Video title: Using Simple File Sharing to Share Files
TI: 7.5.2

Step 1	Description
#1 **Video 1**	Click **Start,** click **My Documents**, After My Documents opens click on **Tools \ Folder Options**.
#2 **Video 1**	A Folder Options Box will open. Click on the **View** tab and scroll down to the bottom to be sure the box "Use simple file sharing (Recommended)" is checked. Click **OK**.
Step 2	
#3 **Video 2**	**Right-click** in the My Documents window and click **New** then **Folder**. Rename the folder **Shared Files.**
#4 **Video 2**	**Right-click** the Shared Files folder and click **properties**. Click on the **Sharing** tab, Notice there is local and network setting. Click **OK**.
#5 **Video 2**	Now **click and drag** the Shared Files folder to the left side onto the **Shared Documents** folder, release the mouse once hovering over the Shared Documents folder. This will move the Shared Files folder into the Shared Documents folder.
#6 **Video 2**	**Click** on the Shared Documents folder, notice the Shared Files folder has moved to the Shared Documents folder. Now move the Shared Files folder back into the My Documents folder by dragging and dropping it. **Click** on the My Documents folder and the Shared Files folder is back.
Step 3	
#7 **Video 3**	**Right-click** the Shared Files folder and click **properties**. Click on the **Sharing** tab, to enable network sharing and security click on the underlined sentence "<u>If you understand the security risk but want to share files without running the wizard, click here</u>." This will open a new dialogue box. Read its contents and click **Just enable file sharing**. click OK to continue.
#8 **Video 3**	Notice the Network and Sharing and security box has changed. **Click the box** Share this folder on the network. Leave the Share name as is and click **Apply** then **Ok**. Notice the Shared Files folder has changed.