How to: Use the FTP server (ftp.llnl.gov)

Solution:

LLNL offers an FTP site for sharing documents. It is especially useful in sharing files with people outside the LLNL firewall. The site offers an alternative to sending/receiving documents as e-mail attachments. It also provides a way for employees to access documents from home, without using an access account to get through the firewall (VPN).
The FTP Server is at ftp://ftp.llnl.gov/. It can be reached using any FTP client *except* the Windows Command prompt.
The most important directories are 'Incoming' and 'Outgoing.' Both directories are for official business of the Lawrence Livermore National Laboratory only. All files placed in these directories will automatically be deleted in eight (8) days.
The 'Incoming' directory is where people outside the LLNL firewall can place documents. It is a write-only directory and only LLNL systems can read files placed in this directory. Vendors can FTP their files to the Laboratory using this directory.
The 'Outgoing' directory is where LLNL employees can place documents. It is a read-only directory and only LLNL systems can write files placed in this directory.

NOTE: People outside the firewall will not have access to the directories to view their files or any other files. They will need the exact directory path and file name to be able to retrieve the file(s).

TIP: The requirement to know the exact directory path and file name can be cumbersome when trying to retrieve several files at once. In this case, compressing the individual files into one file is a better choice. To compress files, use Winzip (for PC) or Stuffit (Mac).

Details:

CAUTION: Due to recent changes in the firewall, you can no longer use the Windows Command prompt to connect to ftp.llnl.gov. All other FTP clients should work.

How to Place a File on the FTP Server (for offsite people to access):

1) Place the file in a known location on your computer.

2) Open the FTP client of your choice.

TIP: A suggestion for Windows users is to use [FileZilla](#) or Hopper (use LANDesk 'Desktop Manager' to install Hopper). All non-Windows users may connect using ftp from the command line. If your session appears to hang, disconnect, reconnect and then type 'quote pasv' to enable passive mode from the client.

3) Connect to the FTP server using the following information:
Hostname ===> ftp.llnl.gov
Username ===> anonymous
Password ===> type your e-mail address for the password
4) Navigate to 'Outgoing' folder.
CAUTION: If you are invoking ftp from the command line, first change directory to the *location of your file*and then put the file. See example below.
> cd ~/Documents
> ftp ftp.llnl.gov
……………...

\> cd /outgoing

\> put SplunkPresentation.pptx

TIP: Avoid using spaces in the filename.

5) Transfer the file.

6) E-mail the offsite person a link to the file (**EXAMPLE:** ftp://ftp.llnl.gov/outgoing/llnl.zip)

   a) If your filename has spaces you can either rename the file and upload again, or use '%20' for spaces

(**EXAMPLE:** ftp://ftp.llnl.gov/outgoing/llnl%20files.zip).

NOTE: External users cannot browse the FTP site so they need to know the exact location of the file.

Instructions for offsite people trying to access files:

1)The LLNL person who placed the file(s) on the FTP server should have e-mailed the offsite person a link

(**EXAMPLE:** ftp://ftp.llnl.gov/outgoing/llnl.zip).

2) When the offsite person clicks on the link their browser should automatically assume anonymous ftp and start downloading the file.

NOTE: External users cannot browse the ftp site so they need to know the *exact* location of the file.

How to Retrieve a File from the FTP Server (placed there by offsite person):

1) Open the FTP client of your choice.

2) Connect to the FTP server using the following information:

   Hostname ===> ftp.llnl.gov

   Username ===> anonymous

   Password ===> type your e-mail address for the password

3) Navigate to 'Incoming' folder.

4) Download the file.

For further questions pertaining to the institutional FTP service, please send an e-mail to ftp-administrator@llnl.gov