

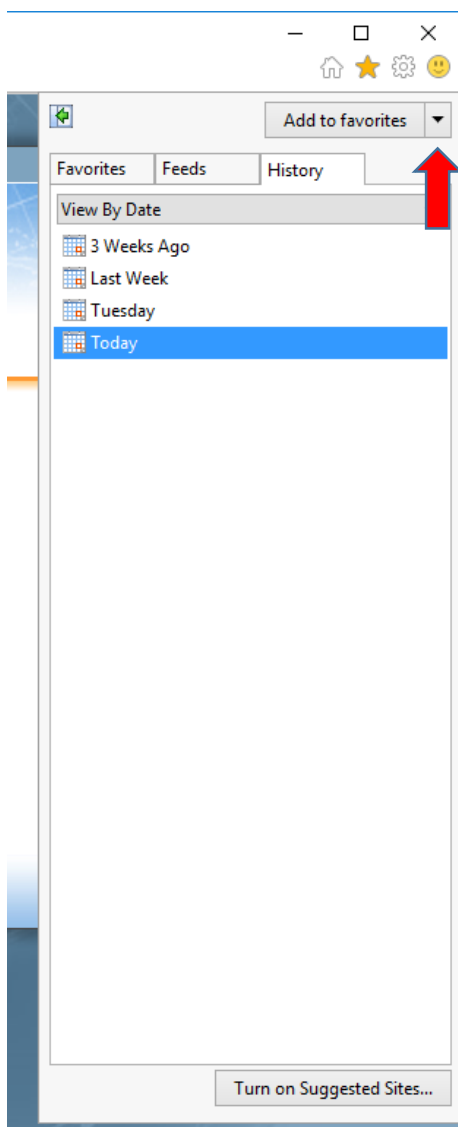
# Exporting and Importing Internet Explorer Favorites/Bookmarks

## **Part I: Exporting Favorites**

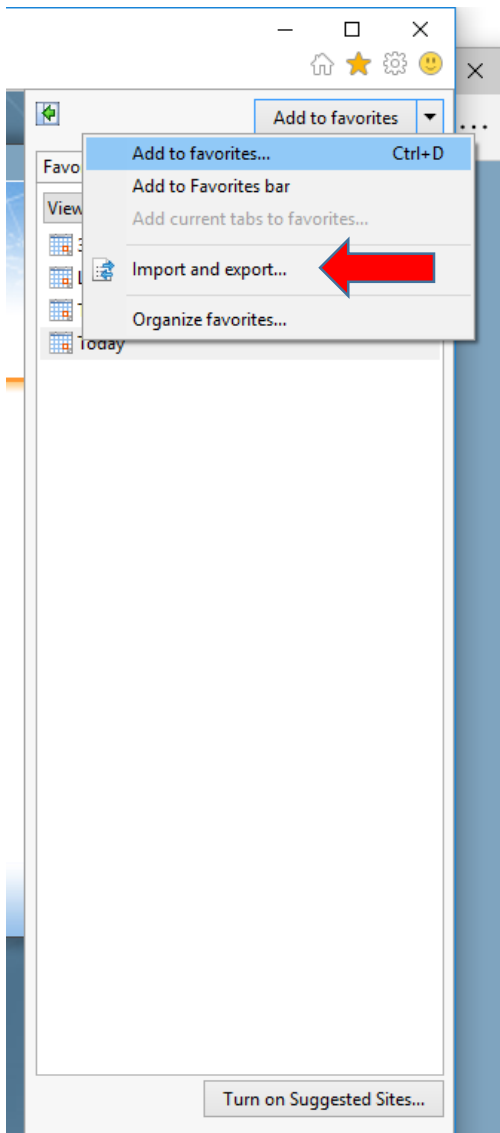
1. Click on the favorites star icon located in the upper right corner.



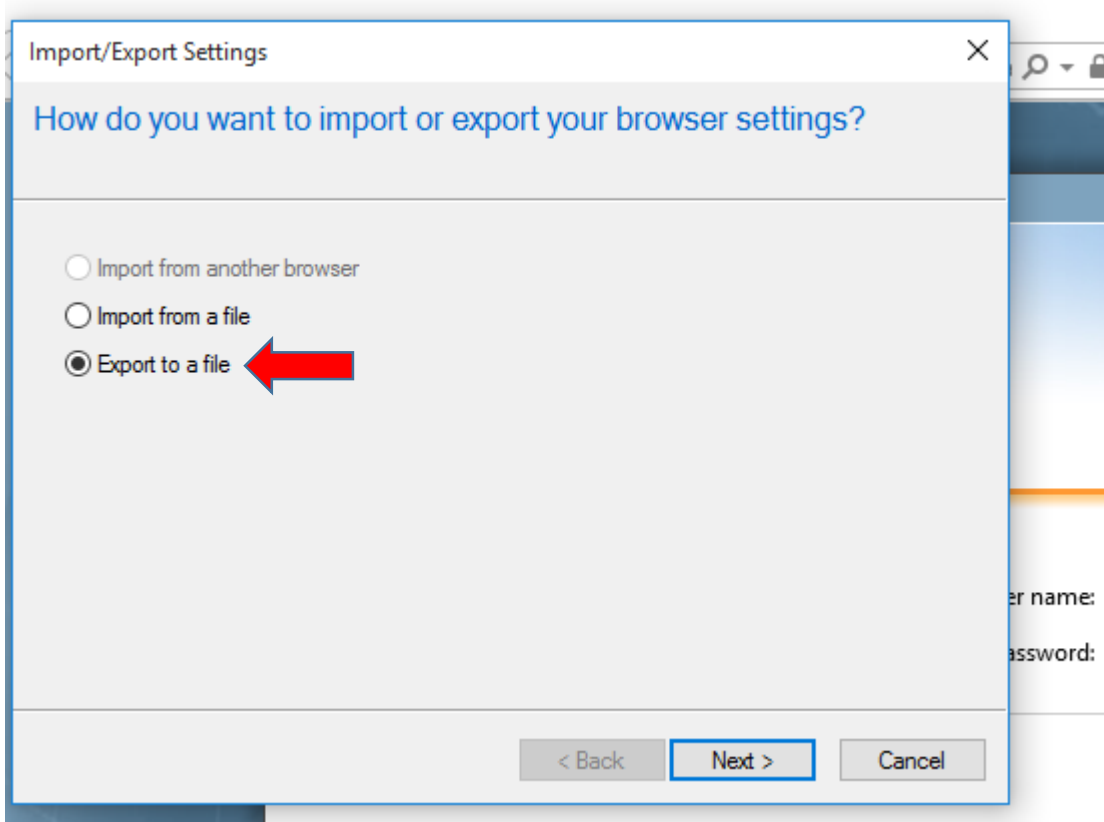
2. Click on the dropdown arrow beside of "Add to Favorites"



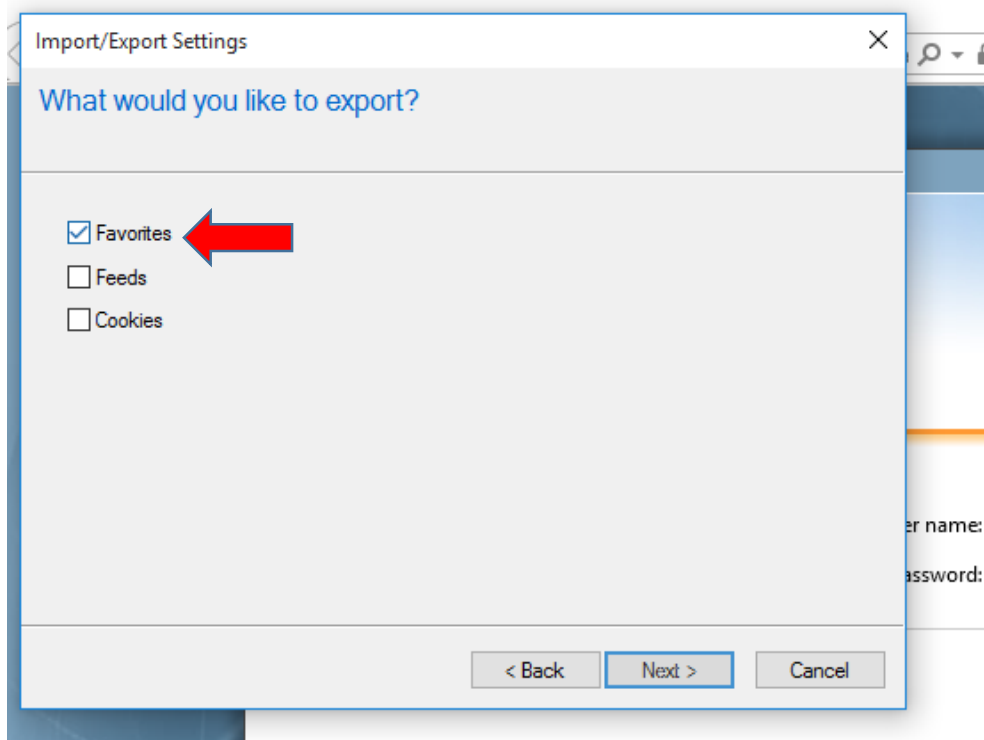
3. Click "Import and export..."



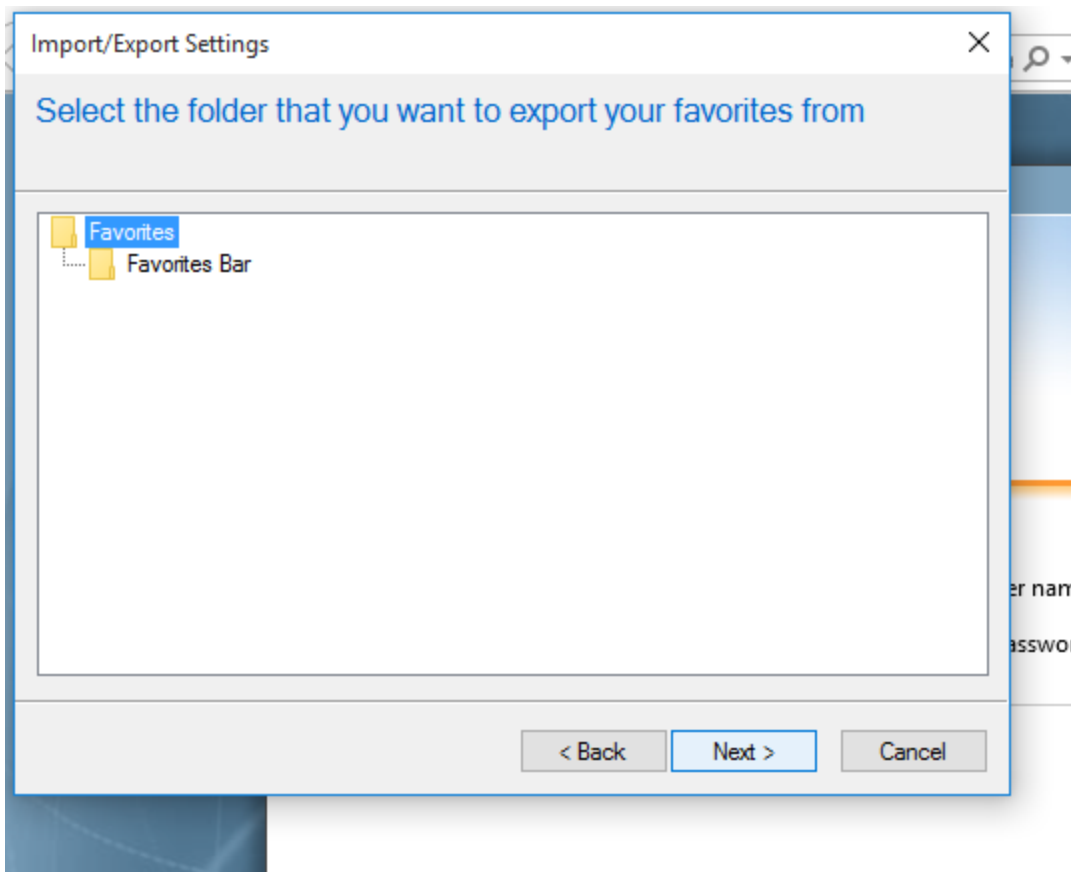
4. Choose "Export to a file", then click Next >.



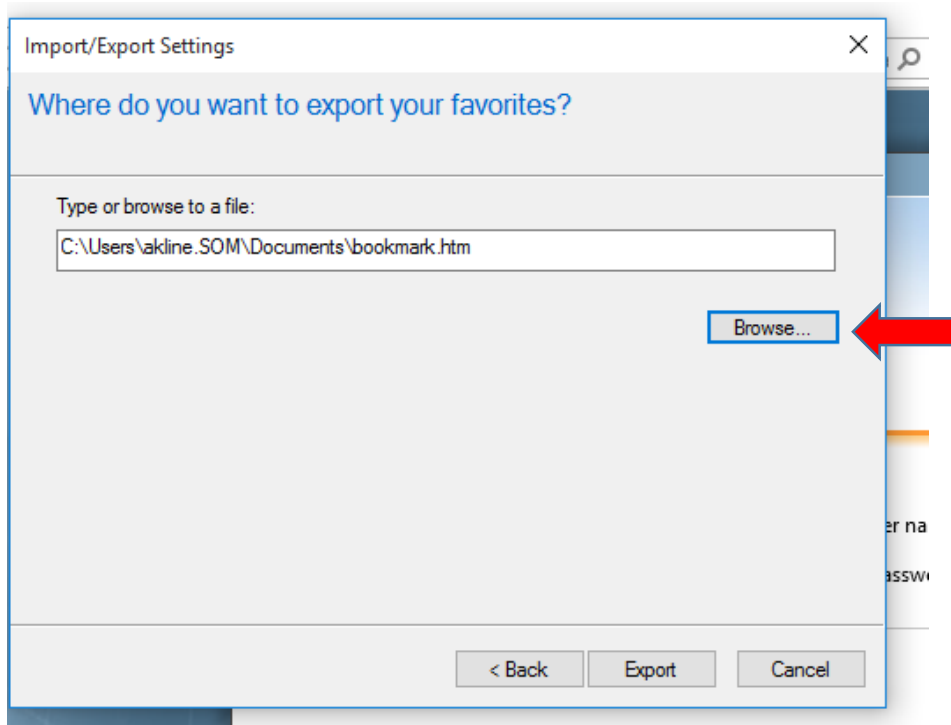
5. Click the checkbox beside favorites, then click Next >.



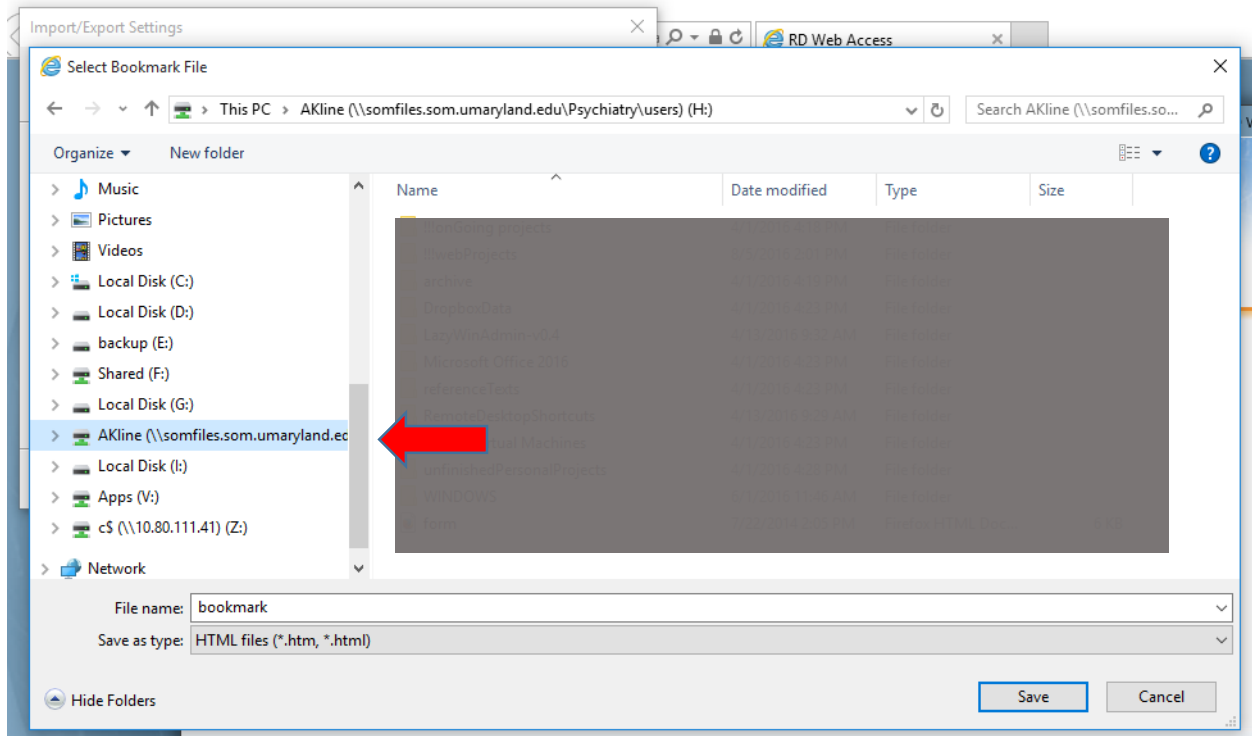
6. Make sure the 'Favorites' folder is highlighted, then click Next >.



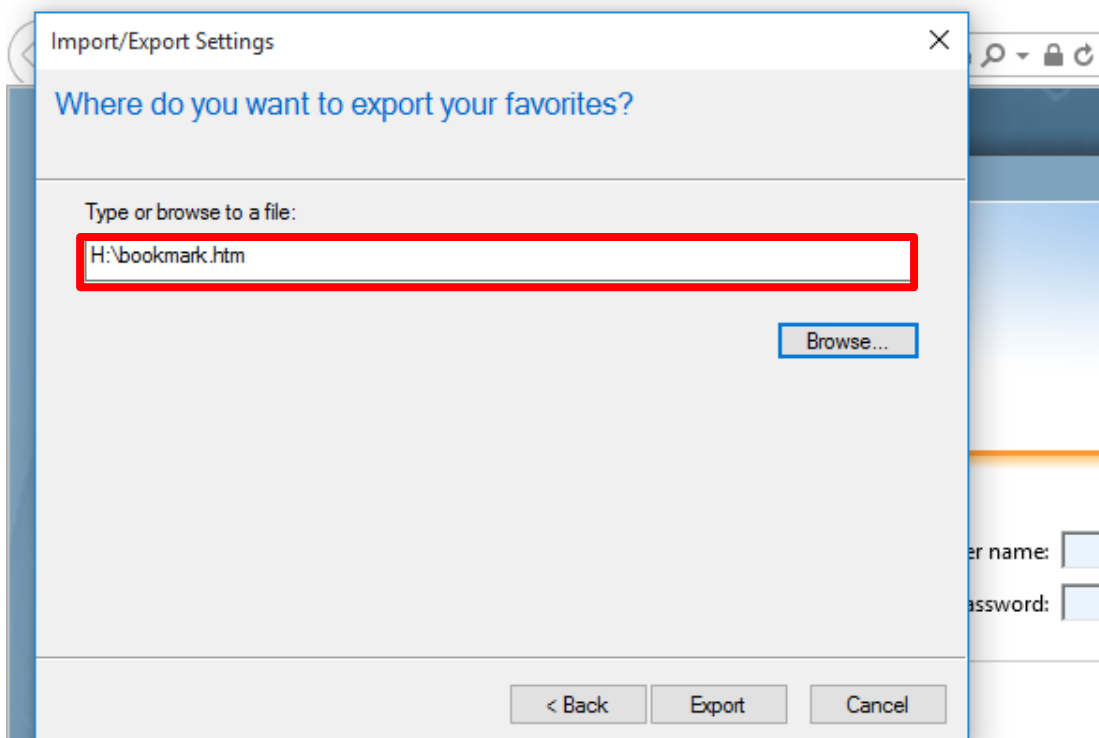
7. To direct your favorites to be saved to your H: drive instead of your C: drive click on the "Browse..." button.



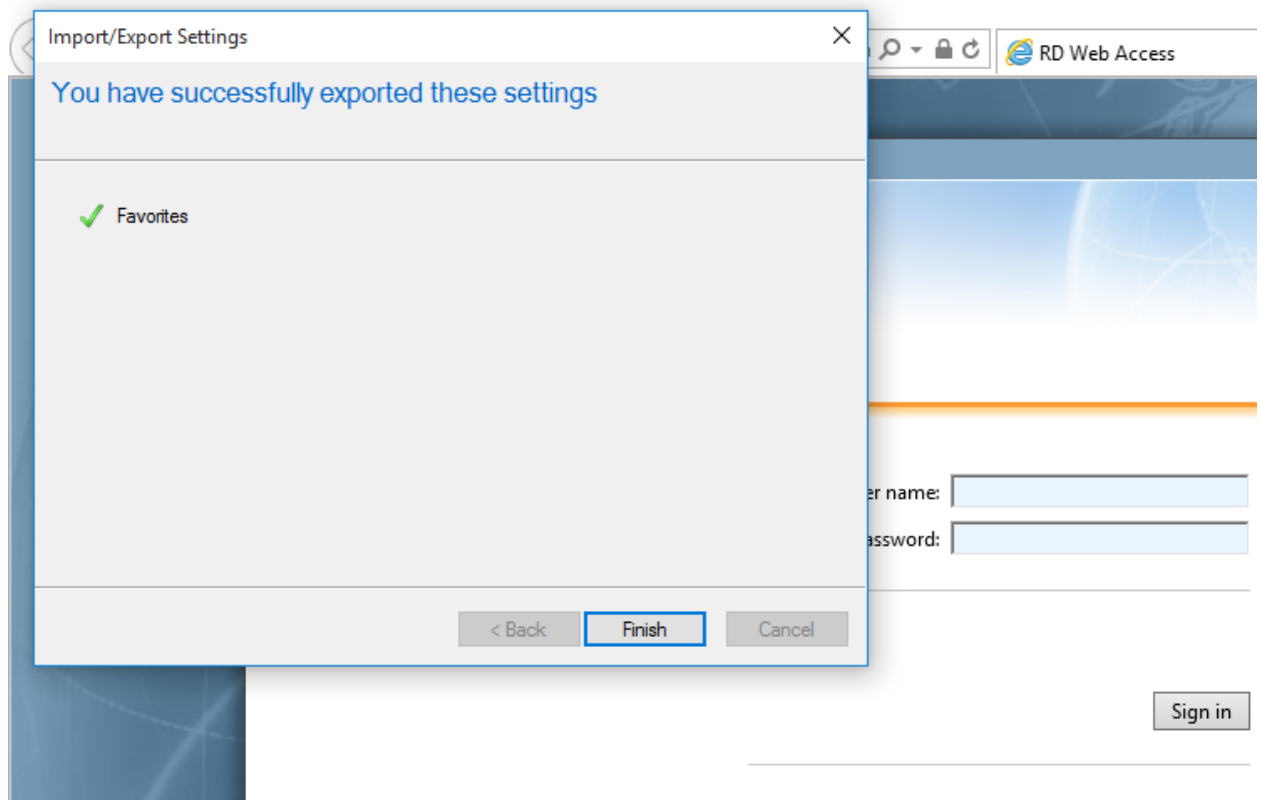
- Click on your home directory in the left pane, it should be mapped to your H: drive, then click 'Save'.



- If you were successful in choosing your H: drive the export location should be the same as below. Click 'Export'.

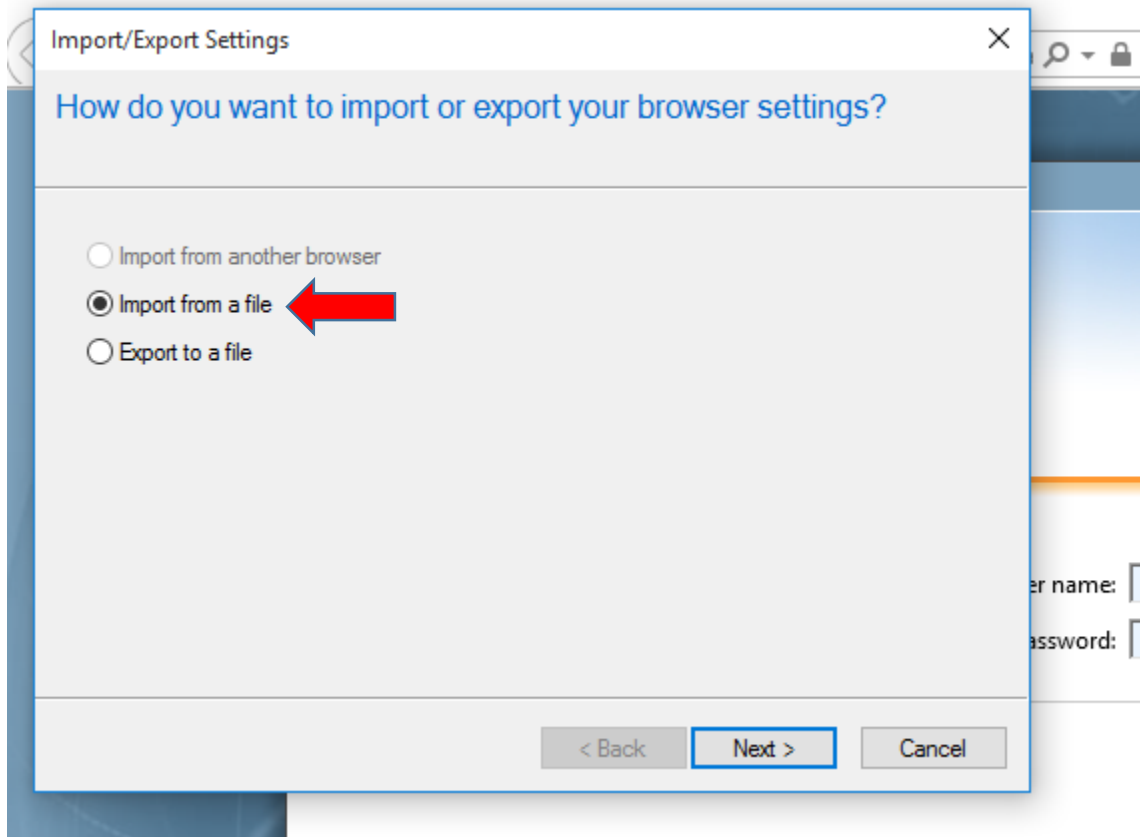


10. You will receive confirmation that you have successfully exported your favorites, click 'Finish'.

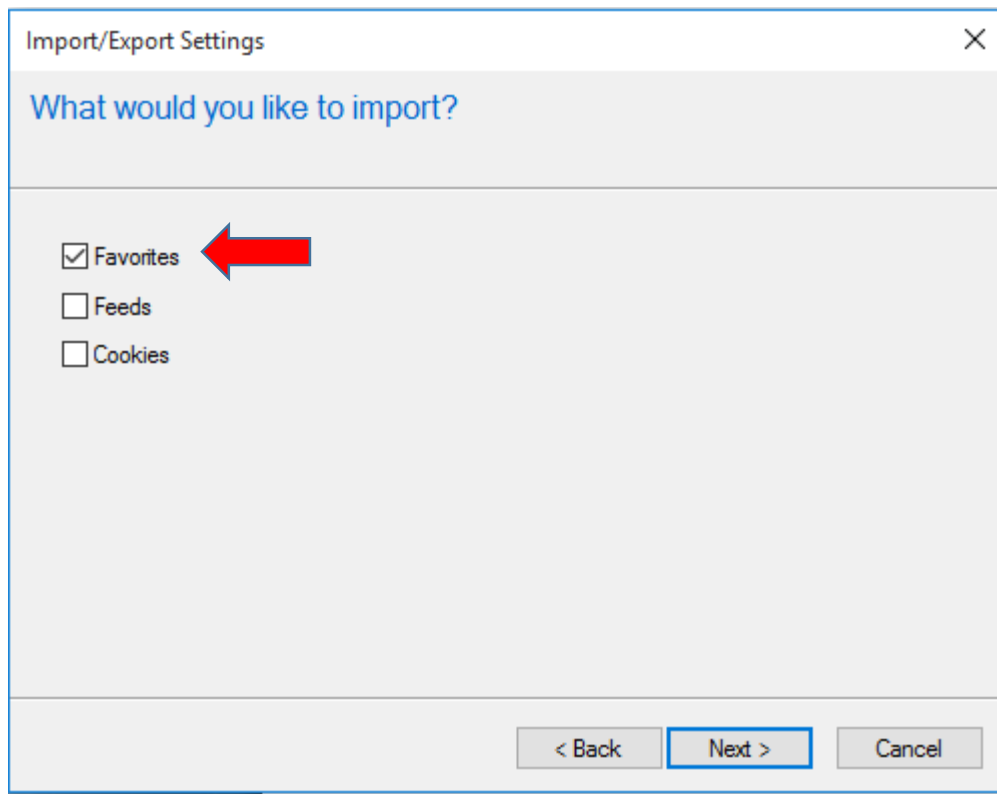


## **Part II: Importing Favorites**

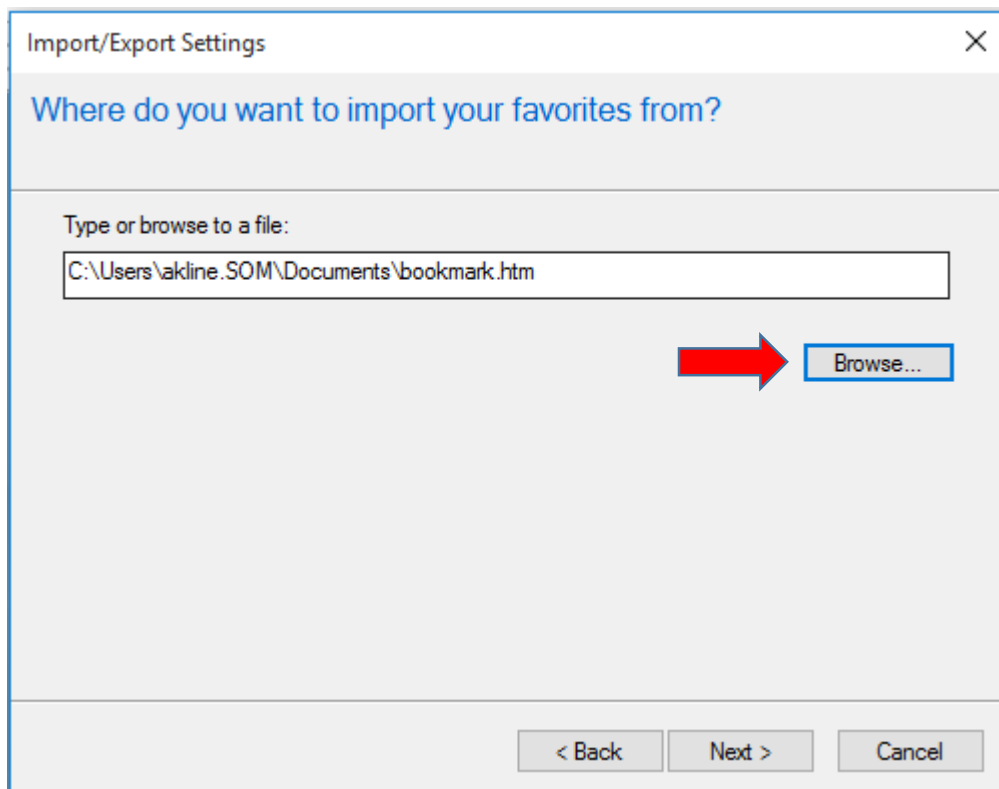
1. Repeat steps 1-3 from Exporting favorites.
2. Choose 'Import from a file', then click Next >.



3. Click the checkbox beside Favorites, then click Next >.

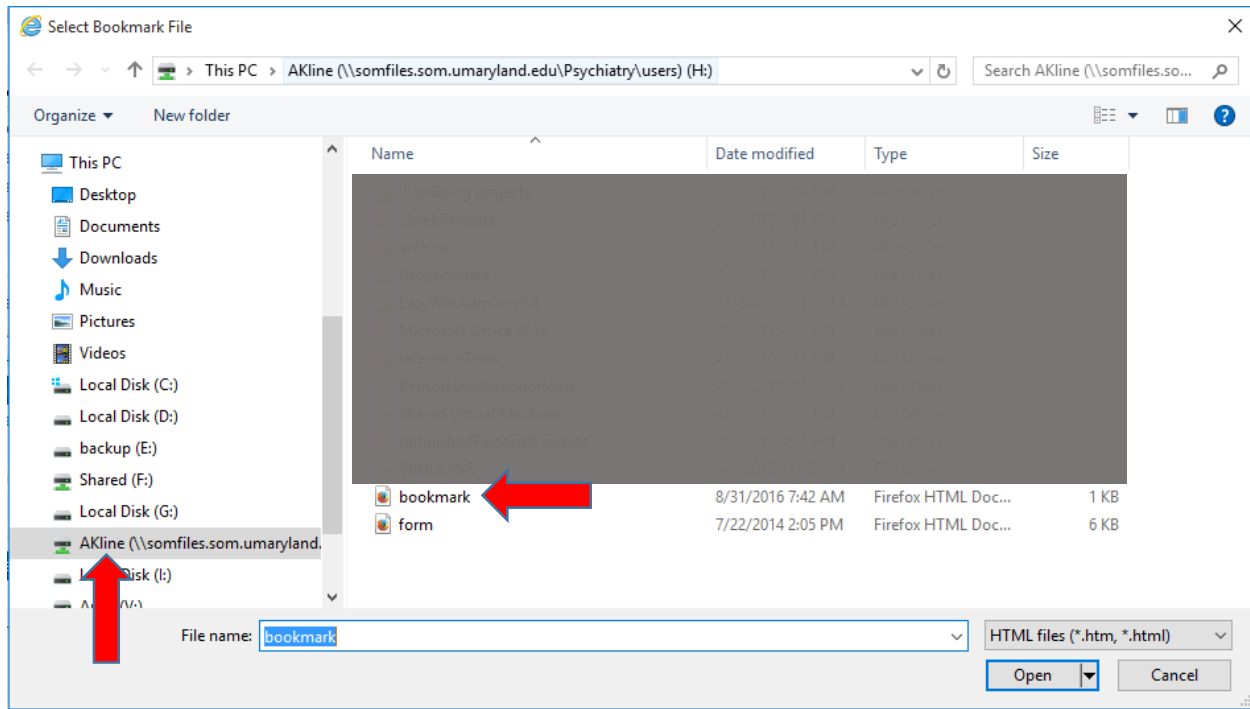


4. To specify the file to import click 'Browse...'

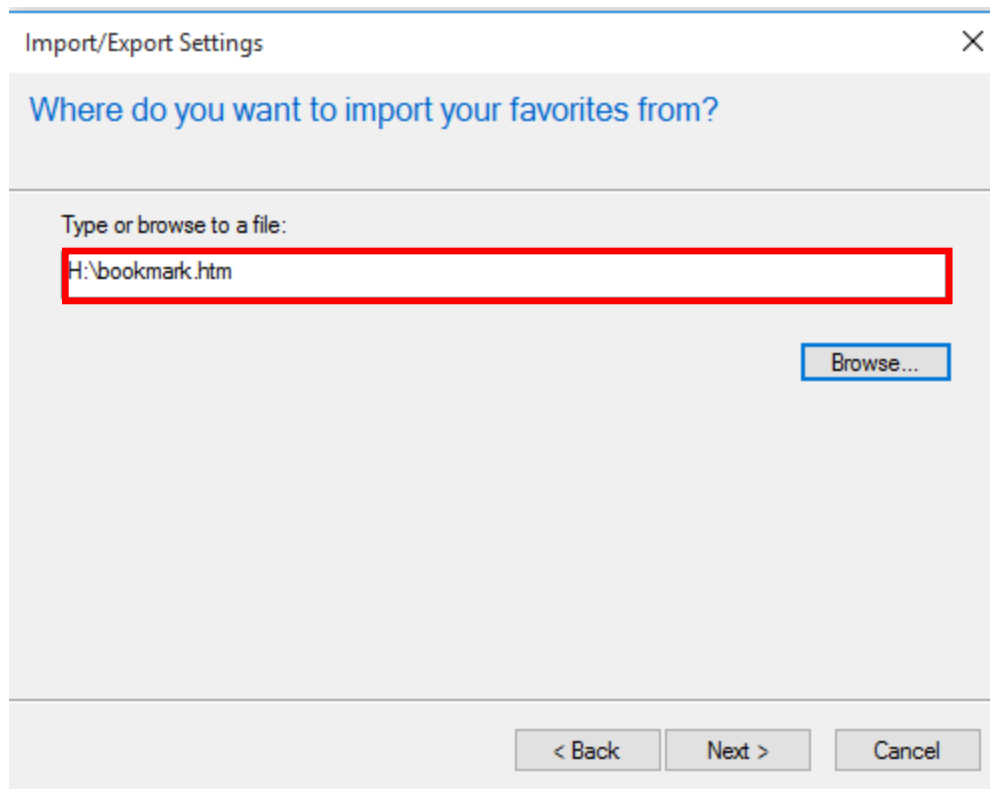




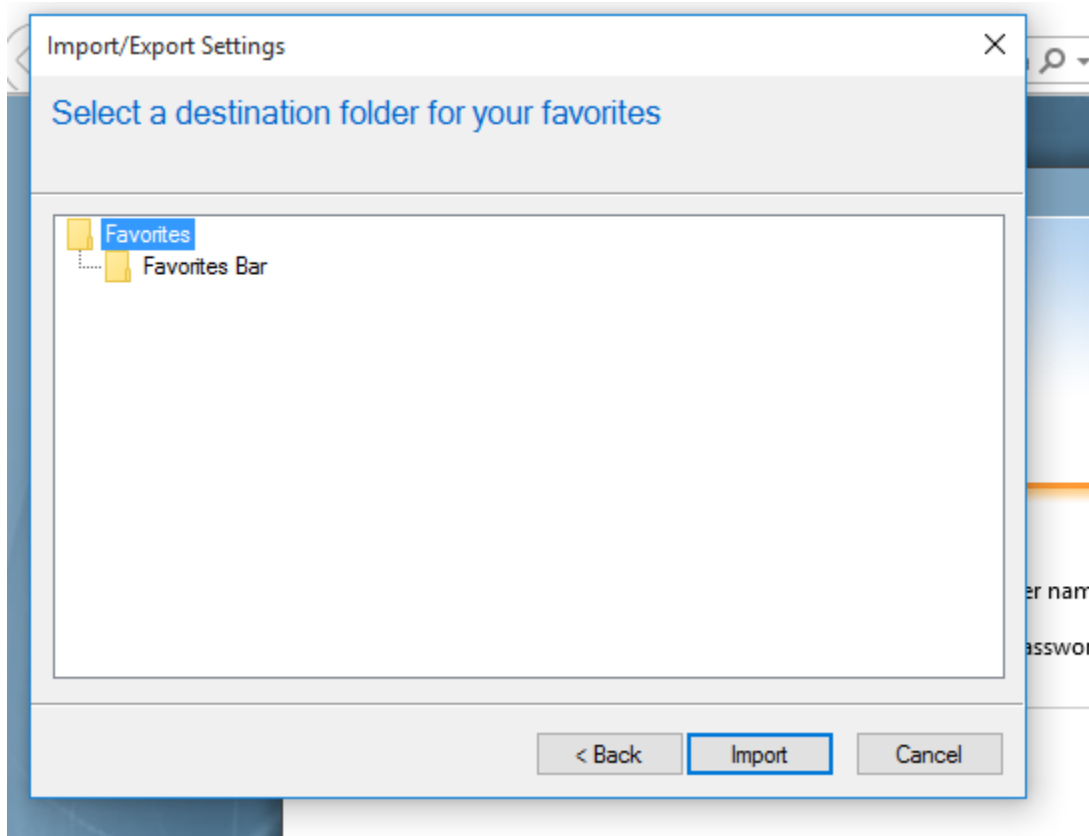
5. Make sure to select your H: drive in the left pane then click on the 'bookmark' file in the right pane. Then click 'Open'.



6. If you were successful in choosing your H: drive the import location should be the same as below. Click Next >.



7. The Favorites folder should automatically be selected, if not click on the Favorites folder, then click 'Import'.



8. You will receive confirmation that you have successfully imported your favorites, click 'Finish'.

