Windows 7: Transferring files via Bluetooth

Get prepared

You need to know your computer's name to connect it to other devices. On the *Start* menu, right-click *Computer* and choose *Properties*. Make a note of the computer name displayed.

The Bluetooth Icon

Mobile phone to computer

1. Set up your phone. Enable Bluetooth. Look for the Bluetooth icon to confirm it's switched on. You may need to consult your phone's manual.

2. Prepare the computer to accept a Bluetooth transmission.
   On the taskbar, click on *Show hidden icons > Bluetooth devices > Receive a file*.

3. Transmit the file from the phone. You will be prompted to select the device to send to.

4. When the file is received, click *Browse*, locate a convenient place to save it and click *Finish*.

Computer to computer

1. Prepare the receiving computer to accept a Bluetooth transmission. Go to the *Taskbar > Show hidden icons > Bluetooth devices > Receive a file*.

2. On the sending computer go to the *Taskbar > Show Hidden Icons > Bluetooth devices > Send a file*.

3. Click on the name of the device you wish to send to.

4. Leaving *'Use authentication'* checked, click *Next*, then click *Browse* and locate the file you wish to send.

5. Click *Open*, then *Next*.

6. On both computers, click inside the balloon that pops up in the *Taskbar*.

7. If the numbers match, click *Next*.

8. When the file is received, click *Browse*, locate a convenient place to save it and click *Finish*.

Delete connections

It is safe practice to delete a connection when you have finished using it.

1. Go to the *Taskbar >* Show *hidden icons > Bluetooth devices > Show Bluetooth devices*

2. Right-click on the device you want to delete and choose *Remove device*.