

# How To Upload to IROC-Houston using WinSCP

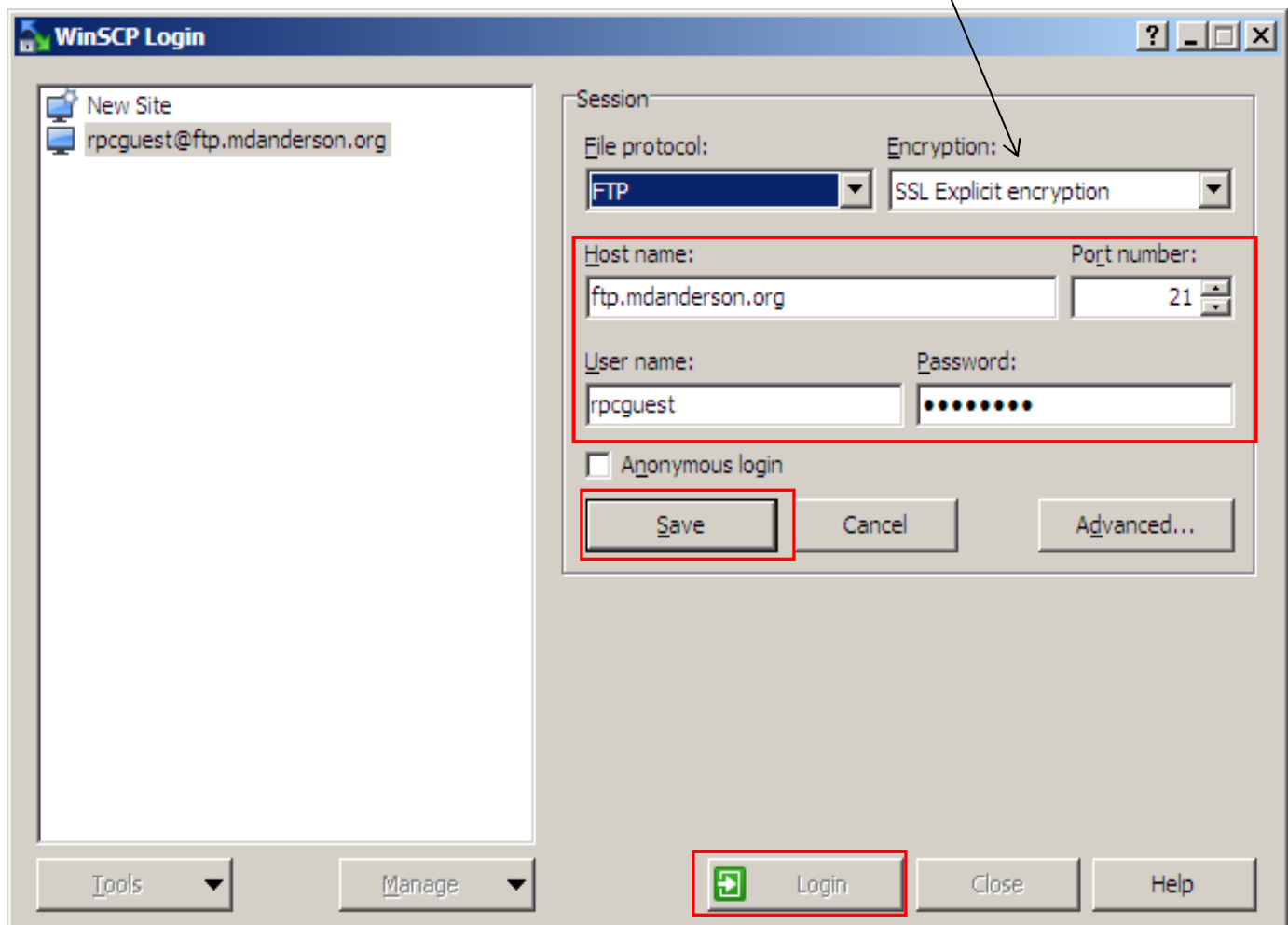
(11-11-2014)

**Host name:** = FTP.MDANDERSON.ORG

Username      Password  
Rpcguest      Idky1wuW

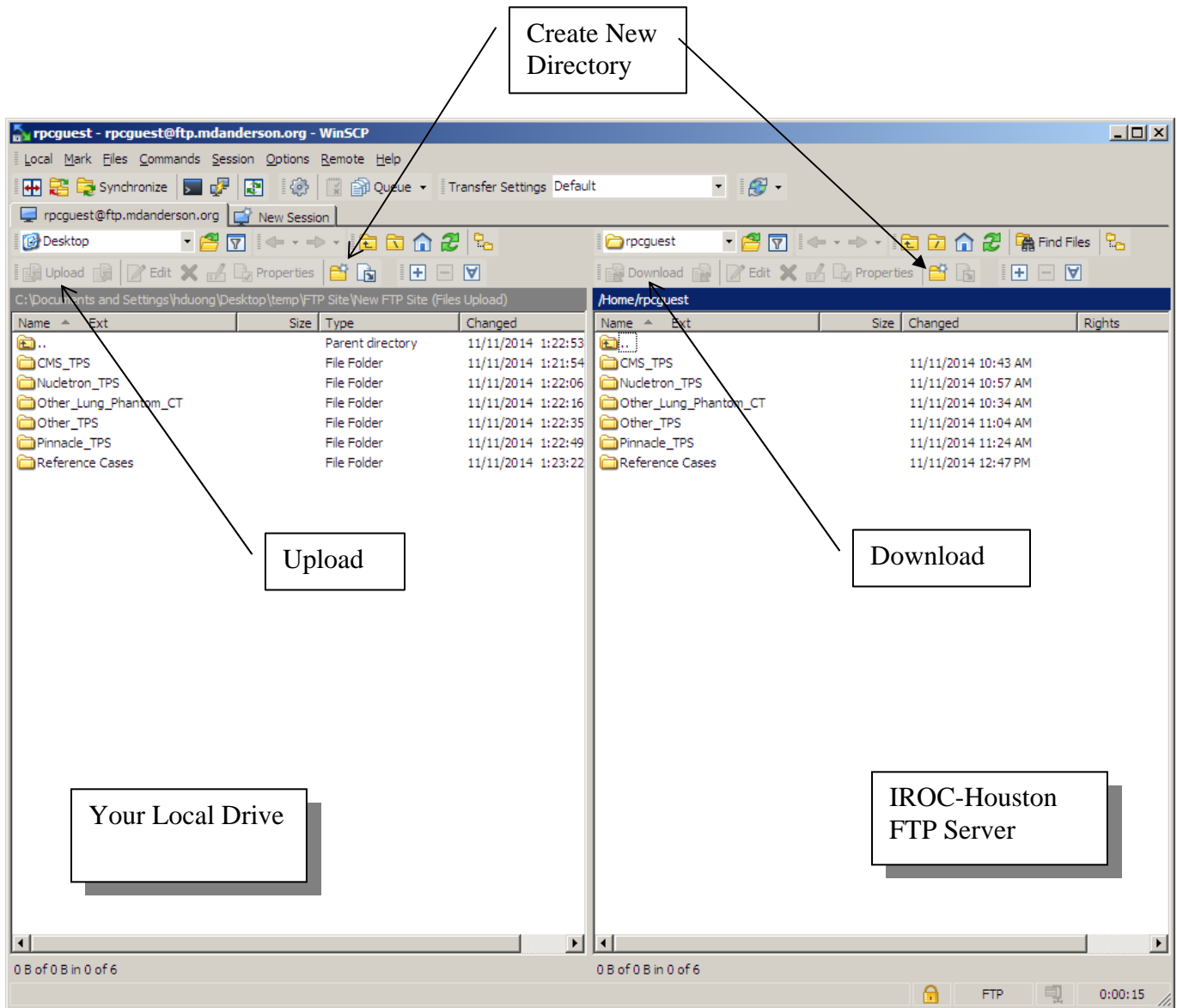
- 1) Use a Secured FTP software. One such freeware is WinSCP where you can search on the web or download here <http://winscp.net/download/winscp556.zip>.

**Make Sure**  
Encryption is SSL  
Explicit encryption



- 2) Next Click Save and then Login.

3) You will see something like this.



4) Next on the right pane, **Create a subdirectory** preferably your institution's name then double click to go to that folder.

5) Now, You can go to the left pane and **upload** your files by clicking on the icon or just **drag** that folder **and drop** it to the right pane.

6) **DON'T FORGET TO EMAIL THE PARTY OF INTEREST (or [IROCHOuston@mdanders.org](mailto:IROCHOuston@mdanders.org)) ONCE YOU'RE DONE.** Otherwise, we would not know whom the files are for.

If you have any question, please contact **IROC-Houston at 713-745-8989.**