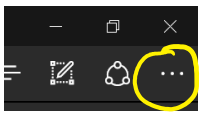
Working with Favorites

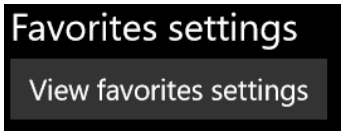
Importing bookmarks/favorites from Internet Explorer, and turning on favorites bar

Edge

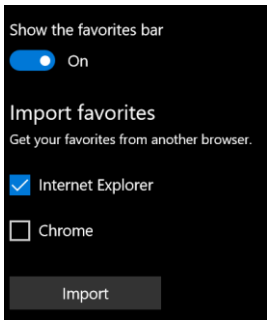
1) Click the 3 dots and go to settings



2) Click



3) Here you can turn your favorites bar on, or import your favorites from a different browser.

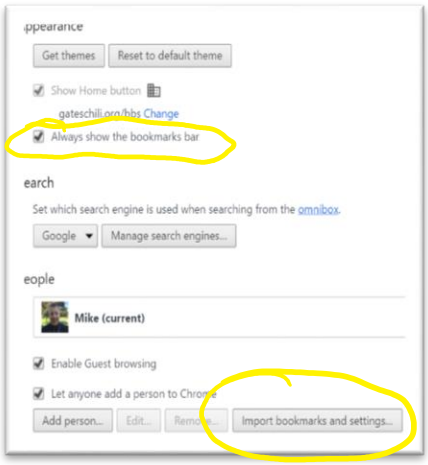


Chrome

1) Click the 3 dots, and go to settings.

2) Here you can turn on your bookmarks bar

3) Or import your bookmarks



By turning on your favorites/bookmarks bar, you will have a space below your address bar, where you can place frequently used bookmarks. This can be a **huge** timesaver.

Adding favorites to the favorite/bookmark bar

Edge

1) Go to a website you would like to add to the favorites bar. (Example: webmail.gateschili.org)

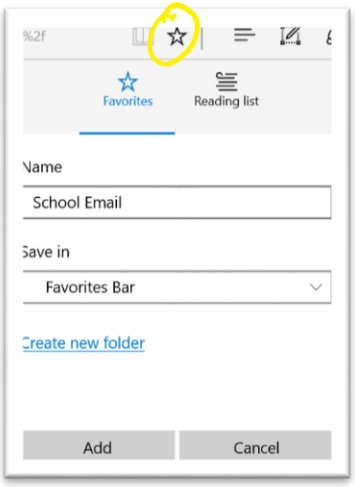
2) Click the star in the address bar

3) Type in a "friendly name"

4) Make sure to choose **Favorites Bar**

5) You can create a folder if you want

6) Click add



Chrome

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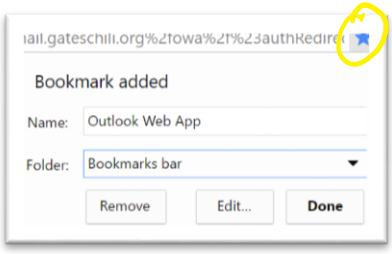

4) Choose **Bookmarks bar**

5) You can create a new folder using the same drop down menu

6) Click Done

If you are familiar with the icon for a website, you can delete the text so only the icon shows up. It will save you space so that you can add more favorites/bookmarks to the favorites/bookmarks bar.

Learn more about: Microsoft Edge Google Chrome