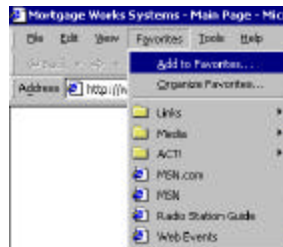
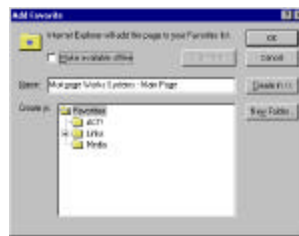


Adding websites to your Favorites Folder

Step 1: In Internet Explorer, browse to the site that you want to add to your favorites. Then go to **Favorites** → **Add to Favorites...**



Step 2: When the **Add Favorite** window appears, enter in a description of the website under the **Name** dialog box. If you'd like to **create** the shortcut under a particular folder, **highlight** the folder and click **OK**.



Step 3: You can also create a **New Folder...** by clicking on the corresponding button, enter the folder name, and click **OK**.



The new folder will appear under the Favorites Folder. Make sure that it's highlighted and then click **OK**. The shortcut will now be placed under the new folder.



Step 4: To retrieve your favorites, go to **Favorites** on the upper menu, and click on the appropriate link.

