Process Edge Favorites Backup Background This document will provide instructions on how to back up Edge Browser Favorites from the browser to Microsoft OneDrive and restore the favorites. Process Action Steps ©2022 Maximus Federal Services. All Rights Reserved. | Sensitive Information 2 Version 1.0: Created/Updated March 14, 2022 Controlled if Electronic – Uncontrolled if Printed Process Exporting Favorites To Export and backup Microsoft Edge favorites: Step 1. Open Edge browser Step 2. Click on the Favorites Menu Star button Step 3. Click on the three dots menu Step 4. Click on Export Favorites (Note: You will use the Import Favorites in the restoration process) ©2022 Maximus Federal Services. All Rights Reserved. | Sensitive Information 3 Version 1.0: Created/Updated March 14, 2022 Controlled if Electronic – Uncontrolled if Printed Process Step 5. Save the file to the documents folder Step 6. Upload the file to OneDrive

Process Import Edge Favorites Import Edge Favorites Follow same steps as above except when you need to import the file. You can import to another PC or AWS as needed. Points of Contact Role Contact Local Field Services Name Backup: Name Local Systems Administrator Name Backup: Name Tools/Technologies Involved • Maximus PC • OneDrive