

How to Connect to an FTP

Note: You will need authorization from your IT department in order to be able to connect to an FTP. If you have permission, use the following steps to connect to an FTP account.

1. Select the '**Files**' view in the left navigation menu
2. In the My Content tab, select the large red '+' **Add Content Source** icon
3. Select the type of FTP you are accessing - FTP, FTPS, or SFTP.
4. Login to your FTP by entering the URL of your host server, port, username, and password (if required).

Note: Most FTP default to port 21. Username and passwords may not be required.

Congratulations - you have connected FileFlex to your FTP site. You should continue connecting FileFlex to all your repositories by selecting **Add More**. If finished, click **Done**.