Connect from your Personal Computer to the DartFS "EMFacility" Storage Space Using the WinSCP File Transfer Program

When using any computer that is outside of the EM Facility, in order to access the data that you have copied to the DartFS "EMFacility" storage space, you'll need to configure an SFTP utility such as **WinSCP** (works well for Windows) or **Fetch** (works well for Macintosh).
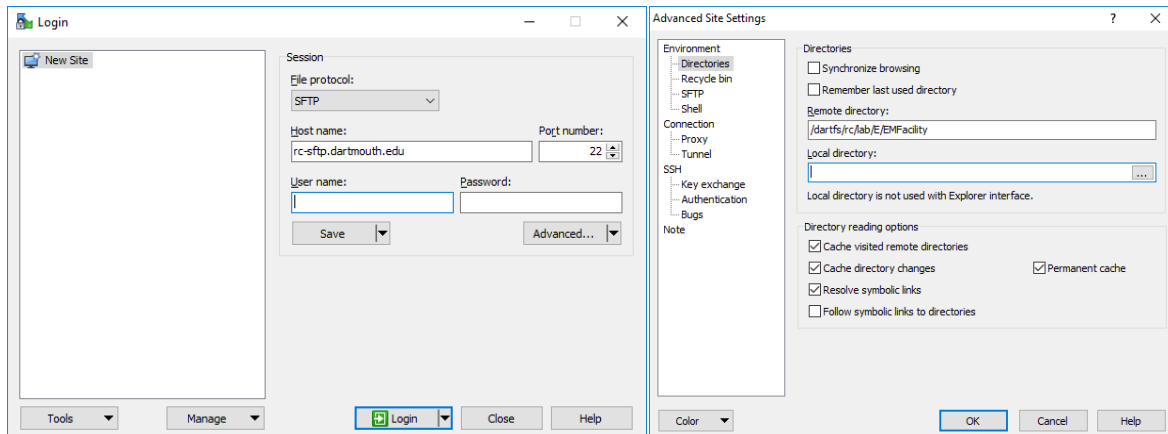
Protocol = SFTP
Hostname = rc-sftp.dartmouth.edu
Port = 22

To install WinSCP, download from *https://winscp.net/eng/download.php*

1. Run WinSCP.
1. Set the protocol to **SFTP**.
2. Enter the host name **rc-sftp.dartmouth.edu**.
3. Set the port to **22**.

4. Click the **Advanced** button.
    a. In the Remote directory field enter: **/dartfs/rc/lab/E/EMFacility/**
    b. Click **OK**.
5. In the main WinSCP window, click **Save.**

   In the Save Session as Site window, click **OK.**

6. Click the **Login** button**.**

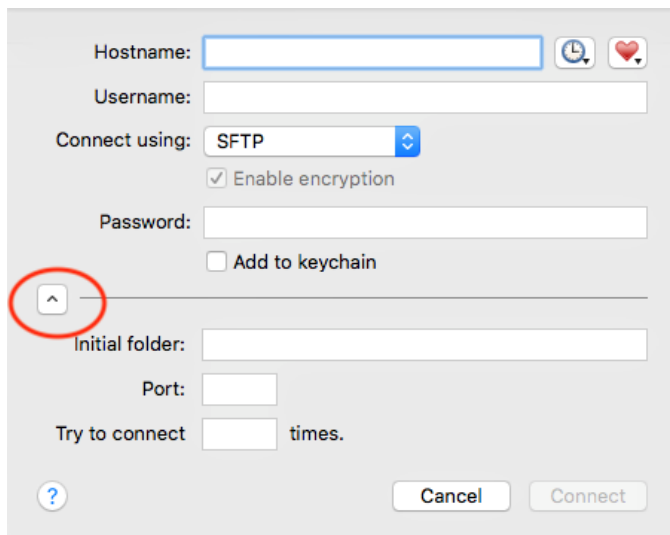   In the *username* field, enter your **NetID**, click **Login.**

   In the *password* field, enter your **Dartmouth password**, click **OK.**

7. You are now logged in to the EMFacility storage space on DartFS.

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To install ***Fetch***, download the installer and follow the setup directions: *https://tech.dartmouth.edu/itc/services-support/help-yourself/knowledge-base/fetch-ftp-software-macintosh.*

1. Run Fetch.
2. In the New Connection window, enter the *Hostname*: ***rc-sftp.dartmouth.edu***
3. In the *Username* field, enter your **Dartmouth *NetID*.**
4. Make sure to *Connect* using **SFTP.**
5. Leave the *Password* field blank, you will be prompted for it later.

6. Set the *Initial Folder* field to **/dartfs/rc/lab/E/EMFacility/**

   If you don't see the field, click the carat symbol (circled in red above).

7. Enter **22** in the *Port* field.
8. Click on the Heart icon in the upper right corner and select **Make Shortcut**.
9. Click **OK** to save the new connection as a shortcut.
10. Click **Connect** and enter your Dartmouth password to be logged in to the EMFacility storage space on DartFS.