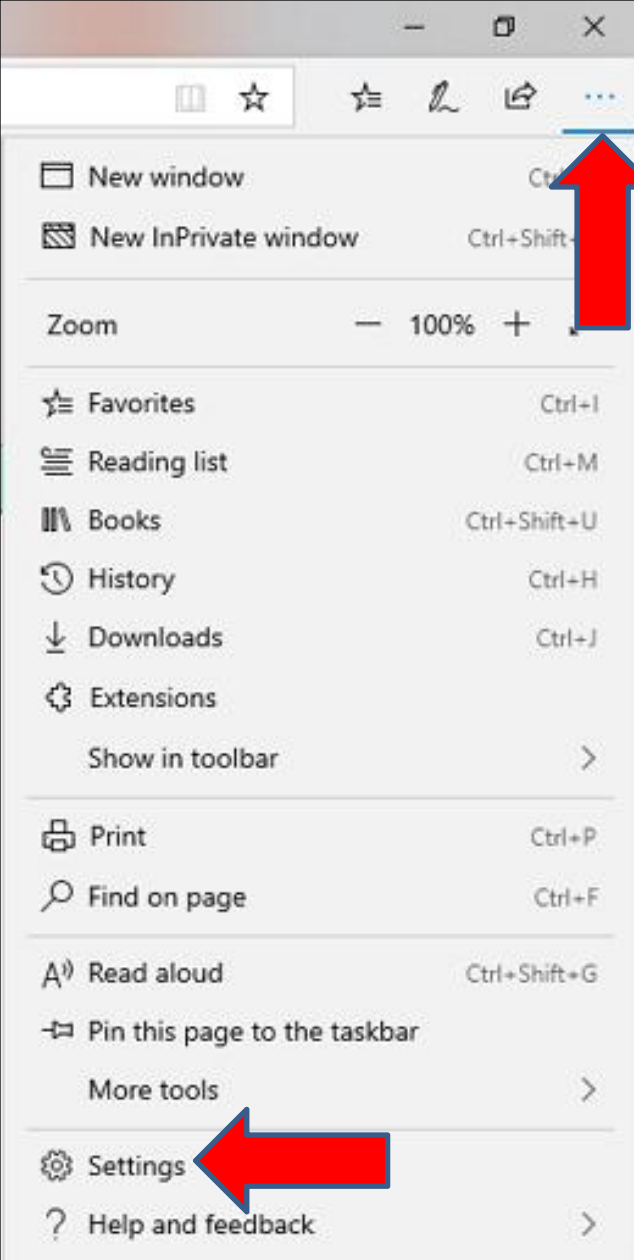
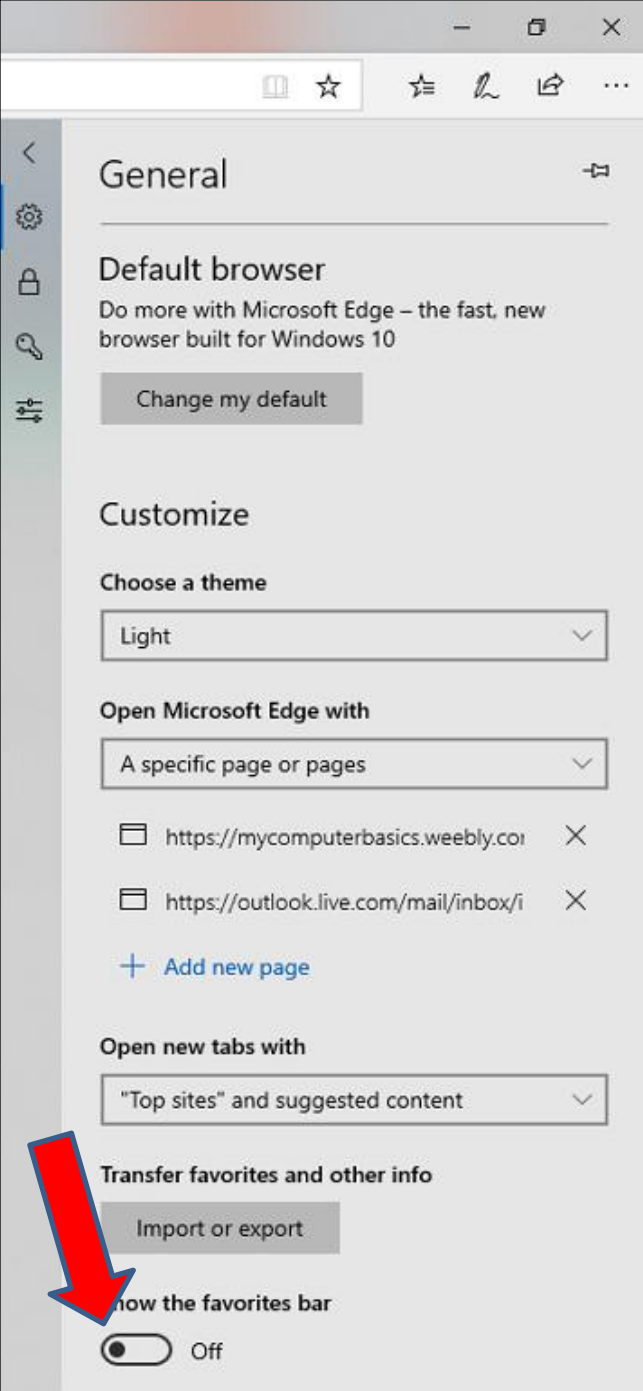


Step 4 – Part 1 - How to setup Favorites bar with Microsoft Edge.

- First I will show you how to open the Favorites bar.**
- After that I will show you how to add Websites to the Favorites bar.**
- Last, I will show you two options to go back to the Home page or pages.**
- Make sure you open Microsoft Edge.**



- You click on this **...** Icon again in the upper right and a new window opens and then click on **Settings**. Next is what happens again.



- **Window changes and click on the Icon left of Off under Favorites bar at the bottom. Next is what happens.**

- You see it On and you see the Favorites bar at the Top. To close the Settings, click outside of it. Next is what happens and how to add Websites to Favorites bar.

The screenshot shows a Microsoft Edge browser window with two tabs: 'Home Page' and 'Outlook.com - Microsoft fre'. The address bar shows the URL 'https://mycomputerbasics.weebly.com/'. The website content includes a navigation menu with 'Home Page', 'Definitions', 'Tutorials', 'About', and 'Contact'. The main text describes the purpose of 'Computer Basics' and mentions 'The Villages Computer & Associated Technical Clubs' website. On the right side, the 'Settings' menu is open, showing the 'General' section. The 'Show the favorites bar' option is set to 'On'. A red arrow points to the 'Show the favorites bar' toggle, and another red arrow points to the 'Import or export' button.

Home Page Outlook.com - Microsoft fre

https://mycomputerbasics.weebly.com/

To see favorites here, select then , and drag to the Favorites Bar folder. Or import from another browser. [Import favorites](#)

Computer Basics
Help people get started and move to the Next Level!!!

Home Page Definitions Tutorials About Contact

The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, go to other pages under Tutorials to practice other on-line training. I plan to use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

[The Villages Computer & Associated Technical Clubs](#) website has a list of Computer Clubs and a link to Tech Help. If you want to find more clubs and Recreation Center Activities, there is a great website called [The Villages Activities](#) that provides the information.

General

DEFAULT browser

Do more with Microsoft Edge – the fast, new browser built for Windows 10

Change my default

Customize

Choose a theme

Light

Open Microsoft Edge with

A specific page or pages

https://mycomputerbasics.weebly.com/

https://outlook.live.com/mail/inbox/i

+ Add new page

Open new tabs with


"Top sites" and suggested content

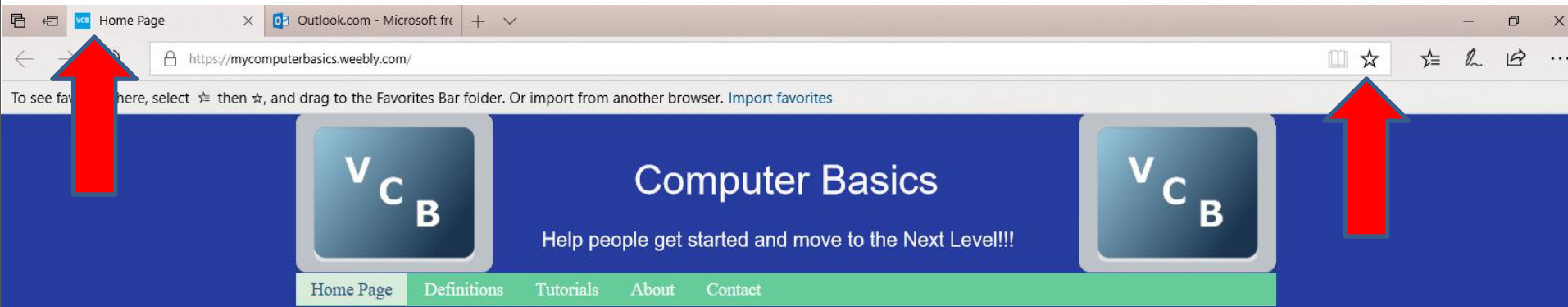
Transfer favorites and other info

Import or export

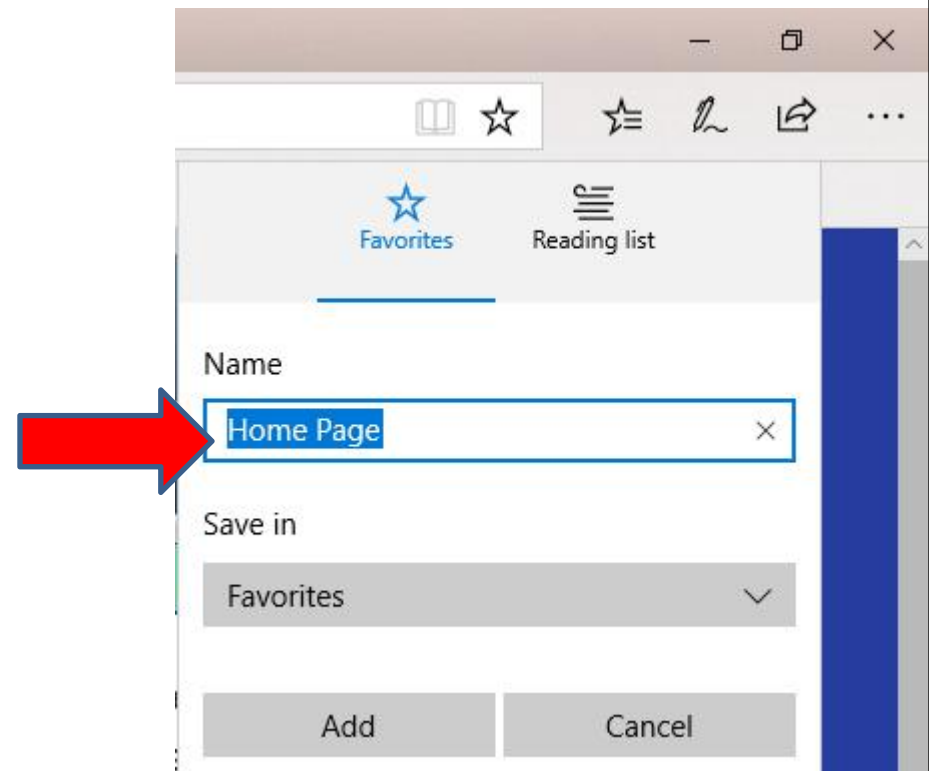
Show the favorites bar

On

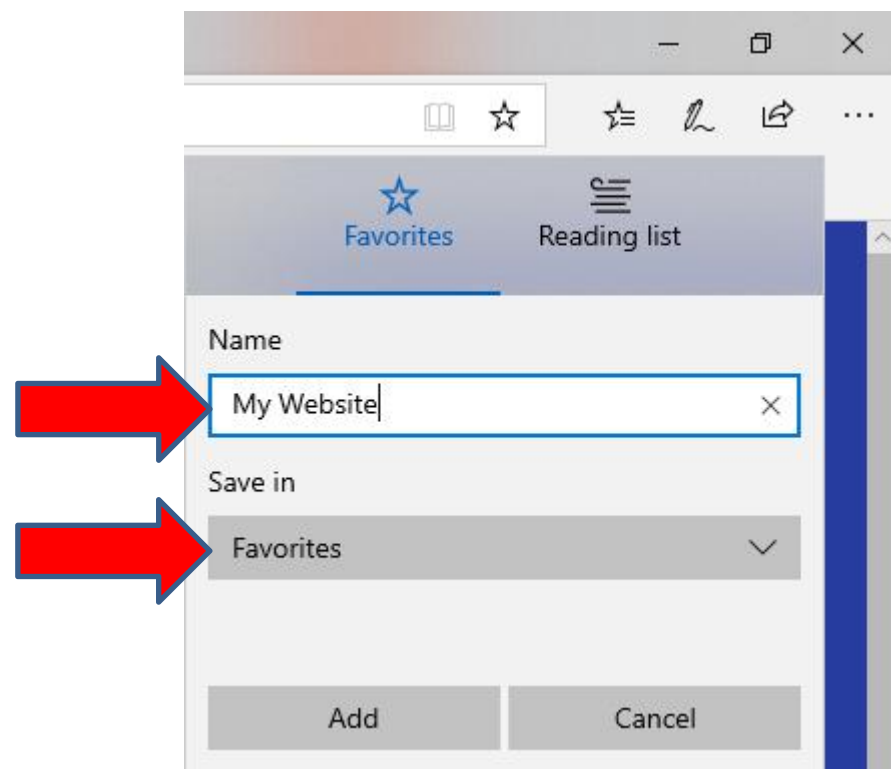
- You don't see the window. If you have 2 Home pages, as I showed you in Step 3 – Part 1, and you are in the second page, I recommend you click on the first Home page, like I did. Then click on this icon  in the upper right to add the Home page website to the Favorites bar. Next is what happens.



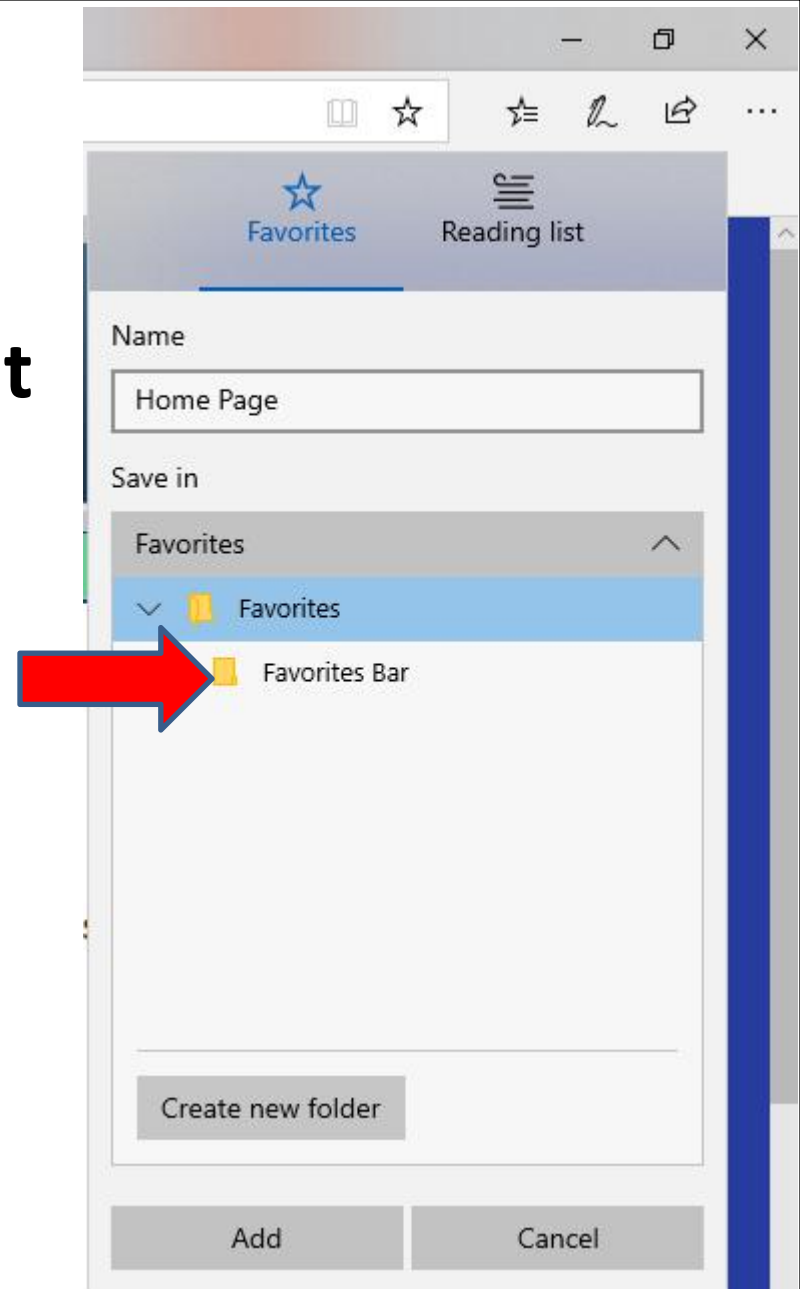
- A new window opens and you see the name and you can change it if you want. I decided to change it to My Website, which is next.



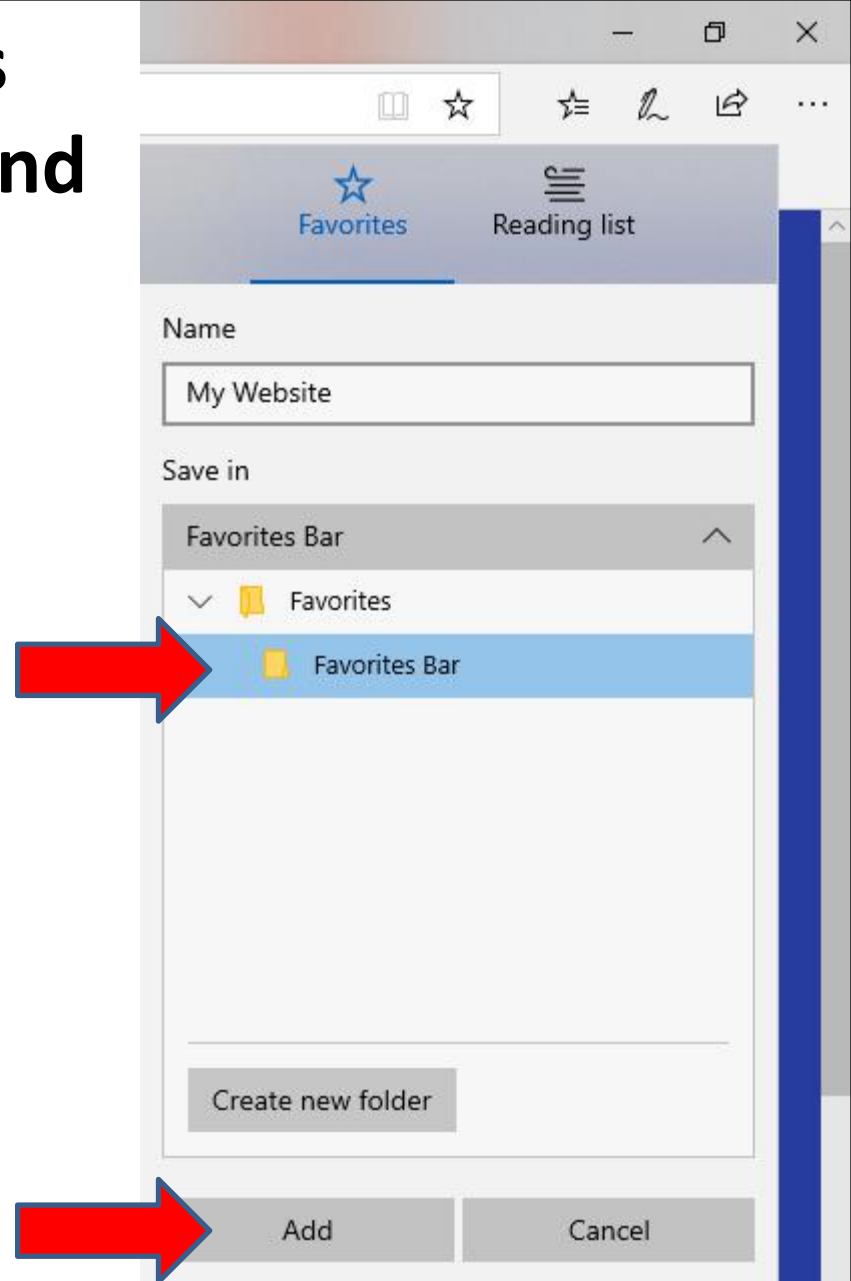
- You then see My Website. Once complete, click on Favorites. Next is what happens.



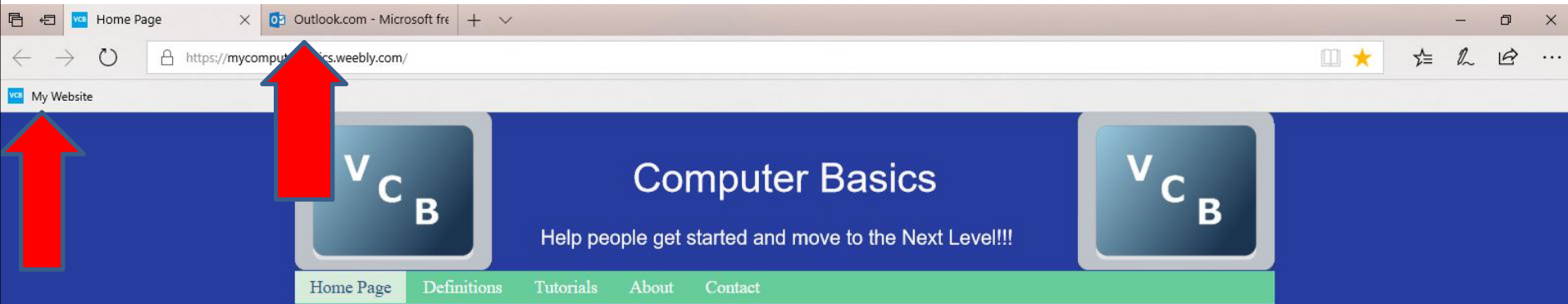
- **When you click on Favorites, you see a list and I recommend you click on Favorites Bar and next is what happens.**



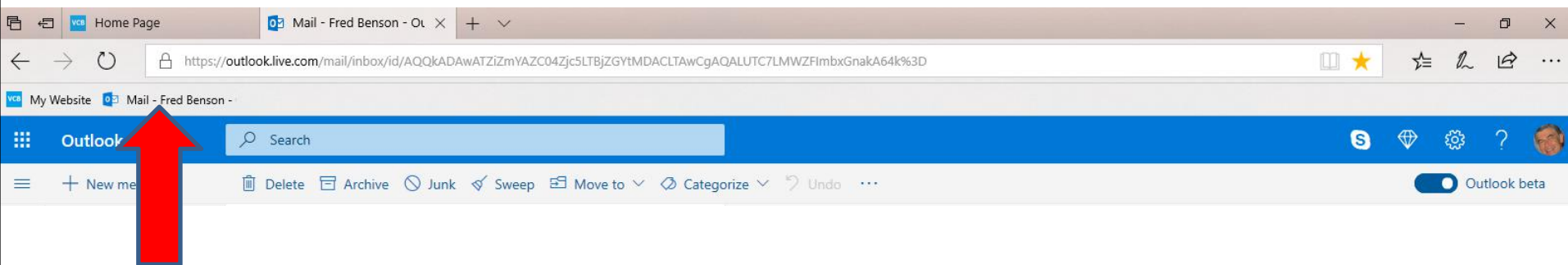
- **When you click on Favorites Bar, you see it highlighted and then click on Add at the bottom and next is what happens.**



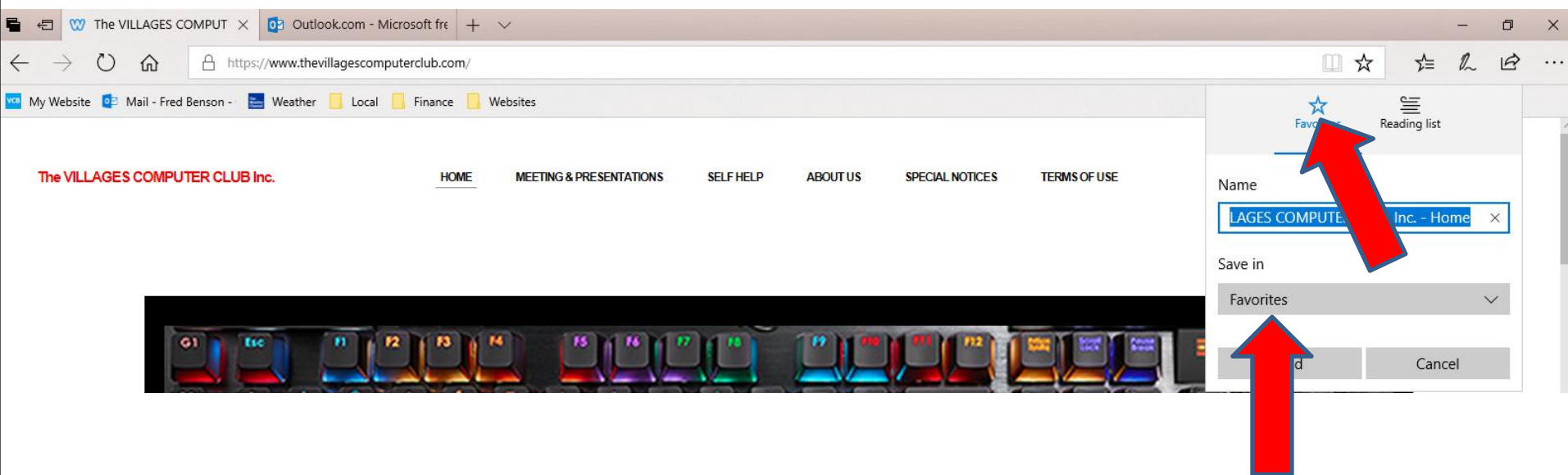
- Once you click on Add, the window closes and you see the My Website name in the Favorites bar. You click on the second page and follow the same process to add it to the Favorites Bar. Next is what happens when you do that. After that is how to add a Folder and add another Website under the Folder.



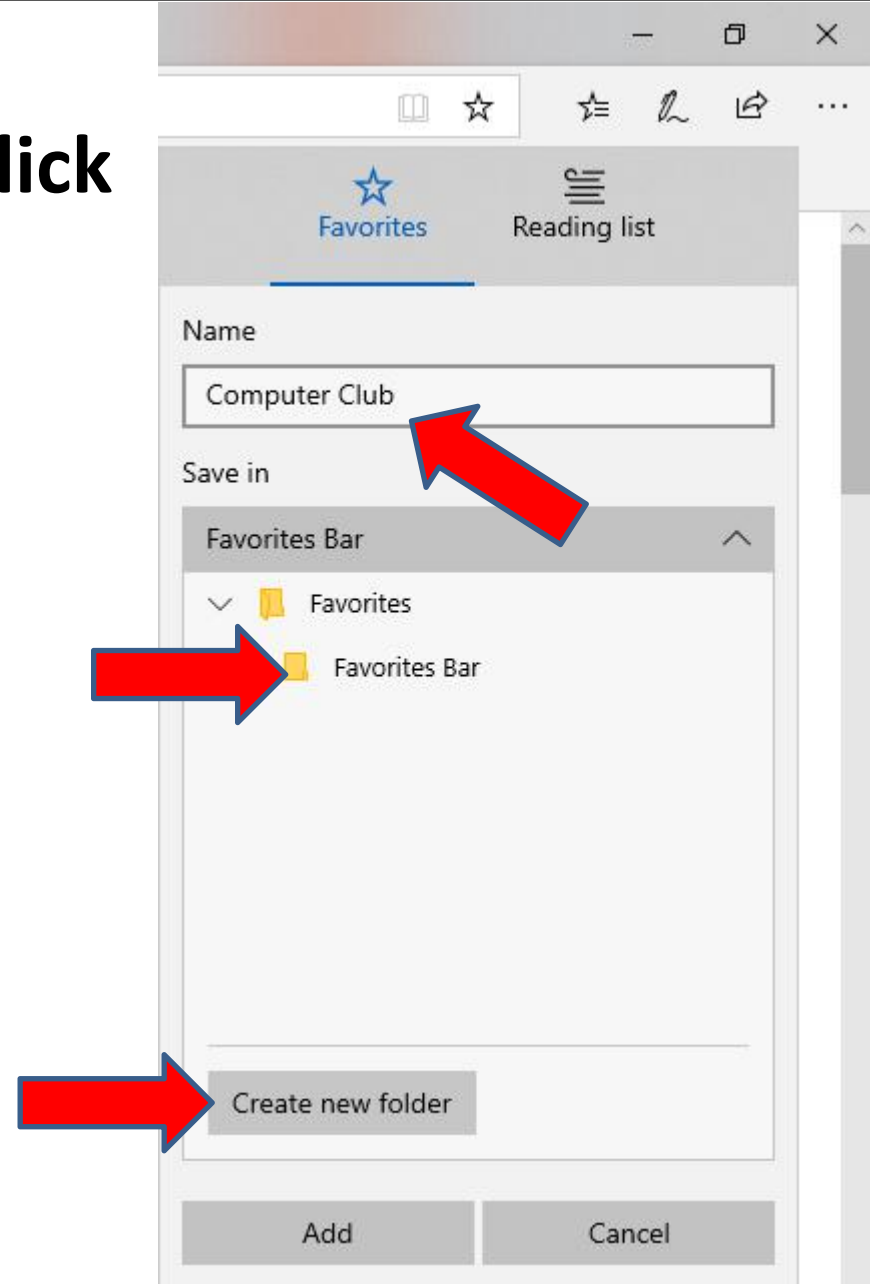
- You see it on the Favorites bar, but the name is not full. You can change it, but it is OK for me.
- As I mentioned before, I recommend you use two home pages. The reason to use the first one, that I do, is to go to other websites and keep the second page open with the e-mail. If you just have one page with your e-mail, click on + to go to another website, so you can keep your e-mail.
- Next is how to add a new Website under a folder.



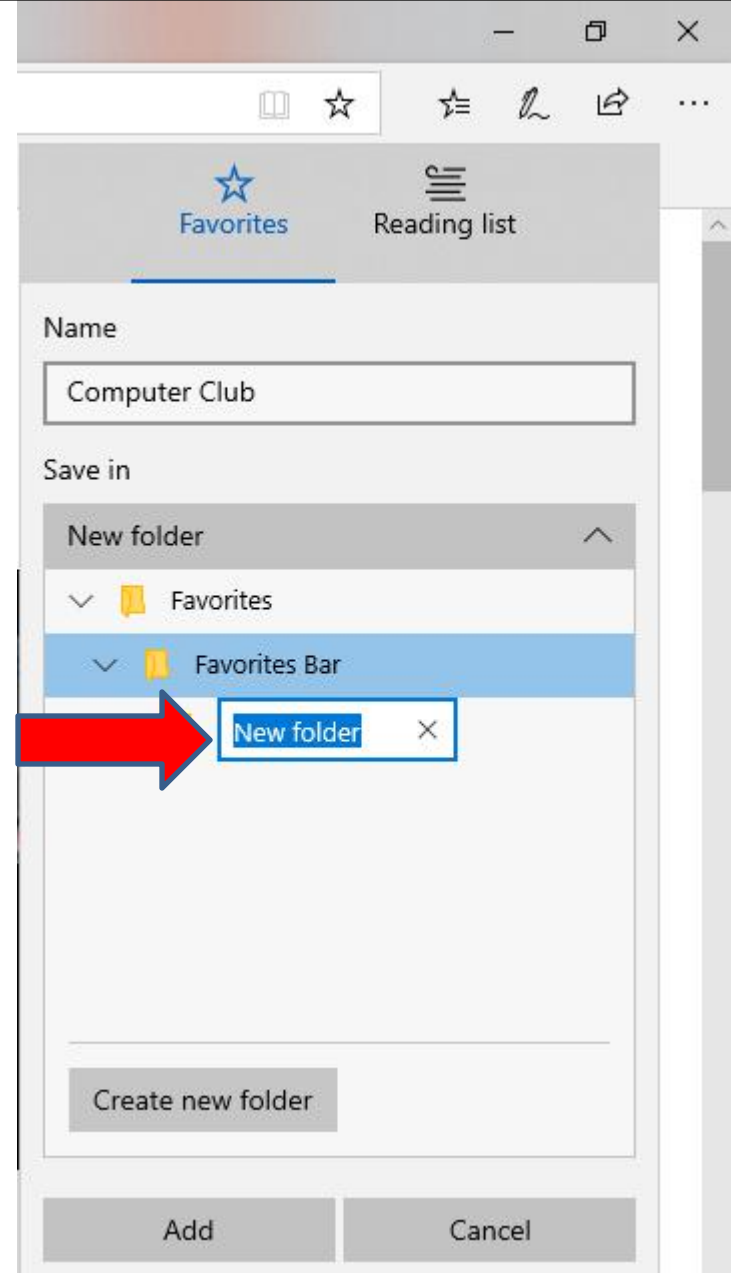
- On the first page, you follow the same process to type in a new website, like The Villages Computer Club. Below is a sample of it and then click on Favorites Icon again and you can change the name again and then click on Favorites Bar and next is what happens again.



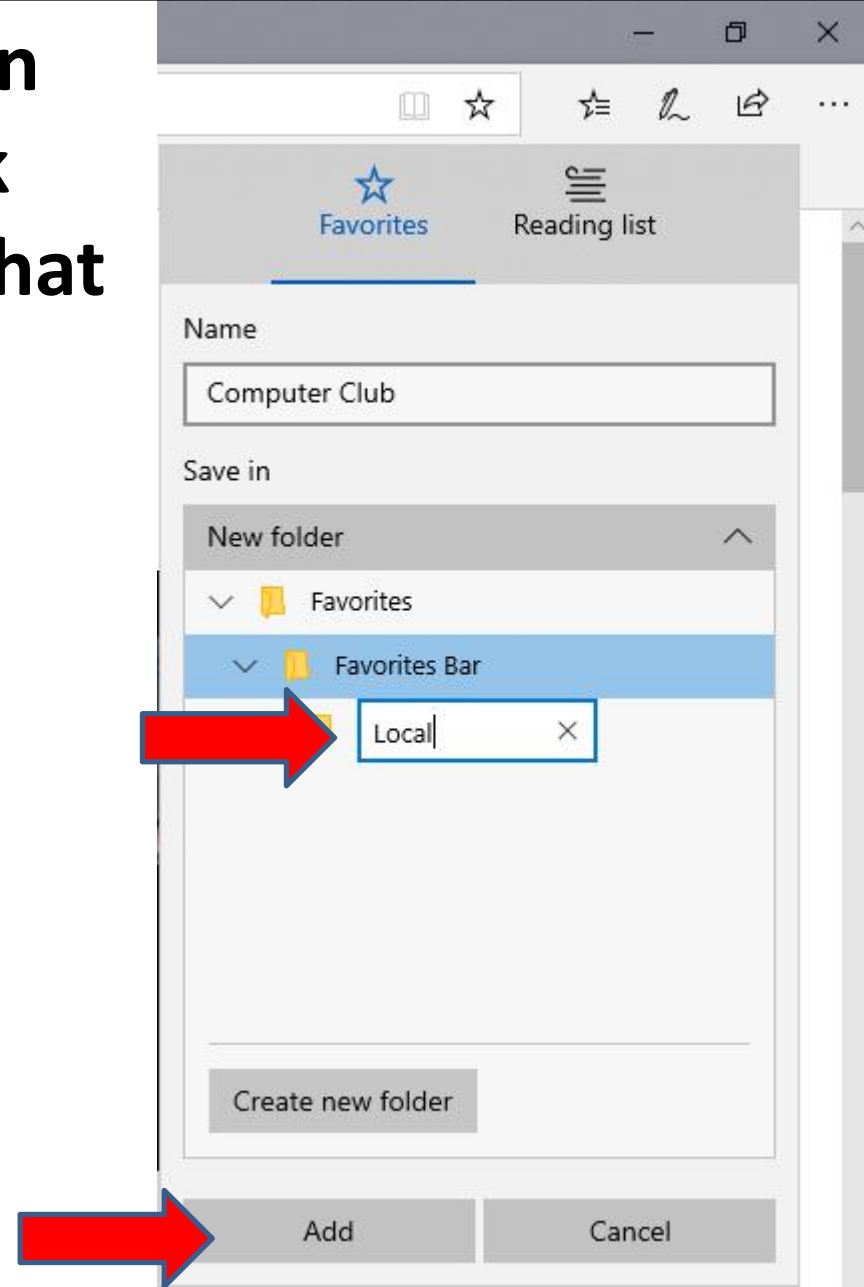
- **Window changes and I changed the name. Then click on Favorites Bar under Favorites and then click on Create new folder at the bottom and next is what happens.**



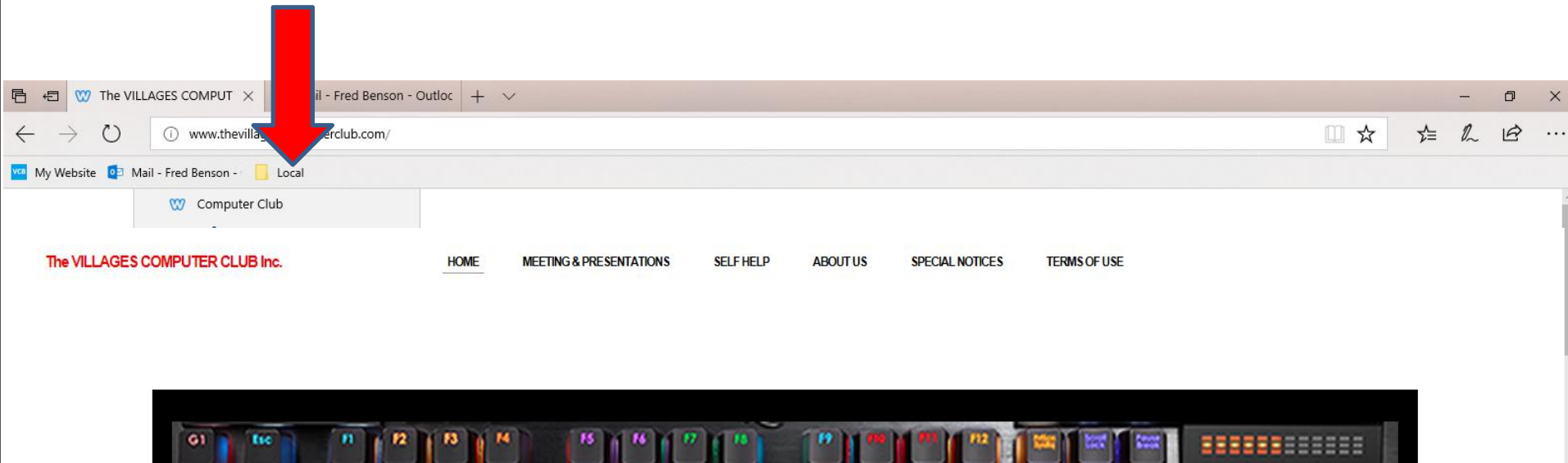
- You then see New folder under Favorites Bar and it is Highlighted and you can type in a new name and next is a sample.



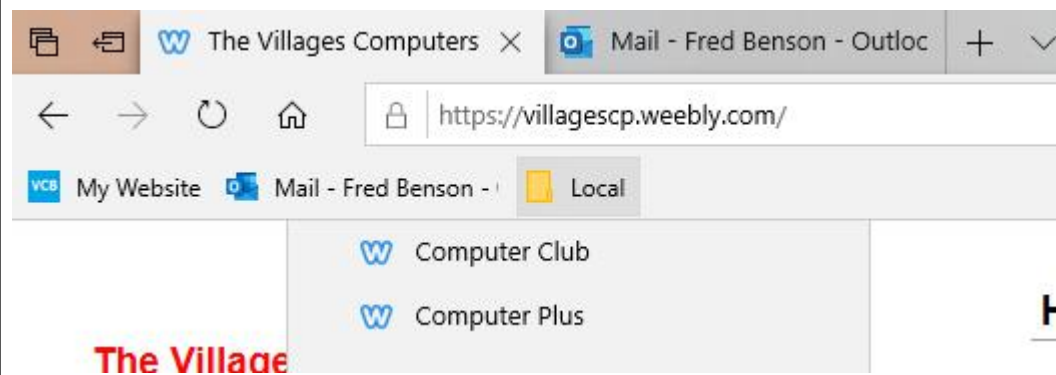
- Here is a sample of typing in Local. Once complete, click on Add again and next is what happens.



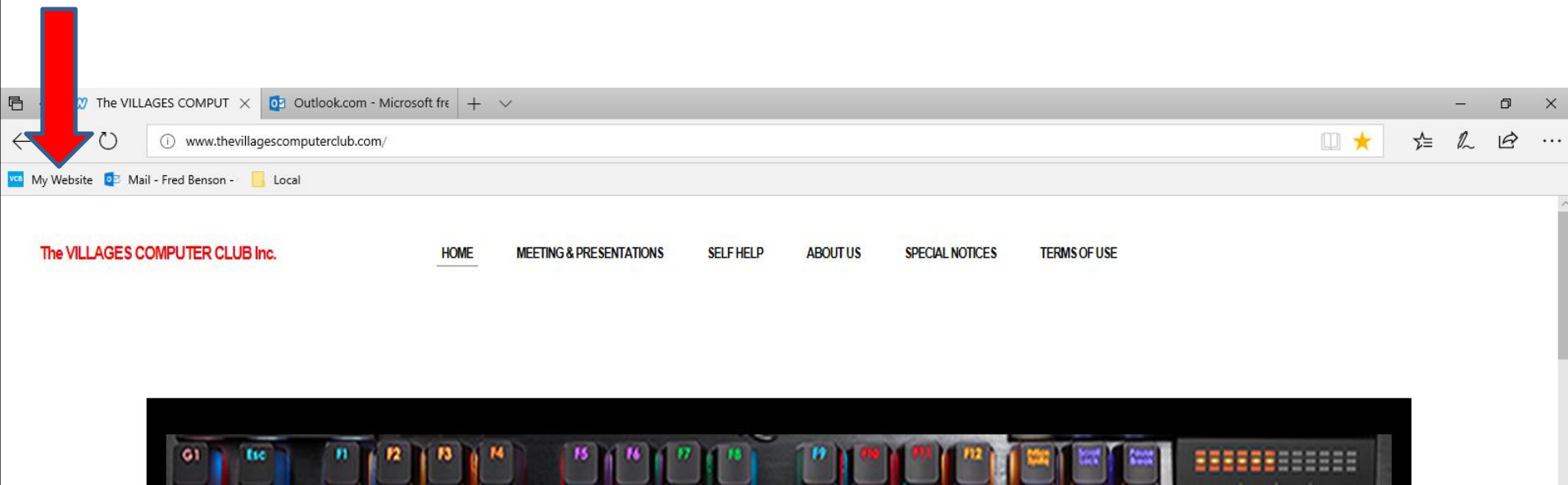
- **Window closes and you the Local on the Favorites Bar. When you click on the Folder, you see the website below it. Next explains about Folders.**



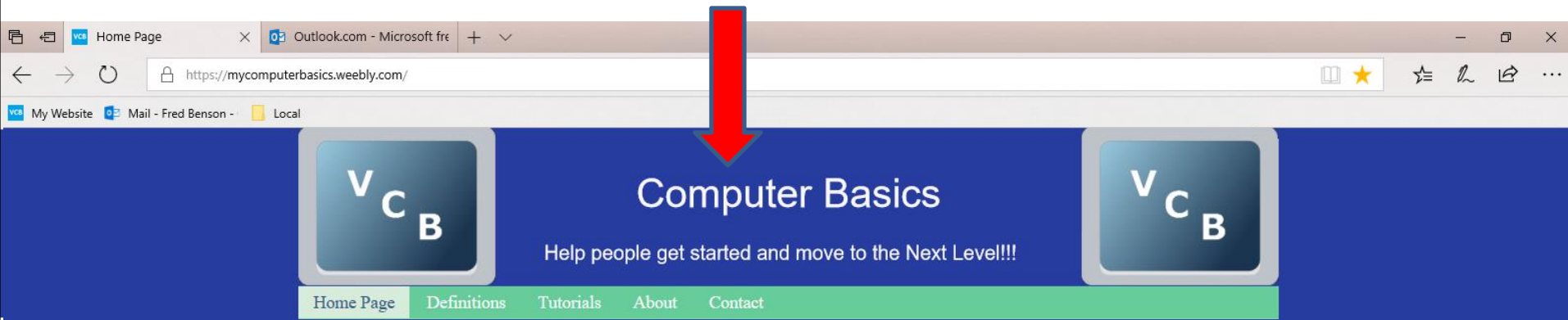
- I tried another website under the Folder and it worked. Below is a sample of it. Next is how to go back to the home page.



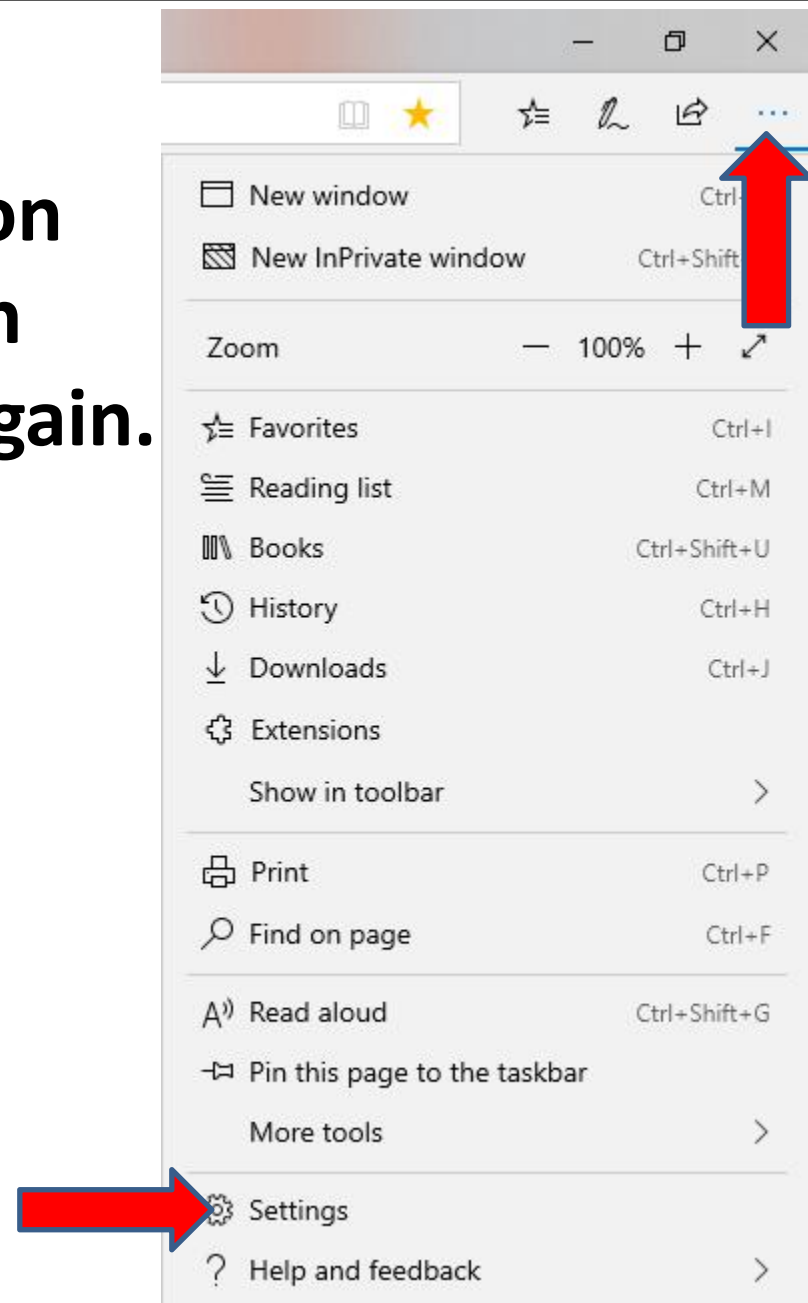
- To go back to the original first page, click on the Home page you added on the Favorites bar, as I showed you before, like My Website and next is what happens.



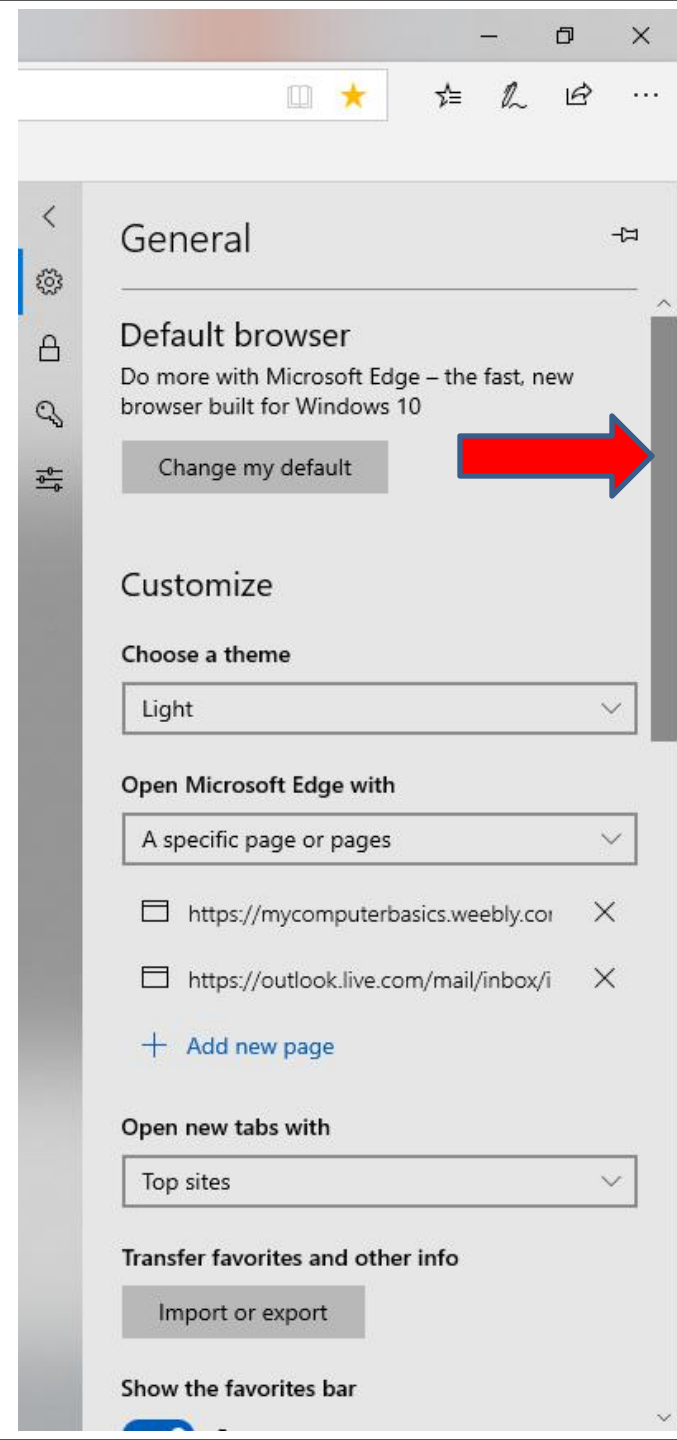
- You see My Website on the first page.
- Next is the second option to go back to the Home pages using the Home button Icon.
- If you don't have the Home button, next is how to put the Home button.



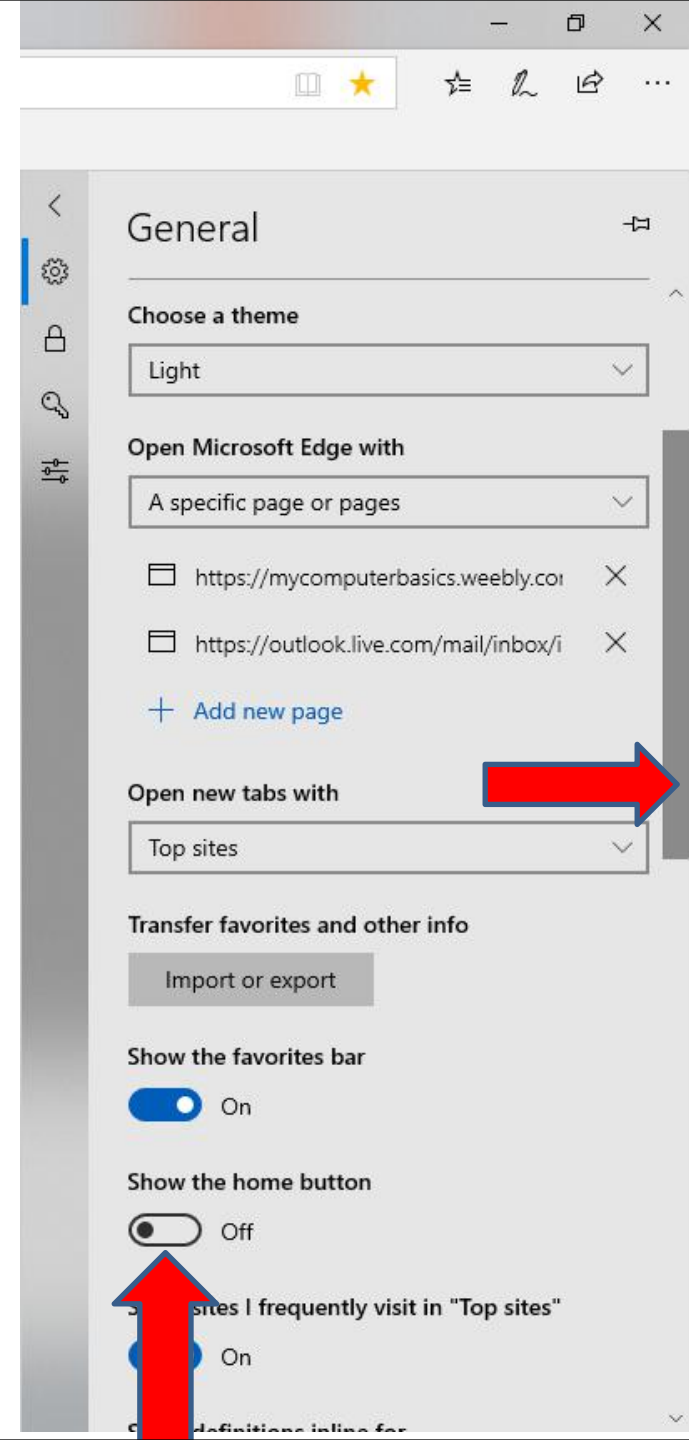
- You click on the Icon in the upper right again and click on Settings again at the bottom and next is what happens again.



- You have to click on the right on hold it down and scroll it down and next is a sample of scrolling it down.



- Here is a sample of scrolling down and click on under Show the home button and next is what happens.



- When you click on the box left of Off, you see it On and you see the Home button Icon on the upper left. I recommend you click on Start page under Home button and next is what happens.

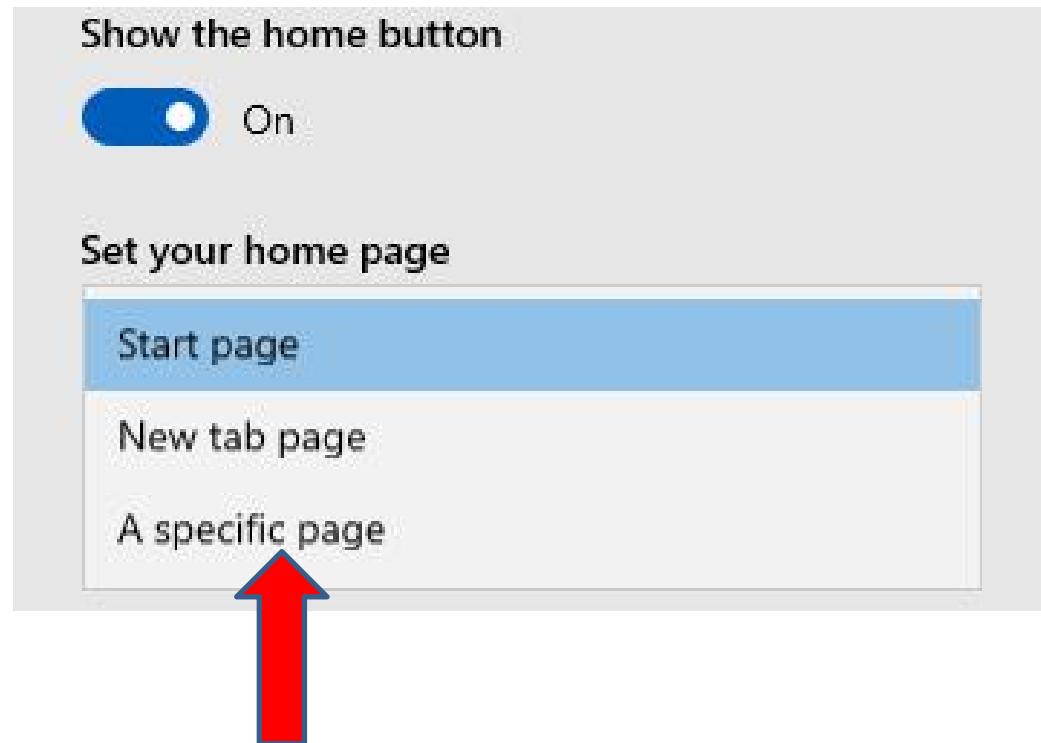
The screenshot shows a Microsoft Edge browser window with the address bar displaying <https://villagescp.weebly.com/>. The website content includes a navigation menu with links for Home, Meetings & Presentations, Associated Clubs, Self-Help & Tech Help, Special Notices, and About Us. A large black banner features the text: "The Villages Computers Plus Club", "We meet each 1st & 3rd Thursday at the Laurel Manor Rec Center", and "HOME (VillagesCP.weebly.com)". Below the banner is a table titled "VCP : Preview" with the following data:

UPCOMING MEETINGS (as of Wed-05-08-19)		
Dates	Topic	Presenter(s)
05/16/19	Email GUIs - The best of a bad lot	Bobbie Seabolt & Richard Woods
06/06/19	What Is Data Mining And Does It Affect My Security?	Peter Cronas
06/20/19	How To Keep Safe On The Internet While Traveling	Joe Kennedy
07/04/19	NO MEETING - LAUREL MANOR CLOSED FOR JULY	

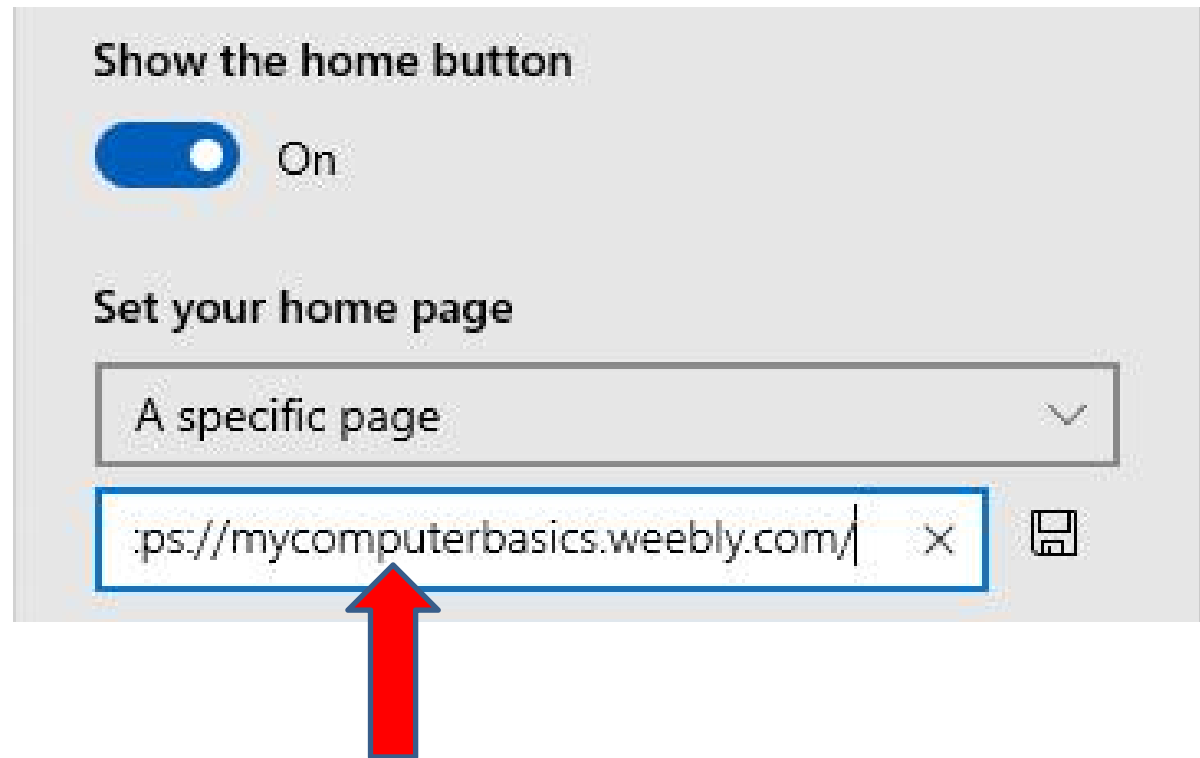
The browser's settings menu is open on the right, showing the "General" section. The "Show the home button" option is turned on. The "Set your home page" dropdown menu is set to "Start page". A red arrow points to the "Start page" option in this menu.

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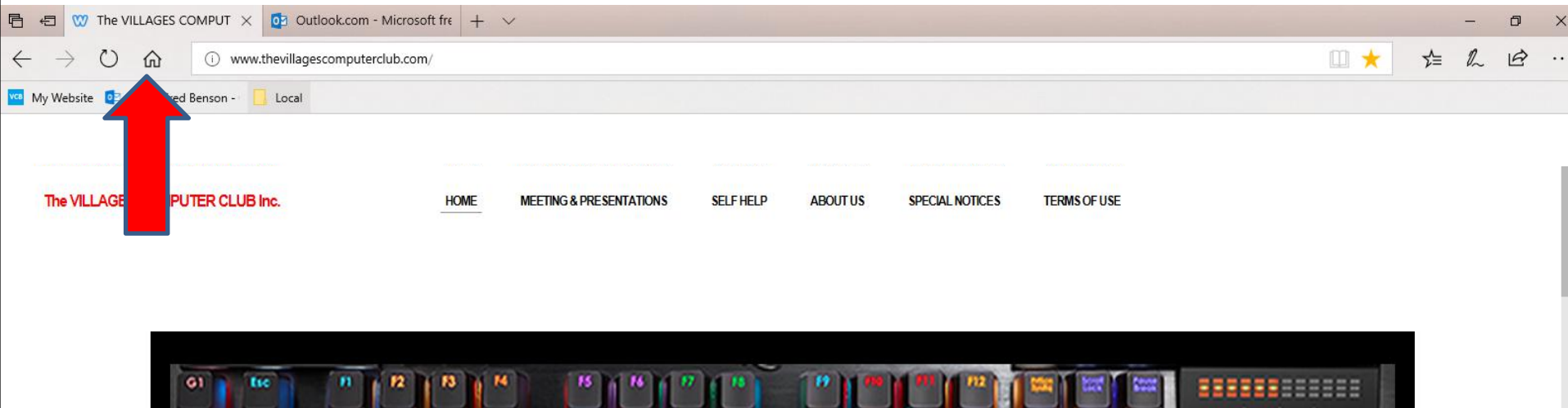
- **When you click on Start page under Home button you see a list and then click on A specific page and next it what happens again.**



- **When you click on A specific page, you see URL and do the same Copy and paste the home page as I did and next it what happens when you click on the Home button.**



- **When you click on the Home Button Icon in the upper left, it goes back to My Website again, which is next.**



- You then see My Website. If you click on the second Page or add a new Tap and add another website and then click on the Home button Icon again, it goes back to the My Website on the new Tab.
- This is the End of Step 4 – Part 1 – Microsoft Edge.

