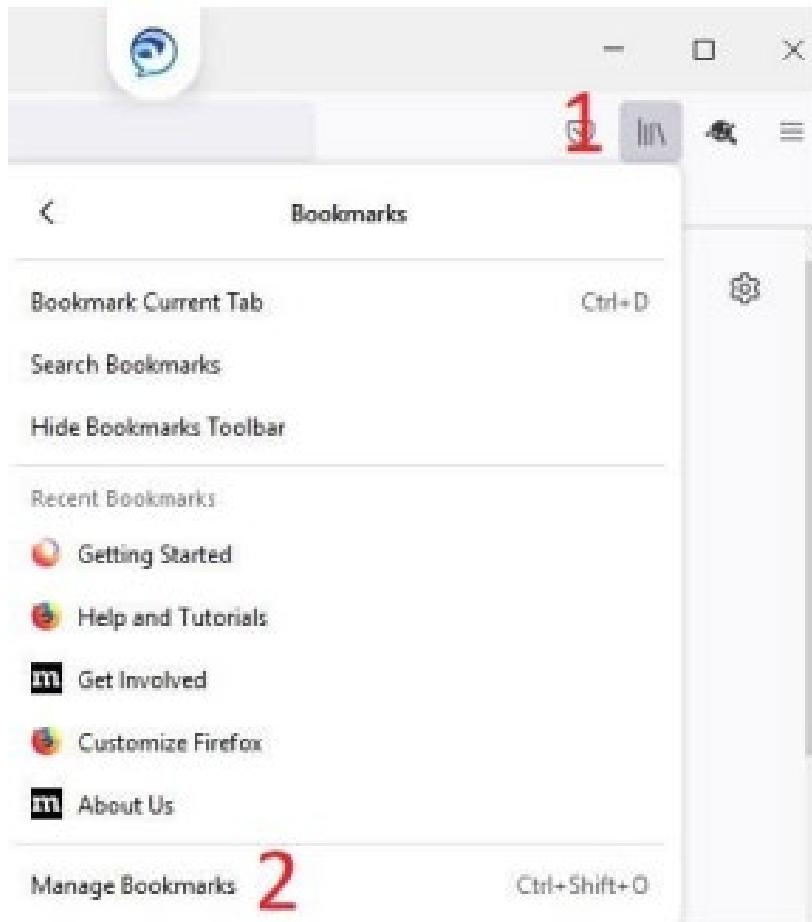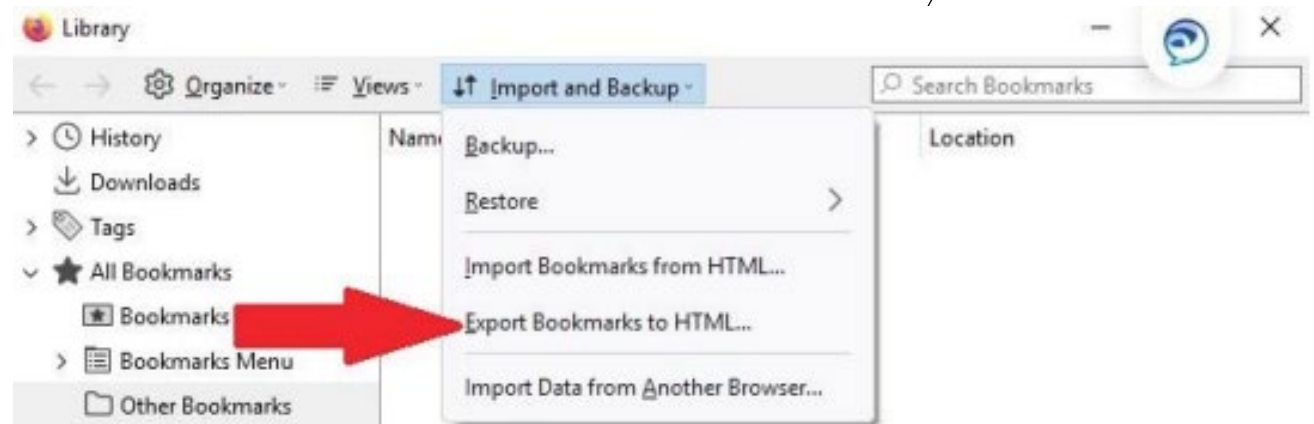# HOW TO:

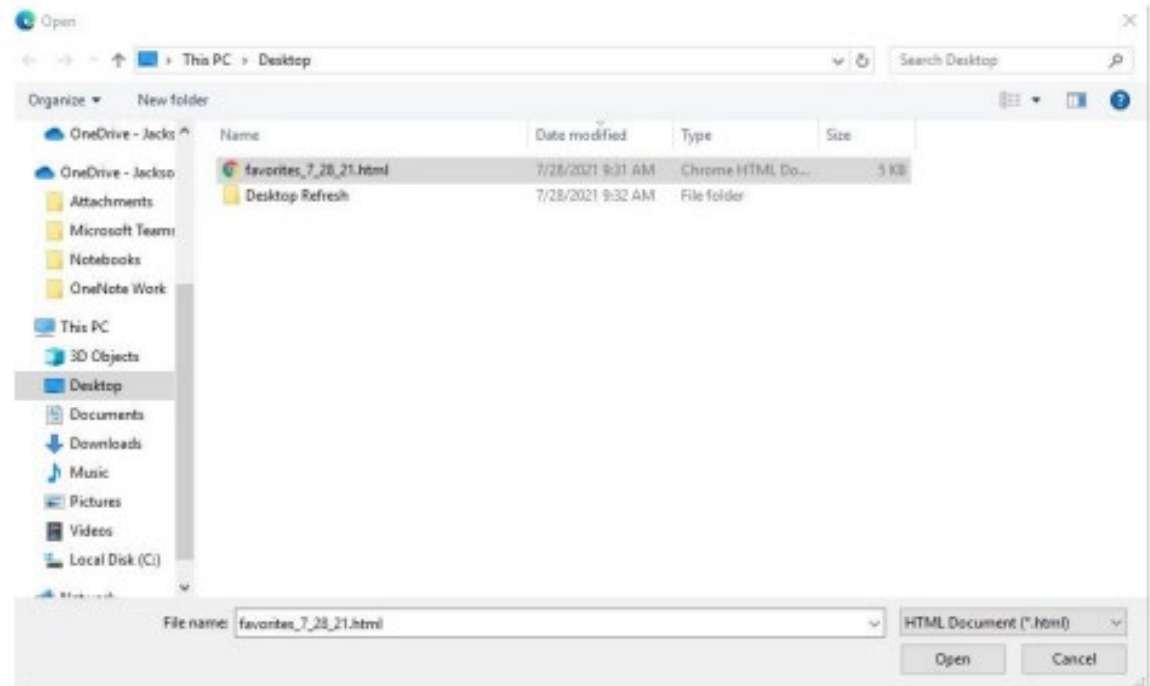## EXPORT AND IMPORT BROWSER FAVORITES : FIREFOX

1. Click on the books icon on the top right hand of your screen, then choose Manage bookmarks.
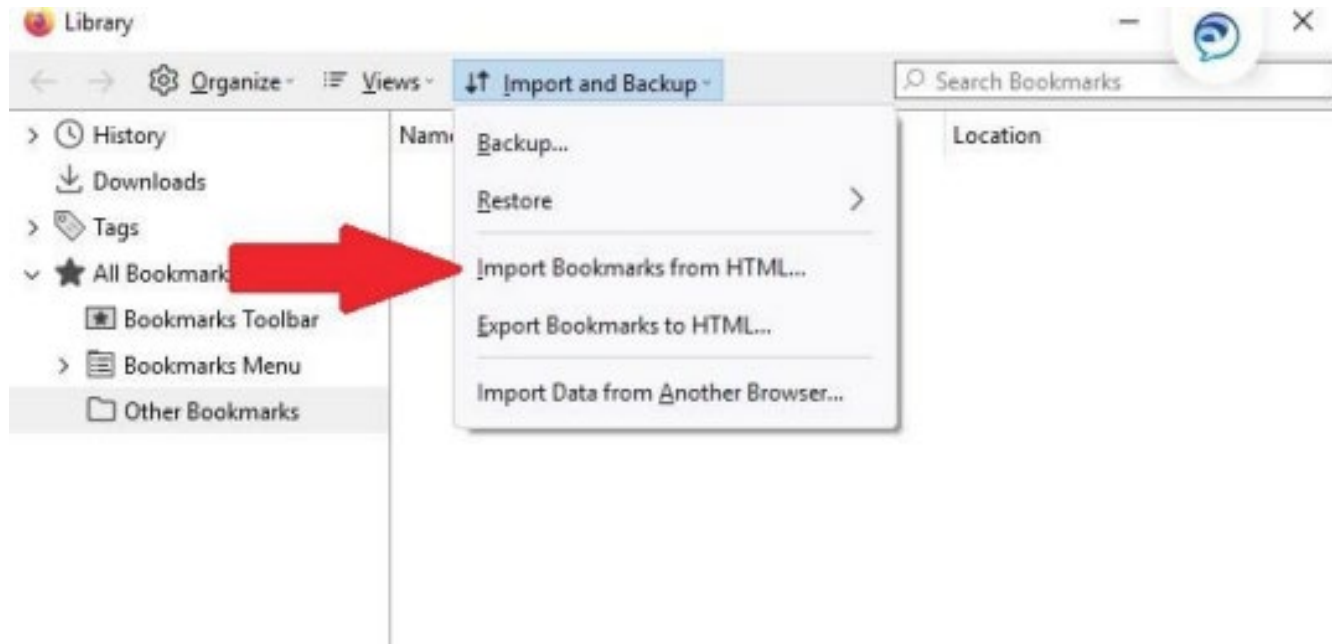
2. The Bookmark window will open. Click on Import and Backup. Then, choose Export bookmarks to HTML.

3. The File window will open. Save the favorites to your desktop as an HTML file. You can then upload the favorites file to your OneDrive (See OneDrive upload\download instructions) or move it to your "H" drive. Do not leave this file on your old workstation.

4. From the Bookmark window, click on Import and Backup. Then, choose Import bookmarks from HTML.

5. The File window will open. Choose the favorites from where you saved it. Click Open.

6. You have now successfully imported your favorites to Firefox!