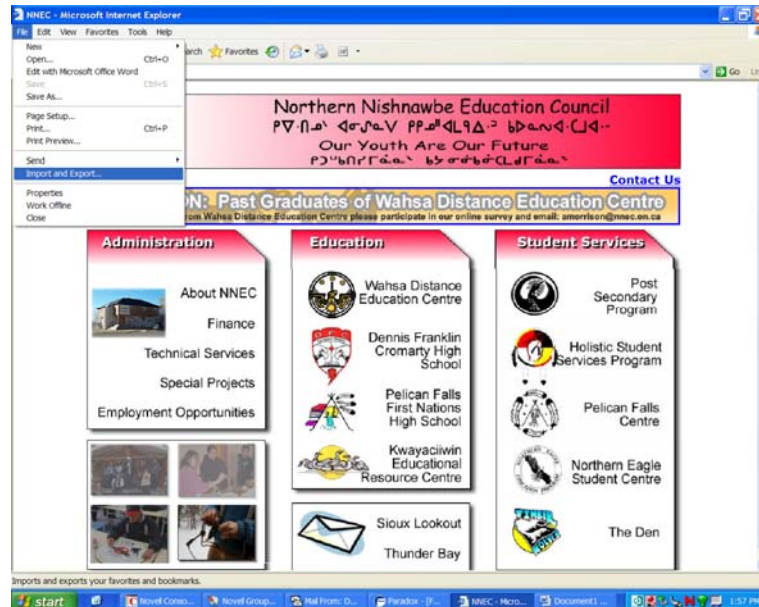


Importing and Exporting Internet Explorer Favourites

To Export Favourites:

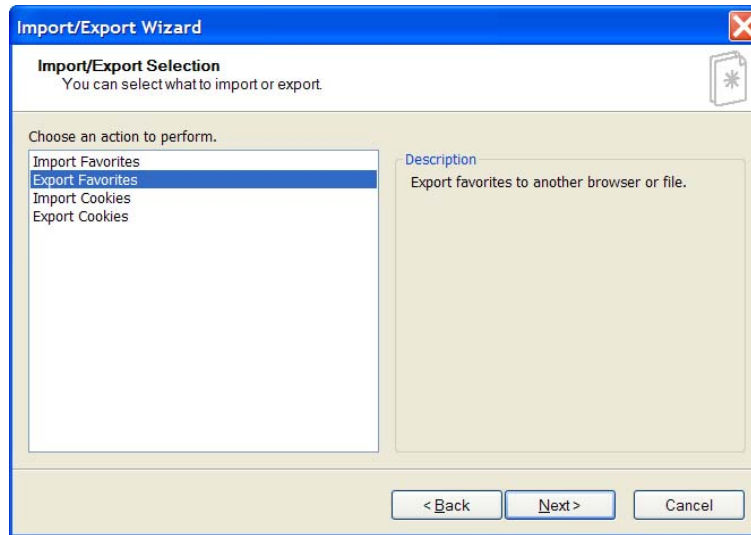
Open Internet Explorer (IE) and click the 'File' menu, then select 'Import and Export...'



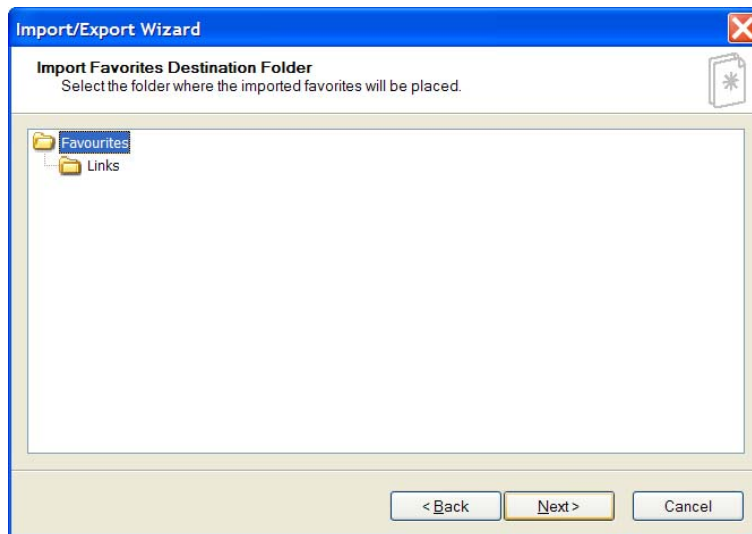
The Import/Export Wizard appears. Click 'Next' to continue.



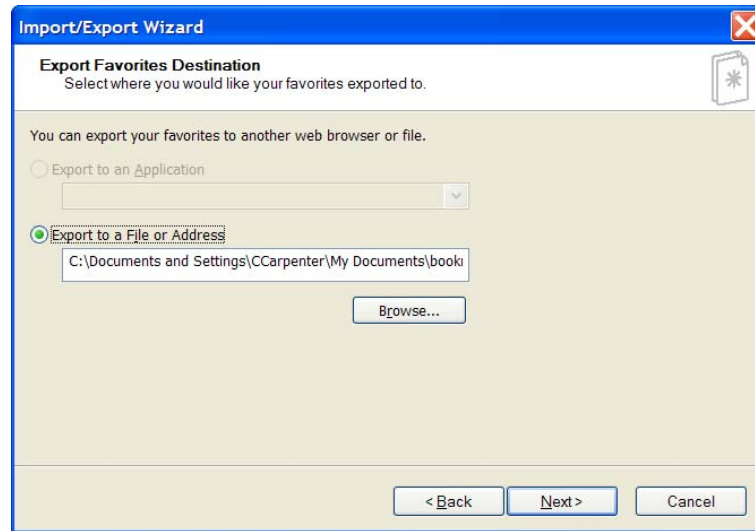
Select 'Export Favourites' by clicking on it and click 'Next'.



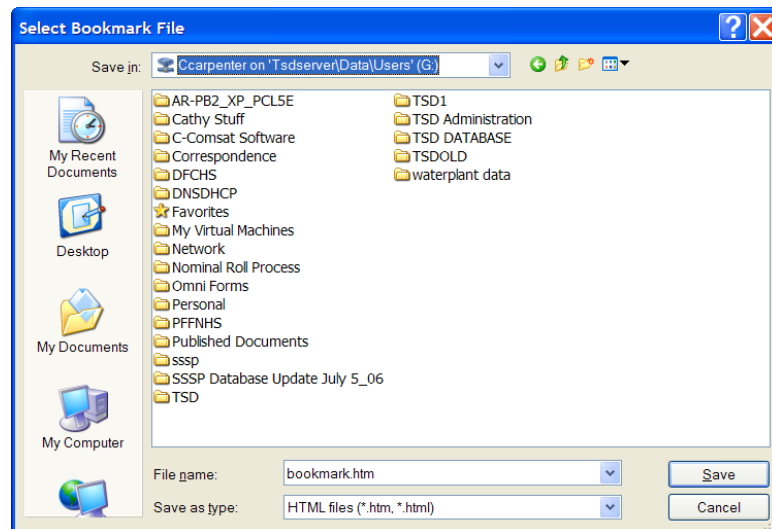
Select 'Favourites' from the next screen and click 'Next'.



Select the location you would like to save the Favourites to (usually on your G: drive).



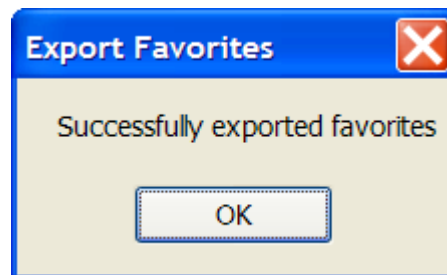
You can use the 'Browse' button to select the location to save the Favourites to.



Verify the location to export the Favourites to on the next screen and click 'Finish' when ready.

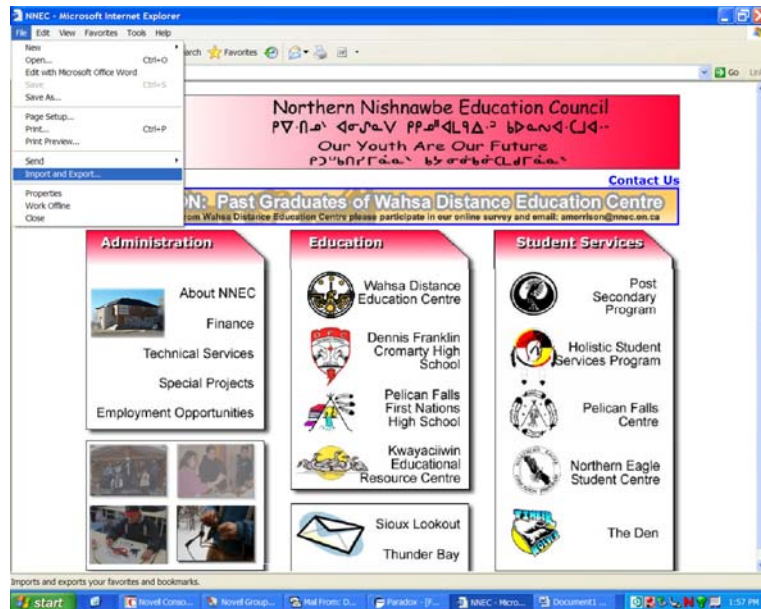


You have now successfully exported your IE Favourites.

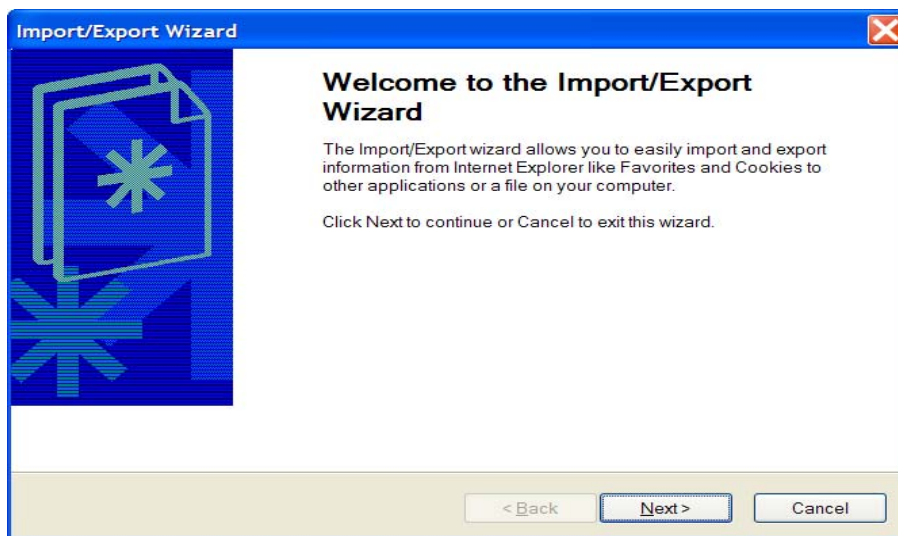


To Import Favourites:

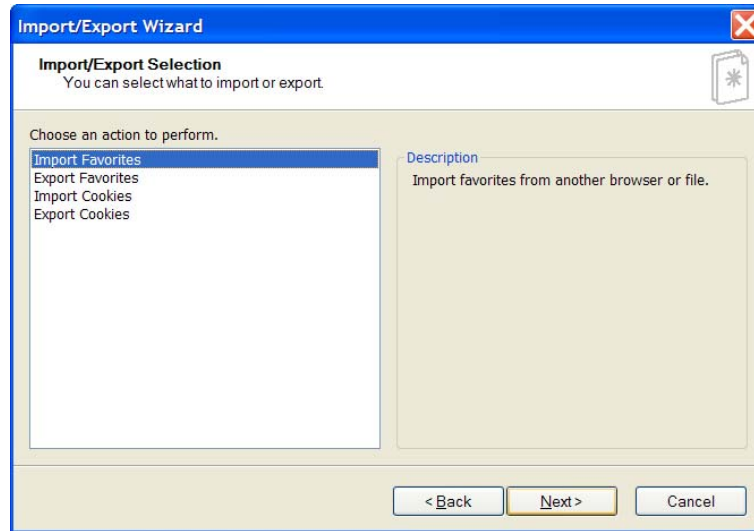
Open Internet Explorer (IE) and click the 'File' menu, then select 'Import and Export...'



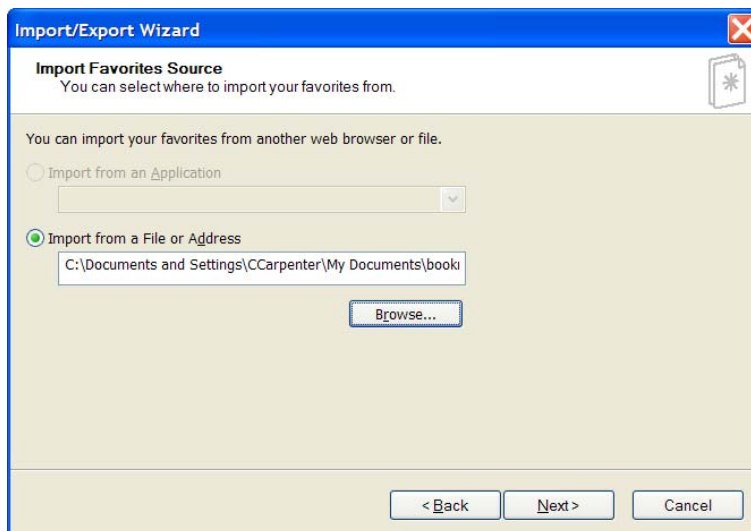
The Import/Export Wizard appears. Click 'Next' to continue.



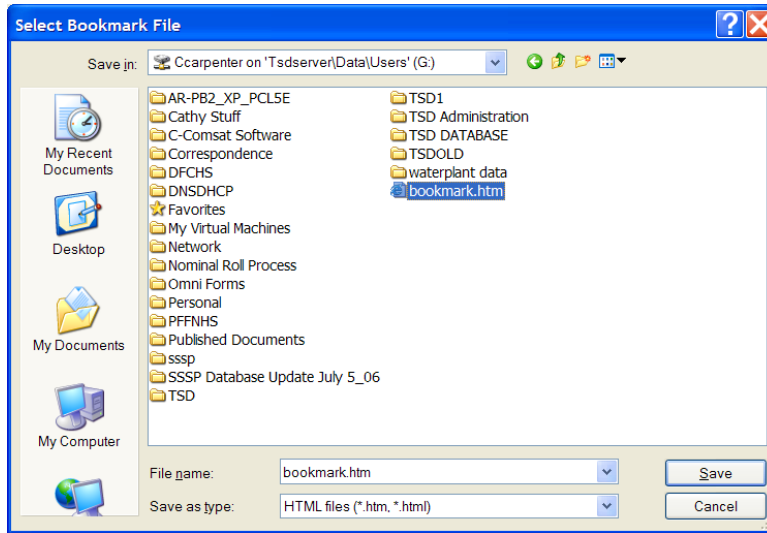
Select 'Import Favourites' by clicking on it and click 'Next'.



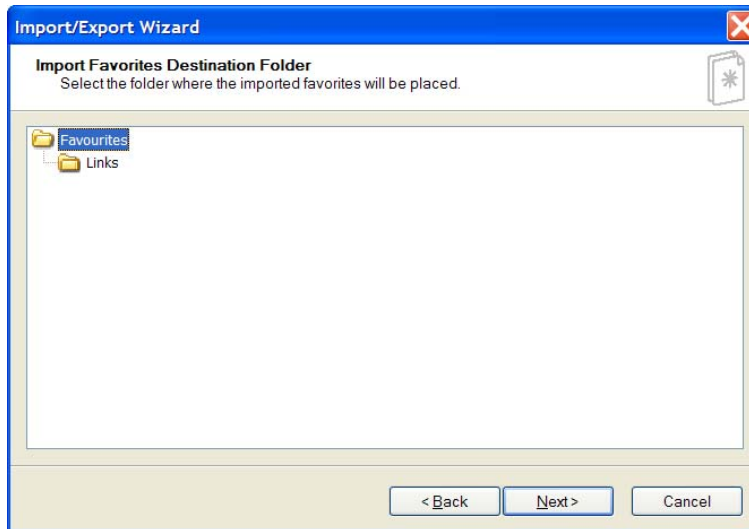
The following screen appears. Click 'Browse' to select the location you would like to import the Favourites from.



Browse to the bookmark location (usually on your G: drive). And click 'Open'.



Select 'Favourites' from the next screen and click 'Next'.



Verify the location to import the Favourites from on the next screen and click 'Finish' when ready.



You have successfully imported your Favourites.

