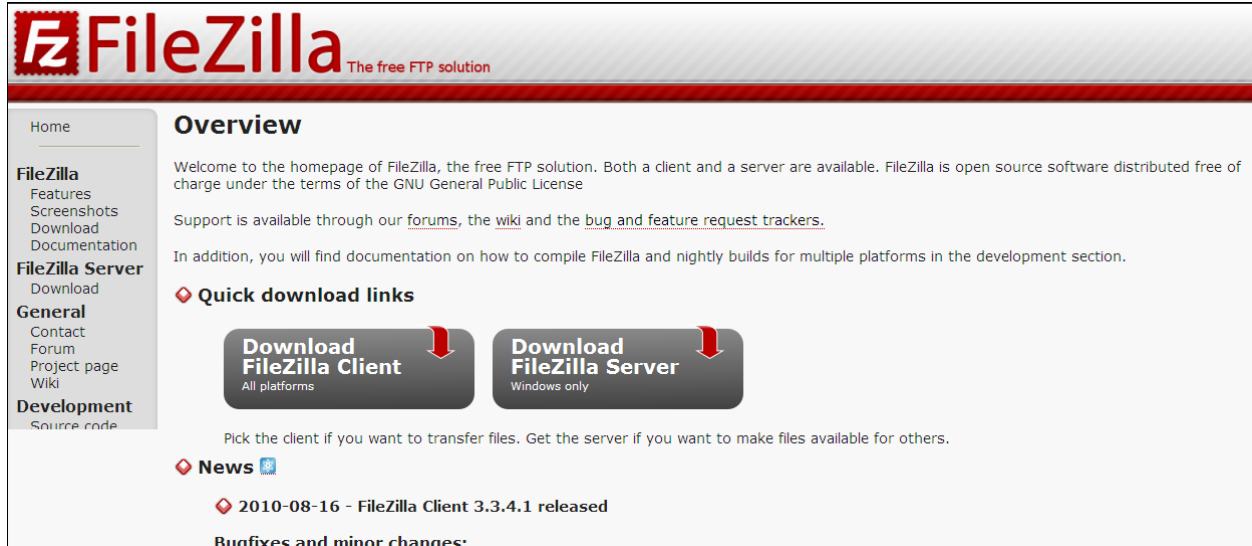

FileZilla Download Instructions

Steps to Download FileZilla Software

The following steps are used to download software that is required to access files on the Mediaocean server. After the download is completed, a FileZilla icon is placed on your desktop. The next time you want to access files, all you have to do is click the FileZilla icon to open windows that allow you to select the file you need.

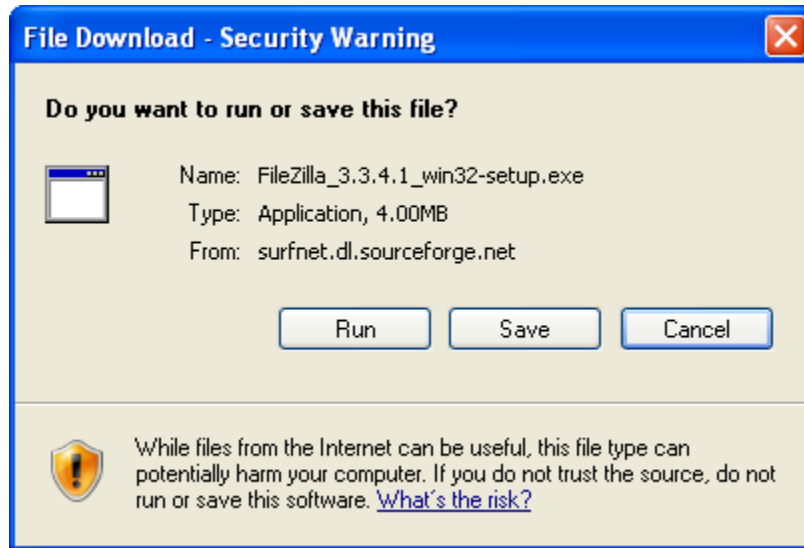
1. Key the following URL in the address line of your browser to access the FileZilla web site:
<http://filezilla.sourceforge.net/>.



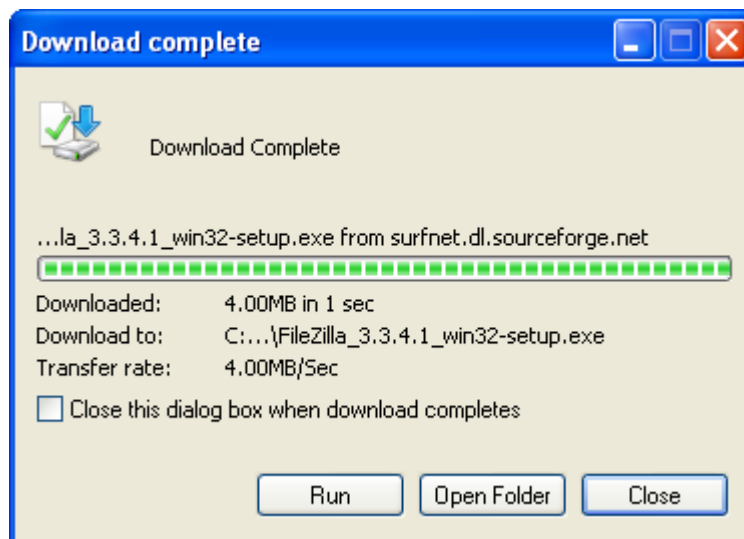
2. Click <Download FileZilla Client> to display the latest file releases.

3. Click the file that supports your computer's operating system. Example: XP, Vista, and Windows 7 users will select FileZilla_3.3.4.1_win32-setup.exe. Mediaocean will use this example to walk you through the download process. Depending on your operating system and browser, these steps may change slightly.

4. Allow your browser to download the file. Afterwards, the File Download window displays.



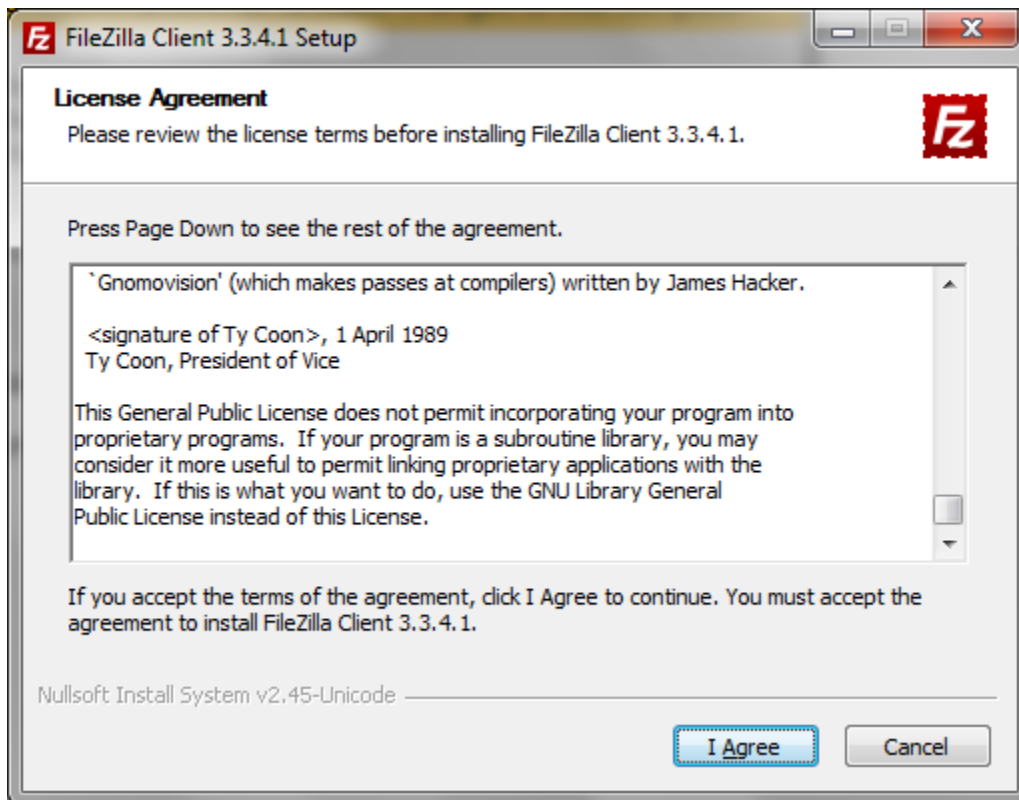
5. Click <Save> to save the file to a specified location on your computer. Once you save the file in this location, the Download Complete window displays. A FileZilla installation icon is dropped in the location where you saved the file. This may be your desktop, Program Files folder, Downloads folder, etc.



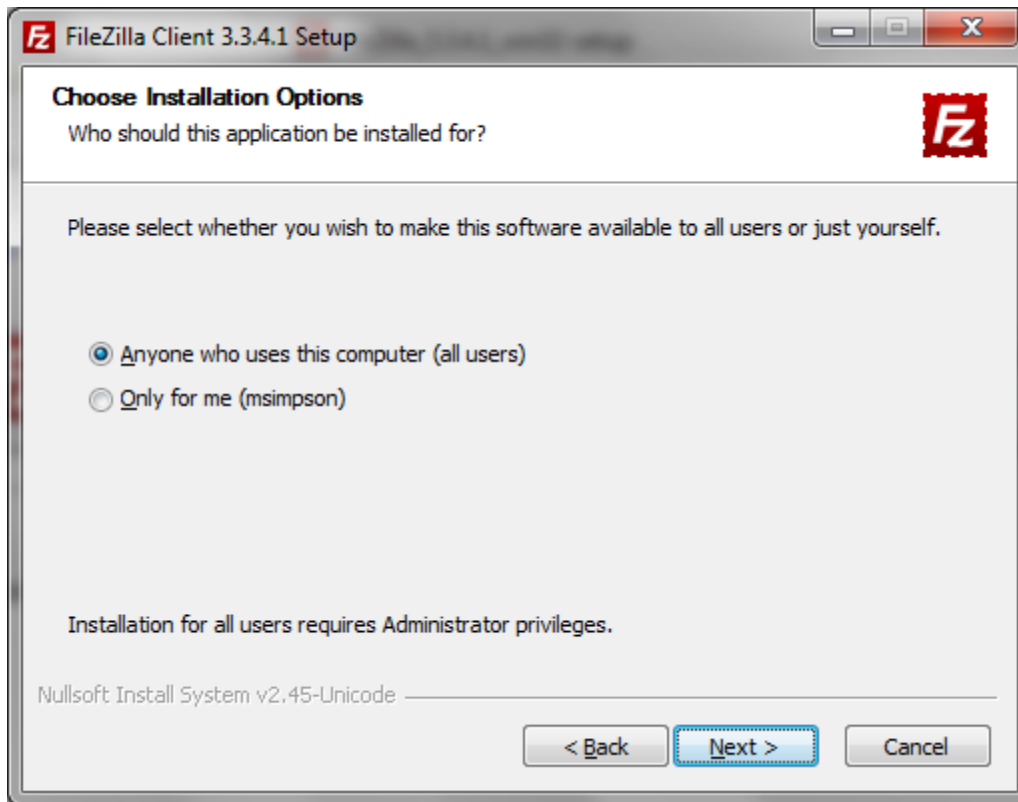
6. Once the download is complete, open the file from either the Download Complete Window by clicking <Run> or from the folder location in which the file was saved by clicking <Open Folder>. Opening the file will start the installation process and display the Security Warning window.



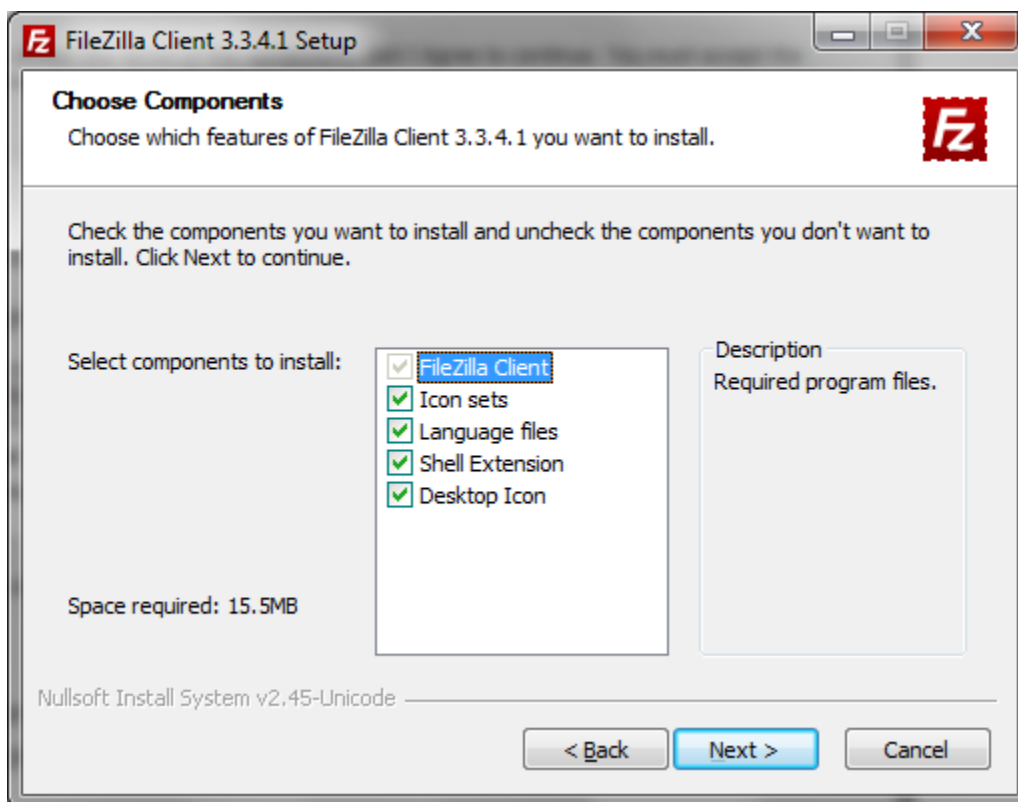
7. Click <Run> to run the software and display the License Agreement window.



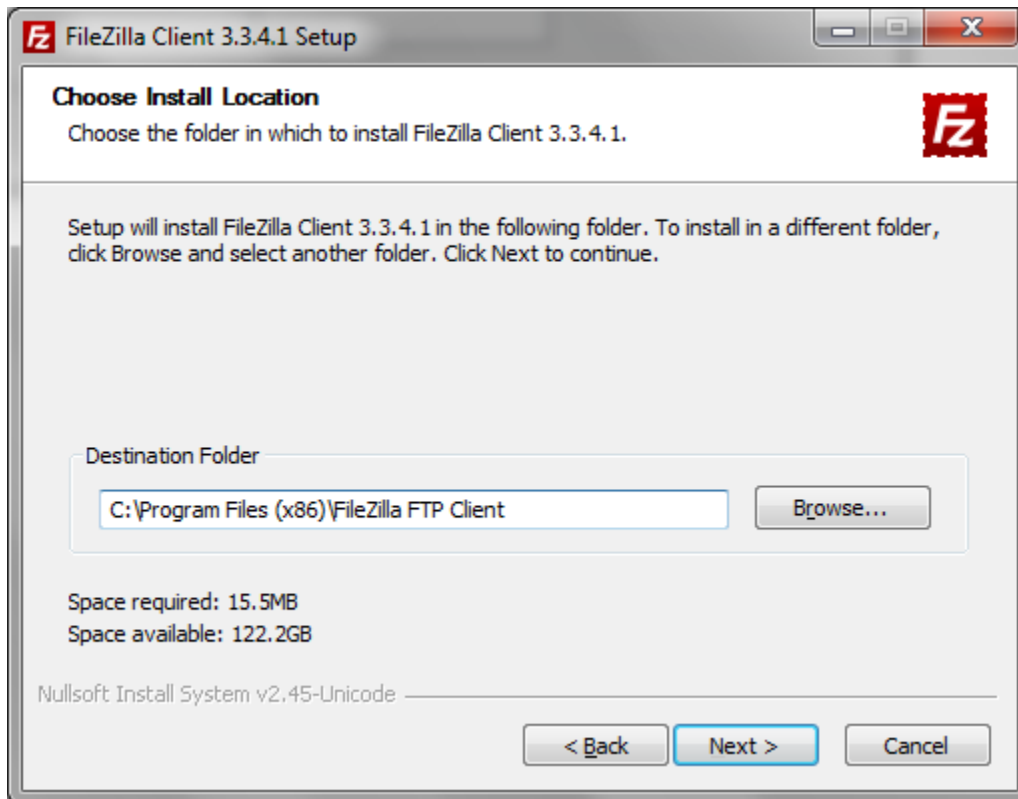
8. Click <I Agree> to accept the terms of the License Agreement and to display the Installation Options window.



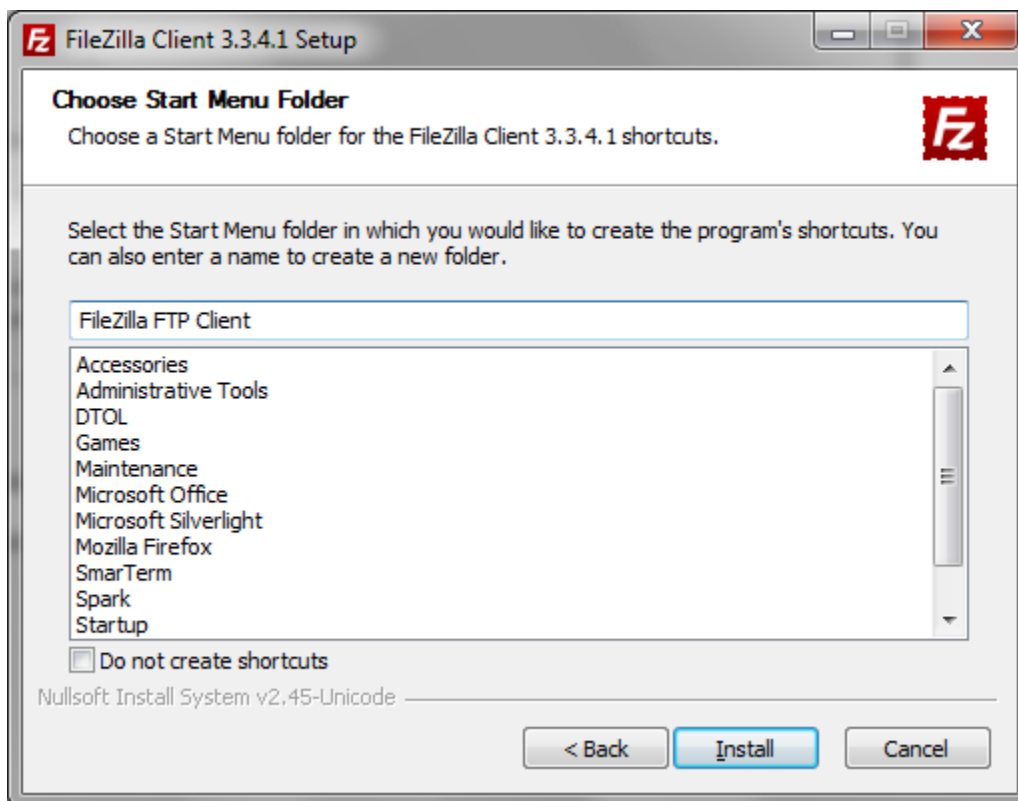
9. Click in the “Anyone who uses this computer (all users)” radio button to install the program for all users who use the computer then click <Next> to display the Choose Components window.



10. Components will be preselected except the Desktop Icon component which is optional. Click the Desktop Icon checkbox to display a FileZilla icon on your desktop.
11. Click <Next> to display the Install Location window.



12. Accept the destination folder or click <Browse> to select a different location.
13. When finished, click <Next> to display the Start Menu Folder window.



14. Accept the default or select the Start Menu folder in which you would like to create the program's

shortcuts. You can also enter a name to create a new folder. Afterwards, click <Install>

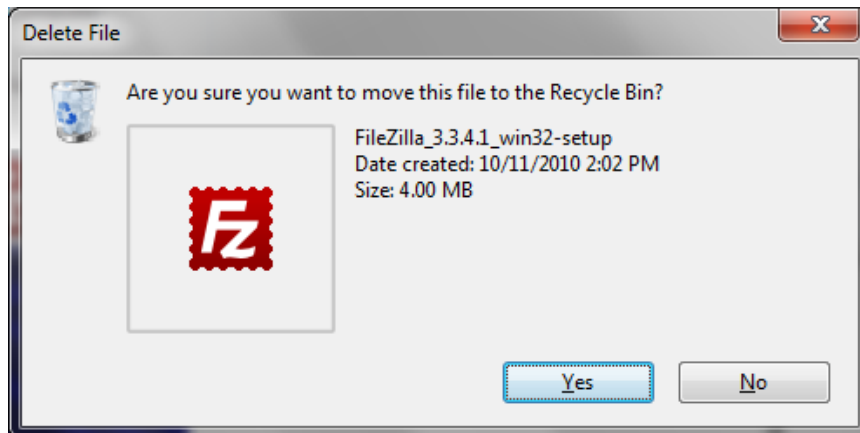
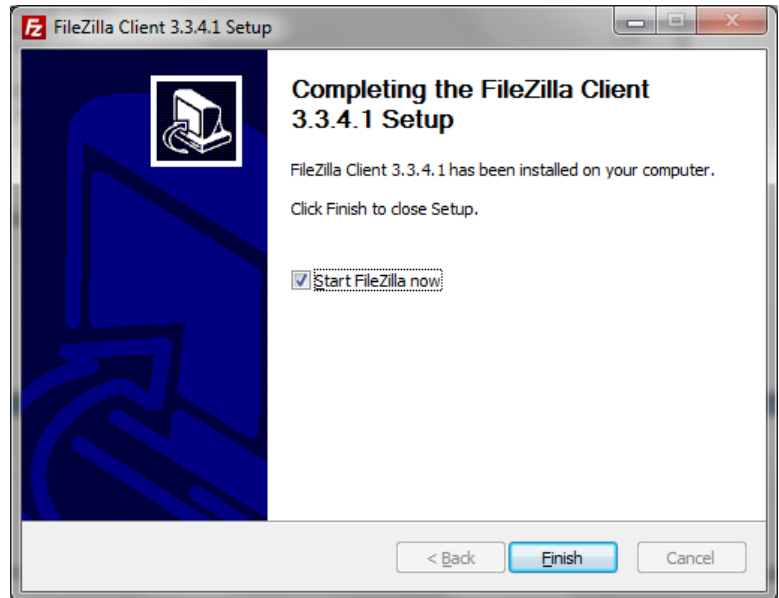
15. A Progress Bar will display and show the progress of your installation.

16. After the program is installed, the Completing the FileZilla Client Setup window displays.

17. To immediately start FileZilla after installation click the “Start FileZilla Now” checkbox.

18. Click <Finish> to complete the setup.

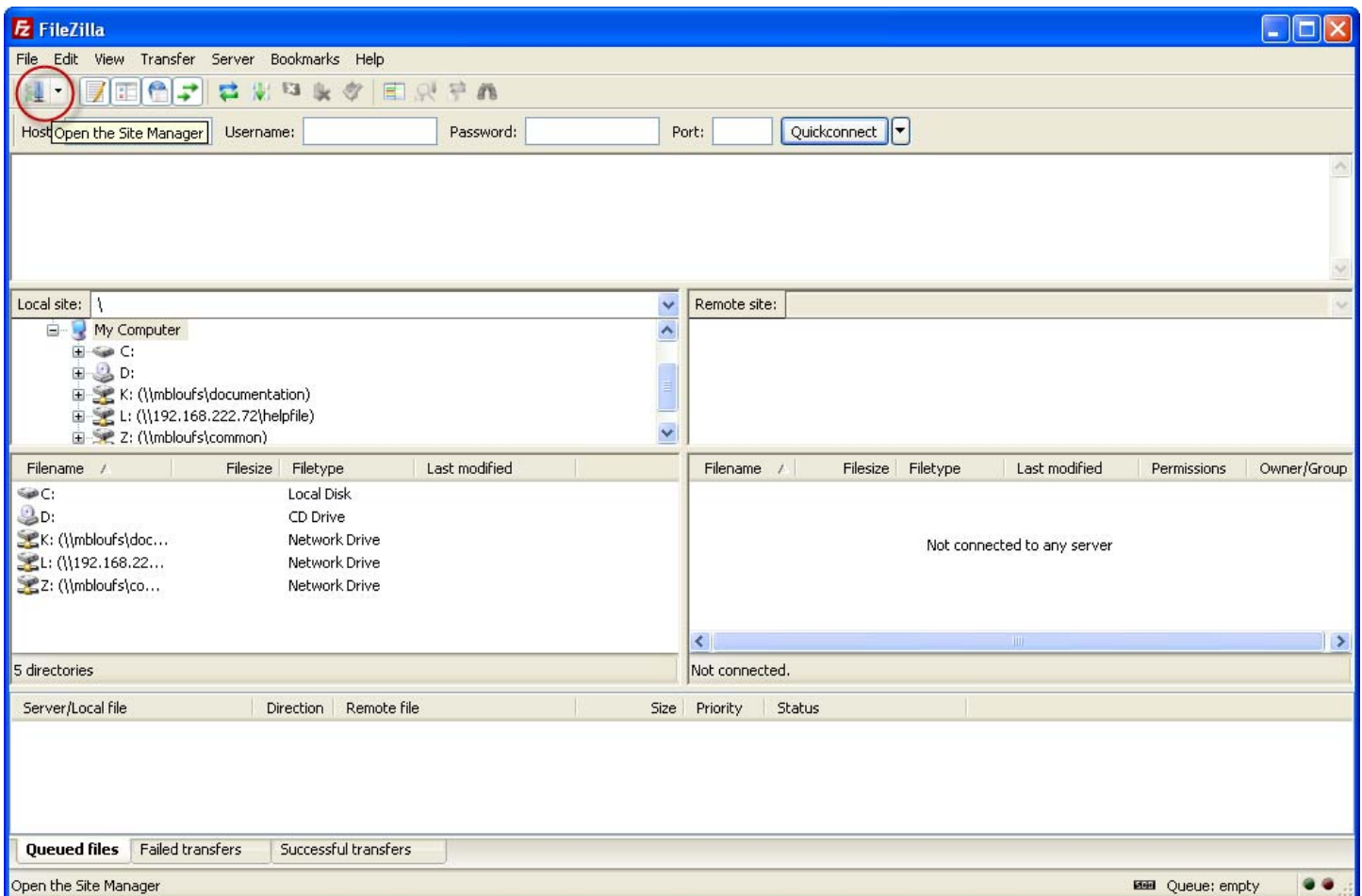
19. You may delete the FileZilla installation file since installing a program is a one-time process. Deleting this file will eliminate confusion between the install file and the actual FileZilla program file, if both icons are residing on the desktop. If you choose to delete the installation file, right-click on the FileZilla Installation File icon to display the Delete File window. Click <Yes> to delete the installation file.



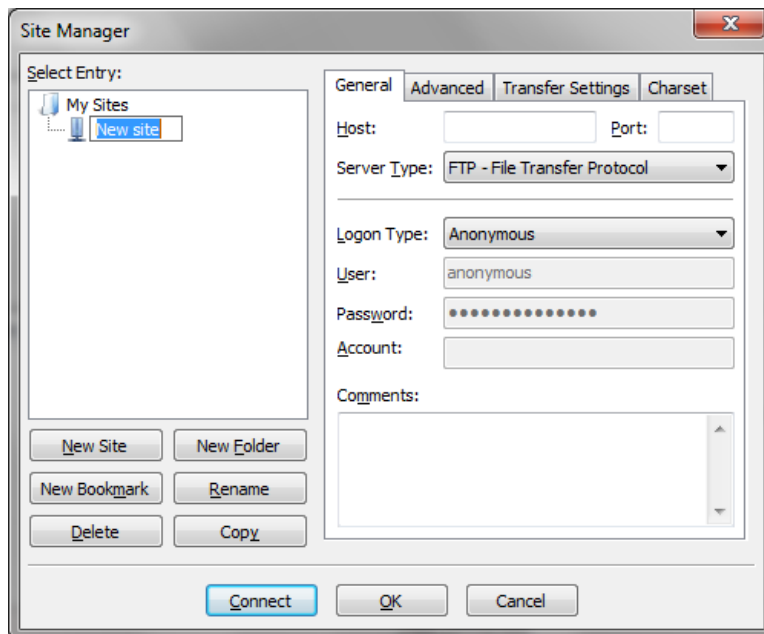
20. If you chose to start FileZilla by clicking the “Start FileZilla Now” checkbox, the Welcome to FileZilla window displays. The Welcome window offers help pages, forums, and extended documentation if you’re interested in learning more about FileZilla.



21. Click <OK> to close the window and display the File Selection Window.



22. Double-click the “Open the Site Manager” icon located on the icon bar to display the Site Manager window.



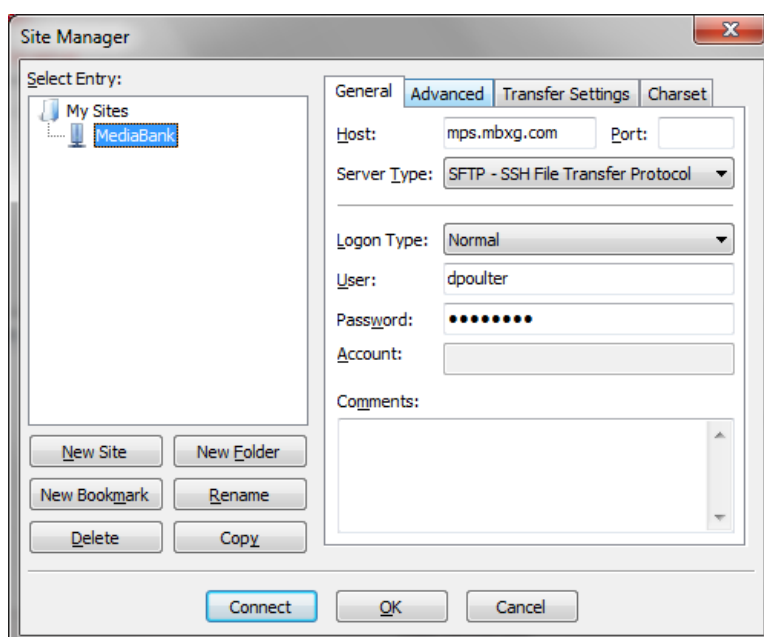
23. Click <New Site> to open the input field and create the new site. You may rename the site by keying the appropriate name over the words “New Site”. If you want to rename the site at a later time, click <Rename> then key the name over the existing site name.

24. To connect to Mediaocean’s server, key **mps.mbxg.com** in the Host field.

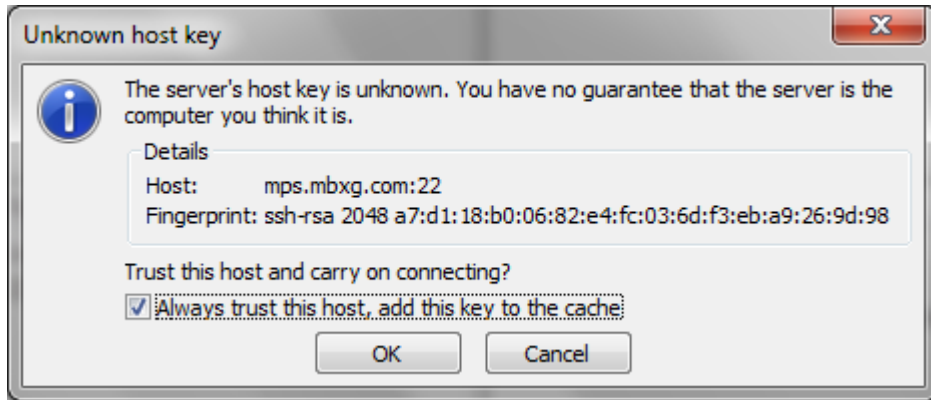
25. From the Server Type drop-down list, select **SFTP – SSH File Transfer Protocol**.

26. From the Logon Type drop-down list, select **Normal**.

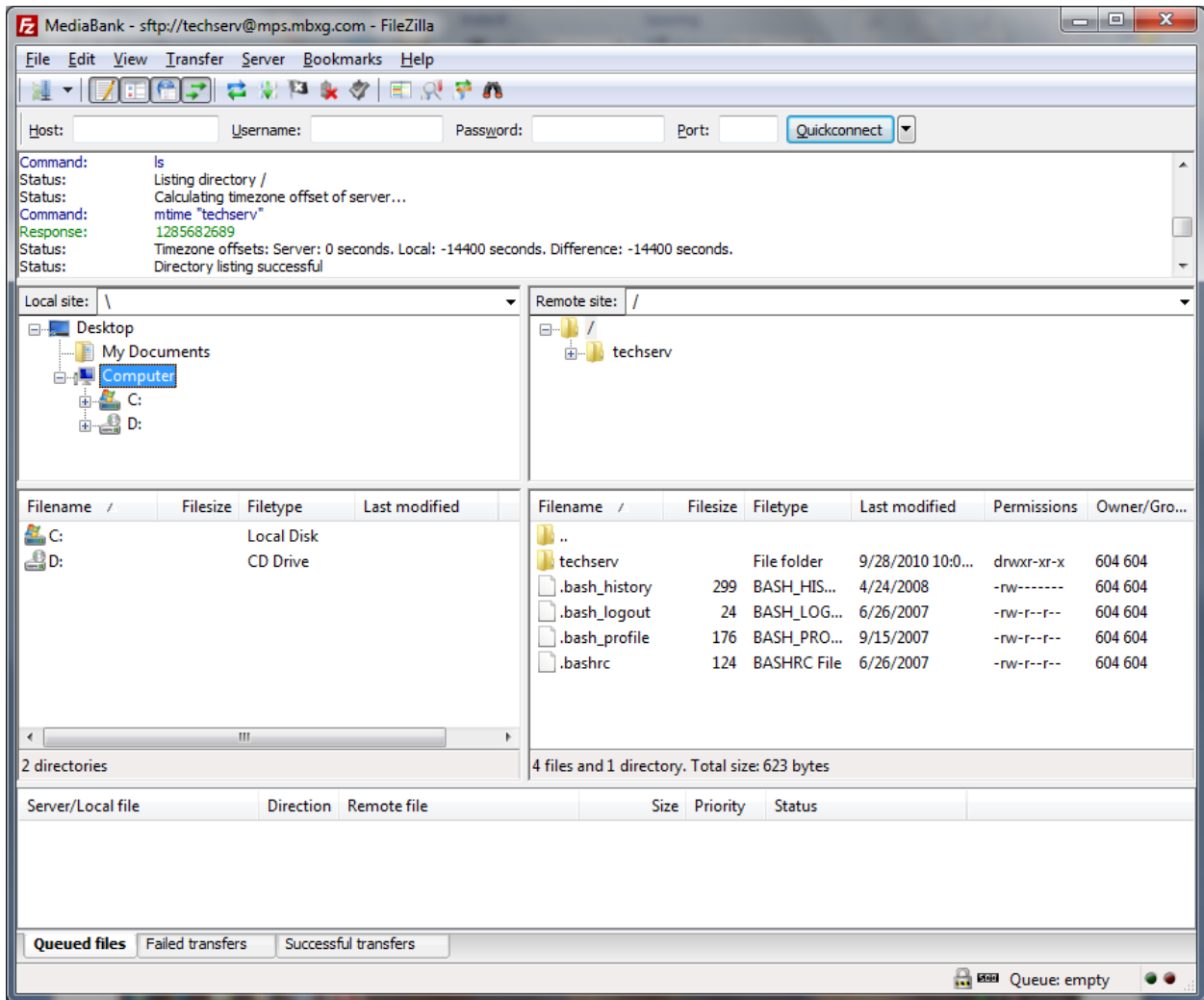
27. Key your User Name and Password (provided by Mediaocean).



28. Click <Connect> to display the Host Key Window.



29. Click <OK> to allow and trust Mediaocean's FTP server and to connect to the remote FTP site. The remote files display in the right hand (Remote Site) portion of the window.



30. Click and drag the file you want to move, and drop it into the appropriate directory located in the Local Site area of the window. Afterwards, the area located above the Local Site box will provide you with the status of your download. When you see a successful Status, you will know the file download has completed and was successful.

31. The next time you want to download a file, double-click the FileZilla icon located on your desktop (or Program Files menu if you chose not to put it on your desktop) to display the File Selection Window. Click the drop-down arrow next to the Open the Site Manager icon, select the network profile you have created, and choose another file from the Remote Site to download.