



Windows 11: Preparation Quick Reference Guide



Saving Your Bookmarks (Favorites)

Saving Your Bookmarks in

Exporting Your Bookmarks

1. Open Microsoft Edge
2. Go to **SETTINGS AND MORE** (the three dots in the top right corner)
3. Navigate to **FAVORITES**
4. Select **MORE OPTIONS** (three dots)
5. Choose **EXPORT FAVORITES** to save them as an HTML file on your computer (give the file a name you'll remember)
6. Select a location to save the HTML file

1 2 3 4 Same as when exporting above

Importing Your Bookmarks

1. Open Microsoft Edge
2. Go to **SETTINGS AND MORE** (the three dots in the top right corner)
3. Navigate to **FAVORITES**
4. Select **MORE OPTIONS** (three dots)
5. Choose **IMPORT FAVORITES**
6. Under 'Import From Other Browsers', click on **CHOOSE WHAT TO IMPORT**
7. Browse to the location of your saved bookmarks HTML file and click **OPEN** to import the bookmarks into Edge
 - Click the drop-down that says 'Google Chrome' and scroll down to 'Favorites or Bookmarks HTML File'