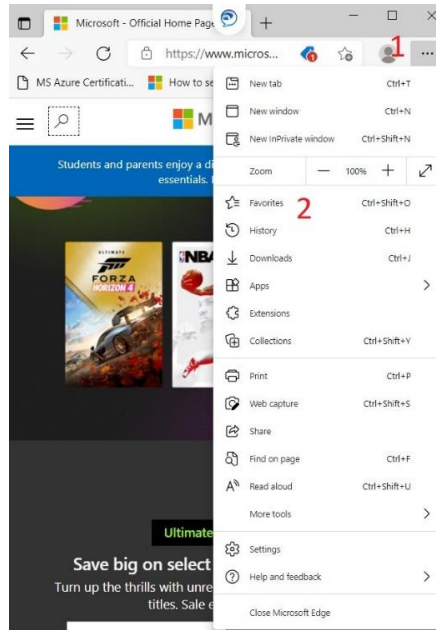
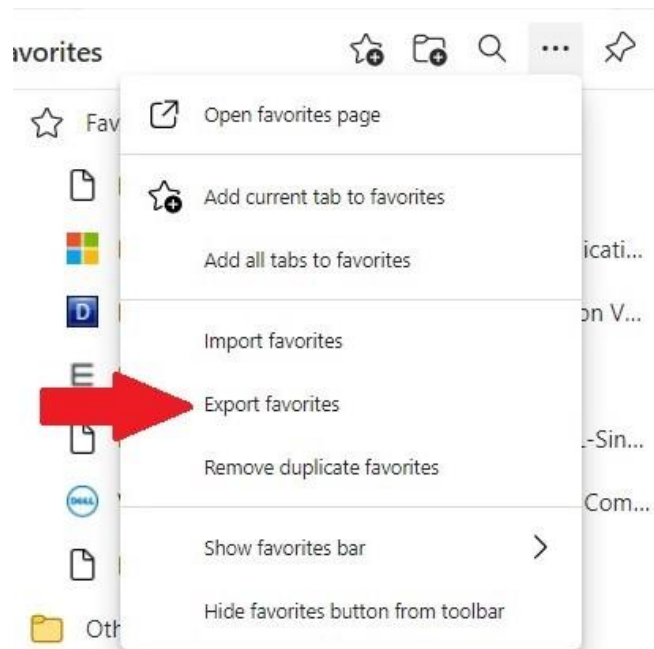


How To: Export and Import Browser Favorites in Microsoft Edge

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

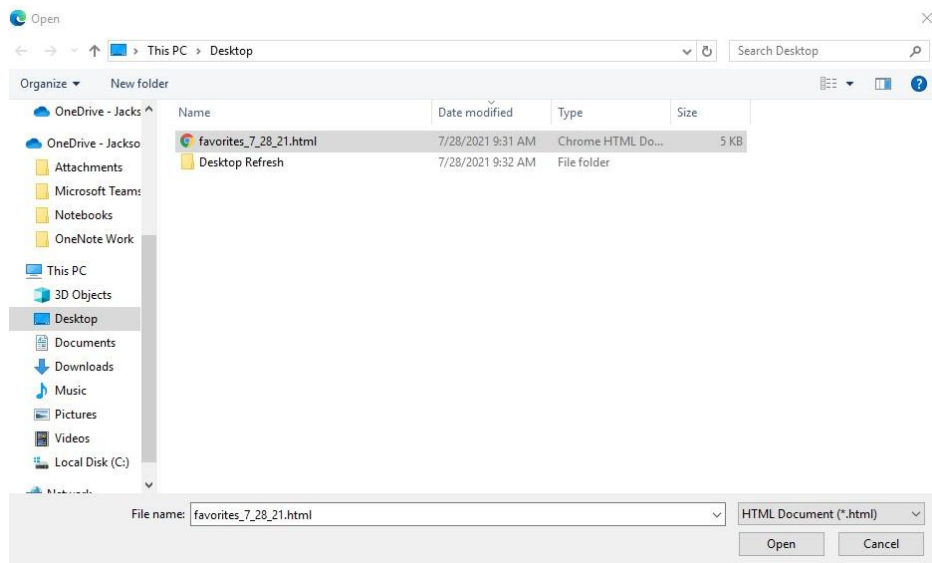
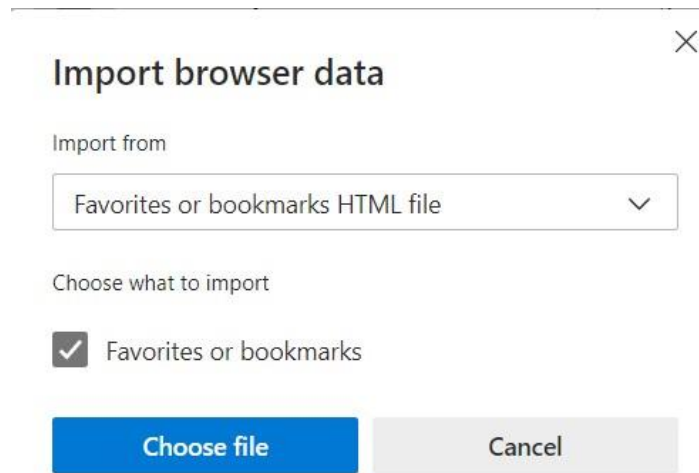


2. Click on the three bars on the top right hand of the browser window. Then, choose Export favorites.



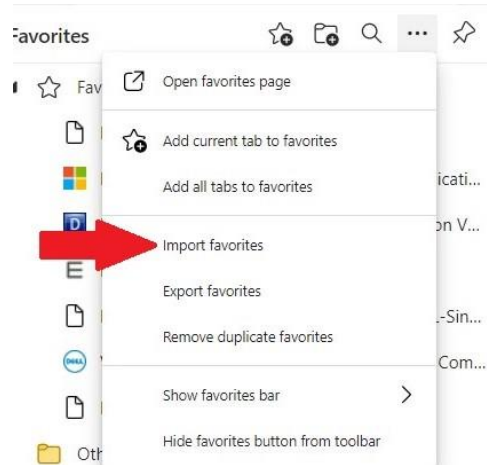
How To: Export and Import Browser Favorites in Microsoft Edge

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.

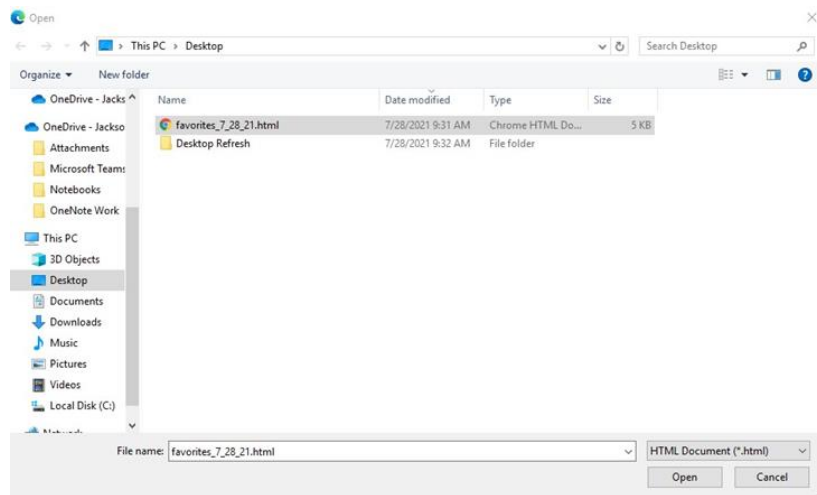


How To: Export and Import Browser Favorites in Microsoft Edge

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



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



- You have now successfully imported your favorites to Microsoft Edge!

