



## IE Favorites Backup FAQ

While in Internet Explorer, you will click on the star in the top right corner, this will open the Favorites pane.

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	Favorites Bar	
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Once the Favorites pane is open you will click on the drop down menu next to **"Add to Favorites"**, a new menu will appear. Once in the drop down menu you will select **"Import and Export..."** 



Once you click on "Import and Export..." a new menu will open, In this menu you will select "Export to a File" and press Next.



After clicking Next you will be prompted to check boxes, make sure that "Favorites" is checked and click Next

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Once you press Next you will be prompted to choose which favorites you would like to back up – If you select **"Favorites"** it will back up all favorites from the Favorites Bar and Recycle Bin, after that you will press Next.



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Once you press next you will be prompted to find a place to save your Favorites, your Jackson College G Drive is a good place to save these, after selecting a location, you will press **"Export".** 

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Once you click Next you will be told that you have successfully exported these setting, Click Finish.

