

# How To: Export and Import Saved Favorites from Web Browsers (Microsoft Windows)

## Exporting Favorites

### Internet Explorer

1. In Internet Explorer, click Favorites (Star Icon), click the down-arrow next to **Add to Favorites**, and then click Import and Export.
2. Click Export to a file, and then click Next.
3. Click to select the Favorites check box, and then click Next.

### Microsoft Edge

1. Open the Favorites menu by clicking on the star with three horizontal lines or use the key combination Ctrl + Shift + O.
2. Click on More options (the three horizontal dots):
3. Go to Export favorites.
4. Choose your preferred location and click Save.

### Google Chrome

1. Click the three-bar settings icon in the top right of Chrome.
2. Hover over "Bookmarks" and select "Bookmarks Manager."
3. Click "Organize" and select "Export bookmarks to an HTML file."
4. Navigate to the location you would like to store the backup, name the file, and select "Save."

### Mozilla Firefox

1. Click on the menu button [blocked URL](#) to open the menu panel. Click Bookmarks and then click the **Manage Bookmarks** bar at the bottom.
2. From the toolbar on the Library window, click the Import and Backup button and choose Export Bookmarks to HTML... from the drop-down menu.
3. In the Export Bookmarks File window that opens, choose a location to save the file, which is named bookmarks.html by default. The desktop is usually a good spot, but any place that is easy to remember will work.
4. Click the Save button. The Export Bookmarks File window will close.
5. Close the Library window.

## Importing Favorites

### Microsoft Edge

1. Locate the htm file that you exported.
2. In Microsoft Edge, select Settings and more > Settings > Import or export > Import from file.
3. Choose the file from your PC and your favorites will be imported into Edge.

### Google Chrome

1. At the top right, click More .

2. Select Bookmarks. Import Bookmarks and Settings.
3. From the drop-down menu, select Bookmarks HTML file.
4. Select Choose File.

### **Mozilla Firefox**

1. Click on the menu button [blocked URL](#) to open the menu panel. Click Bookmarks and then click the **Manage Bookmarks** bar at the bottom.
2. From the toolbar on the Library window, click [blocked URL](#) and choose Import Bookmarks from HTML....
3. Within the Import Bookmarks File window that opens, navigate to the bookmarks HTML file you are importing and select the file.
4. Click the Open button. The Import Bookmarks File window will close.
5. Close the Library window.