

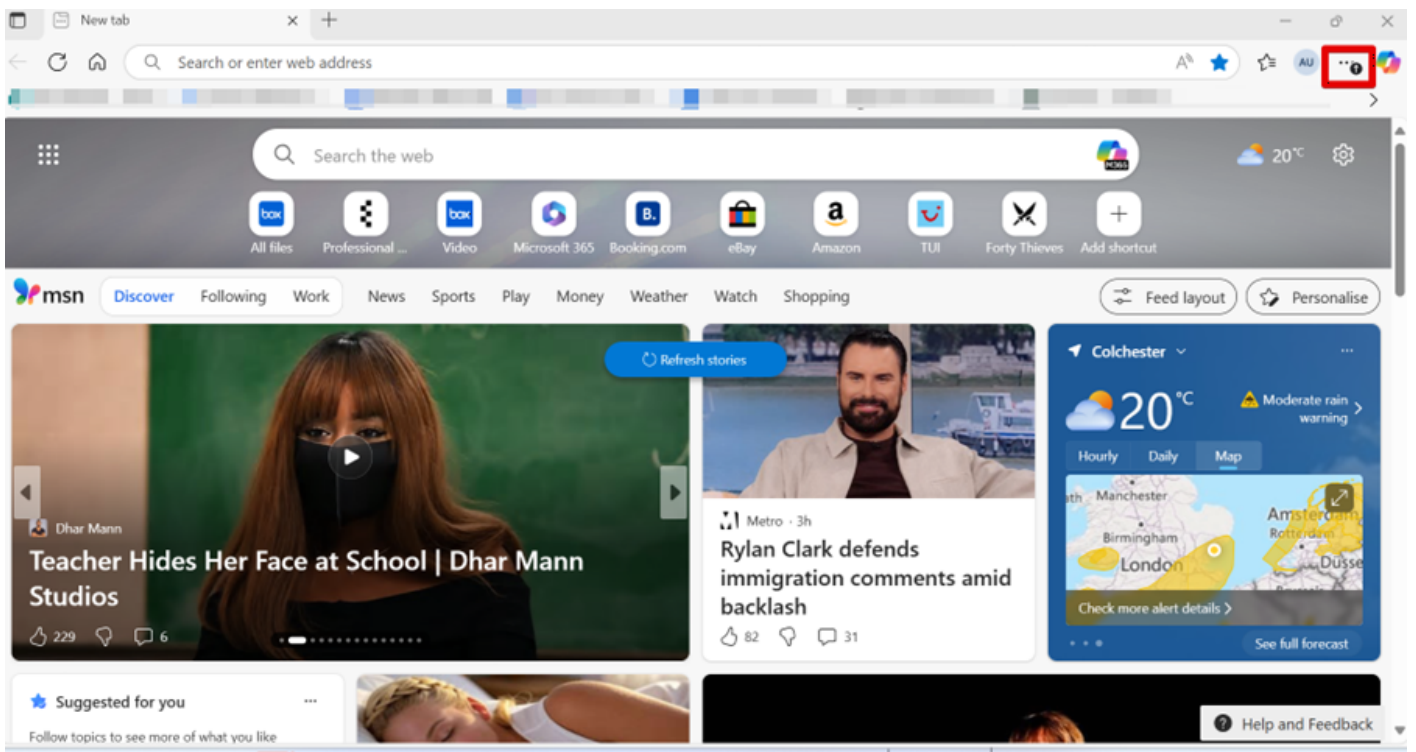
# HOW TO: Export & Import Microsoft Edge Browser Bookmarks

| Field         | Details  |
|---------------|--|
| Document Type | How-To Guide - Export & Import MS Edge browser Bookmarks Runbook |
| Applies To    | Browser  |
| Audience      | End-users  |
| Author        | AK. Udofeh   |
| Last Updated  | September 2025   |

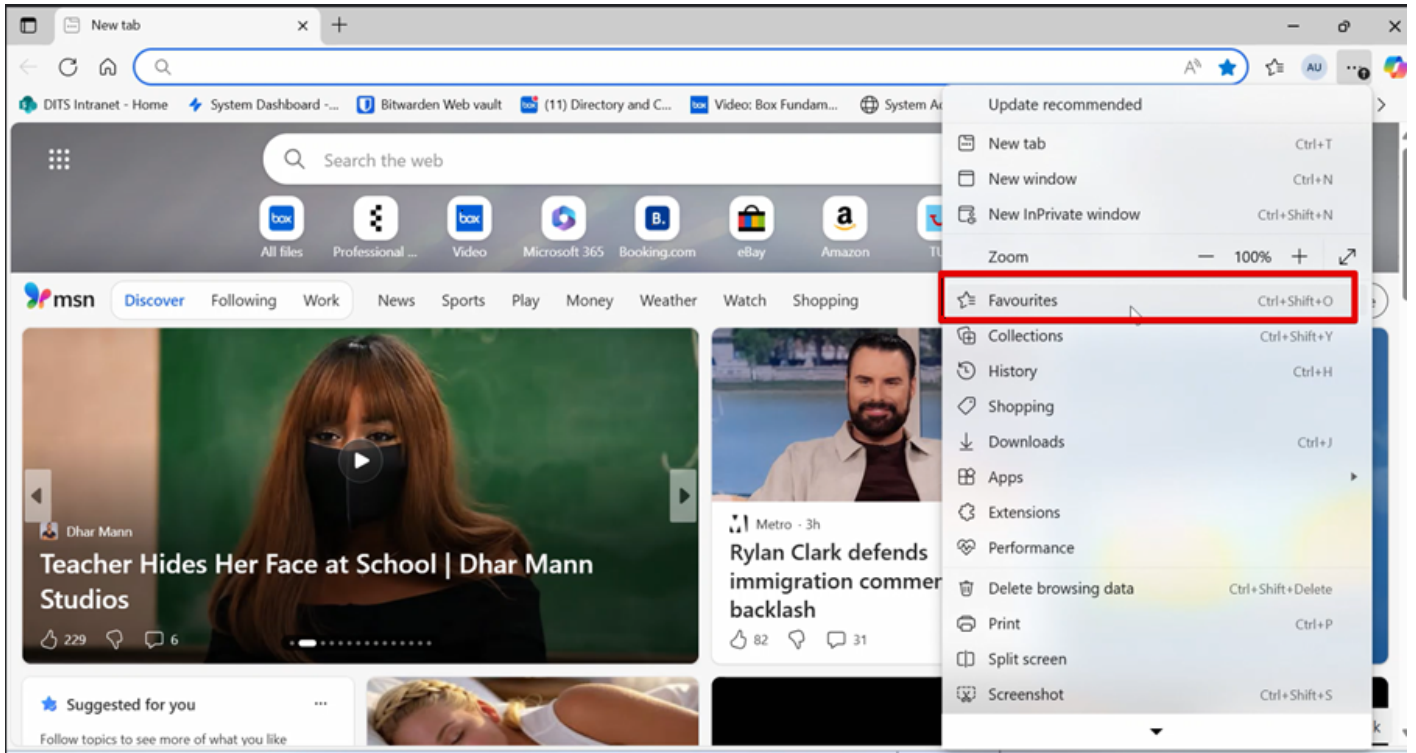
## Overview

This document outlines steps to export and import your Microsoft Edge browser bookmarks before joining your device to Entra ID (Azure AD) or before you switch to a new device.

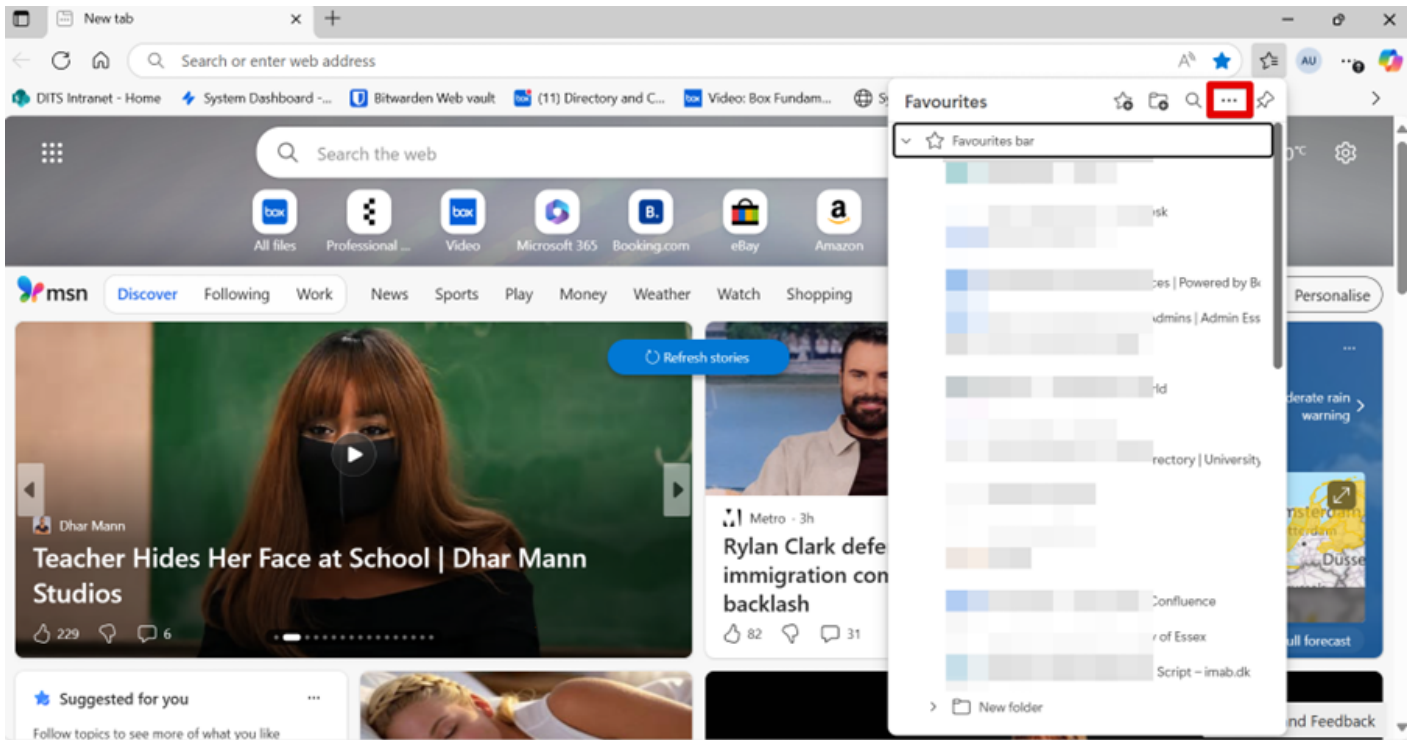
### Step 1: Open Edge > Settings and more (...)



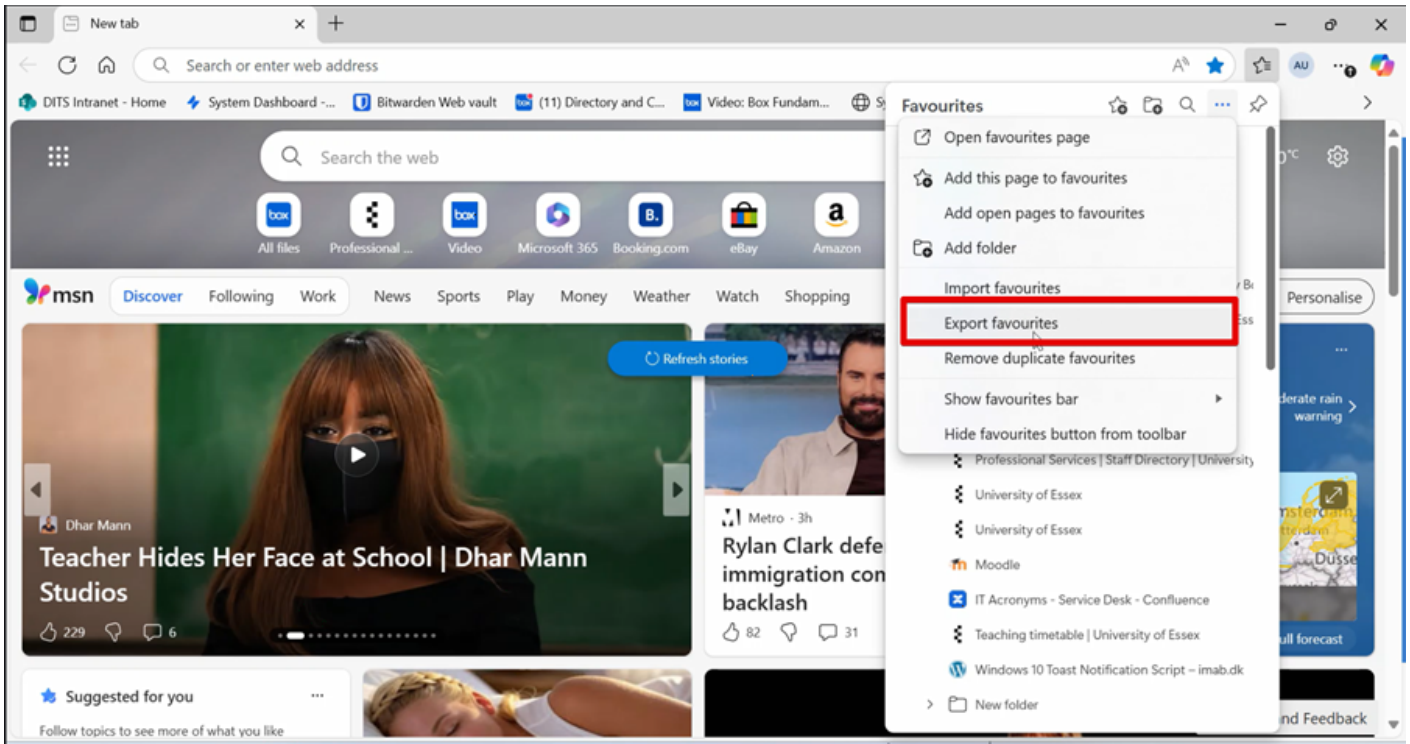
## Step 2: Click “Favourites”.



## Step 3: Click the three-dot ... menu (top right)



## Step 4: Click “Export favourites” > save the .html file. (You may want to save it in OneDrive or Box)



---

---

## HOW TO: Import or restore Microsoft Edge Browser Bookmarks

**Step 1:** Open **Edge**.

**Step 2:** Click the **three dots (...)** in the top-right corner.

**Step 3:** Go to **Favourites**.

**Step 4:** Click the **three-dot menu > Import favourites**.

**Step 5:** Choose **“Import”** beside the **“Import data from IE11”** option > select **“Favourites or bookmarks HTML file”** from the list (“Import browser data” menu list).

**Step 6:** Browse to the exported `.html` bookmarks file you saved earlier.

**Step 7:** Select it and click **Open**.

**Step 8:** Your bookmarks will now appear in Edge.

Delete .html files after importing on the new device.

Revision #1

Created 2026-03-13 12:22:24 UTC by AK. Udofeh

Updated 2026-03-25 08:59:05 UTC by AK. Udofeh