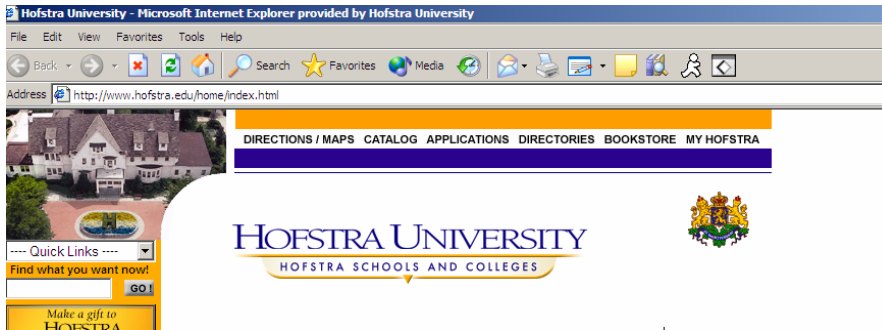


Creating and Organizing Favorites in Internet Explorer

Favorites in Internet Explorer allow you create bookmarks of websites so that you can easily go back to a page without having to retype a long, complicated web address.

Here is how to create a bookmark in Internet Explorer:

First, open the Favorites pane by clicking on the favorites button that is located in the toolbar near the top of the internet explorer window.



This will open the favorites pane at on the left of the window.

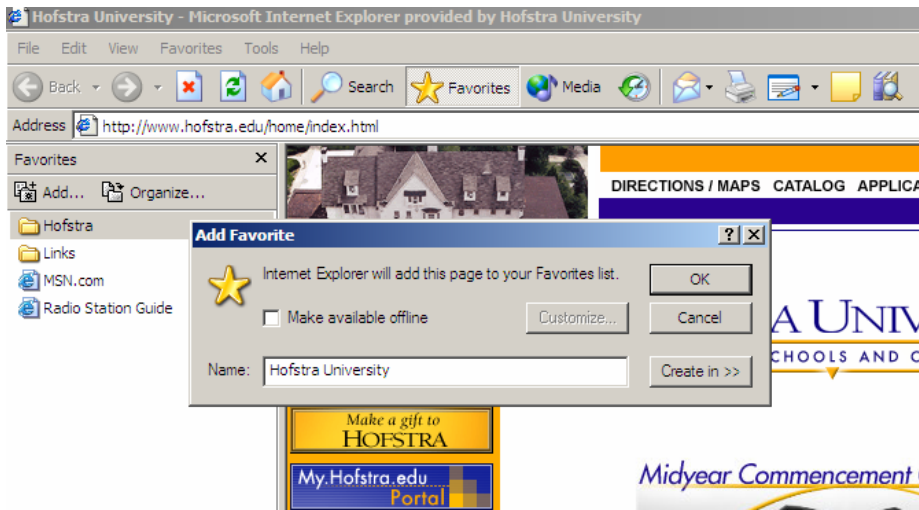


At the top of this window, there are two buttons labeled “Add...” and “Organize...”

There may be some favorites already listed in the favorites pane.

To create a new favorite, first navigate to the page you would like to bookmark. Once you are at the webpage you want to bookmark, Click in the “Add...” button.

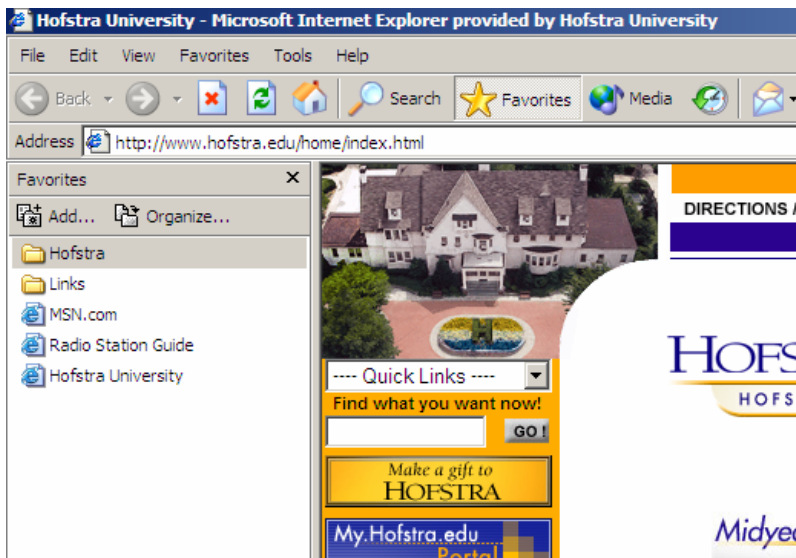
In our example, the Hofstra homepage is the page we want to bookmark. A dialog box will appear titled “Add Favorite.”



In this box, you may change the name of the favorite if it does not make sense. The name of the bookmark is the title of the page by default and will most often not need to be changed. In our example, The suggested name of the favorite is fine and needs no changes.

Press OK to create the Favorite.

There should now be a new favorite listed in Favorites Pane.

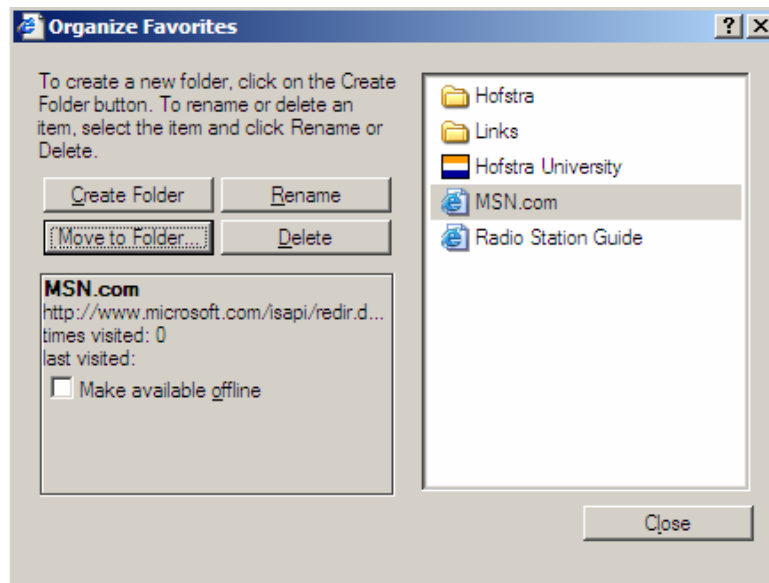


Now Hofstra's webpage can be accessed with one click of the Favorite.

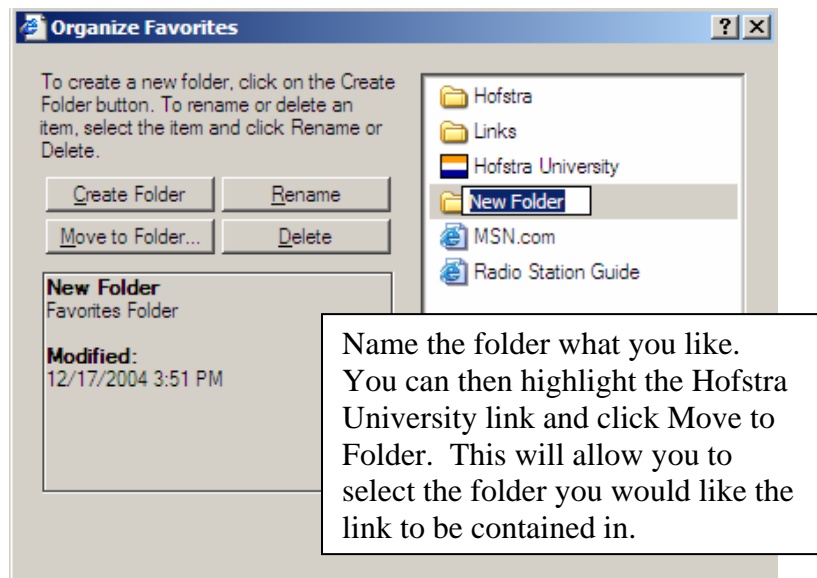
Organizing Favorites

Over time you may accumulate many Favorite web pages and will want to organize them. Internet Explorer allows you to do this by creating folders within the Favorites menu.

To do this, open the Organize Favorites window by clicking on the button “Organize Favorites”



Here, you can create a new Folder and name it whatever you would like. Click close to close the window and you will see the new folder in the Favorites pane.



If you have any questions, please feel free to contact the Help Desk at 516-463-7777 or on campus at x3-7777.