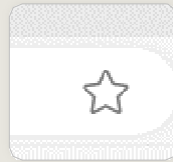Microsoft

Working with Favourites
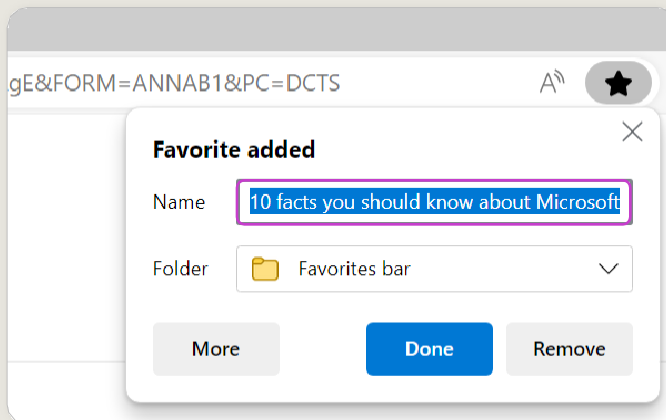
Quick Reference Guide

Favourites in Microsoft Edge enable you to save and organise websites you visit frequently, making it easier to access them later. The benefit of using Favourites in Edge is that it helps you quickly access important sites without needing to search or remember URLs, saving you time and improving productivity.

How to Use Favourites in Microsoft Edge

- Open Microsoft Edge on your device.
  Go to a website you want to add as a favourite.
- To add a website to favourites, Click the **star icon** in the address bar, or press **Ctrl + D** on your keyboard.
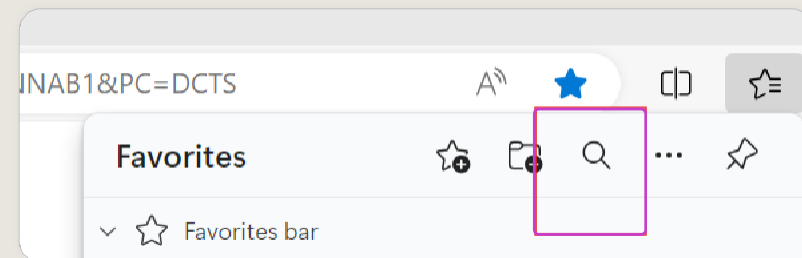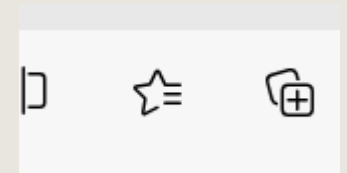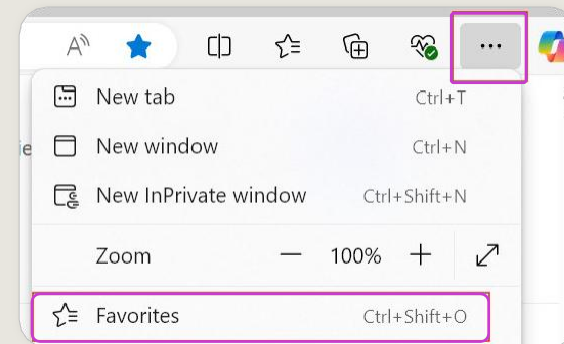
A pop-up will appear. You can rename the Favourite if needed and choose a folder to save it in. Click **'Done'** to save.

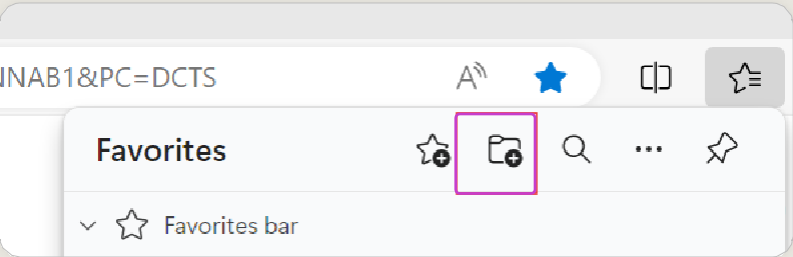## Access and Organising Favourites

To view your saved sites, click the three-dot menu in the top-right corner, select **'Favourites**,' or click the Favourites icon in the address bar to open the Favourites pane. In your favourites you can search across your favourite list.

In the Favourites pane, you can organise your Favourites by creating folders. Click **'Add Folder**,' give it a name, and drag your saved Favourites into it for better organisation.

To always see your Favourites tool bar, right click over the toolbar select show favourites bar,' and toggle on the **to Always** ' option.

To edit or remove a Favourite, right-click on it in the Favourites pane and choose **'Edit'** to rename or move it, or **'Delete'** to remove it.

If you use Edge on multiple devices, you can sync your Favourites. Go to **'Settings**,' click **'Profiles**,' and ensure that **'Sync'** is turned on.