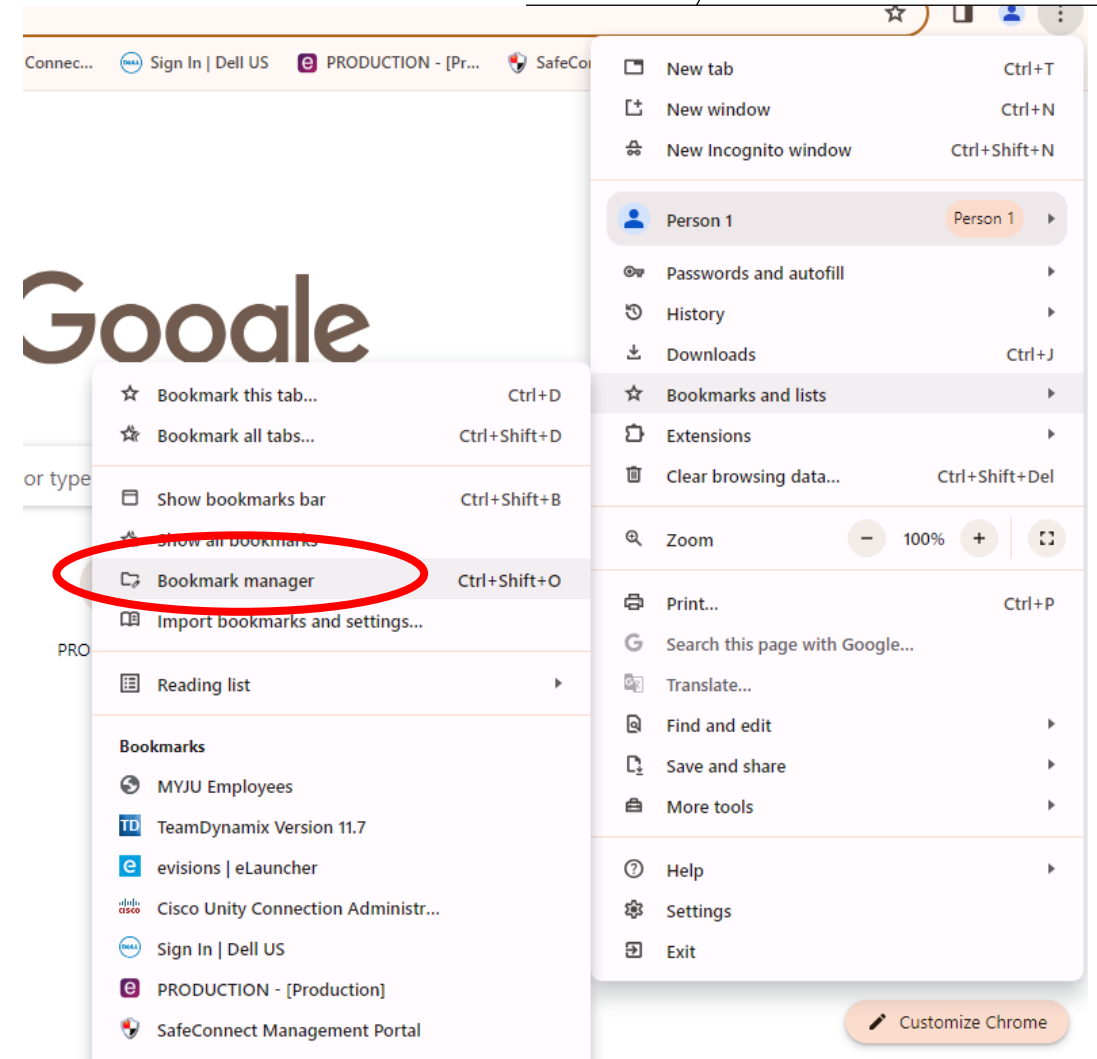
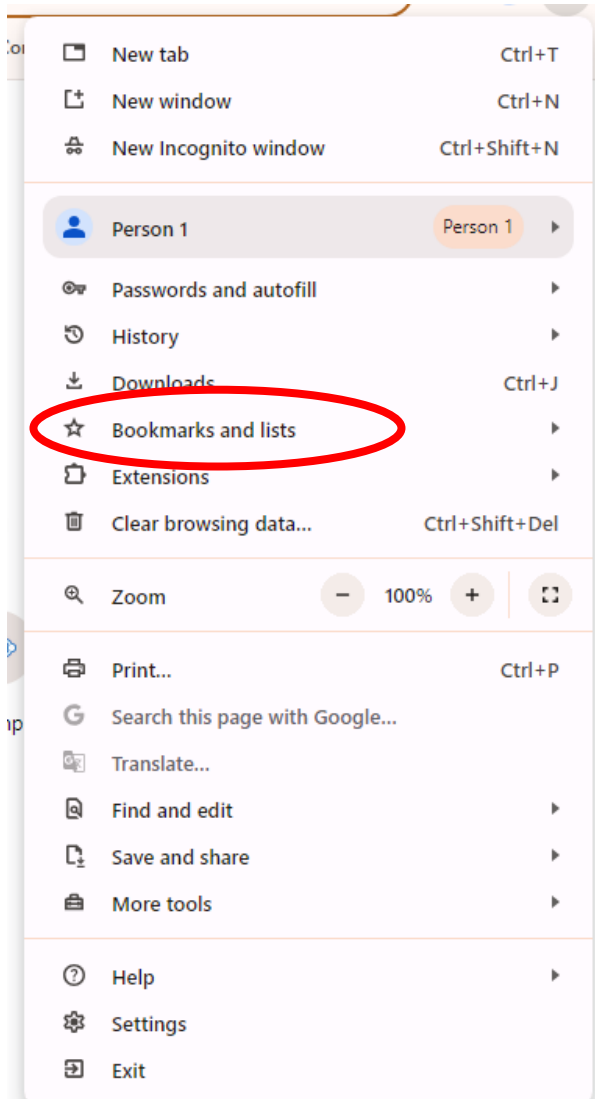


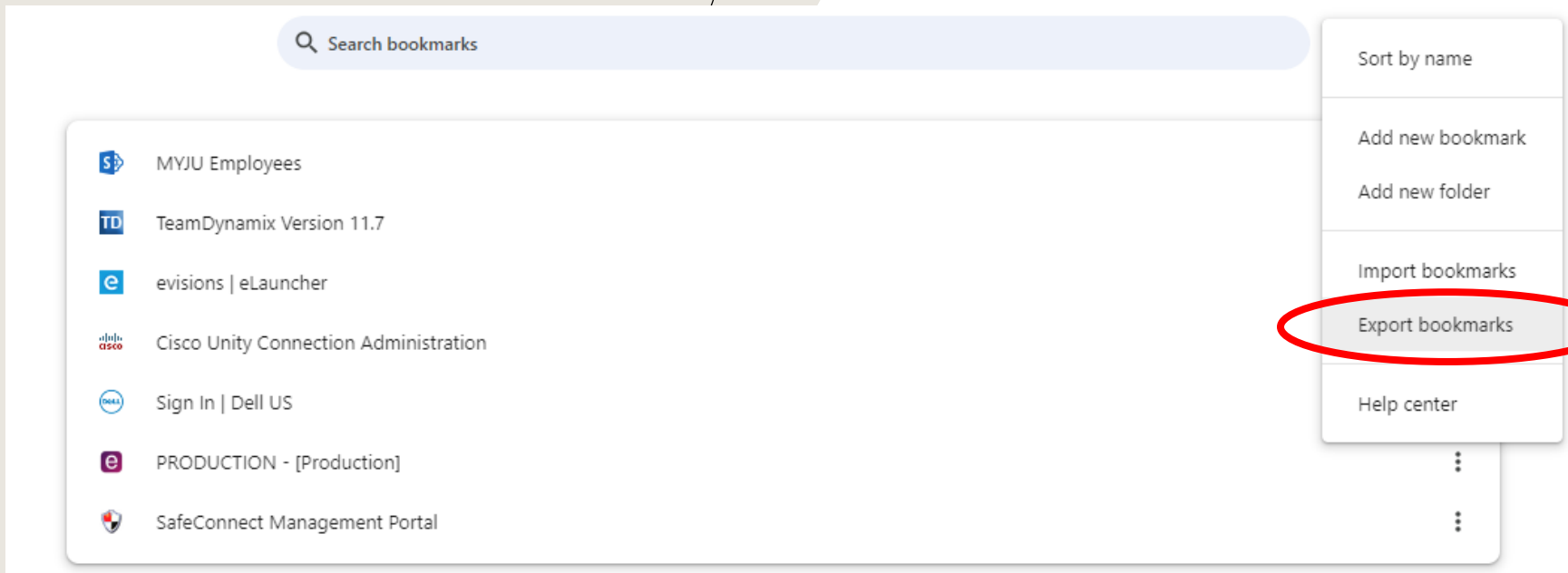
HOW TO:

**EXPORT AND IMPORT BROWSER
FAVORITES : CHROME**

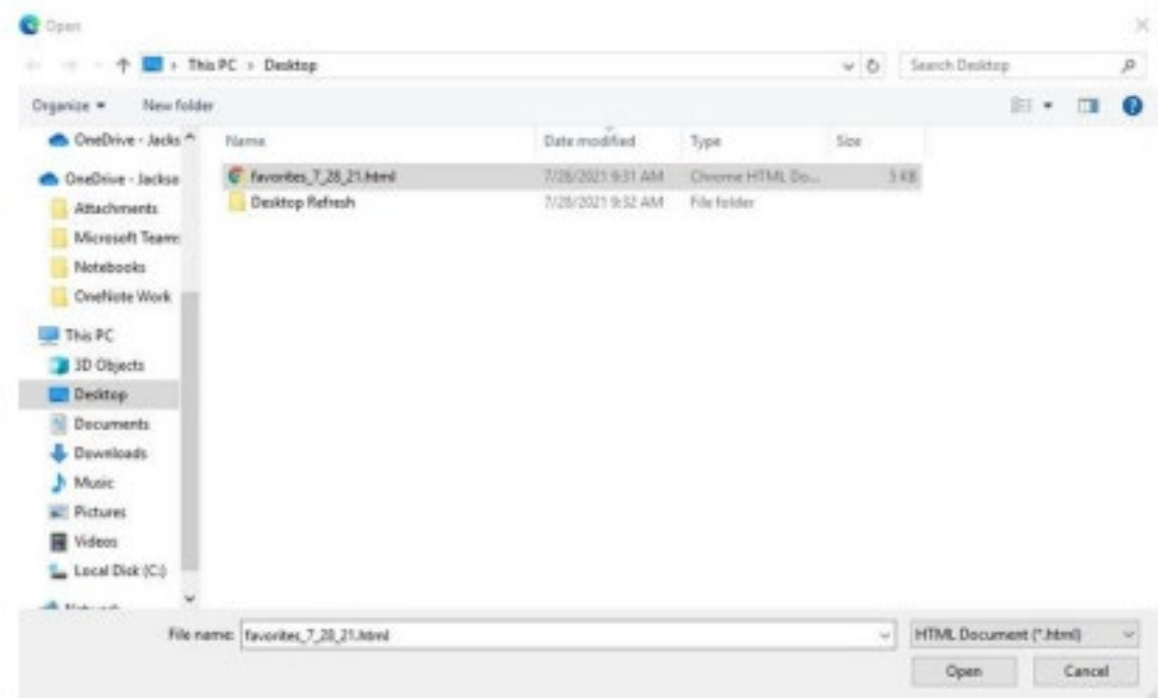
1. Click on the three dots on the top right hand of your screen, then choose Bookmarks, and then choose Bookmark manager.



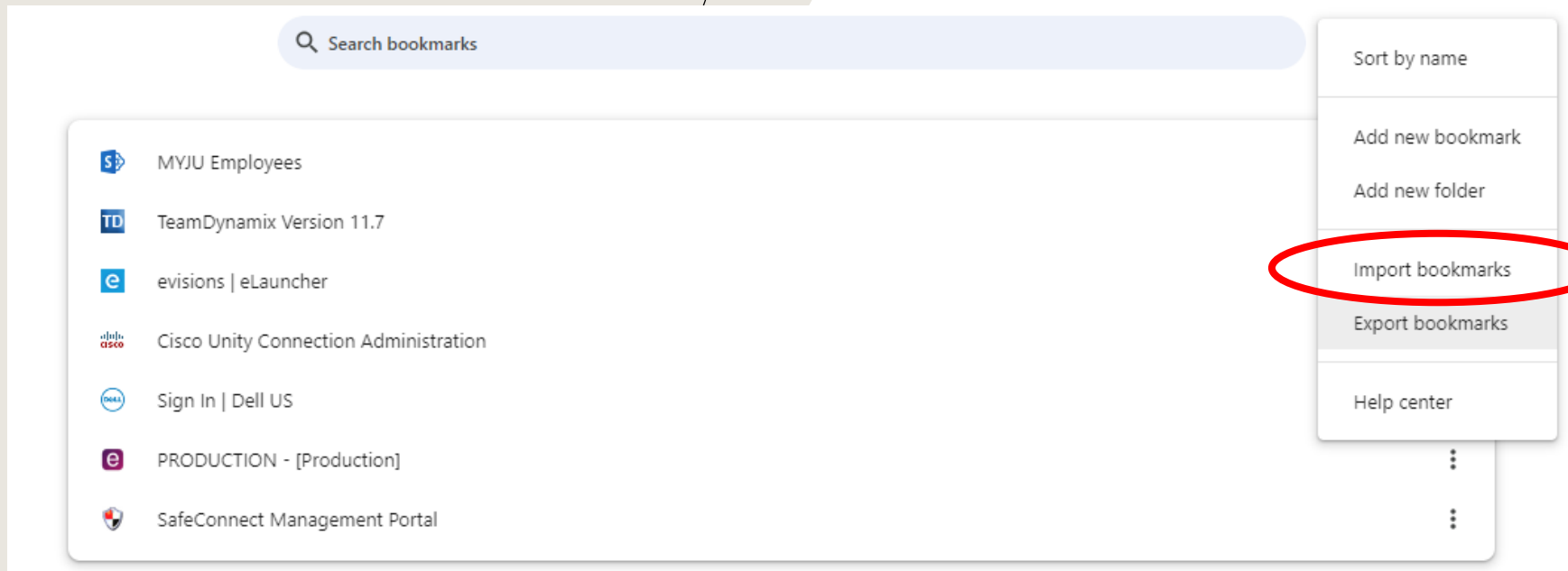
2. Click on the three bars on the top right hand of the bookmark window. Then, choose Export bookmarks.



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. Click on the three bars on the top right hand of the bookmark window. Then, choose Import bookmarks.



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 Chrome!

