

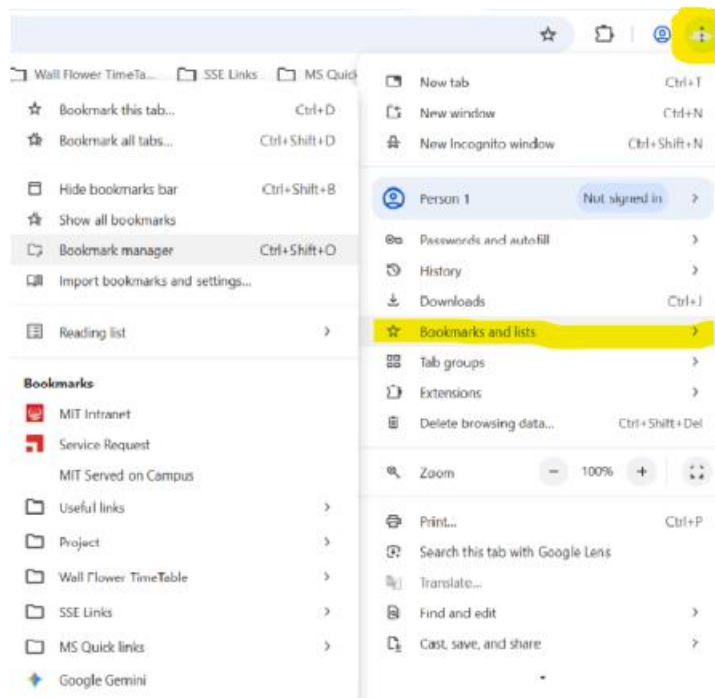
## How To: Importing Bookmarks & Moving Documents to OneDrive

**This guide shows how to:**

1. Export/import bookmarks in Google Chrome
2. Export/import bookmarks in Microsoft Edge
3. How to move your Desktop and Documents to OneDrive

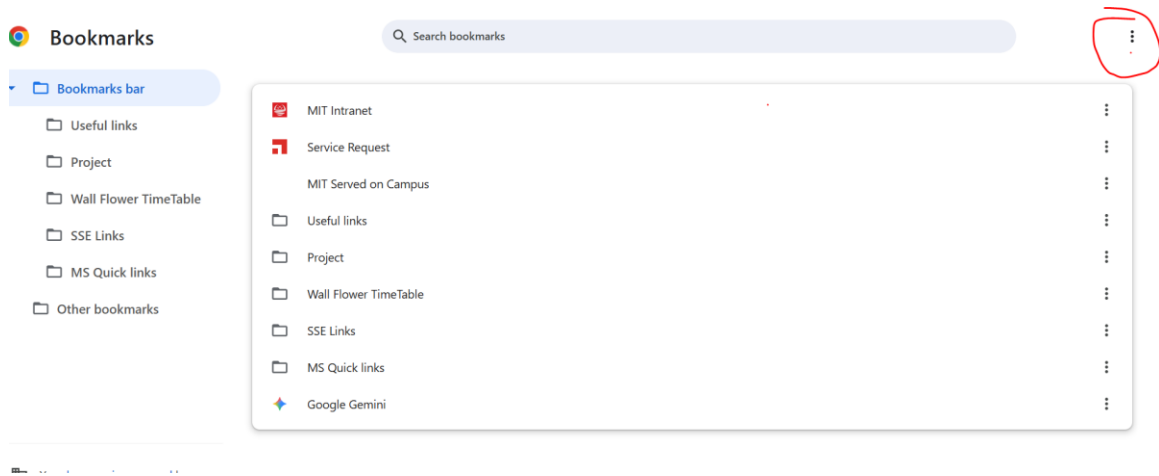
### Part 1 — A: Chrome: Export Bookmarks to OneDrive

1) Open Chrome → Menu (:) → Bookmarks and Lists → Bookmark Manager

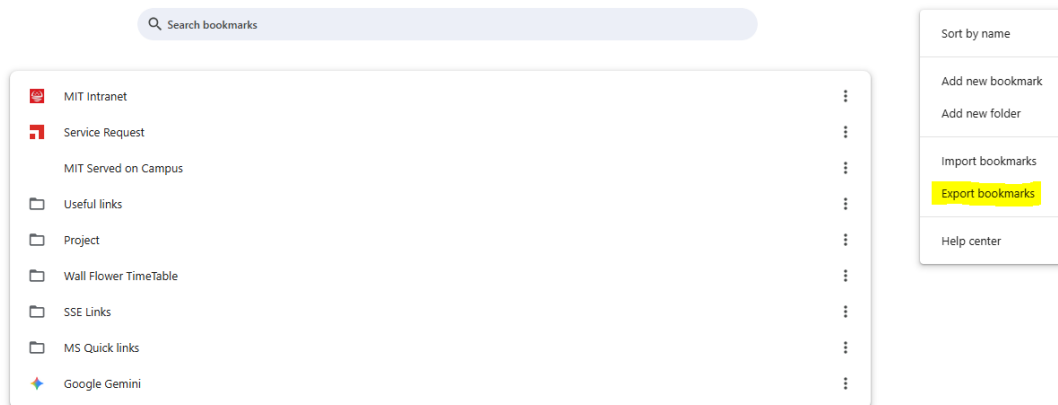


2) In Bookmark Manager, click the More (:) menu

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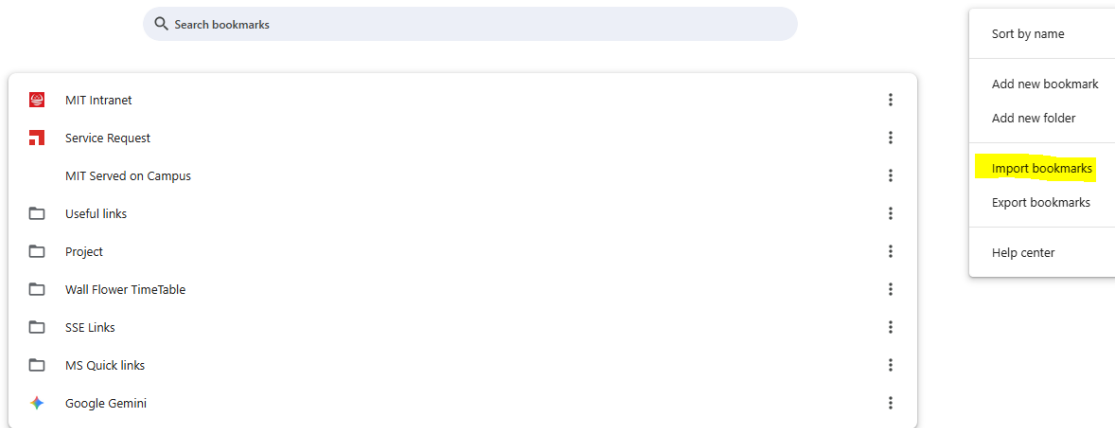
3) Click "Export bookmarks" and save the HTML file into your OneDrive (Create a folder in OneDrive e.g., OneDrive\Browser Backups)



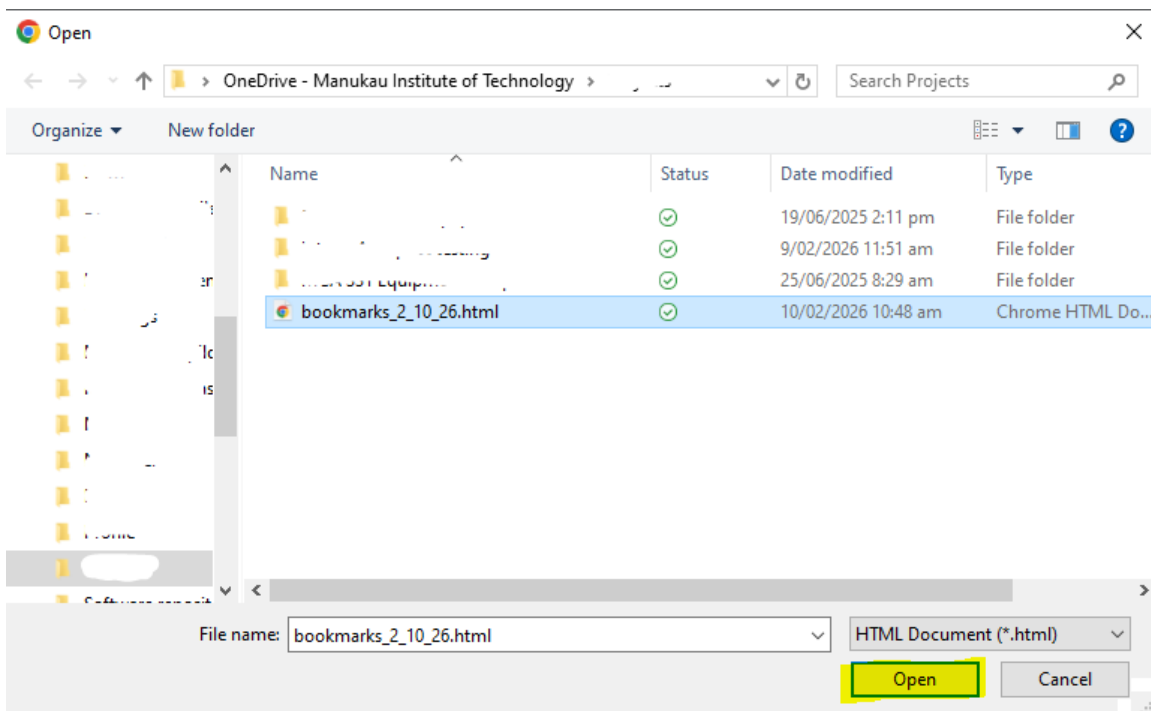
### Part 1 — B: Chrome: Import Bookmarks from OneDrive

1) Open Chrome → Menu (: ) → Bookmarks and Lists → Bookmark Manager → select "Import bookmarks"

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2) Browse to OneDrive and select the previously exported bookmarks.html file

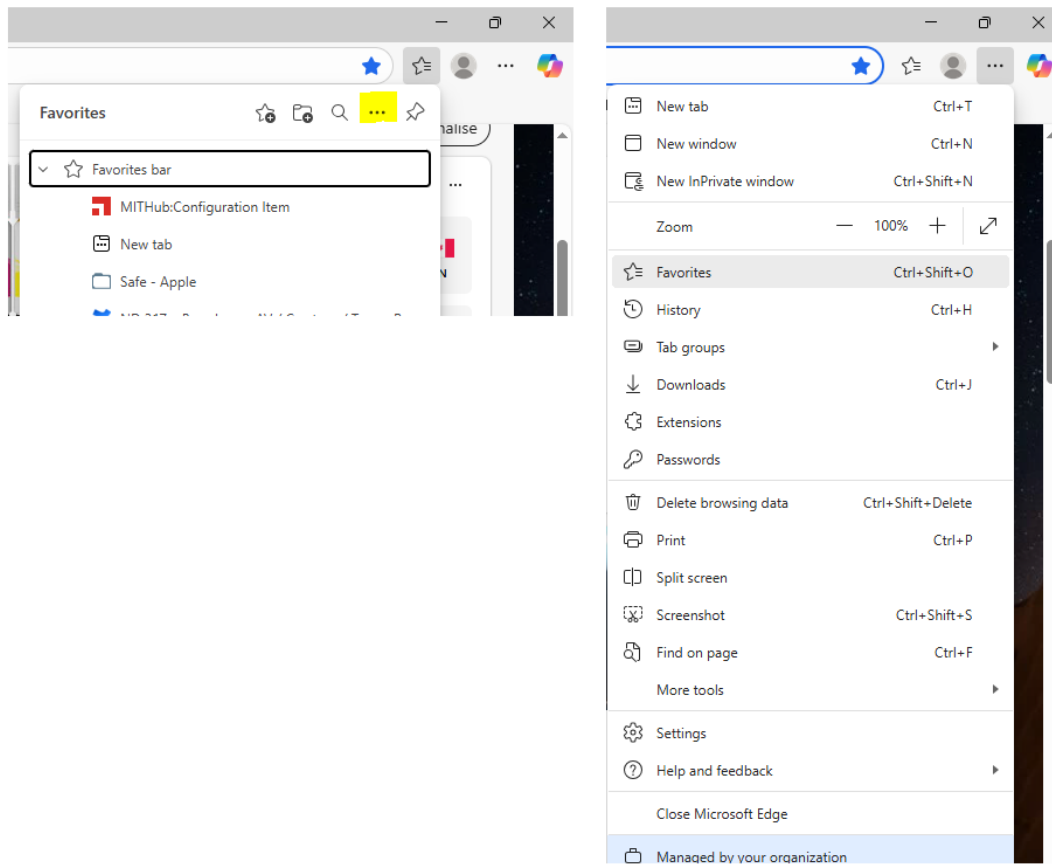


### Part 2 — A: Edge: Export Favourites to OneDrive

Note: If you have logged in to Edge with your MIT account, you will not have to do the following steps as it will carry your bookmarks across when you log in to MS Edge but if you haven't, please follow the steps below.

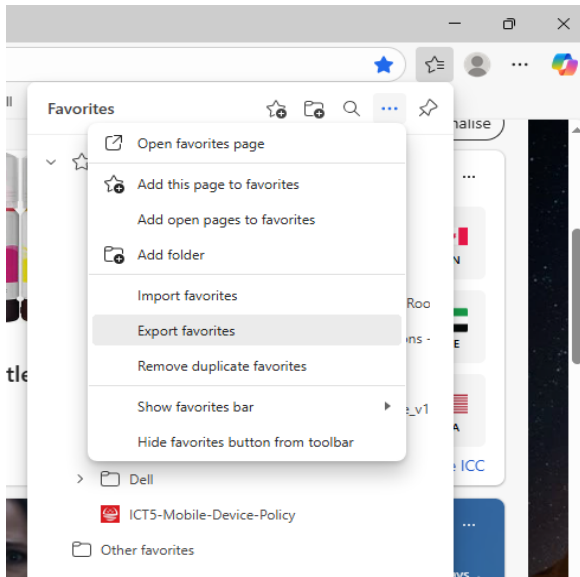
1) Open Edge → Menu (...) → Favourites → (...) Manage favourites

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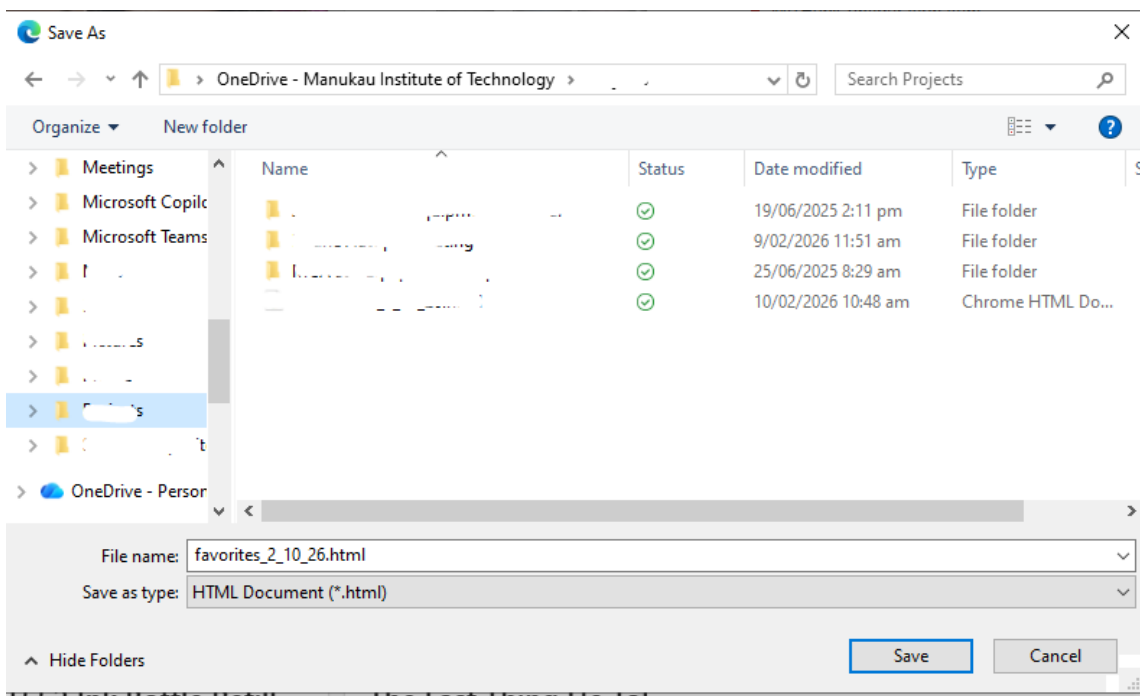


2) Choose "Export favourites"

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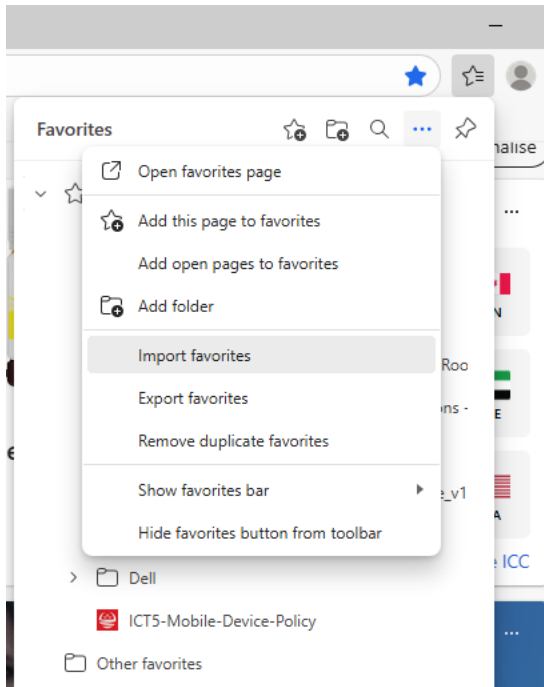
3) Save the HTML file into your OneDrive



### Part 2 – B: Edge: Import Favourites from OneDrive

1) In Edge → Favourites → Manage favourites → choose Import (HTML)

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### Settings

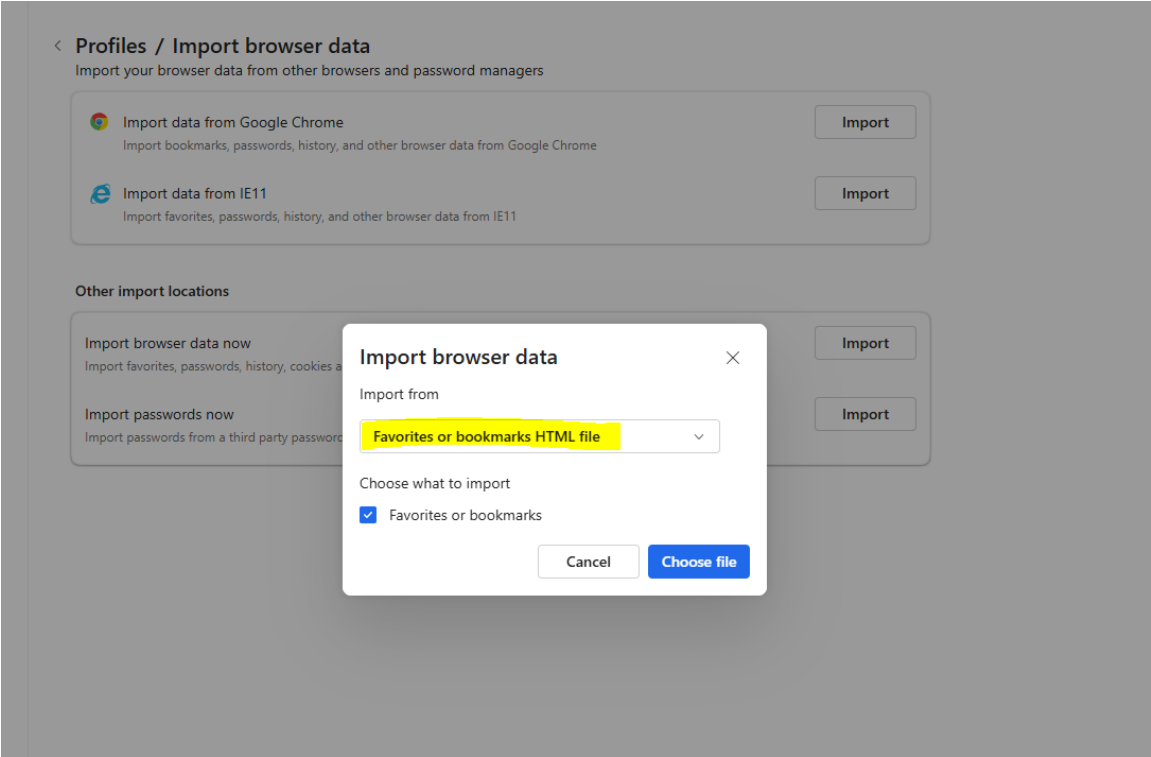
- Search settings
- Profiles
  - Passwords and autofill
  - Privacy, search, and services
  - Appearance
  - Default browser
  - Start, home, and new tab page
  - Languages
  - Downloads
  - Accessibility
  - System and performance
  - Reset settings
  - Extensions
  - About Microsoft Edge

### Profiles / Import browser data

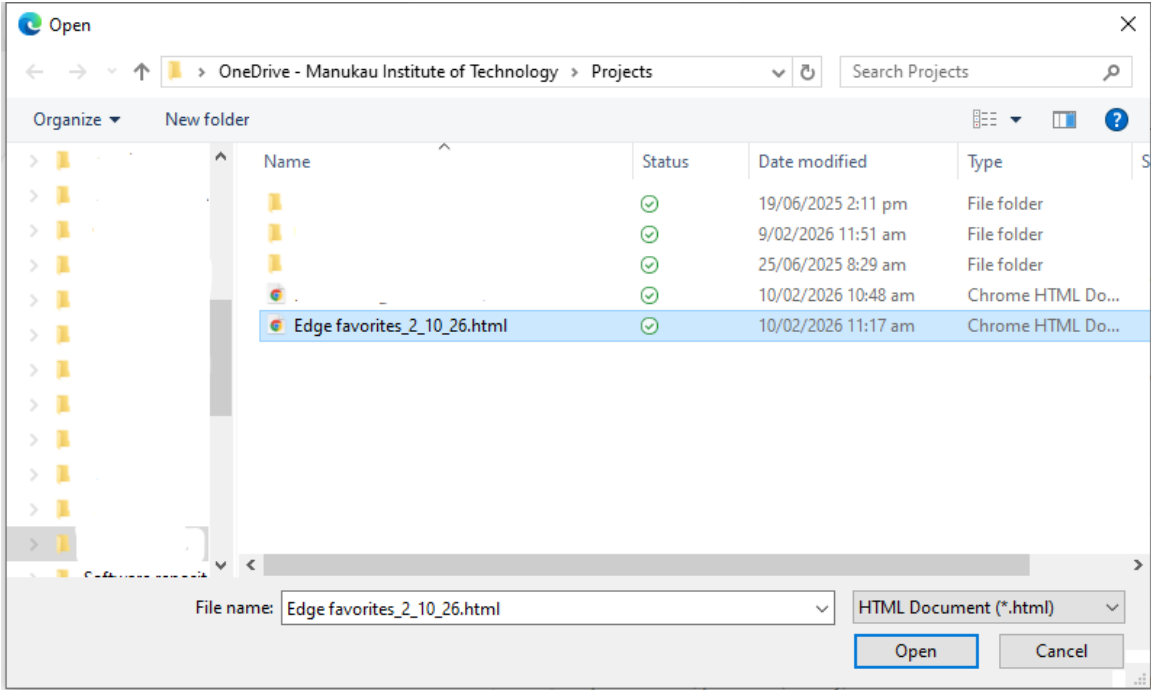
Import your browser data from other browsers and password managers

Import data from Google Chrome Import bookmarks, passwords, history, and other browser data from Google Chrome	Import
Import data from IE11 Import favorites, passwords, history, and other browser data from IE11	Import
<b>Other import locations</b>	
Import browser data now Import favorites, passwords, history, cookies and other browser data from another browser or an html file	Import
Import passwords now Import passwords from a third party password manager application	Import

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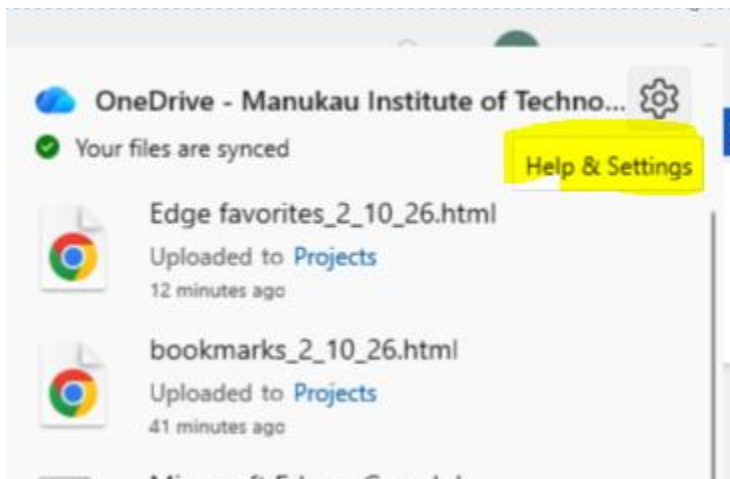
2) Select the exported HTML file from OneDrive



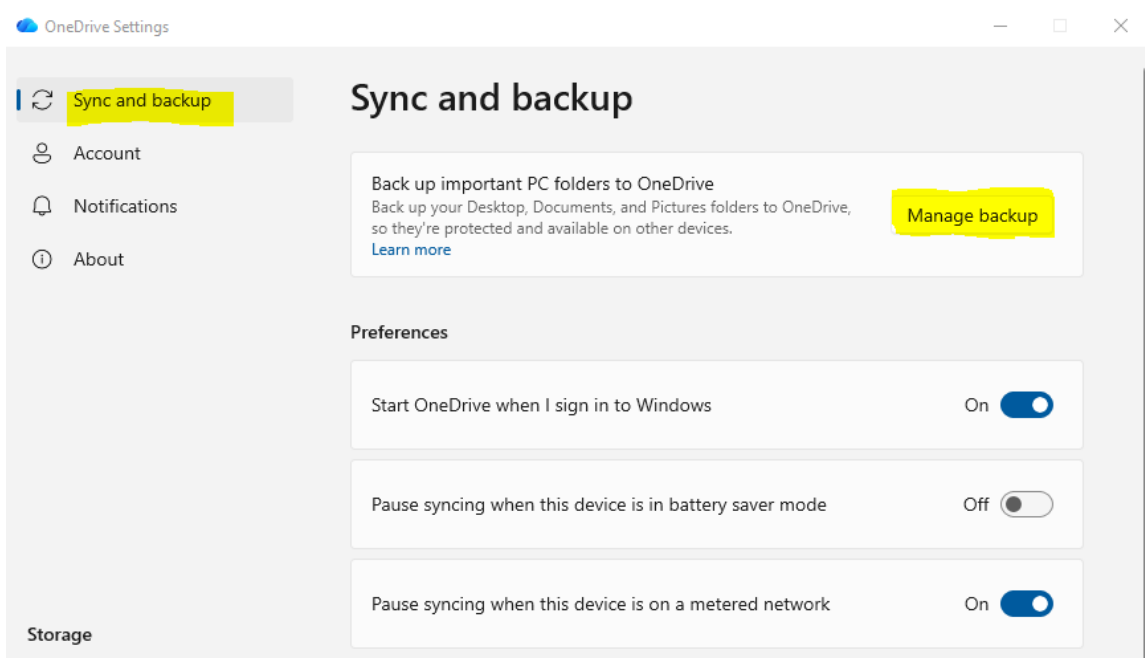
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## Part 3 — OneDrive: Move Desktop & Documents

1) Click the OneDrive cloud icon  in your Taskbar → Settings



2) Go to Sync and Backup → Manage backup



3) Select Desktop and Documents → Save Changes

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