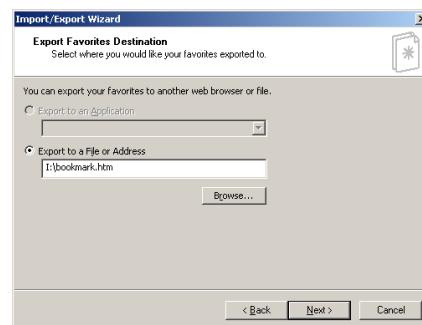
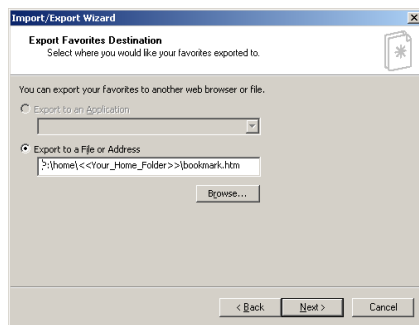


# Saving and Retrieving Internet Explorer Favorites

## To save Favorites (*do this before leaving for Summer Break*)

1. Open Internet Explorer
2. From the **File** menu, choose **Import and Export**
3. When the “Import Export Wizard” appears, click **Next**
4. On the next screen, click **Export Favorites** to highlight and click **Next**
5. Leave the “Favorites” folder selected and click **Next**
6. On the next screen, choose **Export to a File or Address**, then browse to either
  - a) your home folder on P:
  - b) or the I drive



**Do not choose a location on C:!**

7. Type a filename if you wish to use something other than what is already there
8. Click **Save**
9. Click **Next**
10. Click **Finish**
11. A “Successfully Exported Favorites” message should appear. Click **OK**.

## To retrieve Favorites (*do this when returning to school in Fall*)

1. Open Internet Explorer
2. From the **File** menu, choose **Import and Export**
3. When the “Import Export Wizard” appears, click **Next**
4. On the next screen, click **Import Favorites** to highlight and click **Next**
5. On next screen, choose **Import from a File or Address** and click Browse button.
6. Browse to the location where your file was saved in Step 6 above and double click on the file name to select.
7. Click **Next**
8. Leave the “Favorites” folder selected, click **Next**
9. Click **Finish**.
10. A “Successfully Imported Favorites” message should appear. Click **OK**.