Mailmark Direct Data

How to download data files

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Version: 1.1





Contents

1. Introduction	3
2. Onboarding Process	4
3. Accessing Mailmark Direct Data (MDD) files	5
4. Accessing MDD - WinSCP	6
5. Accessing MDD - FileZilla	11
6. Unzipping the Data File(s)	17
7. Adding a Public Key – WinSCP	19
8. Adding a Public Key – FileZilla	21
9. Generating a Public Key	

Summary of changes V1.1 to V1.2 April 2021

1. Renaming of the file from MDD Technical Specification (downloading data)

Summary of changes V1.0 to V1.1 January 2021

- 2. Addition of a Domain Server Name (DNS)
- 3. Clarity that dependency on an Internet Protocol (IP) address is not advised
- 4. Confirmation that the MDD files will be auto deleted on the 8th day

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1. Introduction

1. Overview

Royal Mail has developed a solution whereby we will provide Mailmark[®] customers with details of the performance of their mailings through direct data, known as Mailmark Direct Data (MDD) via a secure file transfer.

Customers wishing to integrate this data into their IT systems can securely access item level data sets in a variable length file, in a format known as CSV (Comma-Separated Variable length) with a header record giving a name to each field.

Through the use of software, purchased or developed in-house, this data can be tailored to provide performance detail at item level for all items listed on an eManifest.

2. Purpose

This document is to provide customers and interested parties guidance on:

- requesting Mailmark Direct Data
- accessing data securely
- the CSV data format structure

3. Intended Audience:

- Any customer who requires access to their Mailmark Data.
- Any provider who wishes to develop a software solution to re-purpose the raw data.
- Any Mailmark user.

4. Important clarifications

- This variable length (CSV) file output, with a header record giving a name to each field, replaces current functionality whereby Mailmark users can access 'exception' level data and save, ready to view, using excel, csv or PDF.
- Item data will continue to be accessible at Supply Chain level and will show all items mailed rather than those with potential issues on the 'exception' reports.
- Data will be transferred through automated access via SFTP systems (Secure File Transfer Protocol).



2. Onboarding process

The onboarding process requires the recipient of the Mailmark Direct Data transfer (MDD) to request access from Royal Mail.

The process is as follows:

1. Request Access from Royal Mail

Customer (Mailmark User) contacts mailmark@royalmail.com and provides;

- a. Mailmark Participant ID(s) and Participant Name(s)
- b. Company / Business name
- c. Contact details including name, email address, contact number, job title
- d. Confirmation that the email address provided has been registered on <u>www.royalmail.com</u> as a business user
- e. If in the event of a customer wishing a password free connection, the SSH Public^[1] key must be provided to mailmark@royalmail.com

2. Royal Mail provides access details to Requestor

Royal Mail will action the request and send to the contact provided;

- a. A unique User name.
- b. A unique password which is formatted as: 9 characters long with letters (capital and small caps), numbers and symbols, randomly sequenced.
- c. A unique directory structure where the ZIP files will be available.

The Domain System Name (DNS) is: ftg.bdtg.royalmailgroup.com This directory can only be accessed by the user and the structure is: /pub/1036/out. The ZIP files are found in the folder "out".

Note:

- 1. The DNS and IP are common across all customers
- 2. SFTP Password free connection is an option and not mandatory.
- 3. The set-up process can take 48 hours
- 4. Customers should only expect to use the DNS and not be reliant on the Internet Protocol (IP) address. This is because Royal Mail will not change the DNS but may change the IP address in future.

^[1]SSH keys are a matching set of cryptographic keys which can be used for authentication. The public key can be shared freely without concern, while a private key is guarded and never exposed to anyone.



3. Accessing Mailmark Direct Data files

The data will be in a variable length file, in a format known as CSV (Comma-Separated Variable length) with a header record giving a name to each field. It will be transmitted via SFTP. The file will need to be retrieved by the user through;

- a. Accessing the SFTP
- b. Retrieving the file from the secure host server
- c. Transferring the selected file(s) to the customer's destination of choice

There are a number of opensource tools which can be used to retrieve the Mailmark Direct Data files from the SFTP server.

Options include WinSCP and FileZilla for which, to support customers accessing MDD we have provided some guidance below.

The MDD files will automatically be permanently deleted from the SFTP server on the 8th day.

Please note: Royal Mail does not recommend one tool over the other and it is your responsibility to ensure the chosen programme meets your company's security policies.

WinSCP

- Establish connection_ https://winscp.net/eng/docs/guide_connect
- Download the file_

https://winscp.net/eng/docs/task_download

FileZilla

 Download the following link_ https://www.ostraining.com/blog/webdesign/filezilla-beginner/

PuttyGen

 Download the following link https://www.ssh.com/ssh/putty/windows/puttygen

7-ZIP

 Download the following link https://www.7-zip.org/

Detailed guidance on each option follows in the next section.



4. Accessing MDD - WinSCP

1. Start **WinSCP** and the *Login* dialog box appears.

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- 2. Add the connection details in the *Login* dialog box:
 - i. Select **SFTP** in the *File Protocol* field.
 - ii. Type the DNS ftg.bdtg.royalmailgroup.com in the *Hostname* field.
 - iii. Select *Port Number:* 22.
 - iv. Type your customer E123456 in the Username field.
 - v. Type your password in the *Password* field.

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3. Click the Save button. The *Save session as site* dialog box appears.



- 4. Type a connection name, for example **RM MDD Connection**.
- 5. Optionally, navigate to the /pub/1036/out folder in the folder field.
- 6. You then have the option to Save password
 - a. Tick if you wish (*not recommended*) option or,
 - b. Do not tick, if unticked the password will have to be typed every time.

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Site name:					
RM MDD Connectio	n				
<u>Folder</u> :					
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7. Click the OK button.

8. The connection details will be saved for future use without needing to repeat step 2.

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9. Click the Login button.

A warning dialog box appears.

You will be requested to save the host key of the FTG Server during the first connection.



10. You have choice of storing the key

- a. Click the **Yes** button to accept and store the key, or,
- b. Click the **No** button to accept without storing the key.

If you select No, you will be shown this dialog box every time the connection is established.

An Authentication Banner dialog box appears.

Authentication Banner -	RM MDD Con	nection 💌			
SECURITY NOTICE		^			
Use of this system, its equipment, and resources is monitored at all times. All programs and information held on this system are private and confidential to Atos, and are only lawfully available to authorised users for authorised purposes only.					
It is a criminal offence to obtain unaut or information within this system and/ modifications whatsoever to the conte If you are not an authorised user you this system and can, and will be prose law. Please disconnect immediately.	thorised access to an or to make any unau ents of this compute are violating the re ecuted to the full ext	ny program uthorised r system. gulations of cent of the			
		~			
Never show this hanner again	Continue	Help			

- 11. Tick the Never show this banner again box.
- 12. Click the Continue button.

You will then see a main window area split into two sections.

on the right, the server you have connected to;

on the left, your own computer's hard drive.



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- 13. Navigate to the folder in your own computer (left pane) where you wish to download the file to.
- 14. Navigate to **/pub/1036/out** directory on the remote server where the MDD's files are stored. Click on the folder icons.

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15. Highlight the file(s) to be downloaded.

16. Click the **Download** button. A *Download* dialog box appears.



Download	? X
Download file 'RMMDDcustomer_LineItem_202101021203.zip' to local directory	:
C:\Documents*.*	Browse
Transfer settings Transfer type: Text	
Transfer in background (add to transfer queue)	
Transfer settings 🔽 OK Cancel	Help
Do not show this dialog box again	

17. Navigate to/confirm the location in your computer's hard drive where the file will be stored.

18. Click the **OK** button. A *Downloading* dialog box appears; no action is required from you.

	15%	6 Downloa	ading	? X
P	File: RMMDD Target: C:\Docu	customer_Line uments\	eItem_20210102	21203.zip
	Time left: Bytes transferred:	0:00:14 78,945 KB	Time elapsed: Speed:	0:00:02 29,369 KB/s
	× _ 🗟 🗞	• 🕥 Unlim	iited 🔻	

When the file(s) is/are downloaded the file(s) will be visible on the right pane of the screen.

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19. The MDD file download is complete.



5. Accessing MDD - FileZilla

1. Start FileZilla.

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File Edit View Transfer Server Bookmarks Help ﷺ ♥ 📝 📰 🕀 🗣 🗱 🎎 🌾 🌾 🕼 👯 🜮 🐔		
Host: Username: Password: Port: Qu	ickconnect 💌	
Local site: C:\Documents\	Remote site:	×
	×	
Filename Filesize Filetype Last modified	Filename	Filesize Filetype Last modified Permissions Owner/Gro
		Not connected to any server
Empty directory.	Not connected.	
Server/Local file Direction Remote file Size Priority Status		
Queued files Failed transfers Successful transfers		
		🕮 Queue: empty 🔍 🔍

2. Click the Site Manager button .

The *Site Manager* dialog box appears. It is necessary to add the connection details.

		Site N	lana	nger			
elect Entry:		General	Adv	/anced	Transfer Settings	Charset	
🍯 My Sites		<u>H</u> ost: Pro <u>t</u> ocol		FTP - F	ile Transfer Protoc	Port:	Ý
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<u>N</u> ew Site	New <u>F</u> older						^
New Book <u>m</u> ark	<u>R</u> ename						
Delete	Duplicate						~



- 3. Click the **New Site** button.
- 4. Add the connection details in the Login dialog box:
 - i. On the right pane, Rename the site connection name to RM MDD Connection
 - ii. Type DNS ftg.bdtg.royalmailgroup.com in the *Host* field.
 - iii. Type **22** in the *Port* field.
 - iv. Select SFTP SSH File Transfer protocol in the *Protocol* field.
 - v. Select the Normal option in the Logon Type field.
 - vi. Type your customer number, for example E123456 in the User field.
 - vii. Type your Password in the *Password* field.

elect Entry:		General Adv	anced	Transfer Settings	Charset		
My Sites		<u>H</u> ost: Pro <u>t</u> ocol:	xx.xx.xxx Port: 22 SFTP - SSH File Transfer Protocol				
		Logon Type: User: Pass <u>w</u> ord:	Norma E00000	00		~	
		<u>A</u> ccount: Co <u>m</u> ments:					
New Site	New <u>F</u> older]				^	
New Book <u>m</u> ark	<u>R</u> ename]					
Delete	Duplicate] [~	

- Click the **Connect** button to proceed with the connection.
 It will be required to save the host key of the FTG Server during the first connection.
- 5. You have the option whether or not to trust the host:
 - To trust the host: Tick the *Always trust this host, add this key to the cache* box.
 - If you wish to proceed without storing the key, do not tick the box

	Unknown host key						
0	The server's host key is unknown. You have no guarantee that the server is the computer you think it is.						
	Details						
	Host: 10.106.52.63:22						
	Fingerprint: ecdsa-sha2-nistp256 3b:29:9d:eb:b7:64:e9:69:25:24:bd:8f:e7:be:11:d4						
	Trust this host and carry on connecting?						
	Always trust this host, add this key to the cache						
	OK Const						



.....

6. Click the **OK** button.

The screenshot below shows the main window area split into two sections.

- on the right, the server you have connect to;
- on the left, your own computer's hard drive.

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Host: Usemame: Password: Port Quickco	nnect 💌		
Status: Retrieving directory listing of "/pub/1036"			~
Status: Directory Jub/1036 successful			
Status: Retrieving directory listing of "/pub/1036/out" Status: Listing directory /pub/1036/out			a
Status: Directory listing of '/pub/1036/out' successful			v
Local site: C:\Documents\	Remote site: /		v
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	ali pub	File fold	ler 04/11/2020 10: drwxrws 320.
1	ali pub	File fold	er 04/11/202010 drwxnws 320.

- 7. Navigate to the folder in your own computer (left pane) where you wish to download the file
- 8. Navigate to /pub/1036/out directory on the remote server where the MDD's files are stored.

Click on the folder icons.

3rd Party Desktop - Desktop Viewer	
RM MDD Conn	iection - sftp://E00000@10.106.52.63 - FileZilla
File Edit View Transfer Server Bookmanks Help	
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Local site: C\Documents\	 Remote site: /pub/1036/out
E ■ Dektop → Documents → W This PC → J Re → C (1050ab) → SRECVCLE.8 N	A B → 1 pub → 1005 → 2 out.tmp
Filename Filesize Filetype Last modified	Filename Filesize Filetype Last modified Permissions Owner/Gro
Cr. (OSDisk) SRECYCLE.BIN me Filesize Filetype Last mc	
Empty directory.	11 file. Tot
Server/Local file Direction Remote file Size Priority Status	
Queued files Failed transfers Successful transfers	

9. Double-click the file(s) to be downloaded. The file transfer process will begin.



3rd Party Desk	top - Desktop Viewer			- ×	
1	and the second second second		RM N	MDD Connection - sftp://E000000@10.106.52.63 - FileZilla	
ile Edit View	Transfer Server Bookmarks	Help 티 위 부 A			
lost	Usemame	Password:	Port:	Quickconnect +	
etus Co atus Co atus Sta atus Re atus Lis atus rei	nnecting to 10.106.52.63 nnected to 10.106.52.63 nting download of /pub/1036/out trieving directory listing of "/pub/ ting directory /pub/1036/out moter/pub/1036/out/RMMDDcuste	/RMMDDcustomer_Lineltem_2021 1036/out" amer_Lineltem_202101021203.zip +	01021203.zip > local:Ct\Documents\RI	1MMDDcustomer_Lineitern_202101021203.zip	< >
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Queued files (1)	Failed transfers Successful tr	ansfers			
	and a second and a second second second				

10. When the transfer is completed, the file is available on the local customer hard drive.



6. Unzipping a File

1. Start 7-Zip.

C:\Users\Public\							
lame	Size Mo	dified Created	Accessed	Attributes	Packed Size	Comment	
Desktop	202	0-05-16 10:31 2009-07-1	14 03:20 2020-05-16 10:31	RHD	0		
Documents	201	8-06-01 14:54 2009-07-1	14 03:20 2018-06-01 14:54	RD	0		
Downloads	201	6-05-27 16:07 2009-07-1	14 03:20 2016-05-27 16:07	RD	0		
Favorites	200	9-07-14 02:34 2009-07-1	14 03:20 2016-06-30 20:16	RHD	0		
Jibraries	201	4-05-28 21:08 2009-07-1	14 03:20 2014-05-28 21:08	RHD	0		
Music	200	9-07-14 04:54 2009-07-1	14 03:20 2016-06-30 20:16	RD	0		
Pictures	200	9-07-14 04:54 2009-07-1	14 03:20 2016-06-30 20:16	RD	0		
Recorded TV	200	9-07-14 07:45 2009-07-1	14 07:45 2016-06-30 20:16	RD	0		
Videos	200	9-07-14 04:54 2009-07-1	14 03:20 2016-06-30 20:16	RD	0		
😰 desktop.ini	174 200	9-07-14 04:54 2009-07-1	14 04:54 2009-07-14 04:54	HSA	174		

2. Navigate to the folder where you download the file to, in this example C:\user\Public\Downloads.



- 3. Click the file to extract.
- 4. Click the **Extract** button. The file will be extracted to the same folder it is currently. The file doesn't have a password, so none is required.



Dz Extract	
Extract to: C:\Users\Public\Downloads\Lineitem-RM_C	ustomer-2020-01-02-105500\ 🗸 📖
Path mode: Full pathnames	Password
Overwrite mode: Ask before overwrite ▼	Show Password
ОК	Cancel Help

- 5. Navigate to a new folder location if you wish to; or alternatively
- 6. Click the **OK** button to extract the csv file. The file is extract into a new folder with the same file as the file.

Zz C:\Users\Public\Down	loads\		e								
File Edit View Favo	rites Tools Help										
4 - 🗸	u 🔶 🔿 🗙	i									
Add Extract Test O	Copy Move Delet	e Info									
🦻 退 C:\Users\Public	C\Downloads\										
Name			Size	Modified	Created	Accessed	Attributes	Packed Size	Comment		
lineitem-RM_Custom	ner-2020-01-02-1055	00		2020-11-11 12:35	2020-11-11 12:35	2020-11-11 12:35	D	0			
Lineitem-RM_Custom	ner-2020-01-02-1055	00.zip	182	2020-11-11 12:30	2020-11-11 12:30	2020-11-11 12:30	A	182			
1 abiant(a) aslantad	100	100	2020 11 1	1 12 20							
1 object(s) selected	162	102	2020-11-1	1 12:30							

The file is now ready to be processed.



1000

7. Adding Public Key - WinSCP

1. Start **WinSCP** and the *Login* dialog box appears.

WinSCP	_ 0 X
Local Mark Files Commands Session Options Remote Help Image: Session Image: Session<	
Image: Second Synchronize Image: Seco	
Image: New Session Image: CoSDisk • ● ♥ Image: Poperties Image: CoSDisk • ● ♥ Image: Poperties Image: Upload - ● Edit - ★ → ● Image: Poperties • ● ♥ Image: Poperties Image: Upload - ● Edit - ★ → ● Image: Poperties • ● ♥ Image: Poperties Image: Upload - ● ♥ Edit - ★ → ● Image: Poperties • ● ♥ Image: Poperties	
Image: CoSDisk • ● ♥ • • • • Image: CosDisk • ● ♥ • • • • Image: CosDisk • ● ♥ • • • • • Image: CosDisk • ● ♥ • • • • • Image: CosDisk • ● ♥ • • • • • Image: CosDisk • ● ● ♥ • • • • • Image: CosDisk • ● ● ♥ • • • • • Image: CosDisk • ● ● ♥ • • • • • Image: CosDisk • ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	
🙀 Upload - 📝 Edit - 🗙 🛃 🕞 Properties 🖀 🕞 ⊕ = 🗹	
C/Documents	
Name Size Type Changed Name Size Changed Rights Owner	
🔒 Parent directory 04/11/2020 13:29:21	
Session Ele rotaci: Ele rotaci: Extrame: Pot number: XXXXXXXX Z2 Up rame: Desourd: Edit Advanced	
0 B of 0 B in 0 of 0	

- 2. Highlight the *RM MDD Connection* on the left pane.
- 3. Click the Edit button. The *advance* button is now activated.

S	Login	– 🗆 X
RM MDD Connection	Session File protocol: SFTP V Host name: xx.xx.xx.xx User name: Passwi E000000 ••••• Save V Cancel	Port number: 22 💌 ord: Advanced
<u>T</u> ools ▼ <u>M</u> anage ▼	🔁 Login 🛛 🔻	Close Help



4. Click the **Advance** button. The *Advance Site Settings* dialog box appears.



5. Click the **Authentication** option on the left pane.

The list of settings on the right side of the dialog box will change.

	Advanced Site Settings ? ×
Environment Directories Recycle bin SFTP Shell Connection Proxy Tunnel SSH Key exchange Authentication Bugs Note	Bypass authentication entirely Authentication options
Color 🔻	OK Cancel Help



6. Click the **Browse** — button. The *Select private key file* dialog box appears.

A	Select private key	file		x
🐑 🐵 🔻 🕯 ד	his PC + OSDisk (C:) + Documents	~ ¢	Search Documents	م
Organize 👻 New folder	r		:==	- 🔲 🔞
☆ Favorites	Name	Date modified	Туре	Size
Desktop	E000000 Private key.ppk	11/11/2020 13:22	PPK File	1 KB
Downloads				
Recent places				
🌉 This PC 🛛 🔳				
📔 Desktop				
Documents				
Downloads				
Pictures				
📔 Videos				
📥 OSDisk (C:)				
👝 New Volume (D:) 🗡	<	III		>
File r	name: E000000 Private key.ppk	~	PuTTY Private Key File	es (*.ppk) 🛛 🗸
			Open	Cancel

- 7. Highlight the public Key file. See how to generate a Public Key section.
- 8. Click the **Open** button. The *Select private key file* dialog box closes.

3rd Party Desktop	- Desktop Viewer		- 1082 - 2007 20 20 20 - 200							- 0
5					WinSCP					_ 0
Local Mark Files C	ommands Session Options Remot	e Help								
🖶 🚰 🚔 Synchron	nize 🗾 🧬 💽 🏟 🎒 Queud	e 👻 Transfer Setti	ngs Default	• 🛃 •						
💕 New Session										
C: OSDisk	• 🚰 🔽 💠 • 🔶 🖻 (🗈 🏠 🎜 名				- 🚰 🔽		2 🔍 Find Files	ę	
Upload - 📝 E	dit - 🗙 🚮 🕞 Properties 📑 🖬				Download	- 📝 Edit - 🕽	🕻 🚮 🕞 Properties 📑			
C:\Documents										
Name ^	Size Type	Changed			Name		Size Changed	Rights	Owner	
≟	Parent directory	04/11/2020 13:29:	2		Login		_ 🗆 X			
			[attended and a second		Cassian					
			New Site		File protocol:					
					SFTP	1				
					Host name:	_	Port number:			
					xx.xx.xx.xx		22			
					licer name:	Parewords				
					E000000	••••••				
					Edit		Agvanced 👻			
					U 1000					
			<u>⊺</u> ools ▼	Manage 🔻	🔛 Login	Close	Help			
L										
0 B of 0 B in 0 of 0										
Not connected.										

9. Click the Login button, to proceed with the connection.



8. Adding a Public Key - FileZilla

1. Start FileZilla.

3rd Party Desktop - Desktop Viewer	- 🗆 X
File.	Zilla 📃 🗗 🗙
File Edit View Transfer Server Bookmarks Help ﷺ ♥ 📝 🗊 📬 🚓 🗱 🎉 🏁 🎕 🏈 🚍 👯 🌮 💏	
Host: Username: Password: Port: Quickconnect V	
Local site: C:\Documents\	Remote site:
analysis_archive analysis_archive analysis_archive analysis_archive Apps Apps AppsData dediag dediag dediag fin=68-ut V	
Filename Filesize Filetype Last modified	Filename Filesize Filetype Last modified Permissions Owner/Gro
	Not connected to any server
Empty directory.	Not connected.
Server/Local file Direction Remote file Size Priority Status Queued files Failed transfers Successful transfers	
	📟 Queue: empty 🔹 🖜

2. Click the Edit Menu.

3rd Party Desktop - Desktop Viewer									- 0	i X
E			FileZ	lilla					- 4	a x
File Edit View Transfer Server Book	marks Help									
Network configuration wizard	7 🖻 🖓 🖻 🕅									
Clear private data	Password:	Port:	Quickconnect 💌							
Settings										
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1										
Local site: C:\Documents\			v	Remote site:						~
Apps			<u>^</u>							
🕢 📗 AppsData										
Automation										
# fms-863-ut			~							
Filename	Filesize Filetype	Last modified		Filename	•	Filesize Filetype	Last modified	Permissions	Owner/Gro	
<u>.</u>										
						Not connected to any	server			
Empty directory.				Not connected.						
Server/Local file Direction	Remote file	Size Priority Statu	s							
Queued files Failed transfers Success	ful transfers									
								E C	ueue: empty	
								- 4	acae copy	



3. Click the **Settings** option from the drop-down menu. The *Settings* dialog box appears.

	Settings
Select page:	Overview For more detailed information about what these options do, please run the network configuration wizard. Run configuration wizard now Timeout Timeout in seconds: 20 (10-9999, 0 to disable) If no data is sent or received during an operation for longer than the specified time, the connection will be closed and FileZilla will try to reconnect. Reconnection settings Maximum number of retries: 2 (0-99) Delay between failed login attempts: 5 (0-999 seconds) Please note that some servers might ban you if you try to reconnect too often or in too short intervals.
Cancel	

4. Select the SFTP option in the left pane. The options on the right pane change.

	Settin	gs			x
Select <u>p</u> age:	Public Key Authentication				
Connection FTP A time mode	To support public key authenti Private <u>k</u> eys:	ication, FileZilla n	eeds to know the privat	e keys to use.	
	Filename	Comment	Data		
File lists Language File editing Filetype associations	Alternatively you can use the P does recognize Pageant.	III Add keyfile ageant tool from	<u>R</u> emove key PuTTY to manage you	r keys, FileZilla	>
ОК	Other SFTP options				
<u>C</u> ancel	<u>E</u> nable compression				



Click the Add keyfile button. The option on the right pane changes.

E		Select file containing pr	ivate key			x
€ 🕘 ▾ ↑ 퉬	• This PC	C ► OSDisk (C:) ► key	~ C	Search key		٩
Organize 👻 New fo	lder			1	-	0
Desktop	^ N	lame	Date modified	Туре	Size	
Downloads Recent places		Private_key_e000000.ppk	11/11/2020 13:39	PPK File		2 KB
Finis PC Desktop Documents Downloads Music Pictures Videos CSDisk (C:) New Volume (D:	=					
-	~ <					
F	ile <u>n</u> ame:	Private_key_e000000.ppk	~	All files (*.*) <u>O</u> pen	Cancel	 ✓ → →

- 9. Highlight the public Key file. See how to generate a Public Key section.
- 10. Click the **Open** button. The *Settings* dialog box now lists the added public key.

	Settings ×
Select <u>p</u> age:	Public Key Authentication
Connection	To support public key authentication, FileZilla needs to know the private keys to use. Private <u>k</u> eys:
- Passive mode - FTP Proxy - SFTP	Filename Comment Data C:\key\Private_key_e0000 rsa-key-202011 ssh-rsa 2048 79:f5:01:b6:41:fd:56:e9:aa:22:94
Generic proxy Transfers File Types File exists action	
 Interface Themes Date/time format Eilsring format 	
- File lists	
File editing Filetype associations	Add keyfile <u>R</u> emove key Alternatively you can use the Pageant tool from PuTTY to manage your keys. FileZilla
ОК	does recognize Pageant.
<u>C</u> ancel	Other SETP options

11. Click the **OK** button. The *Settings* dialog box closes and the key is saved.



9. Generating a Public Key

We strongly advise you to contact your system administrator or IT support to complete this task.

- 1. Start PuttyGen.
- 2. Click the Generate button.

PuTTY Key Gener	ator		()
e <u>K</u> ey Con <u>v</u> ersio	ons <u>H</u> elp		
Key			
Public key for pasting	into OpenSSH authorize	d_keys file:	
tb82PGyqZEz3Wbht dKDugAcn5sxn/EPL	eG9qqgxl5SVXl23GUpy HvK8pvUdRESTtwS+9Bb	9k5V4hIKo1pgwBB1MIT a7naYtQ43Qv7PLYv7+7	Fm3c9FlwESreR
+mr47qlx9GgdkGyt2	acVR1aZxikT7orRIMHA	2Wr2Diw2Ly24npqCHg8	xT65P1/GLXrsrZ
59aV9Z8QvDwVKo rsa-key-20201111	NNSRXNglUxeS8+5o4p/	//Zscfsb/2UZn8ztmDsm	g/gthKuFw==
Key fingerprint:	ssh-rsa 2048 cd:08:07	:16:87:79:ff:8f:99:37:5e:	:71:d1:17:37:96
Key comment:	rsa-key-20201111		
Key passphrase:			
Confirm a soon brases			
commin passprirase.			
Actions			
Generate a public/pri	vate key pair		<u>G</u> enerate
Load an existing priva	ate key file		<u>L</u> oad
Save the generated k	key	Save public key	<u>S</u> ave private key
Parameters			
Type of key to generation	ate: DSA O <u>E</u> CDS	SA 🔿 Ed <u>2</u> 5519) SSH- <u>1</u> (RSA)
01111			

- 3. Click the **Save private key** button. Navigate to where you would like to save the public key. This key is not to be provided to anyone else.
- 4. Click the **Save public key** button. Navigate to where you would like to save the public key. This key needs to be given to Royal Mail.
- 5. Send by email the public key to mailmark@royalmail.com



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