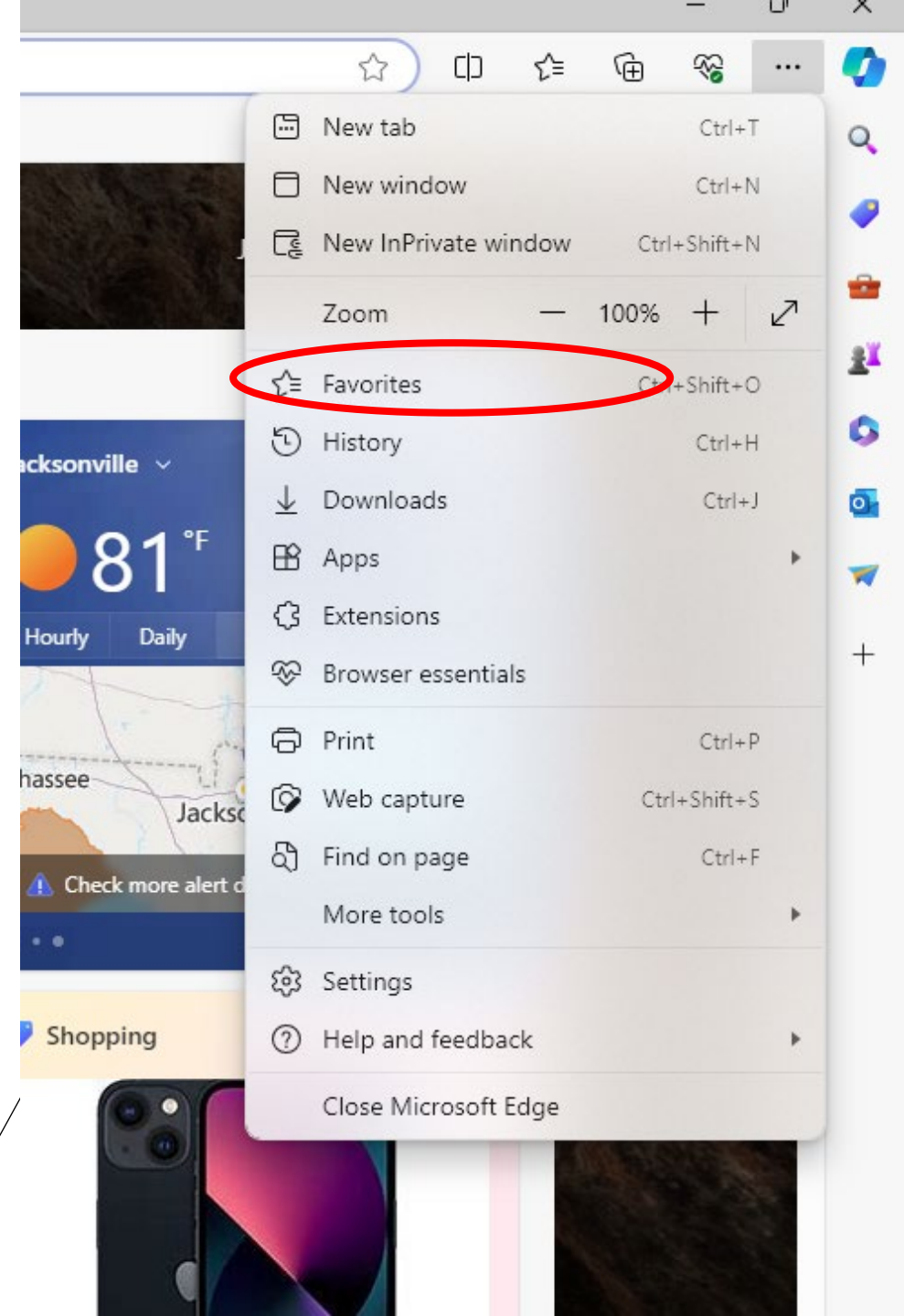
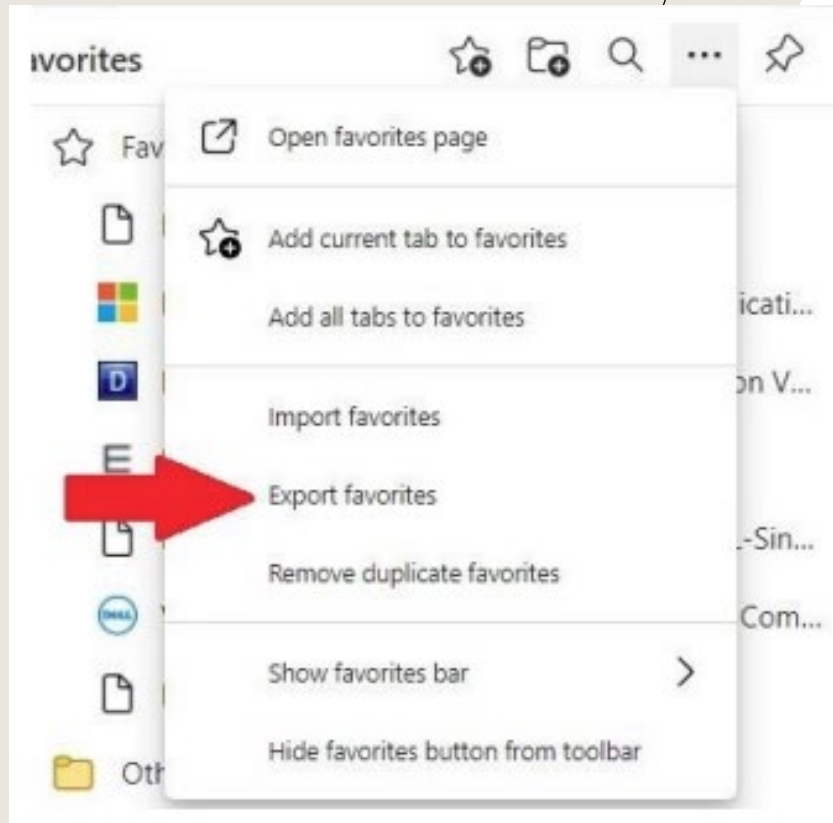


HOW TO:

EXPORT AND IMPORT BROWSER
FAVORITES : MICROSOFT EDGE

1. Click on the three dots on the top right hand of your screen, then choose Favorites.





2. Click on the three bars on the top right hand of the browser window. Then, choose Export favorites.

3. Click Choose file. 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.

Import browser data

Import from

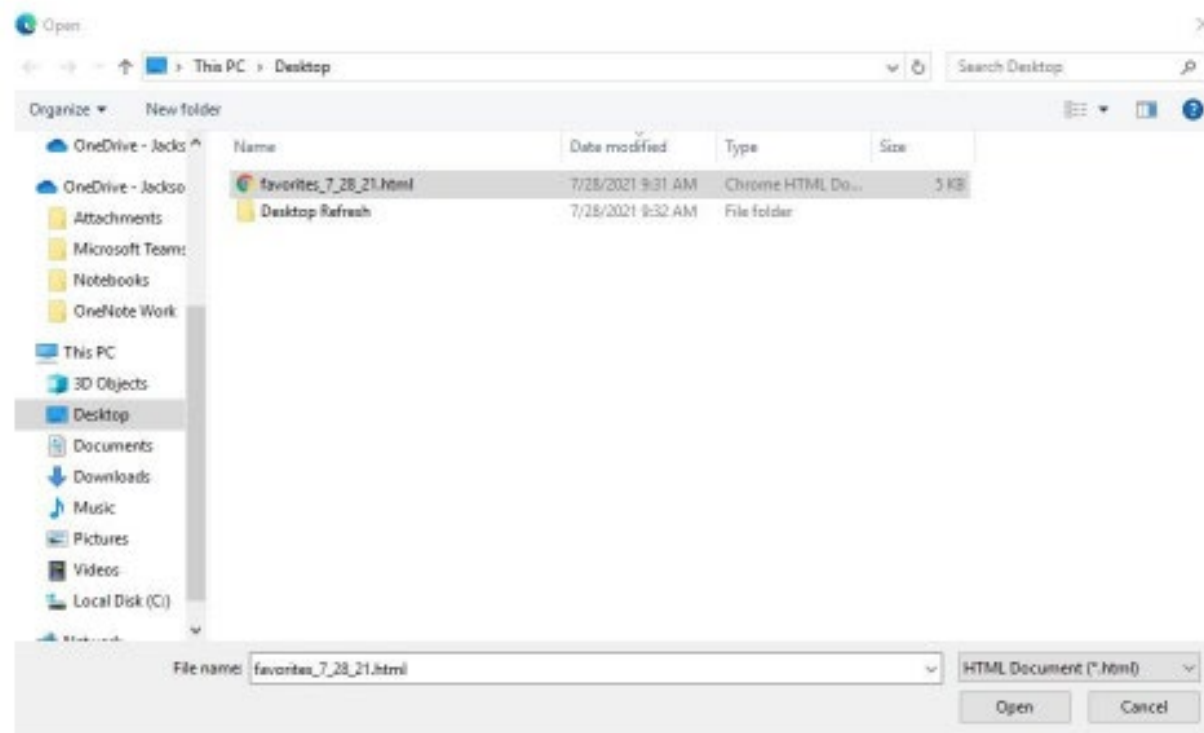
Favorites or bookmarks HTML file

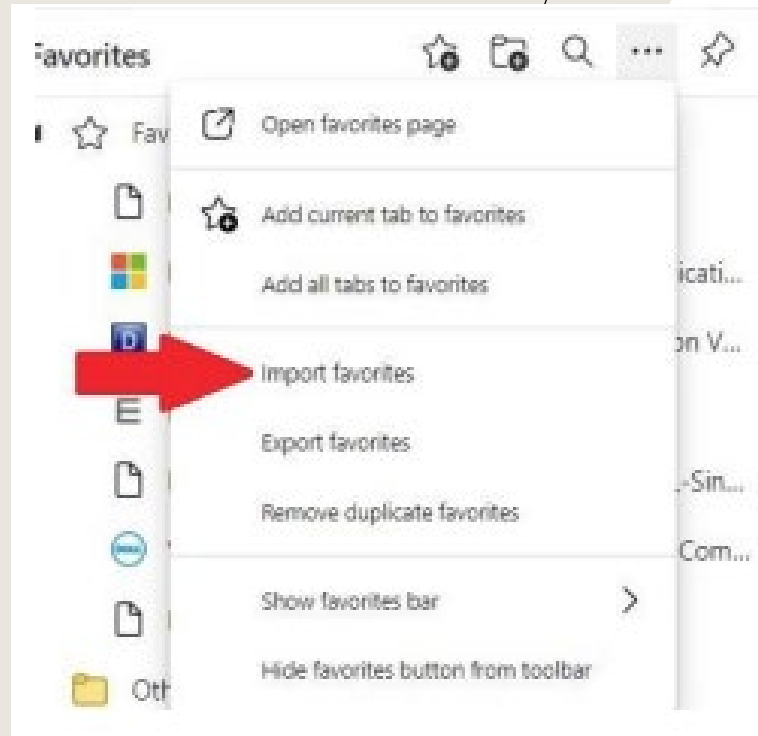
Choose what to import

Favorites or bookmarks

Choose file

Cancel





4. Click on the three bars on the top right hand of the browser window. Then, choose Import favorites.

5. The File window will open. Choose the favorites from your desktop. Click Open

