

# How to download multiple files or folders from Globus

Document last updated: September 14, 2023

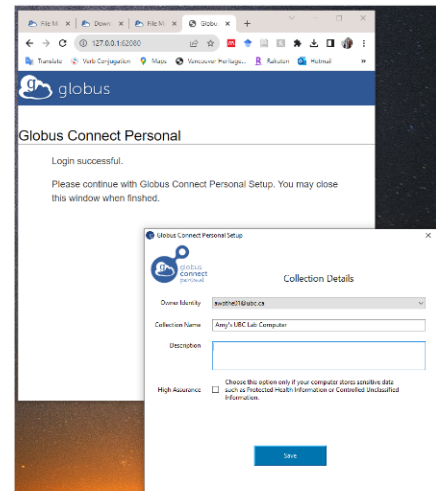
By: Amy Wotherspoon, Silva21 Scientific Coordinator ([amy.wotherspoon@ubc.ca](mailto:amy.wotherspoon@ubc.ca))

---

STEP 1: Download [Globus personal connect](#). Once you have created your account you will create a “Collection” that is associated with your login.

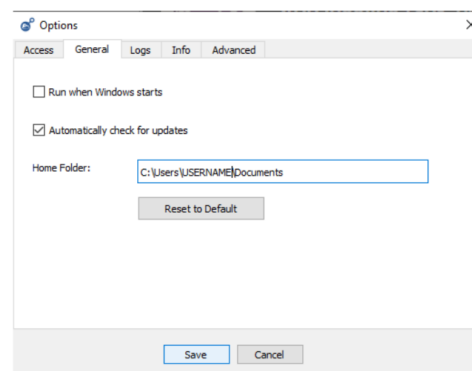
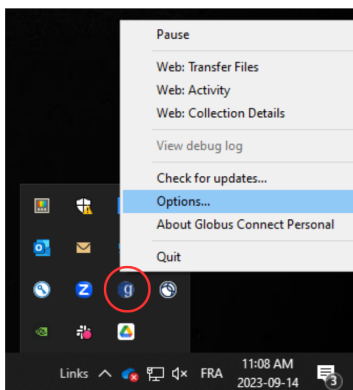
I have named mine *Amy’s UBC Lab Computer*.

Click save.



STEP 2: In your desktop taskbar *Links* section, find the **Globus personal connect icon** (circled in red in the image on the bottom left).

Right click the Globus personal connect icon. Under **Options**, Locate the **General** tab and select a home folder on your personal computer from where you would like to upload files from and download files to. Save the location.



STEP 3: Right click on the Globus personal connect icon. Click **Web: Transfer Files**.

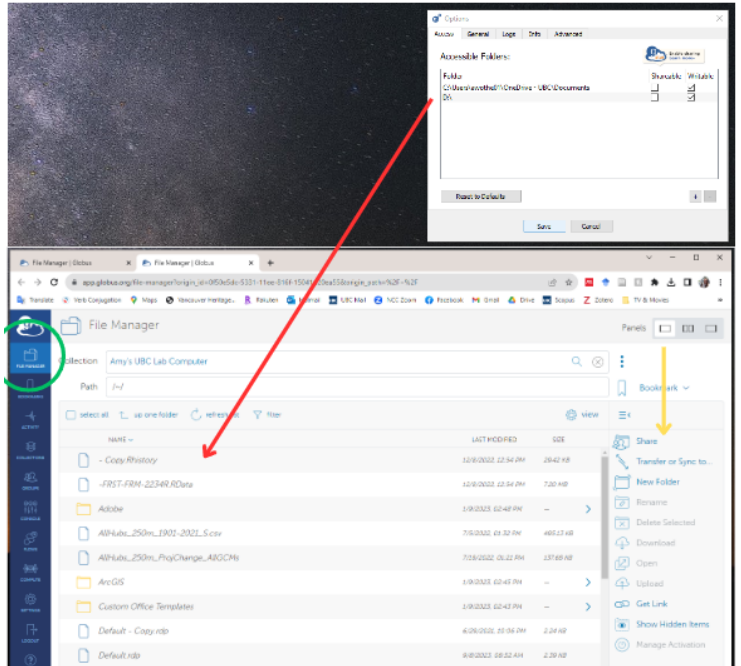
This should open a window in your internet browser showing the Globus File Manager tab showing your *Collection* that you named in Step 1.

The contents of this *Collection* should be synced with the *Home Folder* location you set up in Step 2 (indicated by the red arrow)

Other things to note at this step:

The **green circle** shows that you should be on the *File manager tab*.

The **yellow arrow** shows the panel views which you will need in the next steps.



STEP 4: In the panels tab on right right, click **'New folder'** to create and name a folder that will now be synced to on your computer. In the following examples I have named the folder 'Globus Sync'. which is the location of where your downloaded contents from Globus will be stored. Go into that folder.

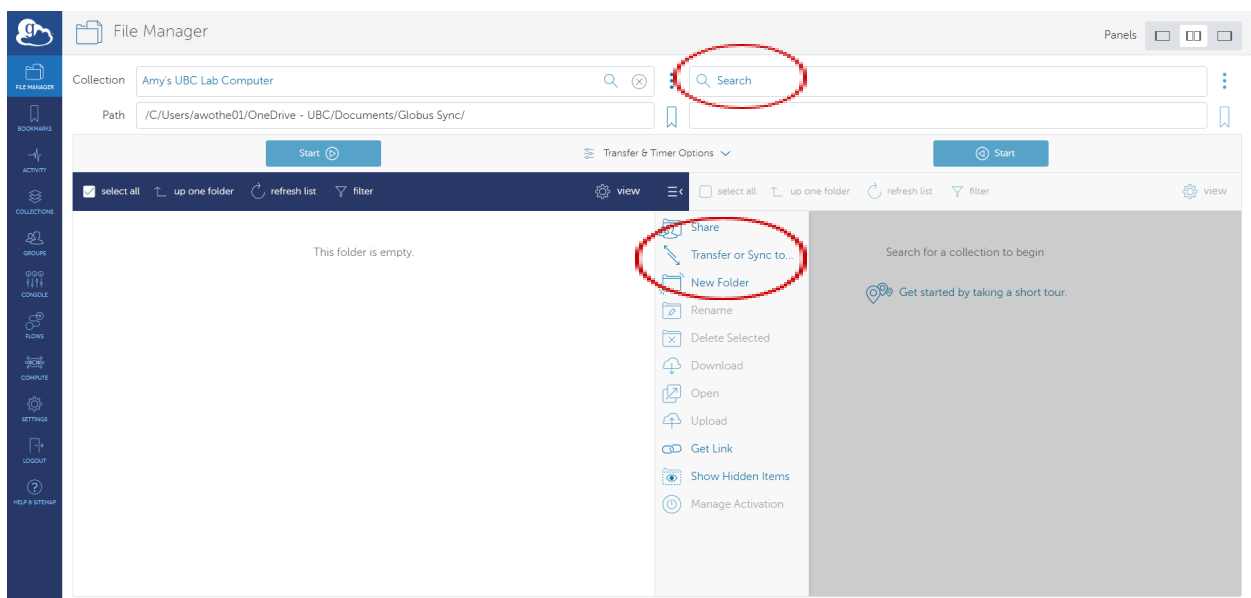
In the Panels (indicated by the yellow arrow in Step 3, click the middle icon:



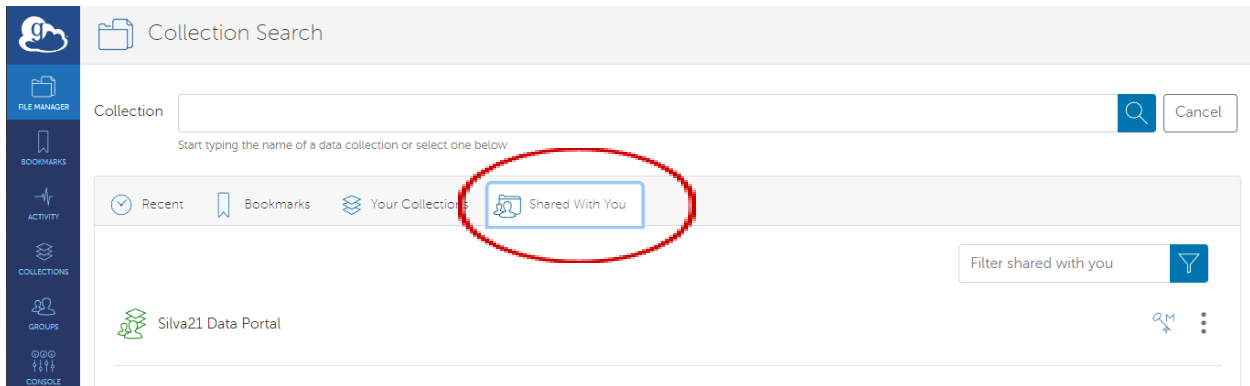
Your screen will now split in two and look like the image below. Note that the path on the left shows my newly created *Globus Sync* folder from the previous step.

**Click on the *Transfer or Sync to...*** (circled in red).

Then click on by the *Search* tab (circled in red).

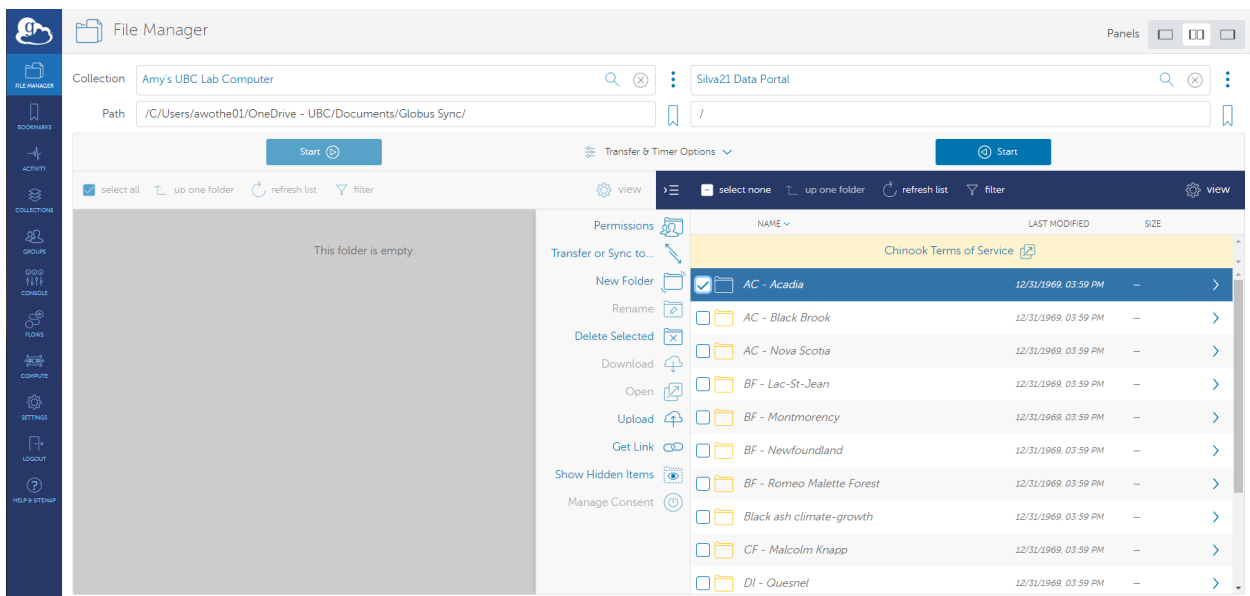


The window below will appear. Go to the **Shared with You** tab to look for the Globus Collection you're looking to download from. Note that if this section is empty it may be because you do not yet have permission to view the contents on Globus.

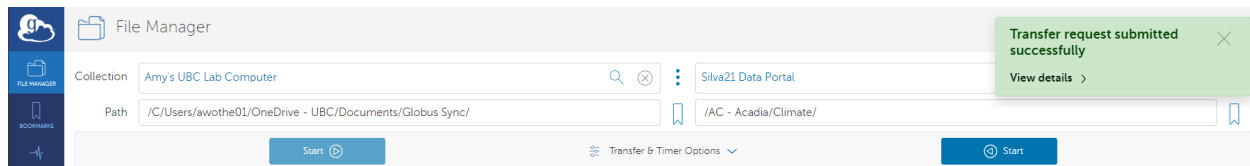


Once you click on the Collection, the right panel will now show you the contents of the collection. You can browse for the file or folder you want to download. In this example, I want to download the *Acadia* file. Click on the file/folder and Click the **Start** button.

**Note:** the arrow on the **Start** button corresponds to the direction in which you are downloading files. In this example, I am downloading from the Silva21 Data Portal on the *right* to Amy's UBC Lab Computer (Globus Sync) on the *left*, so the **Start** button is pointing towards the left.



The green pop up will appear in the right upper corner to tell you the transfer (or download) attempt has been submitted.



You can now open the file path indicated on the left side and check that your items are (or have started downloading). Depending on the size of the file(s) you are downloading, this may take some time.

To check the status of your transfer you can go to the menu on the left side of the Globus screen and click *Activity*. You should also receive a confirmation via email when your transfer is complete.

---

If you have any questions, do not hesitate to contact our Scientific Coordinator, Amy Wotherspoon ([amy.wotherspoon@ubc.ca](mailto:amy.wotherspoon@ubc.ca))