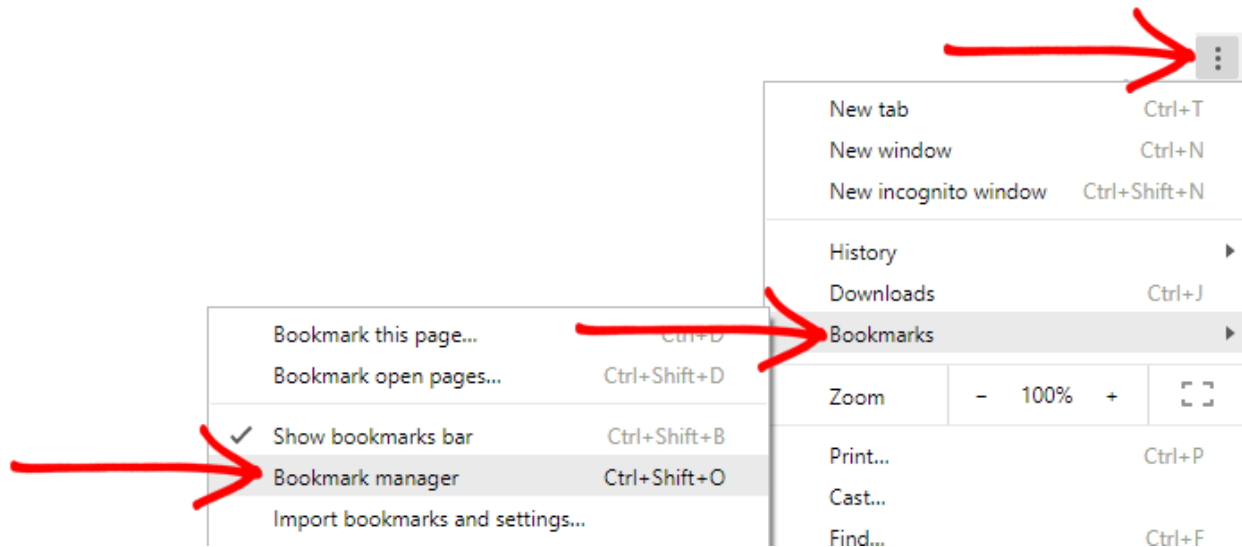


How to Back-up your Favorites in Chrome and Internet Explorer

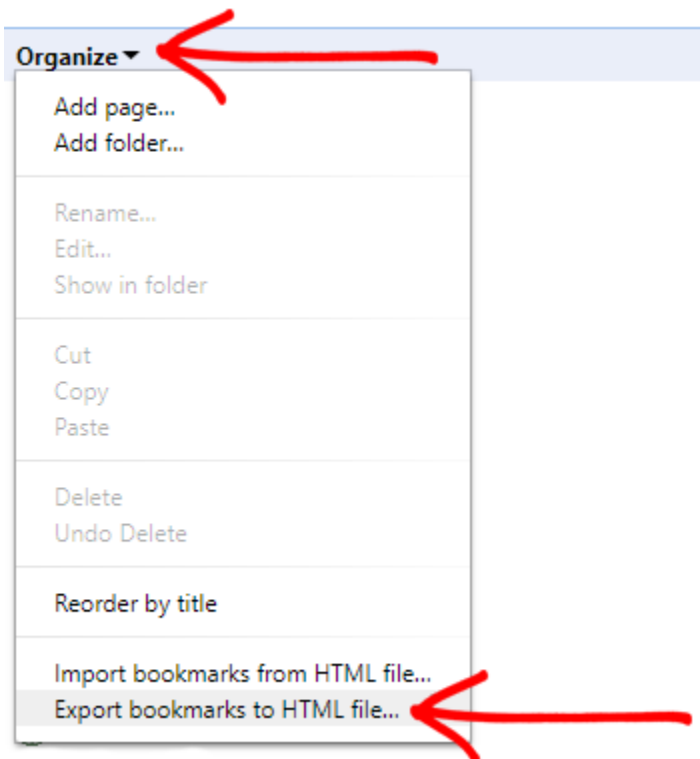
Chrome:



1. Open **Chrome**
2. Click on the **3 vertical dots** in the upper right corner, choose **Bookmarks**, and choose **Bookmark Manager**. Alternatively the keyboard shortcut to open the Bookmark Manager is **Ctrl+Shift+O**



3. Click **Organize** and then choose **Export bookmarks to HTML file...**



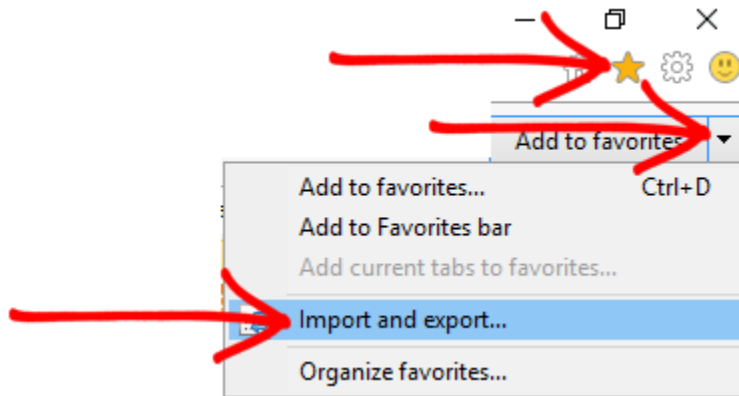
4. Save the bookmarks file to your **H drive**

Internet Explorer:

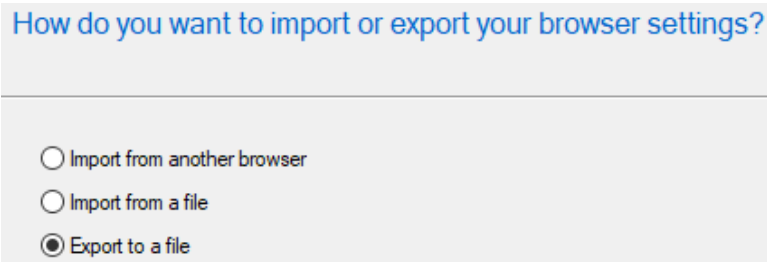


1. Open Internet Explorer

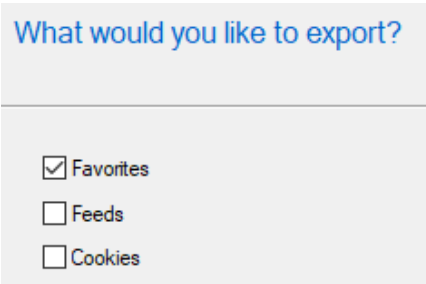
2. Click the **Star** in the upper right corner, then click the **Drop Down Arrow** next to 'Add to Favorites' and then choose **Import and Export**



3. Choose **Export to a file** and then choose **Next**



4. Check **Favorites** and choose **Next**



5. Click Next

6. Click **Browse** and make sure to select your **H drive** as the location to save the file. Then choose **Export**

