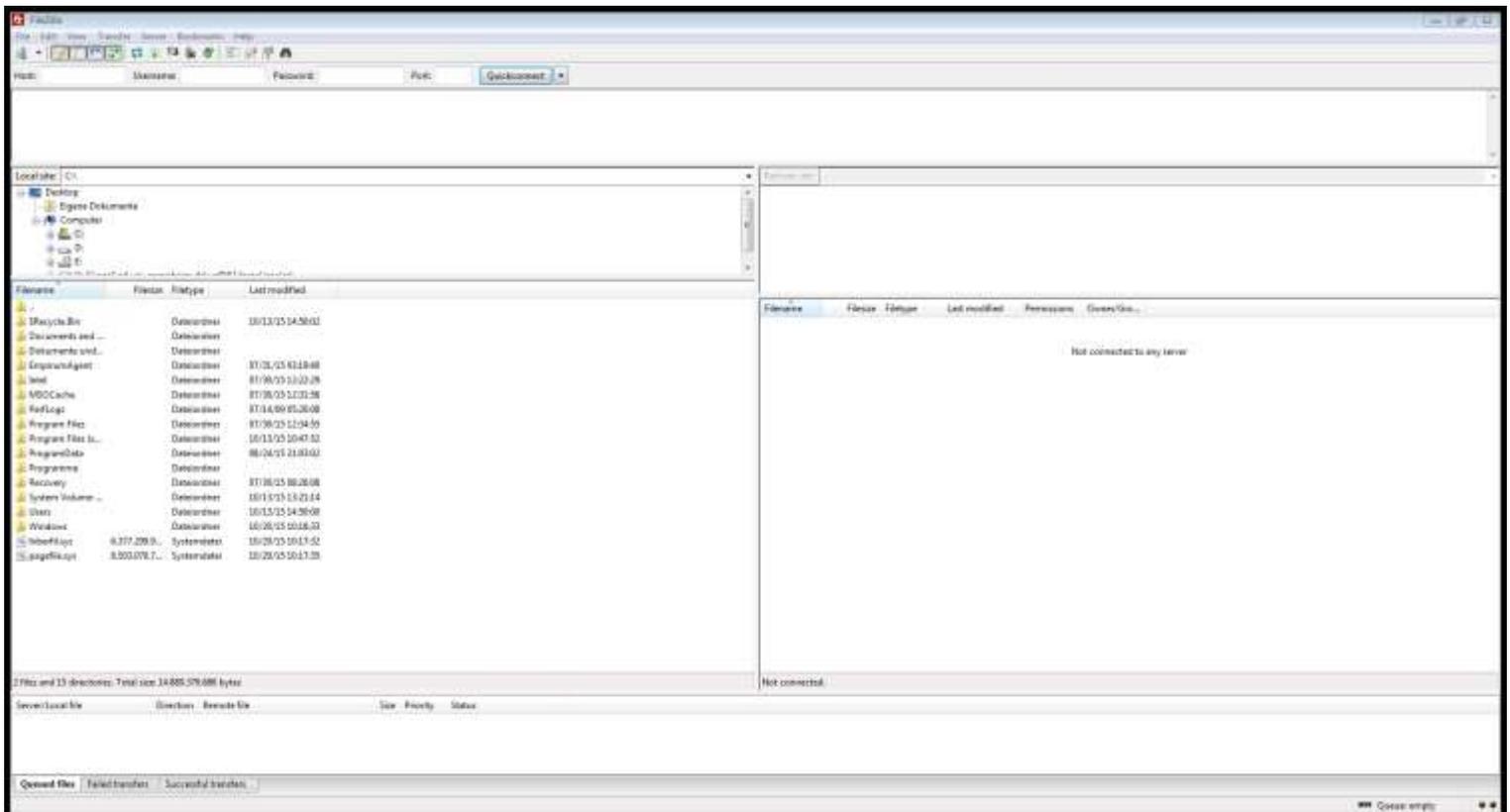


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Uploading Video Files to the IPSMNAS

The IPSMNAS is the central storage for finished and unfinished video and project files. This is a basic guide on how to remotely connect to the NAS using FileZilla and safely upload all necessary files.

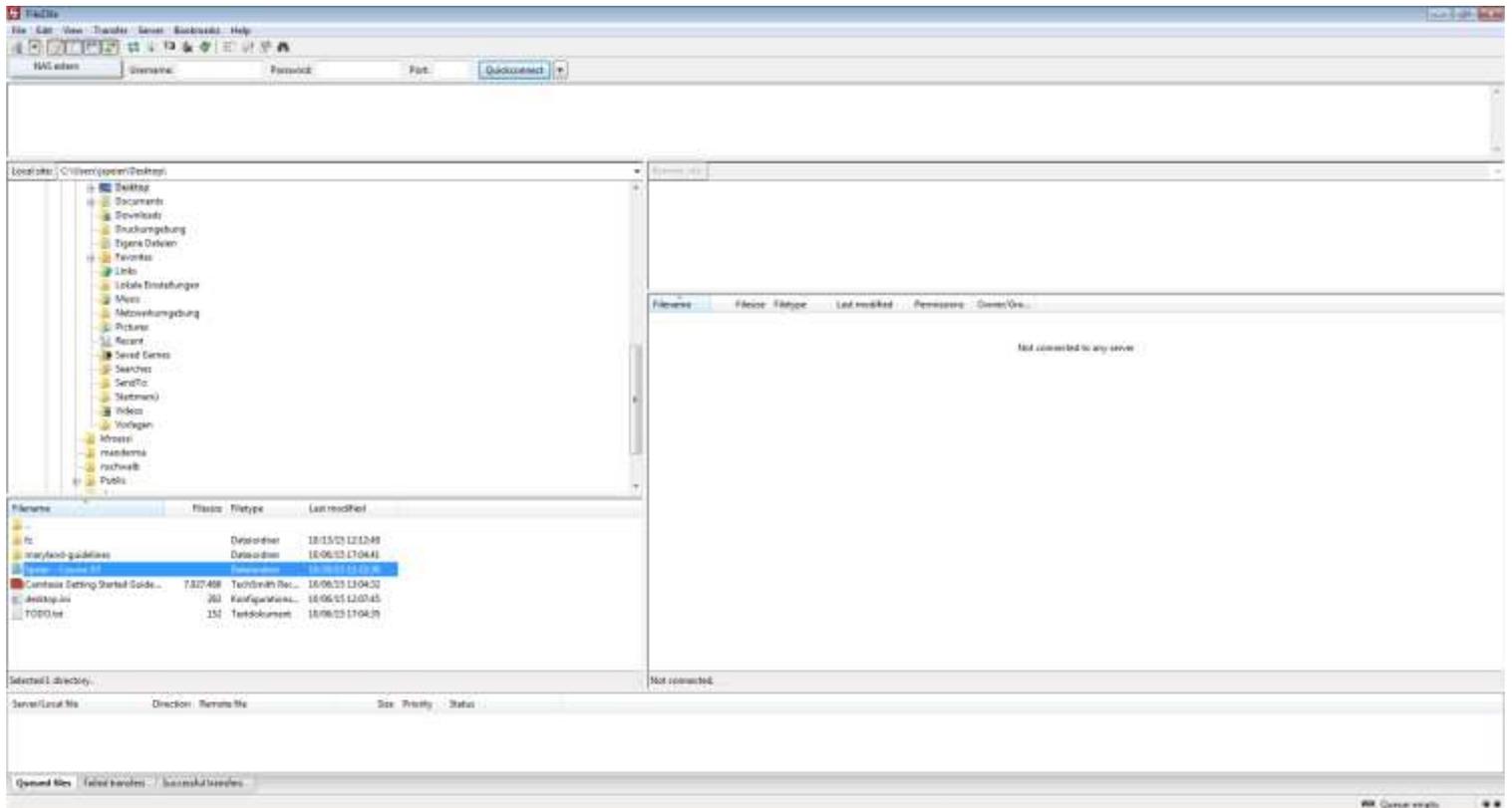
1. First of all, go to the folder in which you saved the recorded lectures. Make sure all of them are present and correctly labeled. You may not be able to edit the files once they have been uploaded.
2. Startup FileZilla from the thumb drive. FileZilla does not require any installation



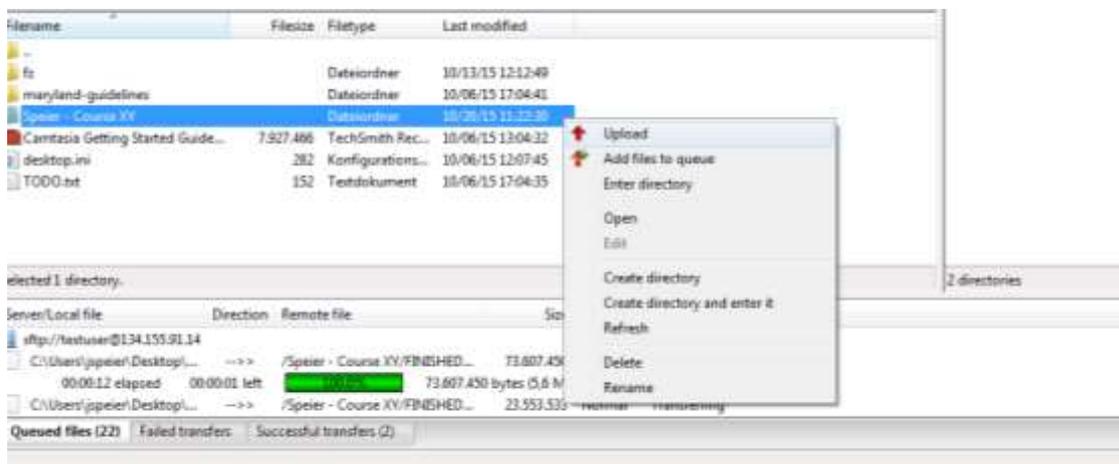
or additional configuration. After it started up, FZ will look like this:

3. In the two left panels you can see a tree view of your local machine’s contents. Here you can navigate to the folder the recorded lectures. In this example, the files are located in the folder “Speier – Course XY” on my Desktop. Please rename your folder to something easily identifiable, such as “Lecturer – Course”
4. Now that you located your local files in a properly named folder, we will connect to the NAS. All you have to do to do so is click on the arrow next to the

top-left icon in FZ and then on 'NAS extern' (see screenshot below). You then will be asked whether you trust the connection, which you can confirm.



5. You are now connected to the NAS. In the right panel you can see a listing of the NAS contents. Now simply right click your folder and click on 'Upload' and FZ will take care of the rest. **BEWARE:** This may take up to several hours depending on the speed of your internet connection. If you want to automatically





shut down your PC after the upload, refer to the next section.

6. If you want your Computer to shutdown, hibernate or perform another specified action after the upload is complete, right-click on the top item in the listing in the bottom. (which says sftp://YOURNAME@134.155.91.14)

