

# IMPORTING MICROSOFT EDGE BROWSER FAVORITES

## Scope

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


## Procedure

Open Microsoft Edge  on your PC.

## Step by step instructions

Step 0 – confirm where you saved your exported favorites. If needed send the file to yourself using email then open your Outlook, find the email you sent to yourself, and then save the exported browser favorites file to your OneDrive Documents folder

Step 1 – open Microsoft **Edge**  on new PC (see Figure 1)

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

Step 3 – select **Favorites** (see Figure 2)

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

Step 5 – click on **Import favorites** (see Figure 4)

Step 6 – profile appears with **Import browser data** choice (see Figure 5)

Step 7 – click on > symbol to the right of Import browser data selection (see Figure 6)

Step 8 - select **Choose what to Import** (see Figure 7)

Step 9 – **Import browser data** menu appears (see Figure 8)

Step 10 – Import from drop down - select **Favorites or bookmarks HTML file** (see Figure 9)

Step 11 - click on **Choose file** (see Figure 10)

Step 12 – select file and click **Open** (see Figure 11)

Step 13 – Edge will now show your old Favorites (see Figure 12)

Step 14 – change your Edge settings to display the favorites bar (see Figure 13)

**Figures**

Figure 1 – Microsoft Edge browser

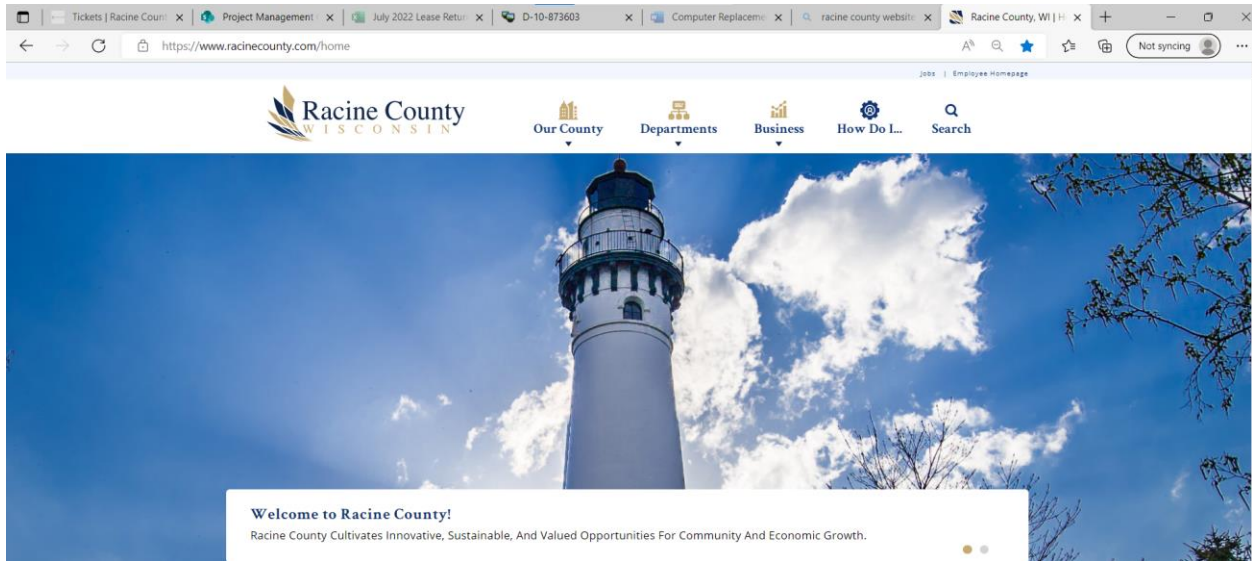


Figure 2 – Edge 3 dots displays a menu including **Favorites**

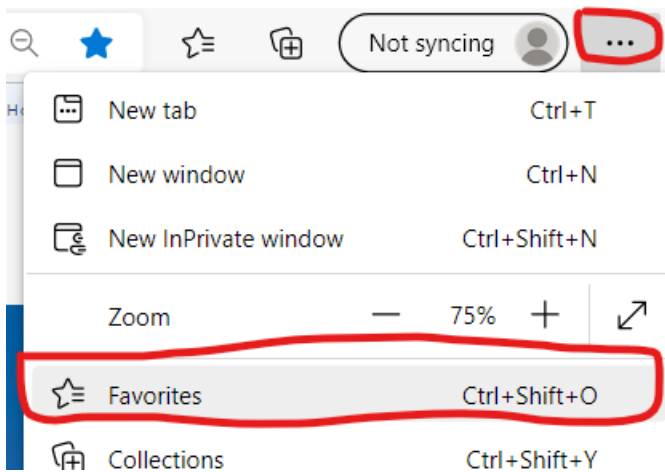


Figure 3 – Favorites manager with its own 3 dots

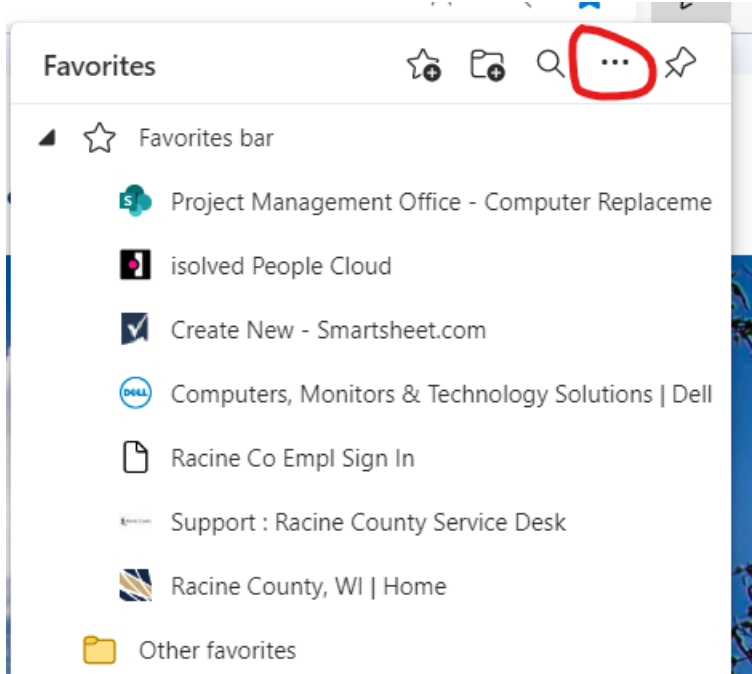


Figure 4 – menu appears highlighted **Import favorites**

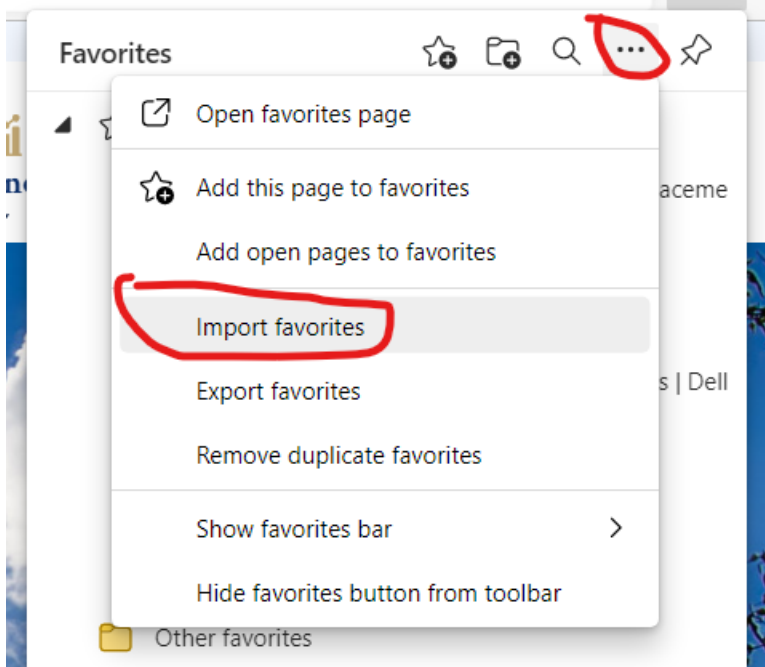


Figure 5 – profile appears with **Import browser data** choice

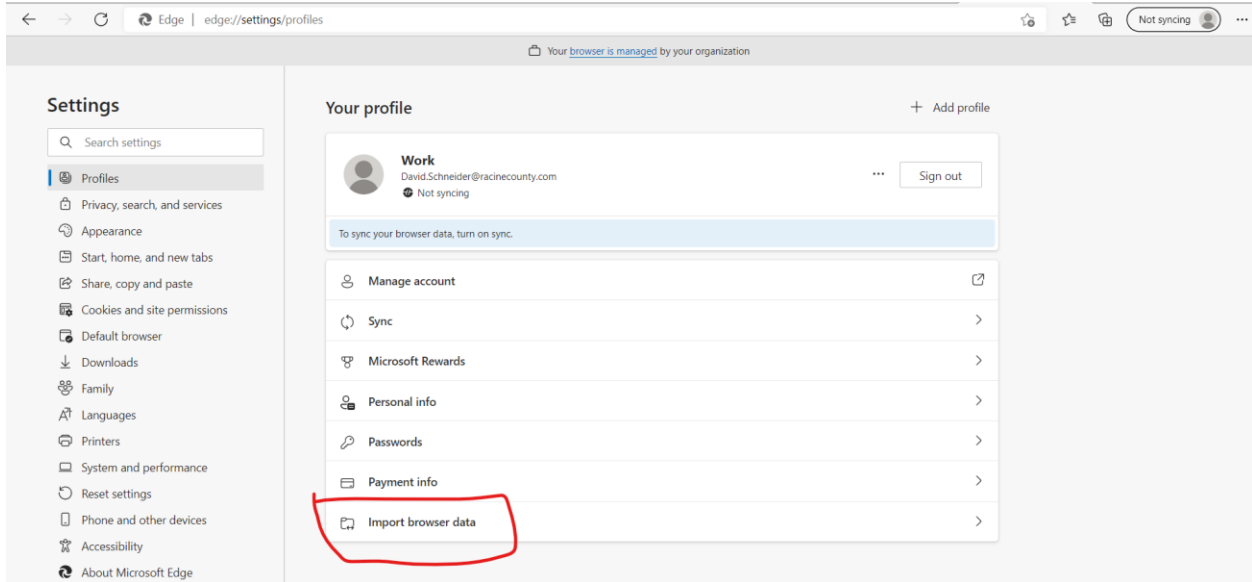


Figure 6 – click on > to right of Import browser data choice



Figure 7 – select **Choose what to Import**

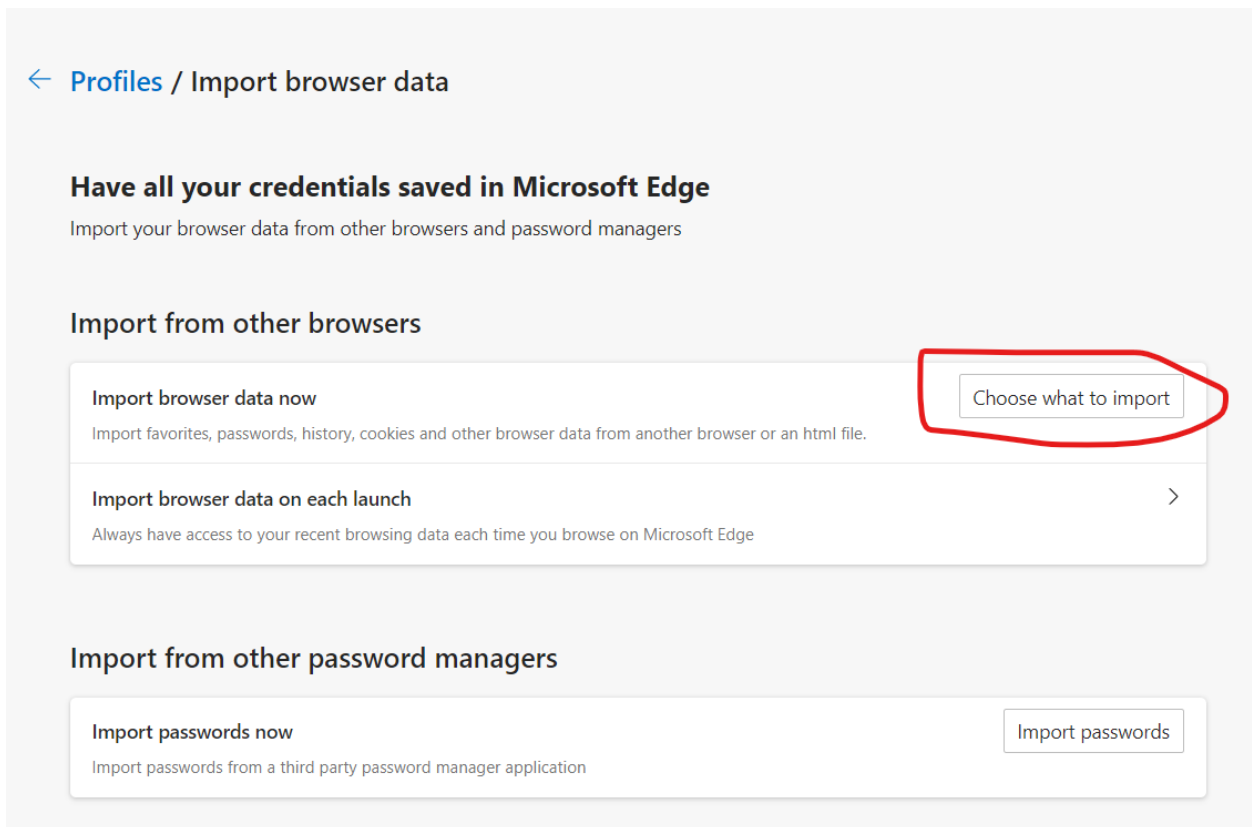


Figure 8 – **Import browser data** menu appears

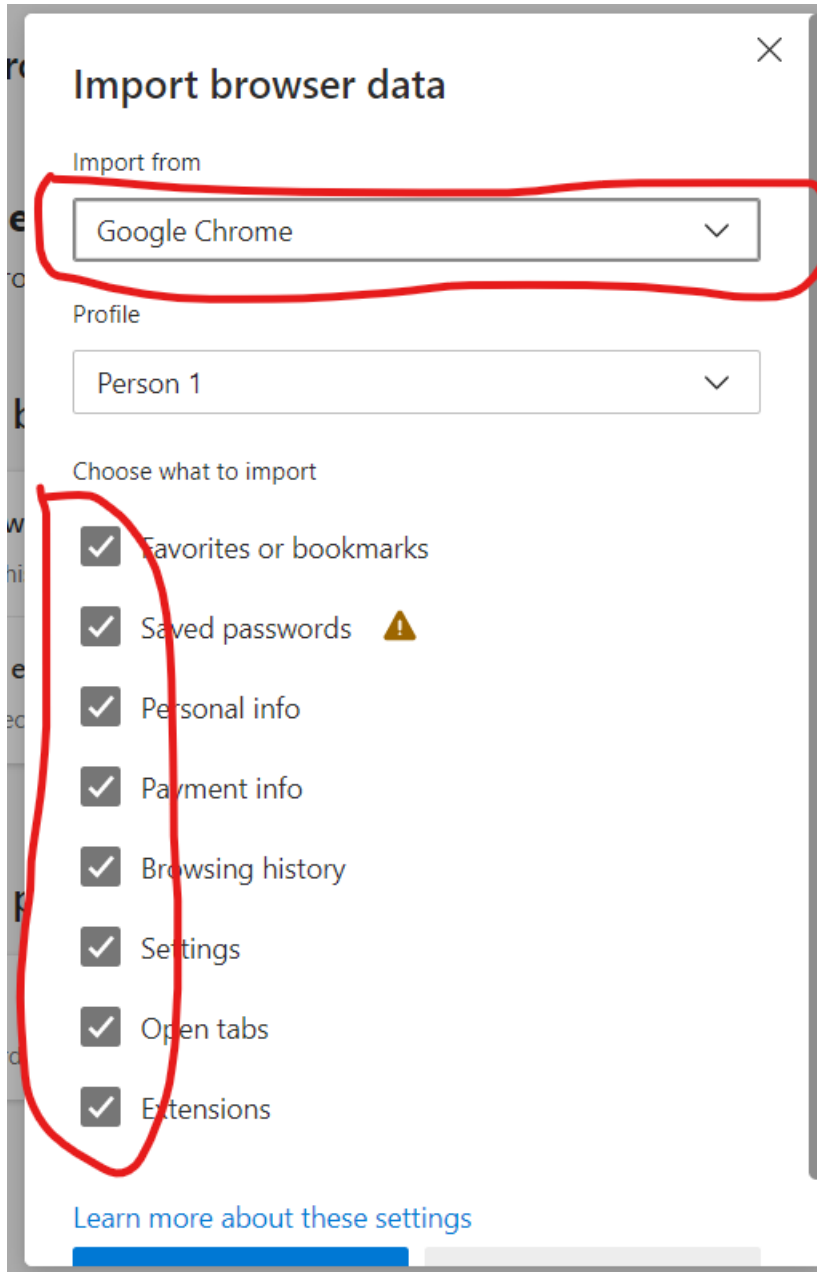


Figure 9 – Import from drop down - select **Favorites or bookmarks HTML file**

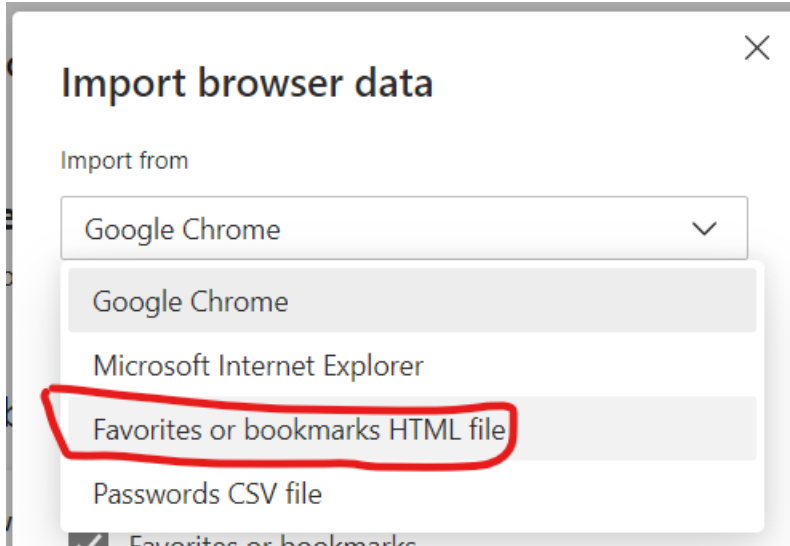


Figure 10 – click on **Choose file**

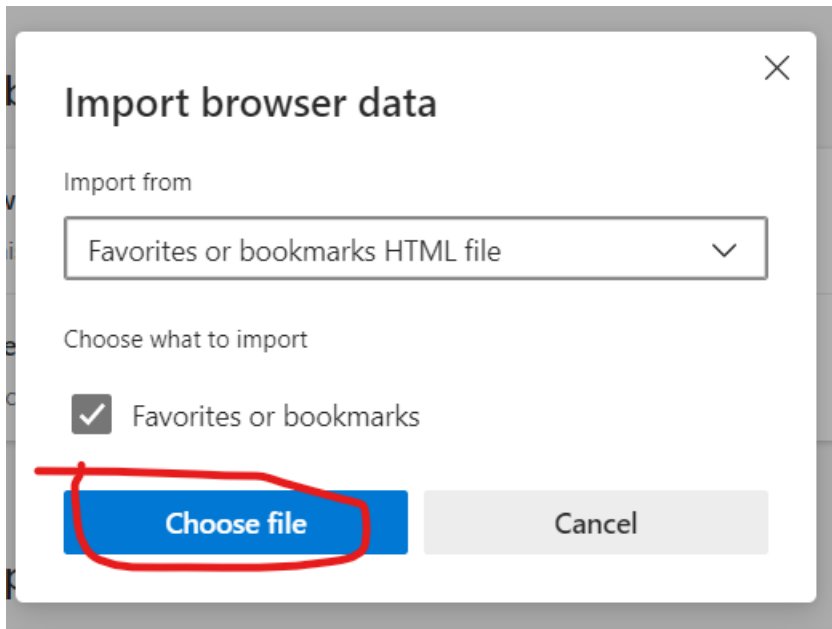


Figure 11 – select saved favorites file from selected folder

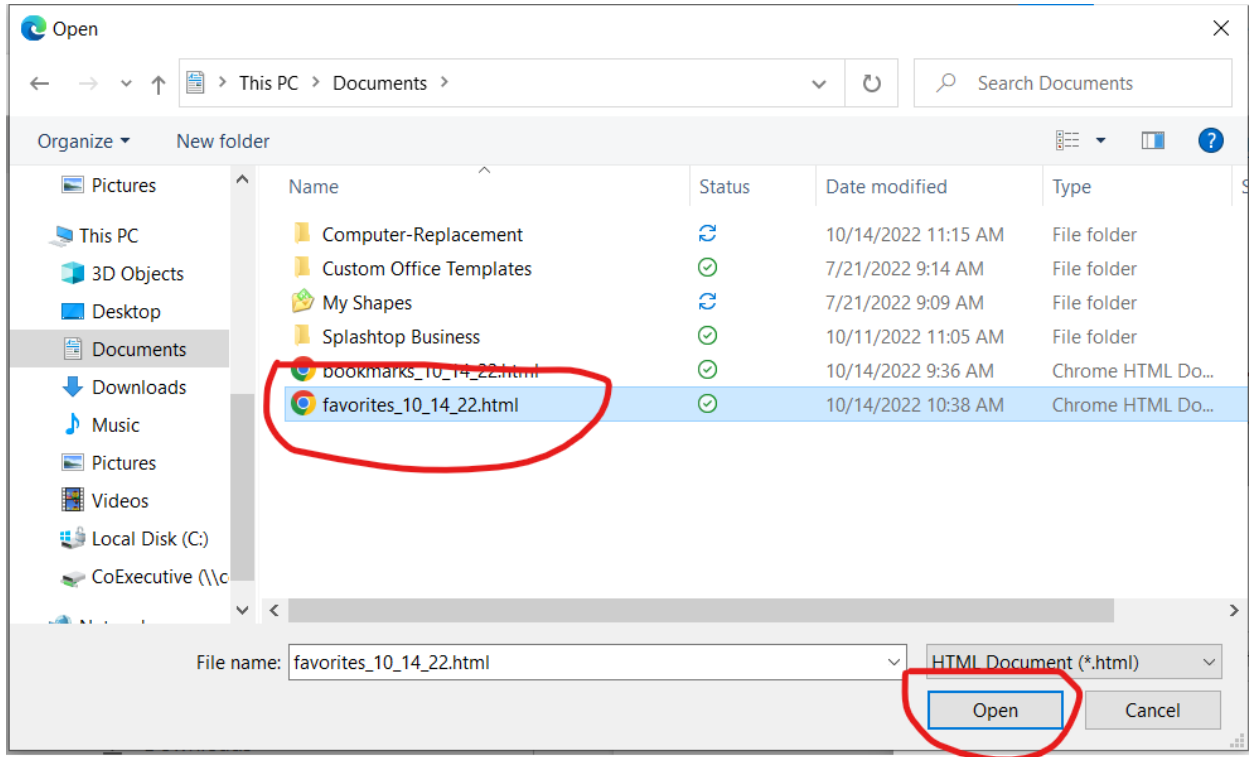


Figure 12 – old bookmarks now appear in Microsoft Edge on the new PC

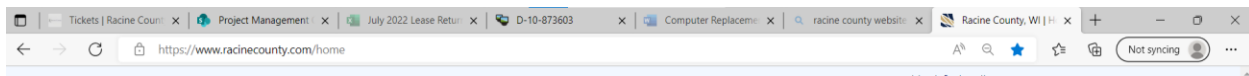
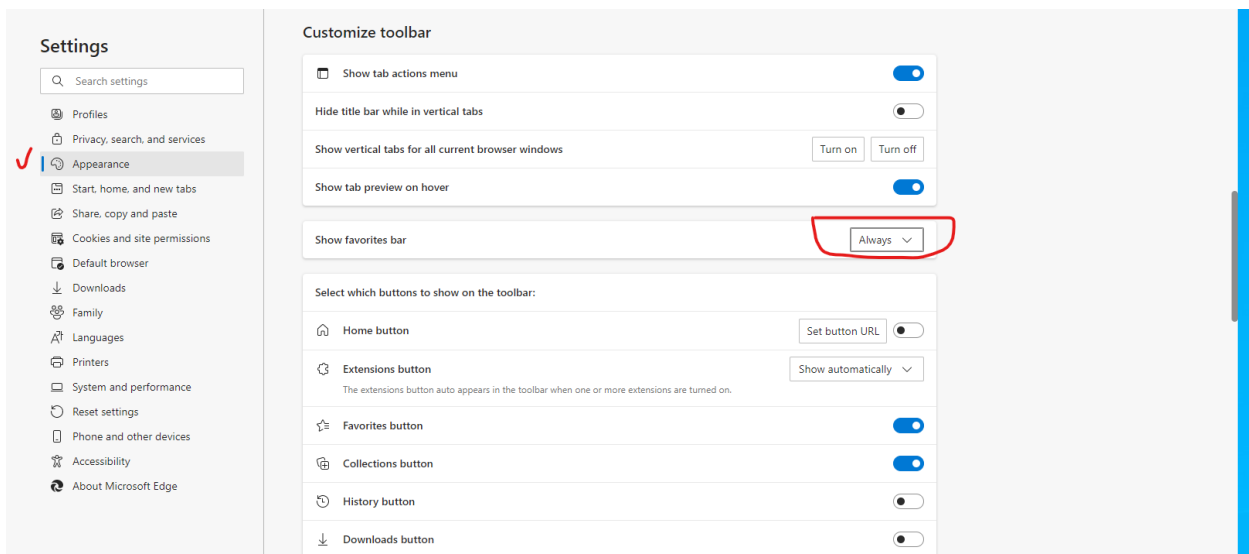


Figure 13 – display toolbar / tabs



Note: scroll down for Toolbar settings