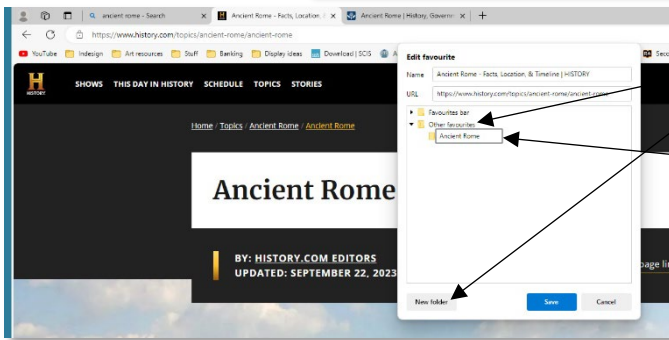
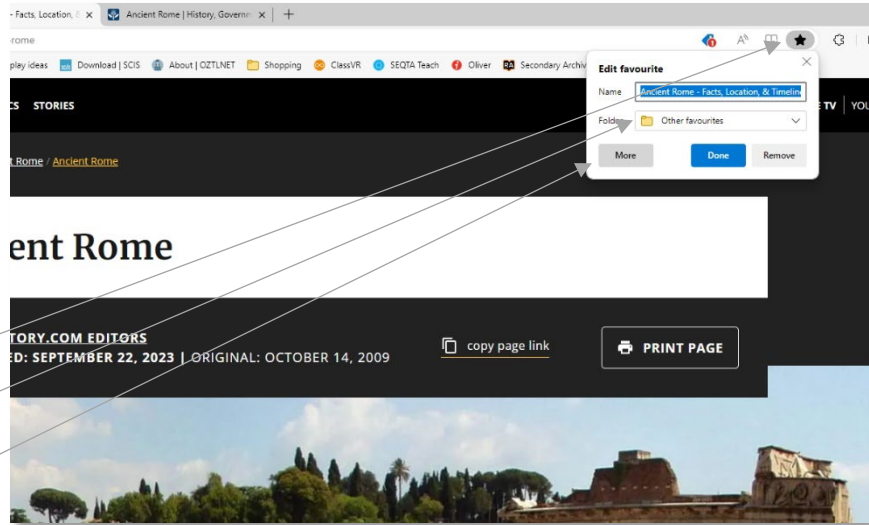


How to... use Bookmarks in Edge

1 Bookmark a website tab into folders

To create a bookmark folder and save a website page simultaneously, inside the url address across the top of your browser, click on **star** in the drop down menu, choose **Other Favourites** then click on **More** at the bottom left on the window.



Select **Other favourites** then click **New folder**.

Name the new folder and click **Save**.

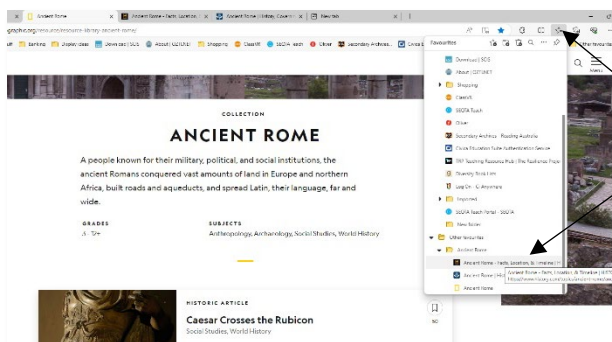
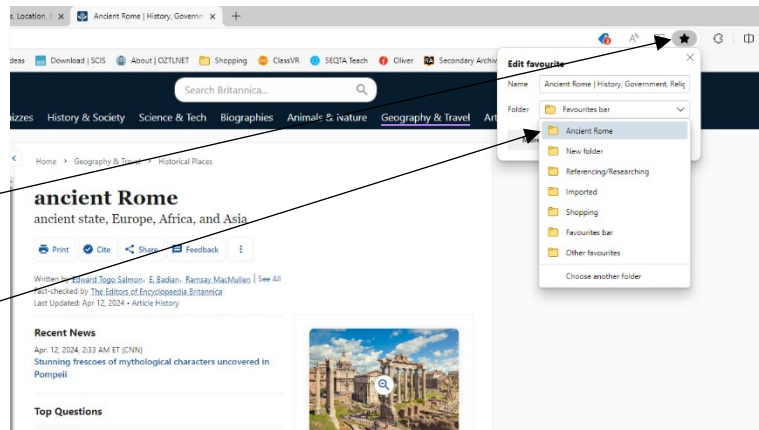
Tip

Only save regularly used files and folders to your Favourites bar (under the URL window) – not temporary sites or folders!

2 Save websites to an existing folder you have already created

Click on the **star** at the right hand end of the web address window.

In the drop down menu, choose which folder you wish this bookmark to belong to, then select **Done**



3 Deleting folders or bookmarks

Under the **Speedy star**, scroll down and highlight the folder or file you no longer want. Right click and choose **delete**.