

EXPORTING MICROSOFT EDGE BROWSER FAVORITES

Scope

The purpose of this knowledge base (KB) document is to provide instructions on how to export your Edge favorites for importing into another PC. This is frequently used with Computer Replacements.

Procedure

Open Microsoft Edge  on your PC.

Step by step instructions

Step 1 – open Microsoft **Edge**  (see Figure 1)

Step 2 – click on 3 dots  at far right for Settings and more (see Figure 2)

Step 3 – select **Favorites** (see Figure 3)

Step 4 – click on 3 dots  (yes it has its own 3 dots) (see Figure 4)

Step 5 – click on **Export favorites** (see Figure 5)

Step 6 – click **Save** {note the OneDrive folder and filename} (see Figure 6)

Step 7 – open File Explorer – exported file should show in Recent files and be in the folder you selected (e.g., Documents) (see Figure 7)

Step 8 – you can email this file to yourself and later download it on your new computer

Figures

Figure 1 – Edge browser highlighting current favorites

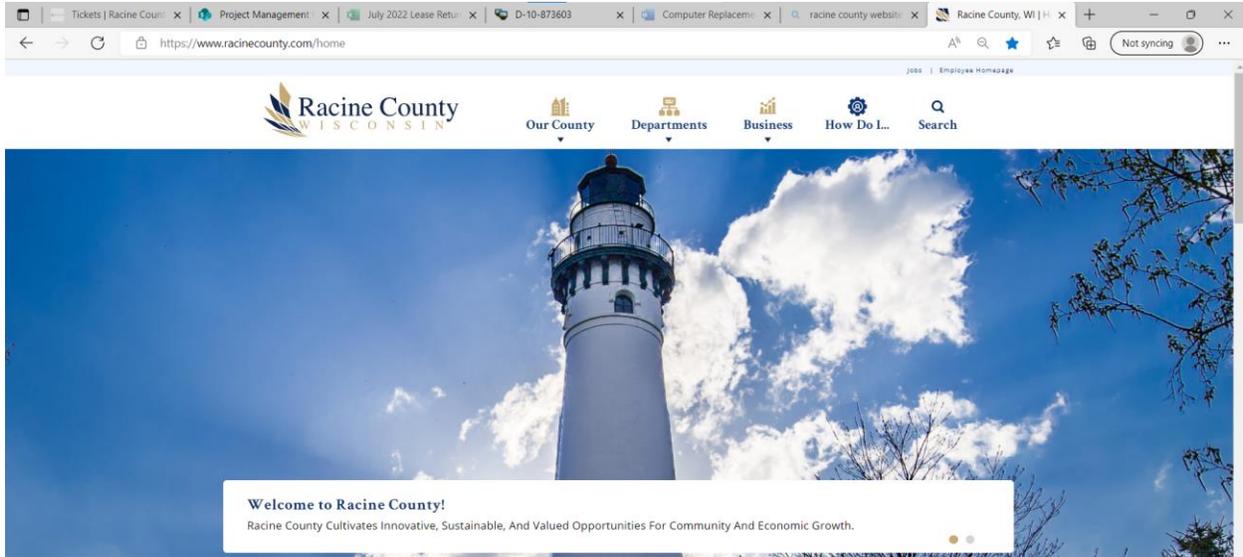


Figure 2 – Edge 3 dots displays “Settings and more”

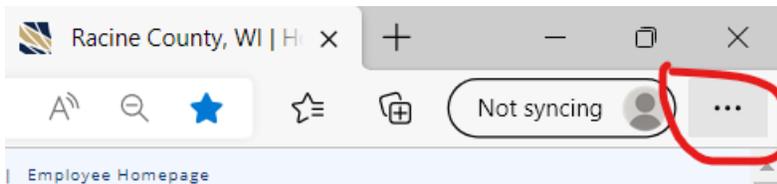


Figure 3 – menu appears selecting **Favorites**

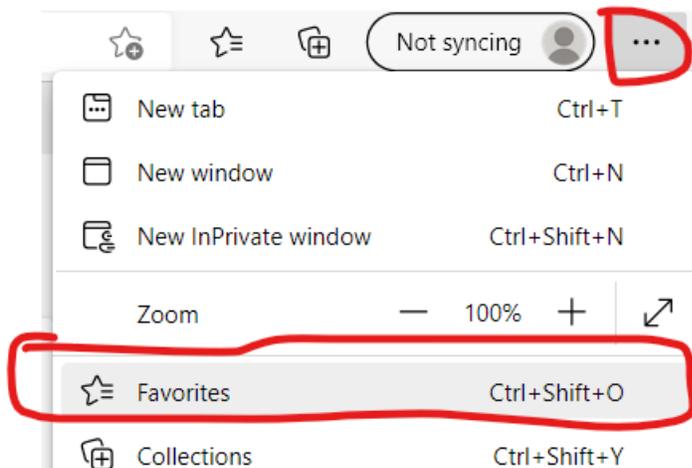


Figure 4 – **Favorites** with its own 3 dots (more options)

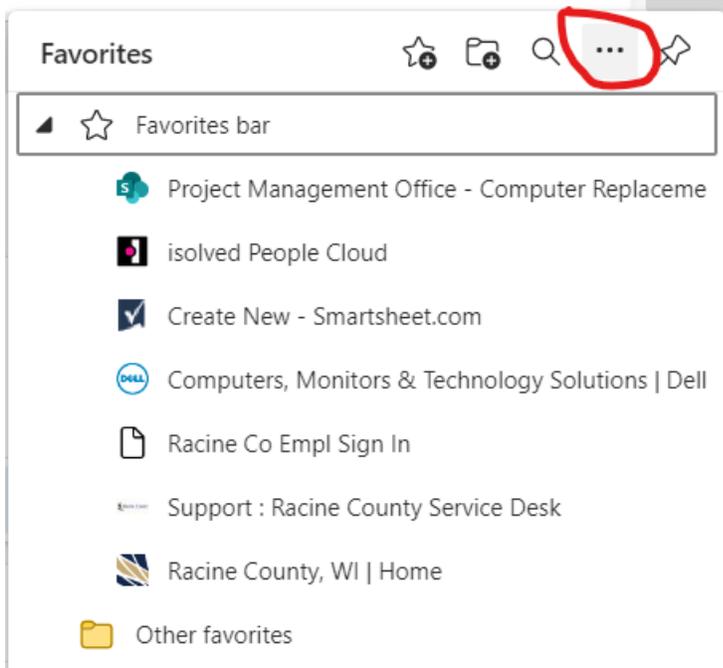


Figure 5 – menu appears highlighted **Export favorites**

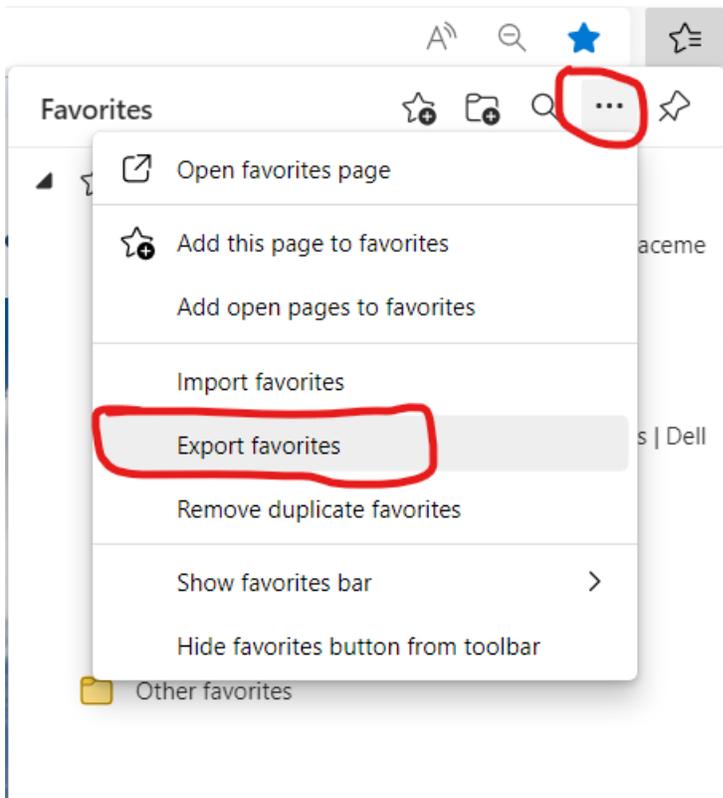


Figure 6 – file Save to selected folder using default filename

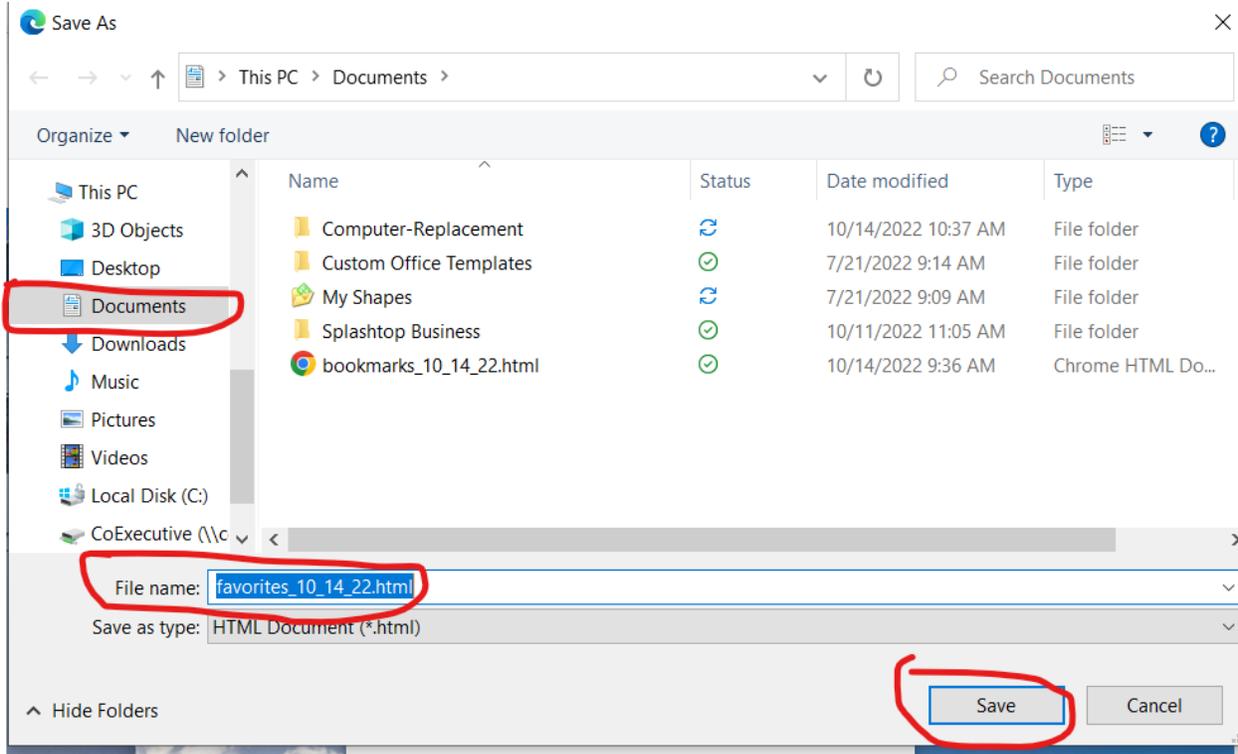


Figure 7 – use File Explorer to confirm exported favorites file

