

## Microsoft Edge – Import Favorites from Grand Lodge of Ontario

These are the basic step by step instructions for adding the Ontario District and Lodge Websites, Social Media and other websites that fall under the Jurisdiction of the Grand Lodge of Ontario to the Favorites File in your Microsoft Edge Web Browser. If you have any issues or questions about this or need more detailed help, please feel free to email me at [webmaster@ioof.net](mailto:webmaster@ioof.net) and I will gladly assist you in any way I can. To download these instructions for offline use (you can print them off to refer to them without being online), click the file you wish to download and follow the prompts.

### **These are the Instructions to Print off**

[Microsoft Edge Favorites in PDF Format](#) – **DOWNLOAD**

[Microsoft Edge Favorites in Word Format](#) - **DOWNLOAD**

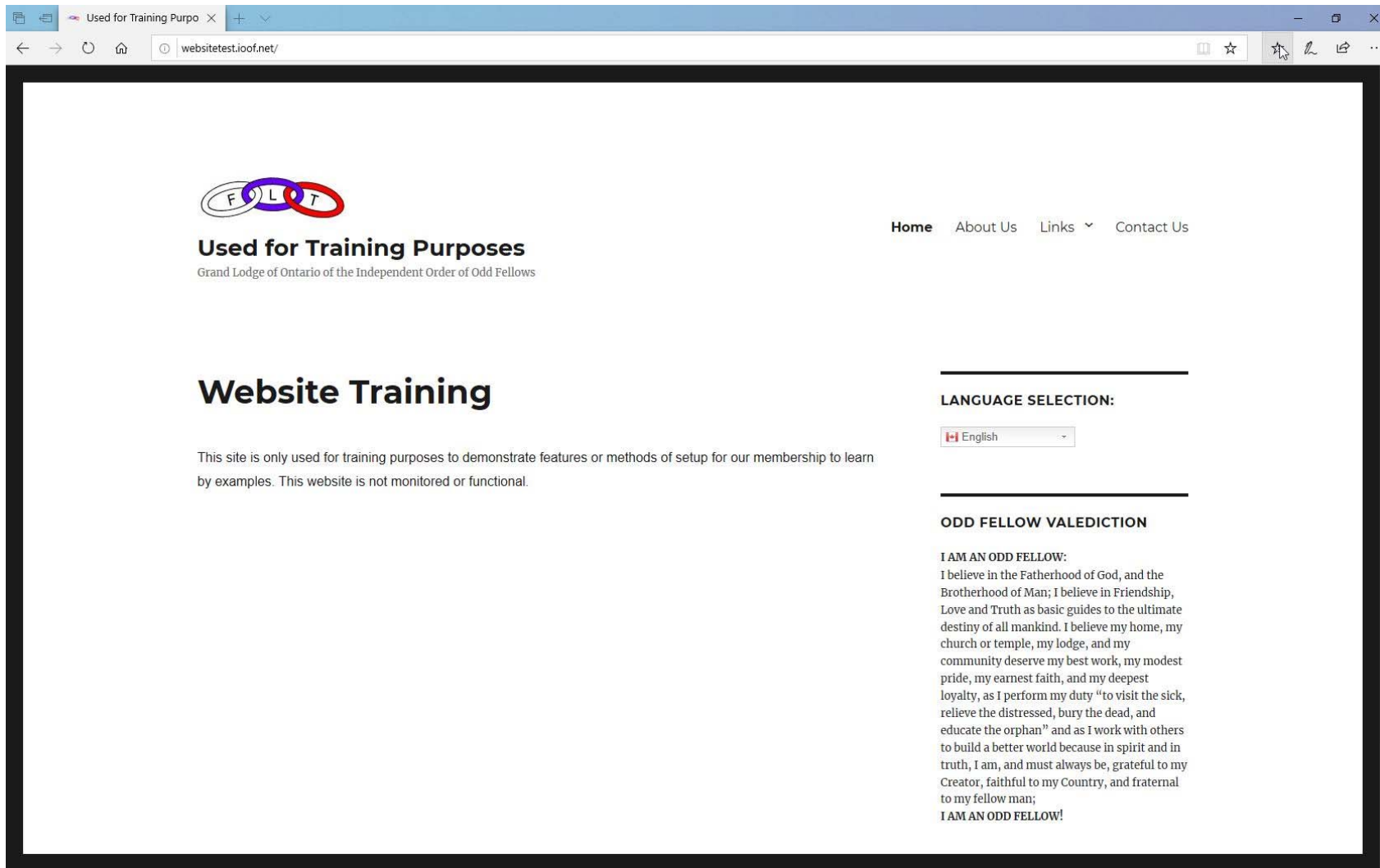
Please download the file below by clicking on the download button and follow the prompts (It is best to save it to your desktop to find it easier later), then follow the instructions below to install all the Ontario District and Lodge Websites, Social Media and other websites that fall under the Jurisdiction of the Grand Lodge of Ontario to the Favorites File in your Microsoft Edge Web Browser.

### **This is the file you need to save**

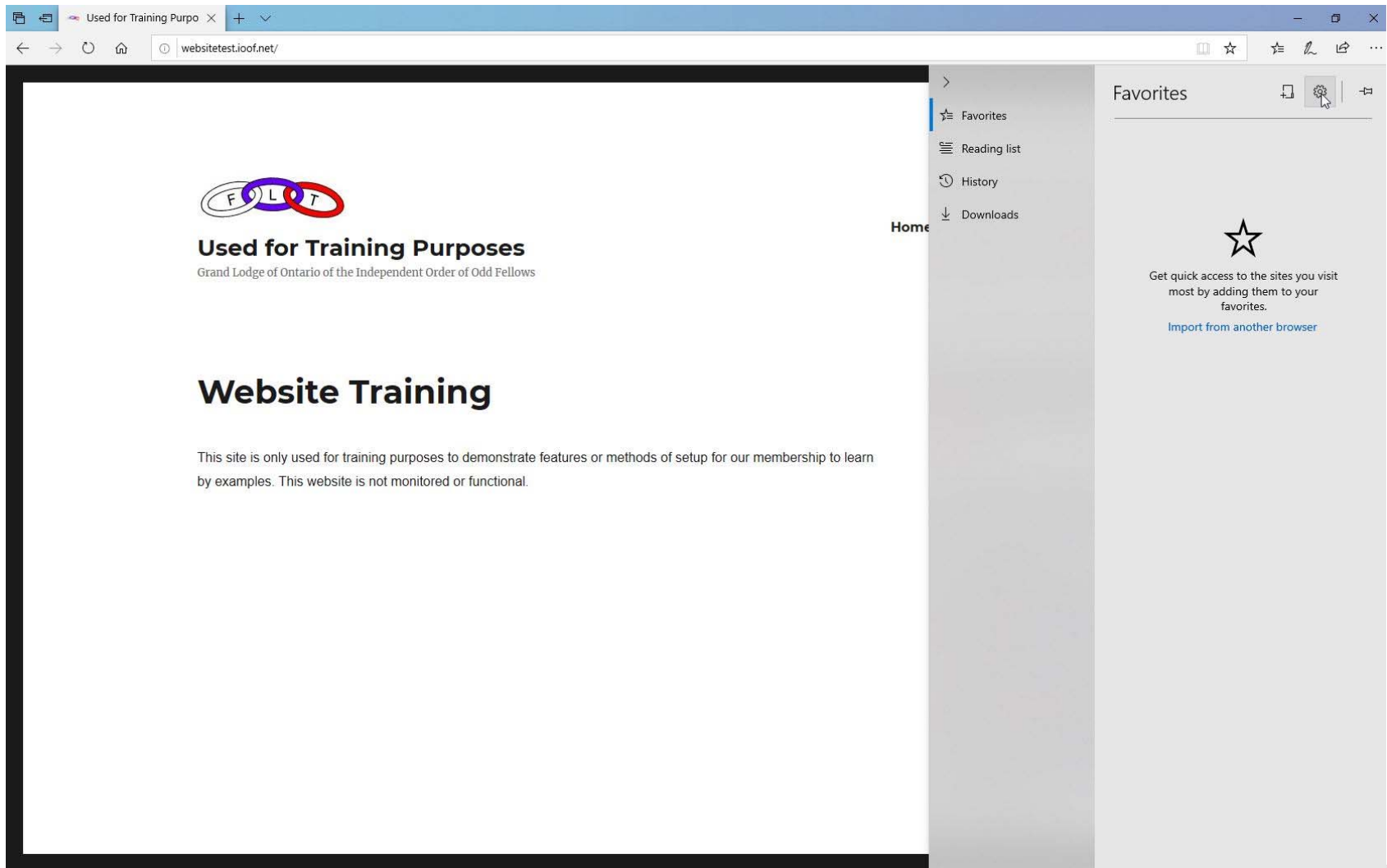
[Grand Lodge Favorites  
\(Grand Lodge, Districts and Lodge Website Addresses\)](#)

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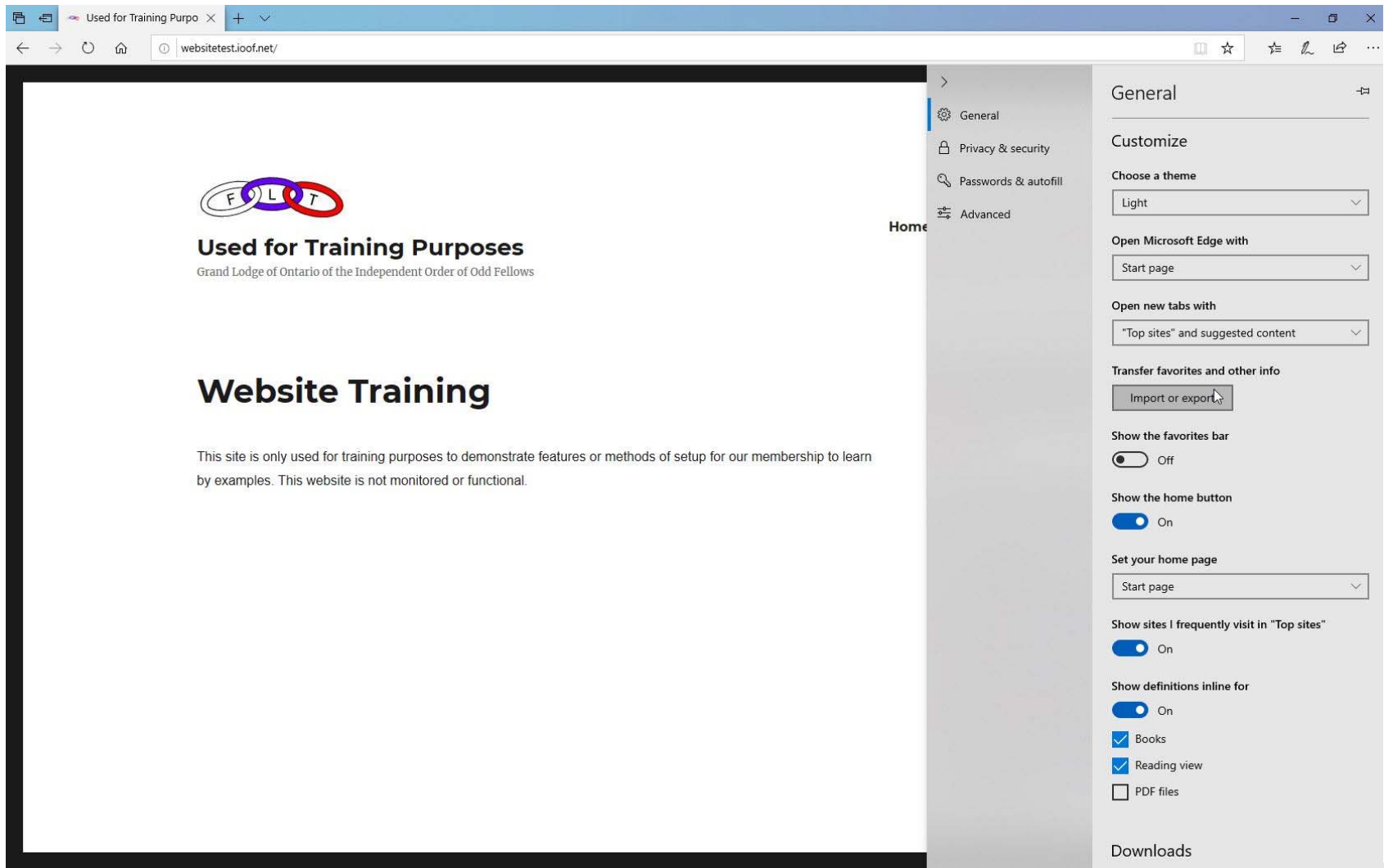
This file was last updated on April 21, 2019. These instructions were done for Microsoft Edge - Version 44



**Step 1** - Open the Microsoft Edge Web Browser (if it is already open, just continue on), click on the star icon on the top right hand corner of the screen (or press the CTRL button and the letter I at the same time to open the favorites menu).

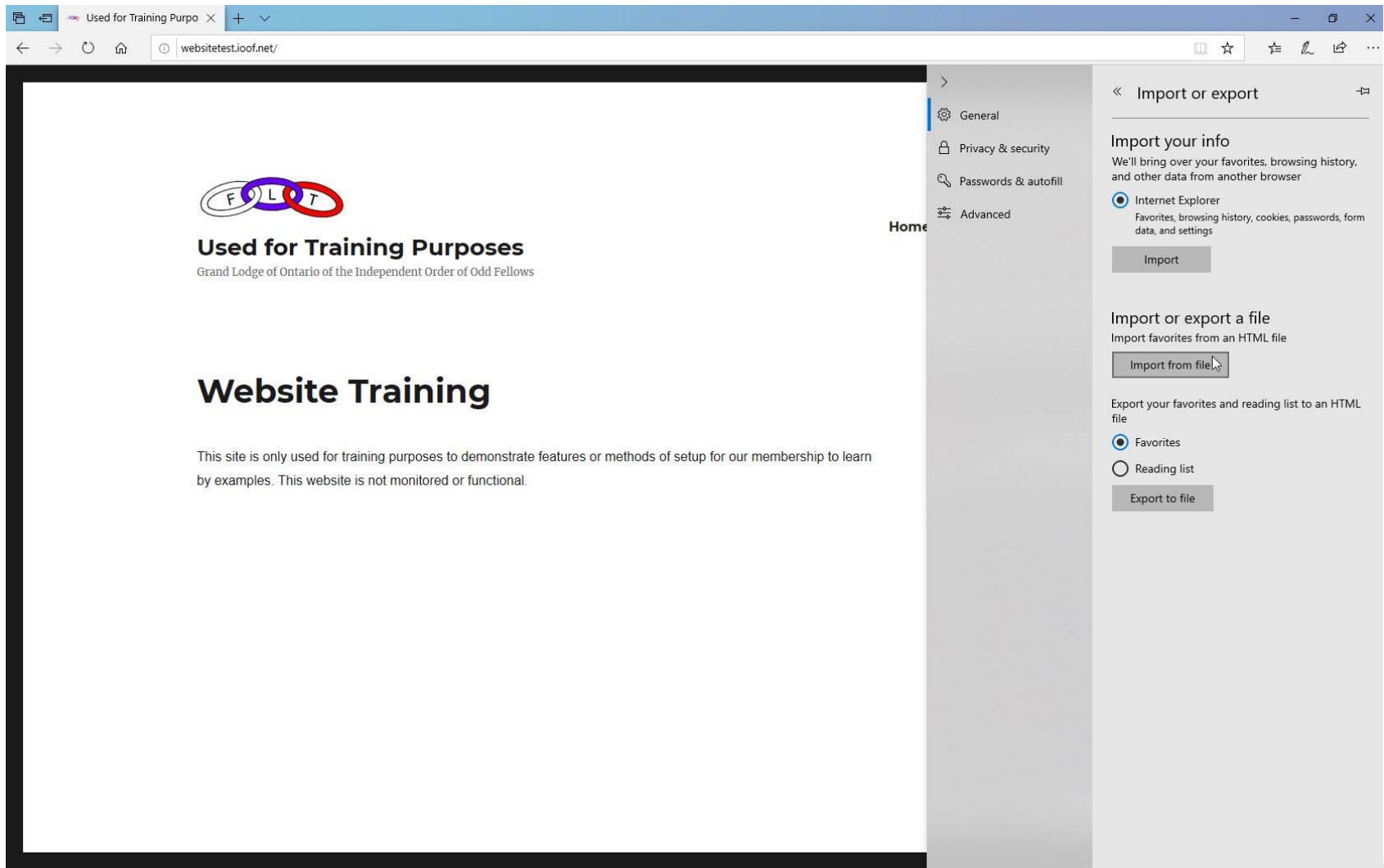


**Step 2** - When the favorites menu opens up, click on the gear like icon on the top right hand side of the screen. This will open up the Settings Menu in Microsoft Edge.

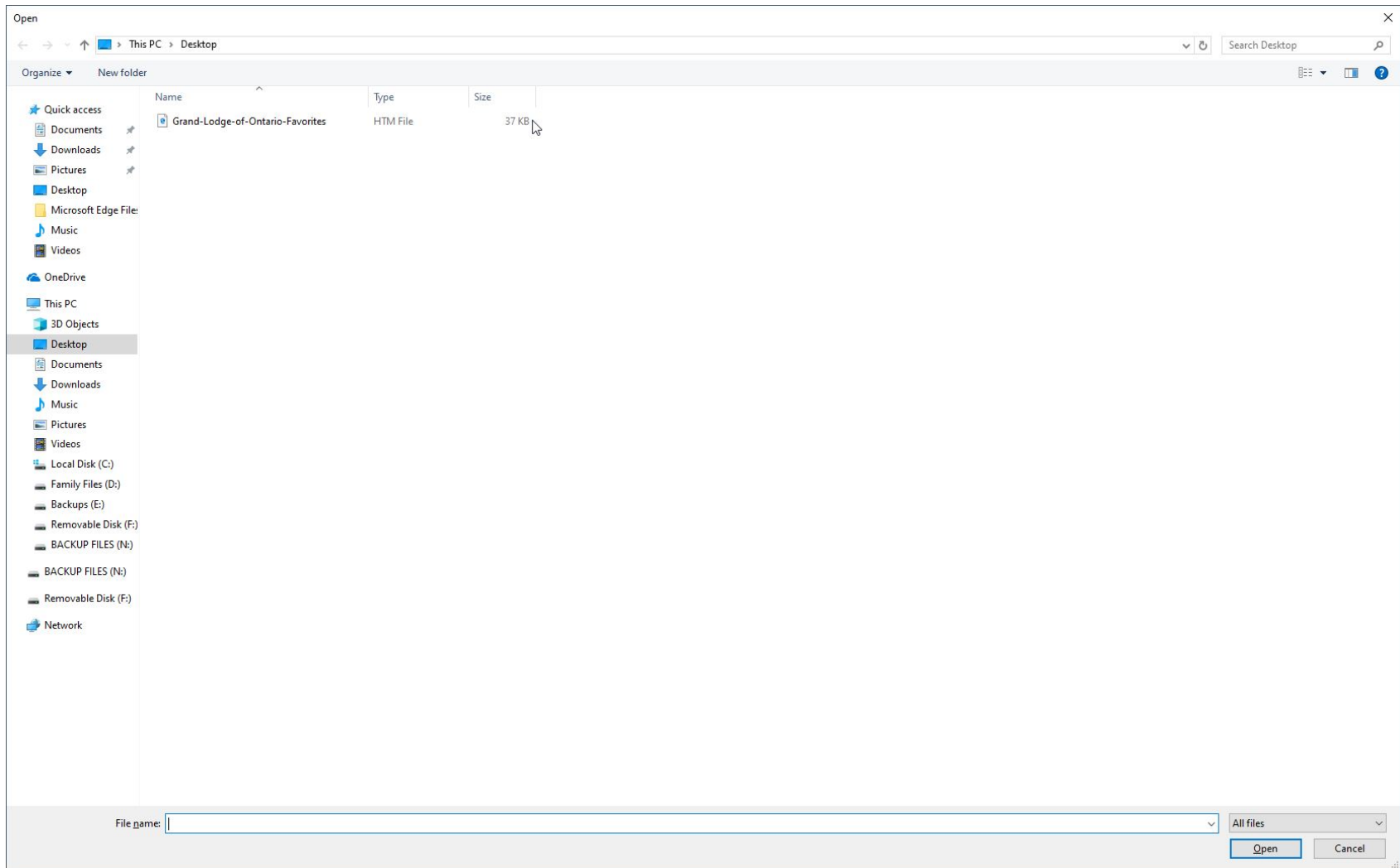


**Step 3** - When the Settings Menu opens up, 4 boxes down from the top is a grey shaded box called 'Import or export'. You need to click on this box.

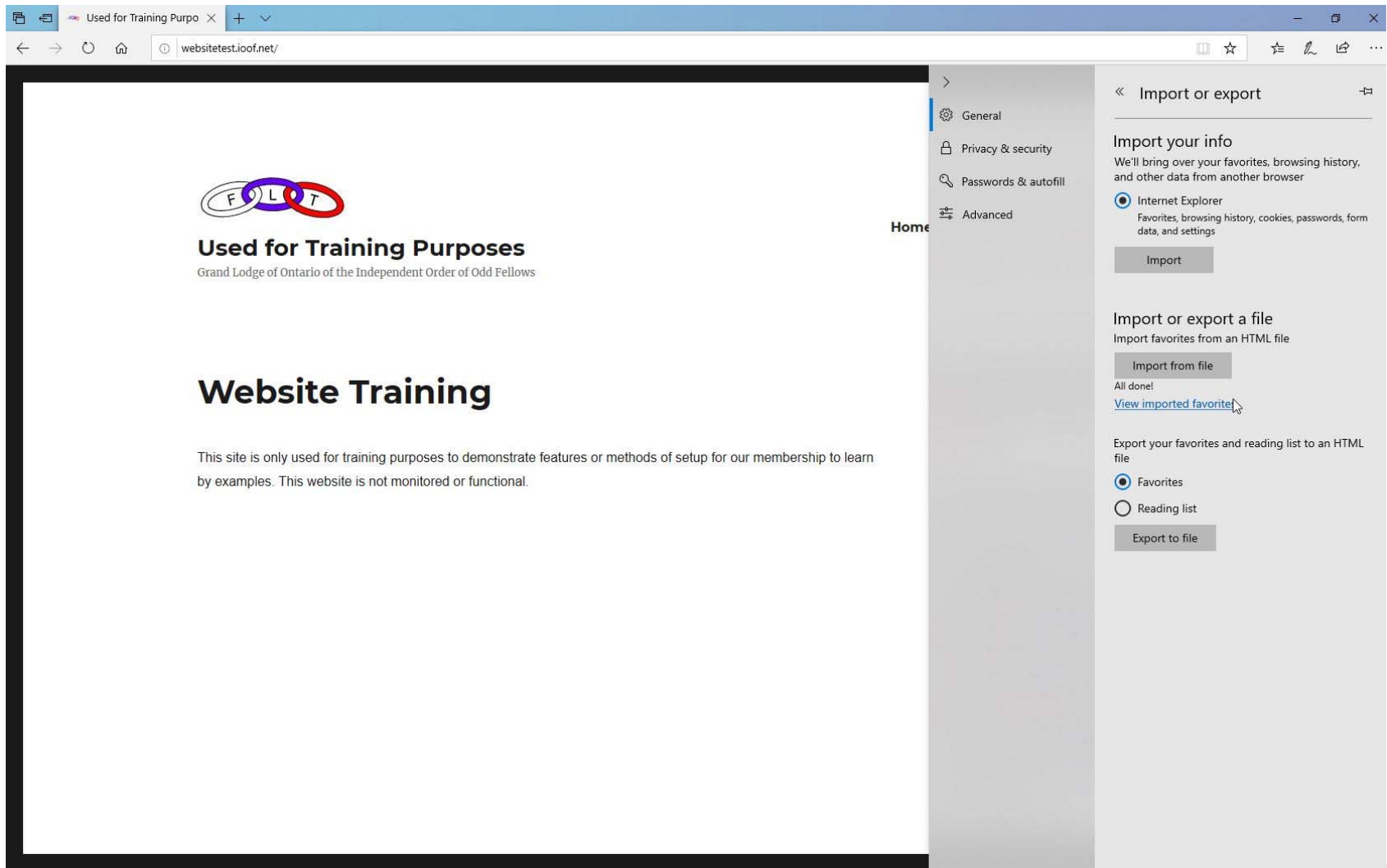
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**Step 4** - It will open up another window with a few options to choose from. The second option 'Import from file' is the one to click on

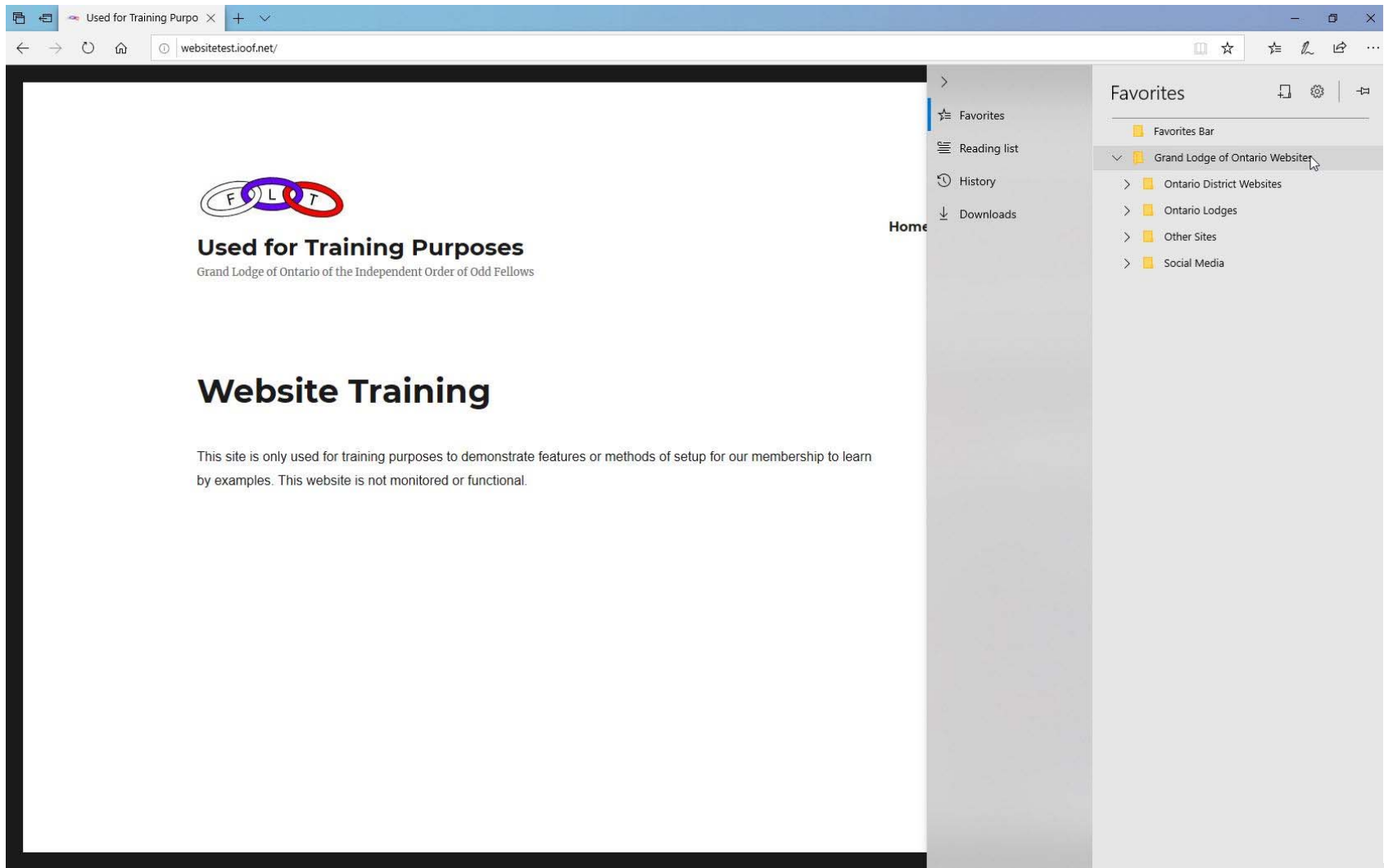


**Step 5** - A new window will open up giving you a list of all your files on your computer. On the right hand side of the screen, click on 'Desktop' because that is where you saved the file if you followed the instructions to download the favorites file. If you saved it somewhere else, goto that directory and click on the file called "Grand Lodge of Ontario Favorites". Then click on the word 'Open' at the bottom right hand side of that box.



**Step 6** - The file is now imported into your favorites in Microsoft Edge Web Browser. To see the links, click on the blue under link named 'View imported favorites'.

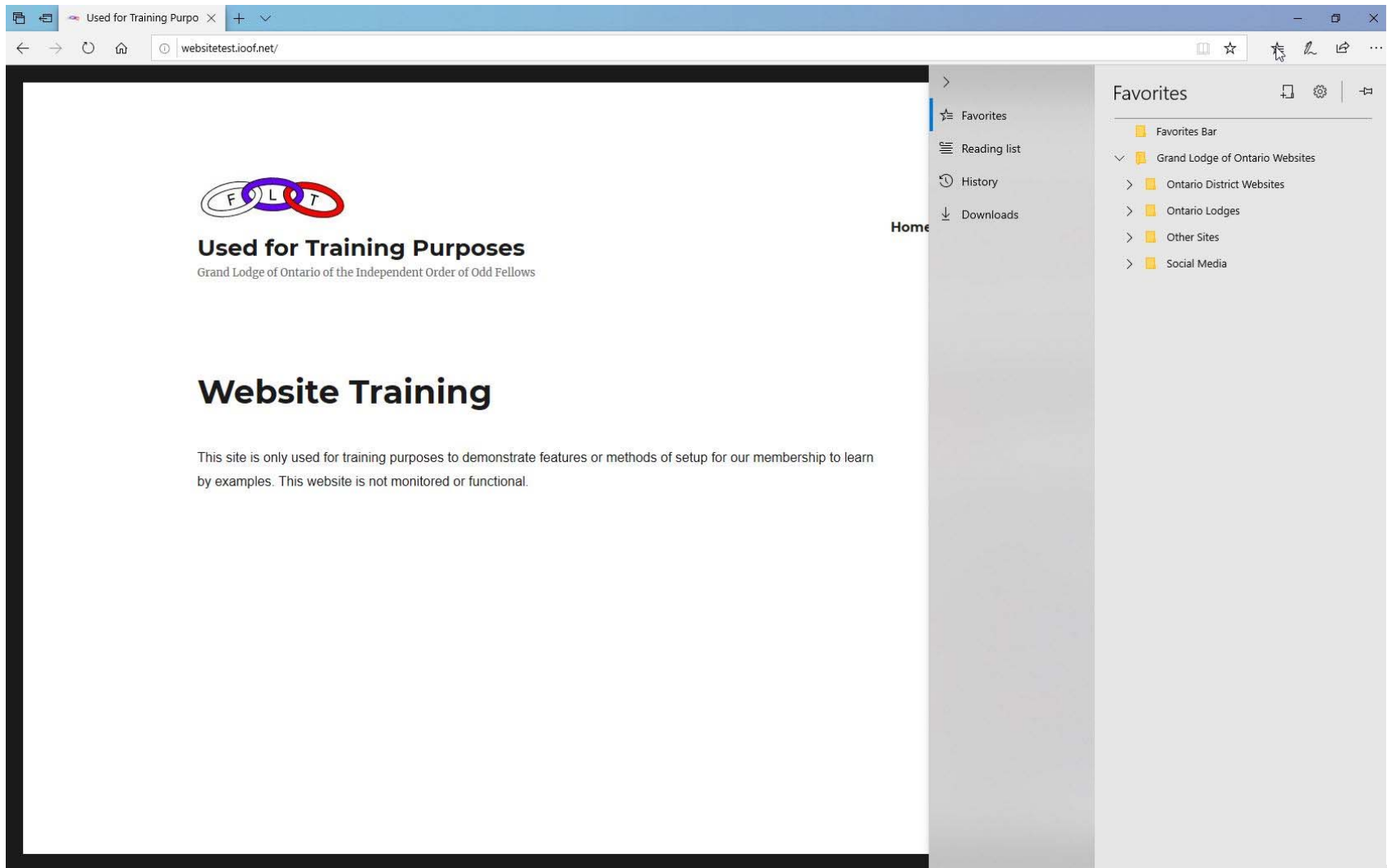
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**Step 7** - When you clicked on that link, your favorites menu now opened up and you can see the Master Title "Grand Lodge of Ontario Websites" and under it there are 4 other sub-links named "Ontario District Websites", "Ontario Lodges", "Other Sites" and "Social Media".

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**Step 8** - Every time you now open Microsoft Edge, to access your favorites that you just imported, click on the Star on the top right hand side of the screen of press "Ctrl and I buttons at the same time".