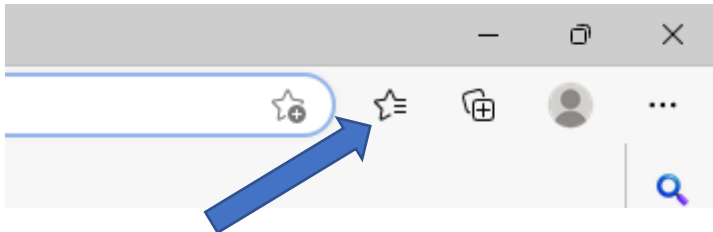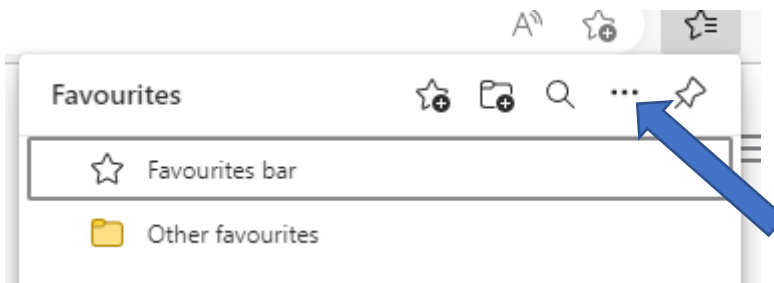# Microsoft Edge

This document may be outdated. It was written on March 10th 2023.
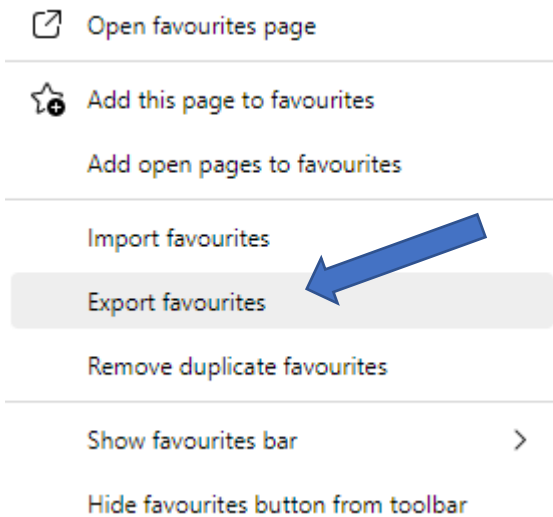
Export bookmarks

1. At the right, click on the star next to the search bar.

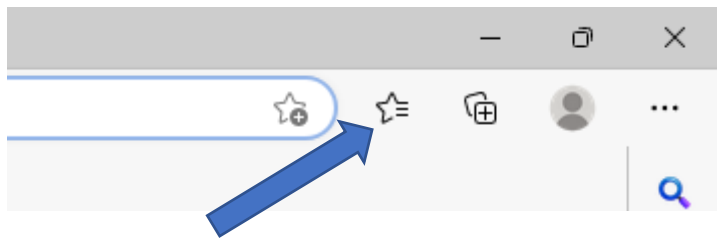2. In the dropdown menu, click on the 3 dots.

3. Click on 'Export favourites'.

4. Save this html file at a location of your choice.
Tip: do you want to export your bookmarks as a back-up? Don't save this file locally on your computer, but for example on your OneDrive or network drive.

Import bookmarks

1.   At the right, click on the star next to the search bar.

2.   In the dropdown menu, click on the 3 dots.

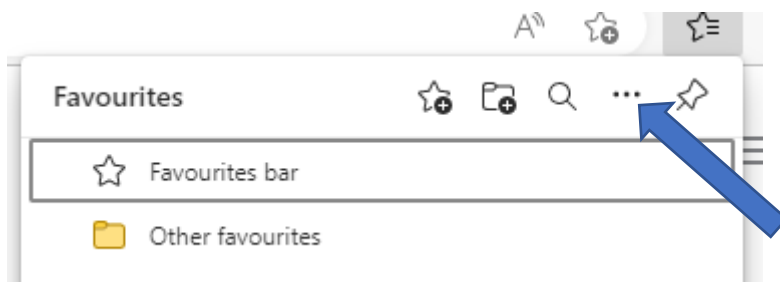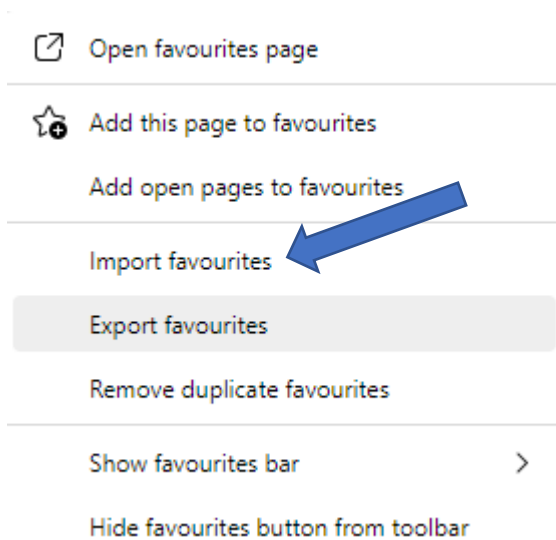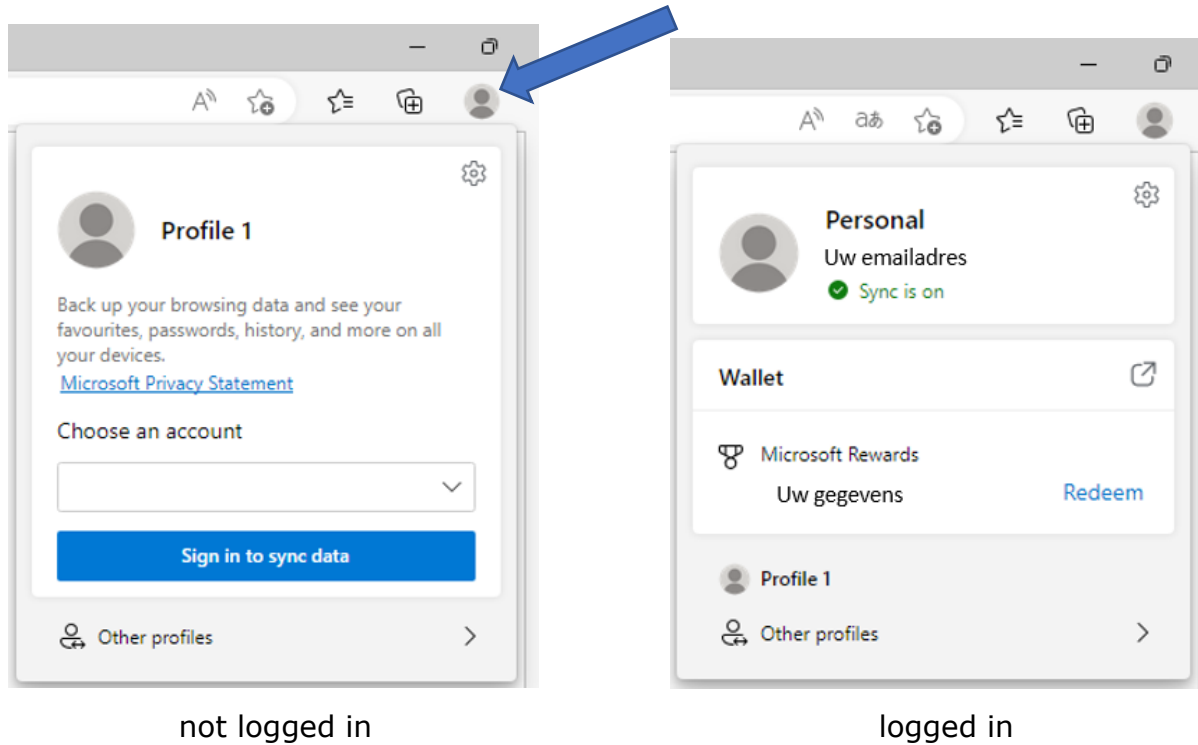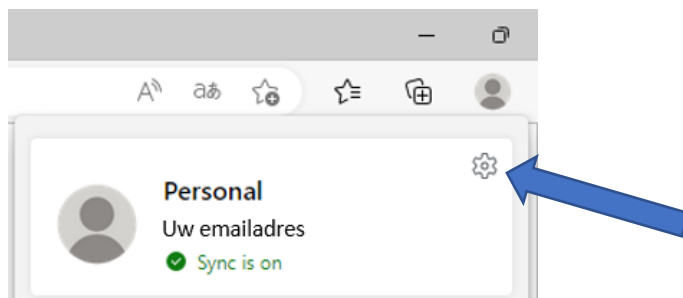3.   Click on 'Import favourites'.

4.   Select the html file you saved from the export.

Log in and sync

1. Check if you're logged in. Click on the profile icon. If you're logged in, you will see your account information. If you don't see this, you're not logged in. If you use a computer connected to the UGentNet, chances are that you will see you're UGent e-mail address. If this is the case, you can loggin to your account by clicking 'Sign in to sync data'. If this is not the case or not the profile you would like to loggin with, you can click on 'Other profiles' to loggin.

not logged in   logged in

2. If you're logged in, click on the wheel.

3. Click on 'Sync'.

4.   If 'Favourites' is checked, you will be able to consult your bookmarks on any computer where you are logged in to Microsoft Edge.

Favourites

Easily access, organise and manage your saved pages and sites