

## Using Favourites

### How to Add a Website to your Favorites:

You can add and access a favourite site in two different ways – through the **Favorites Bar** or through your **Favorites listing**. The instructions below detail how to make use of both of these methods.

*Note: both the **Favorites Bar** and the **Favorites Listing** are options found in the Internet Explorer web browser. Similar features exist and function in much the same manner on other web browsers such as Google Chrome's and Mozilla Firefox's **Bookmark Bar** and **Bookmarks listing**.*

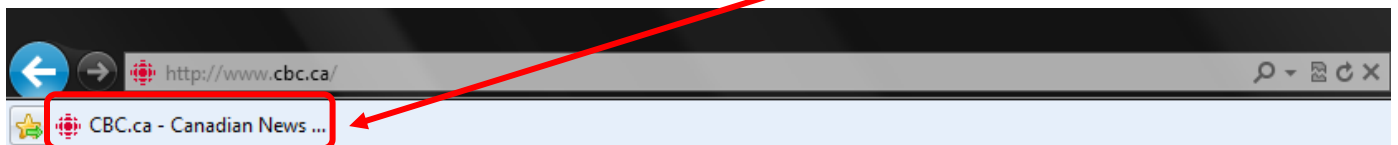
### A. Adding a Website to the Favorites Bar

To add the website that you are currently viewing to your “favorites bar”:

1. Click on the **Add to Favorites bar** icon located in the upper left corner of the web browser.



2. You will now see the site entered on your “favorites bar” – this is a link to this site:

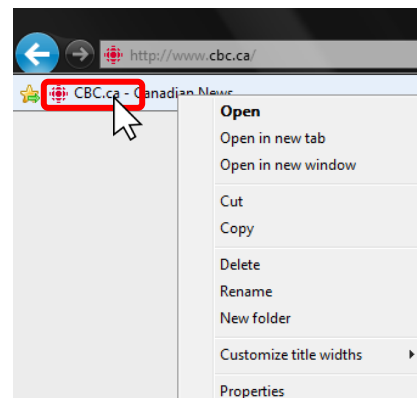


3. To access this website during internet browsing sessions, simply click on the appropriate icon for the website on your favorites bar.

The webpage added to the Favorites Bar will appear in the form of a link/ icon, each time you launch the Internet Explorer, providing convenient and quick access to some of your most frequented websites.

### Deleting a Website from the Favorites Bar

1. To delete or remove a website from your Favorites Bar, **right** click on the appropriately named link for the website.

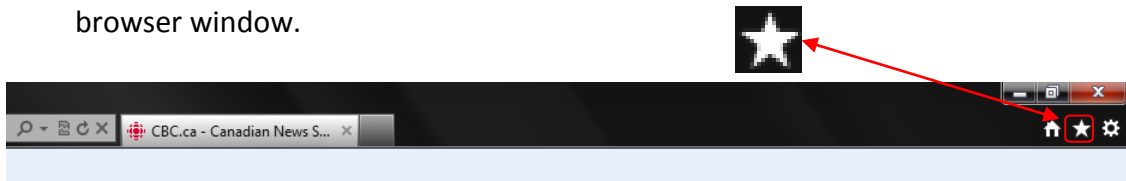


2. A dropdown menu will appear. Then select the **delete** option by **left** clicking it.

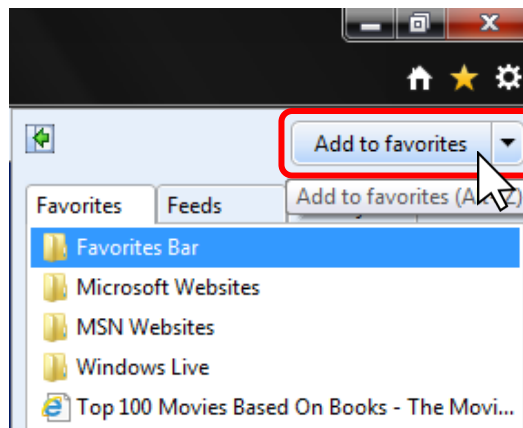
## B. Adding a Website to your Favorites Listing

To add a website to your Favorites Listing:

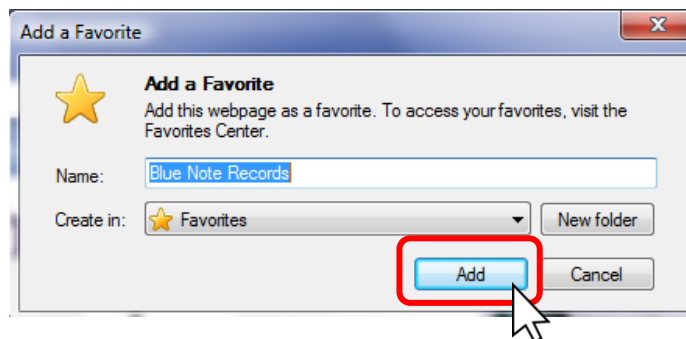
1. Click on **Favorites Icon** located in the upper right corner of the Internet Explorer browser window.



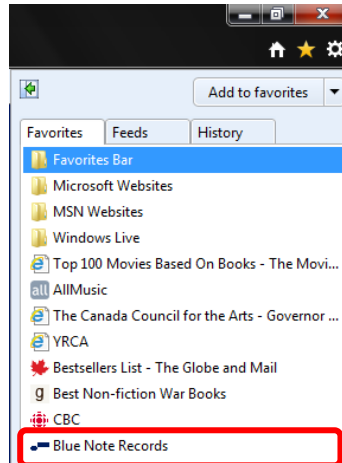
2. Click on the “Add to Favorites” option:



3. Next left click on “Add”:

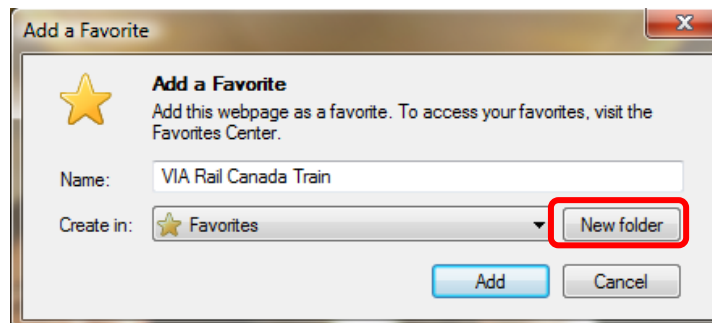


4. This website will now appear as a link on your **Favorites Listing**. To access the Favorites Listing click on the **Favorites** icon.  
*See step 1 of section B.*

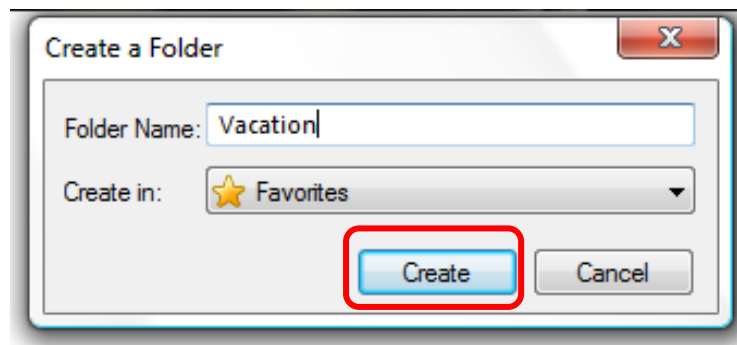


### C. Create a New Folder for a Website:

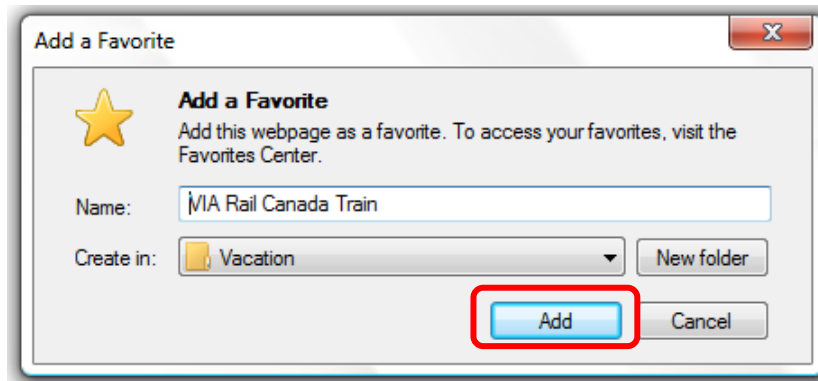
1. Follow steps **1 & 2** of part **B**. Instead of clicking on **“Add”** in step **3** of part **B**, choose click on **“New Folder”**.



2. Enter what you want to name the folder by typing in the **Folder Name** font box. Then click on **Create**.

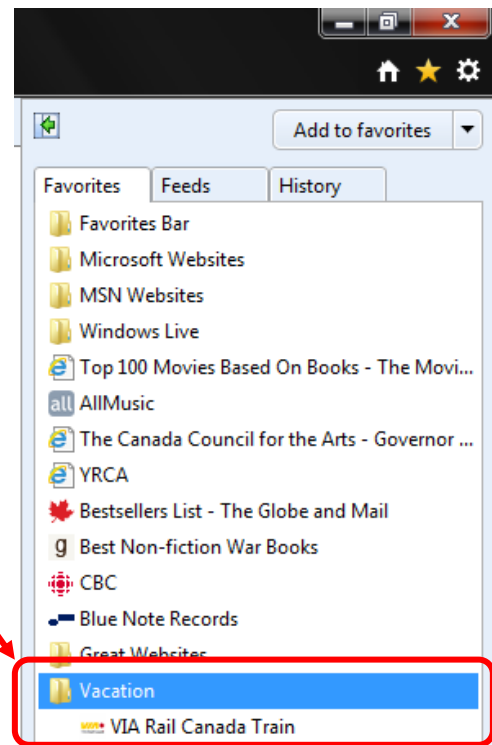


3. In the next screen click on “Add”



4. When you go back to access your **Favorites** you will now see the new folder (Vacation) with your website saved inside it:

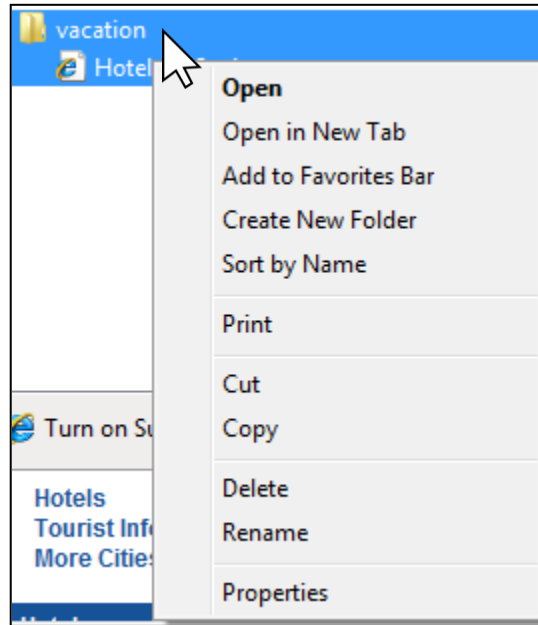
Click on the folder name to view its contents.



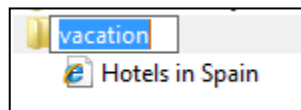
5. Click on the title of the site to access it.

### To rename or delete a folder or site from your Favorites:


1. Right click on the folder or site that you want to rename/delete. You will see the following menu box, giving you a number of different options:



2. Clicking on “delete” will remove the site from your Favorites.
3. Clicking on “rename” will highlight the name and allow you to enter a new name for the site/folder.



### D. How to access your Favorites:

1. If you placed the website on your **Favorites Bar** – you can simply click on its link on the toolbar to get back to the site.
2. If you stored this site in your **Favourites Listing**:
  - Click on the “**Favorites**” icon 
  - Find your desired folder or website
  - Click on the name of the site that you want to access.
  - Click on your folder – this will show a listing of everything in your folder.
  - Click on the site in your favorites folder that you wish to access. This will bring you to the website/page that you originally saved.