

Moving Files into Horizon Black

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Transferring data into the Horizon Black environment is a multi-step process.

- Transfer the data to the ingest server using a SFTP client (FileZilla from a VCU-managed machine shown below).
- Map a network drive within your Horizon Black VM to access the files.

Step-by-step Directions

On your local machine, navigate to Software Center

Search for and Install FileZilla

Open FileZilla from your Start menu

Enter the following:

Host: sftp://SOMVDI-Ingest.RAMS.adp.vcu.edu

Username: rams\your VCU eID (ex: rams\tuckerrv)

Password: your VCU password

Select Quickconnect

Navigate to the location on your local computer where your files are saved

Open the Inbound folder

Open your VCU eID folder

Select / Drag-and-Drop the files into your VCU eID folder

Files will be automatically virus scanned and moved into the Horizon environment.

Then,

Log into the Horizon Black Environment

[Map a Network Drive](#)

Open the Inbound folder and then your VCU eID folder to find your data