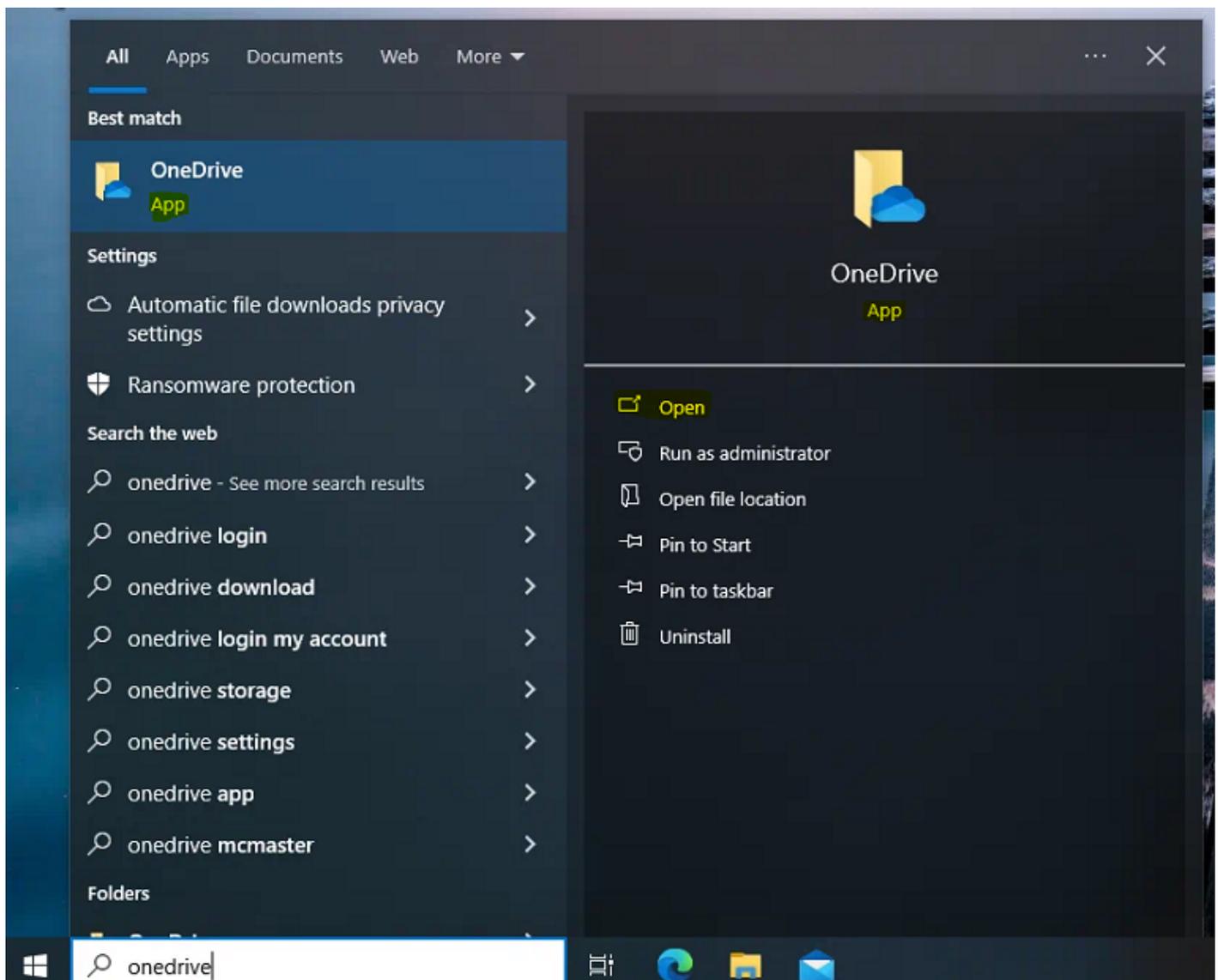


# Onedrive Setup and Bookmark backup/restoring

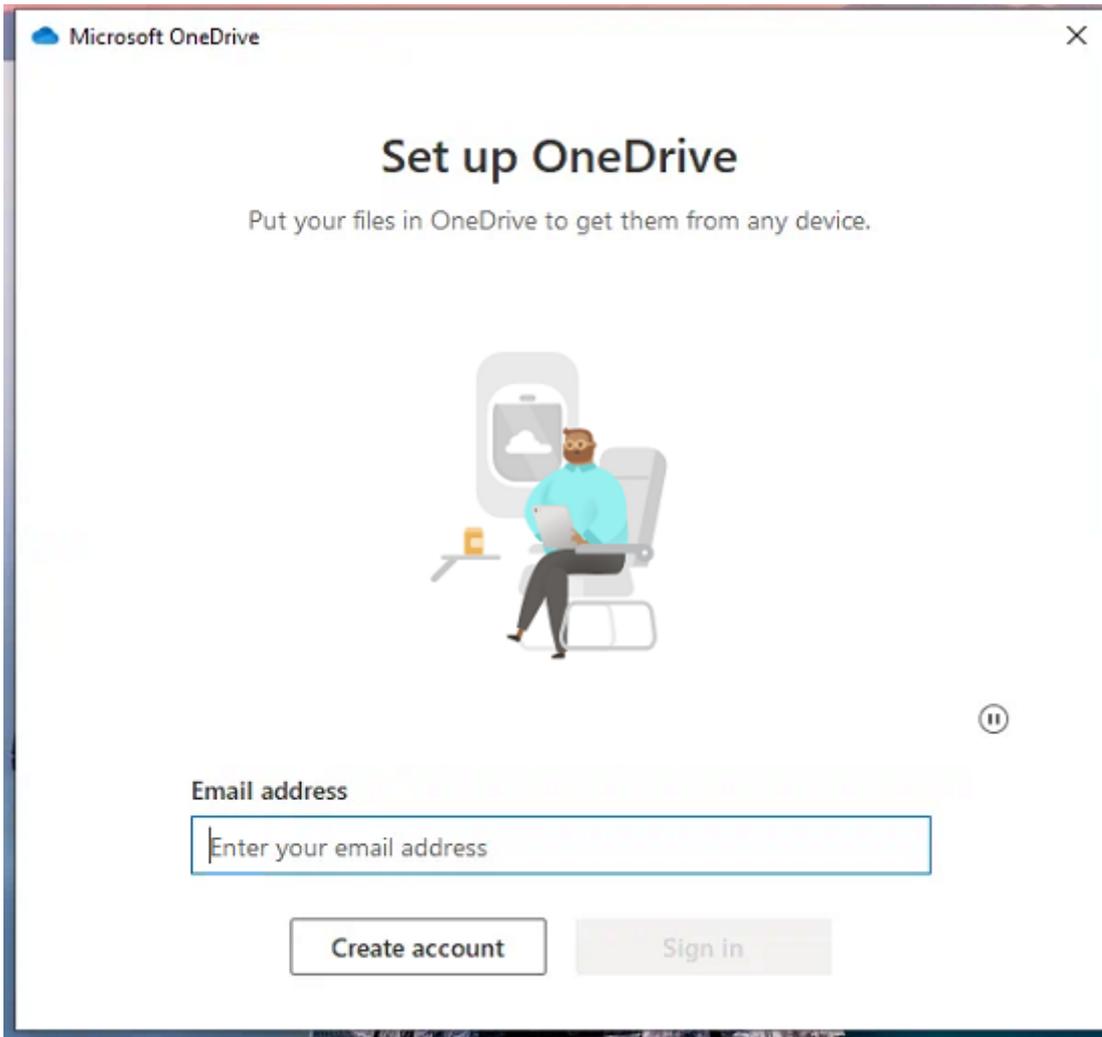
## Onedrive Setup - for both old and new PC.

1. Click the start menu at bottom left, or press the Windows key on your keyboard.
2. Type "Onedrive" until it appears.
3. Click on **Onedrive App**.



Note: If Onedrive only appears as search results instead of **App**, you don't have Onedrive installed and need to contact IT.

4. **Login** with your **@dependableit.com email** address and **password**.

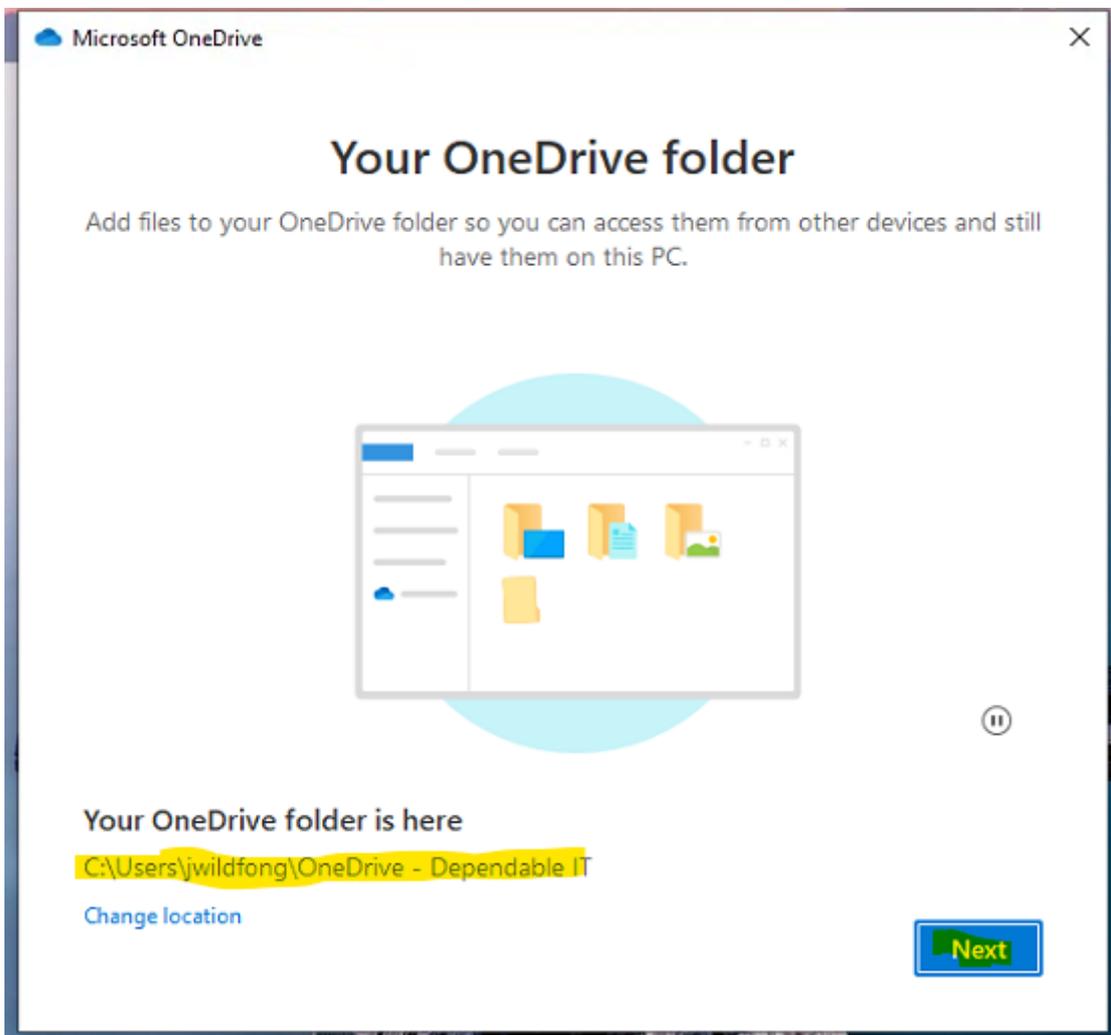


Note: If you get this prompt (may not appear), click **Work or school**.

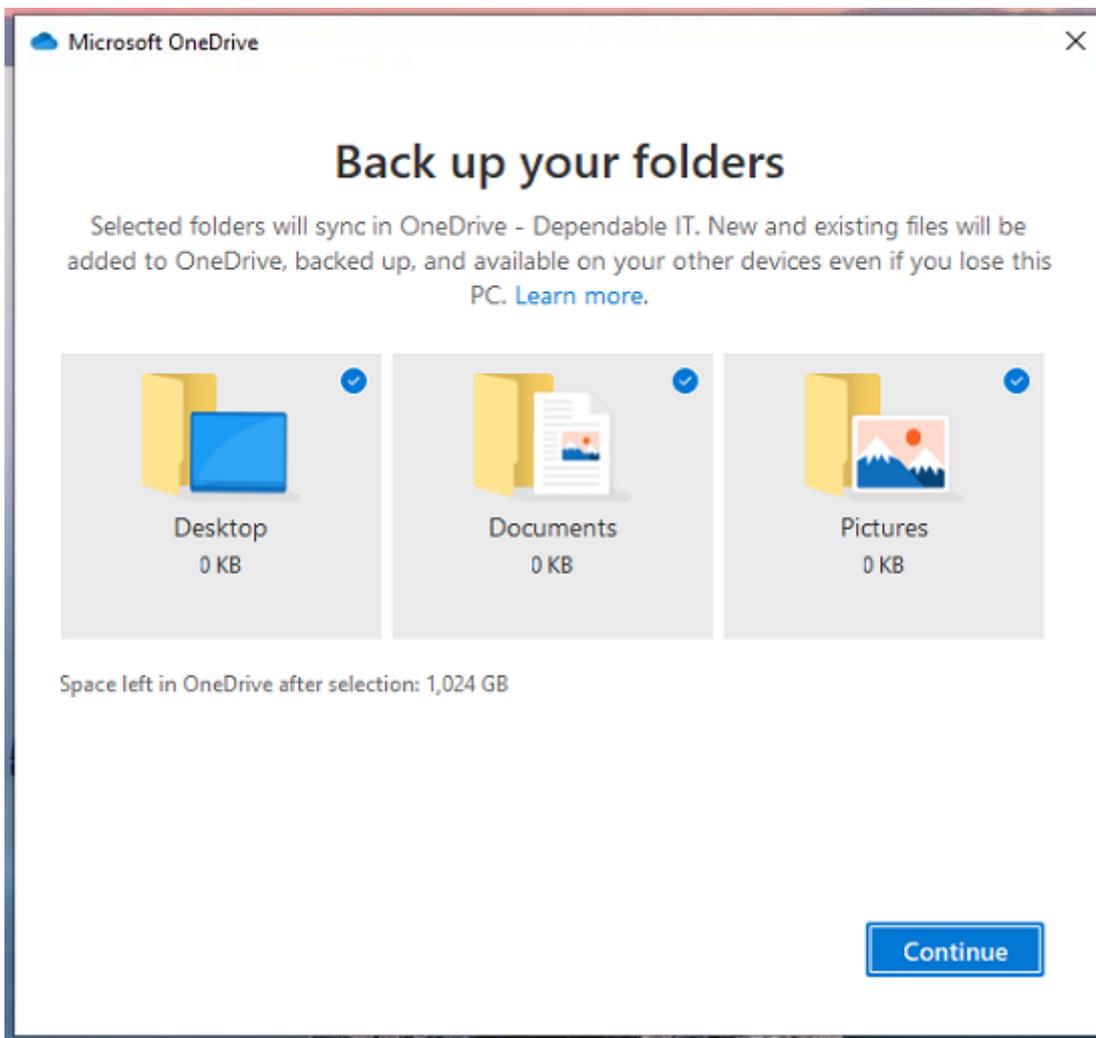
This email address is used for both OneDrive and OneDrive for Business. Which would you like to sign in to first?



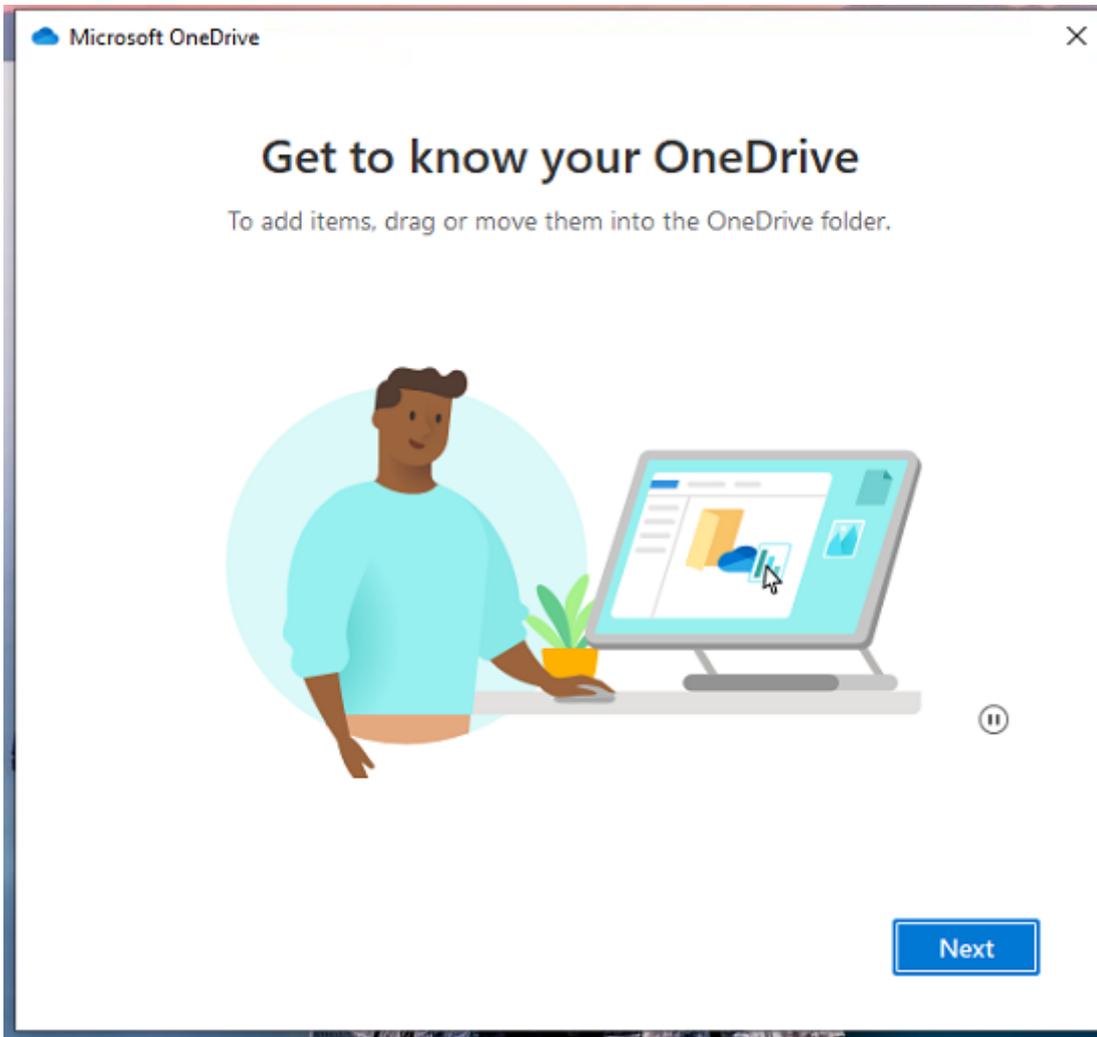
5. Now it will show you your Onedrive folder, note the location, then hit **Next**.



6. Then this should appear, **leave all options checked** to have those folders synced to Onedrive, then hit **Continue**.



7. (Optional) Go through Onedrive tutorial, or just **close the window as setup is done.**

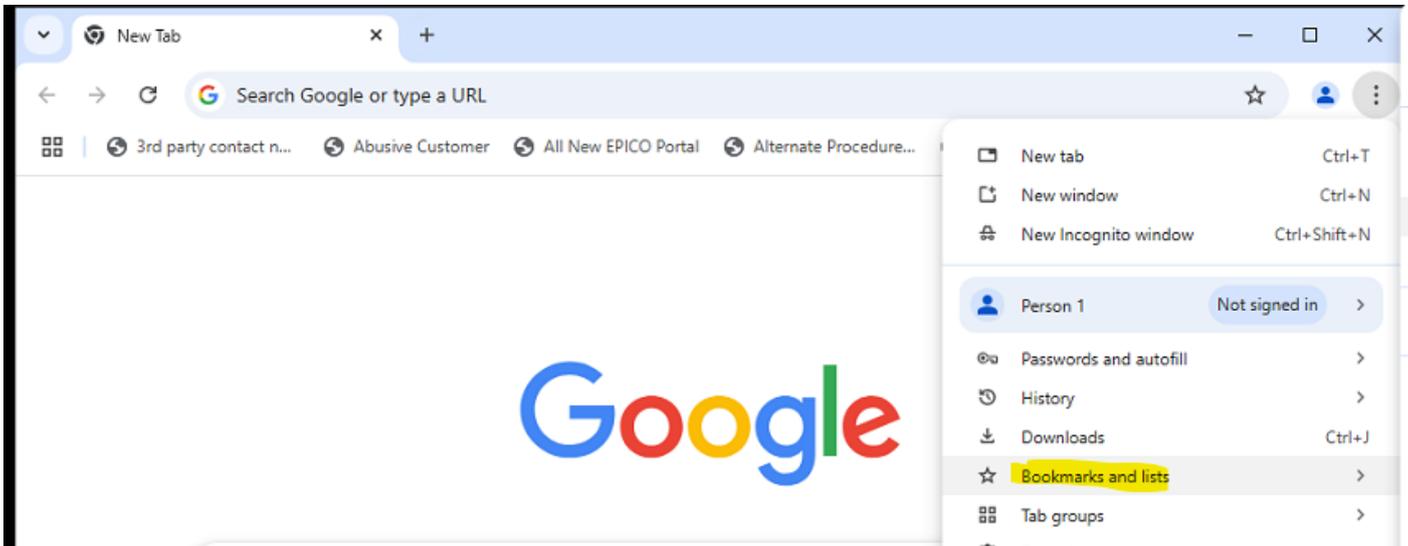


8. You're done!

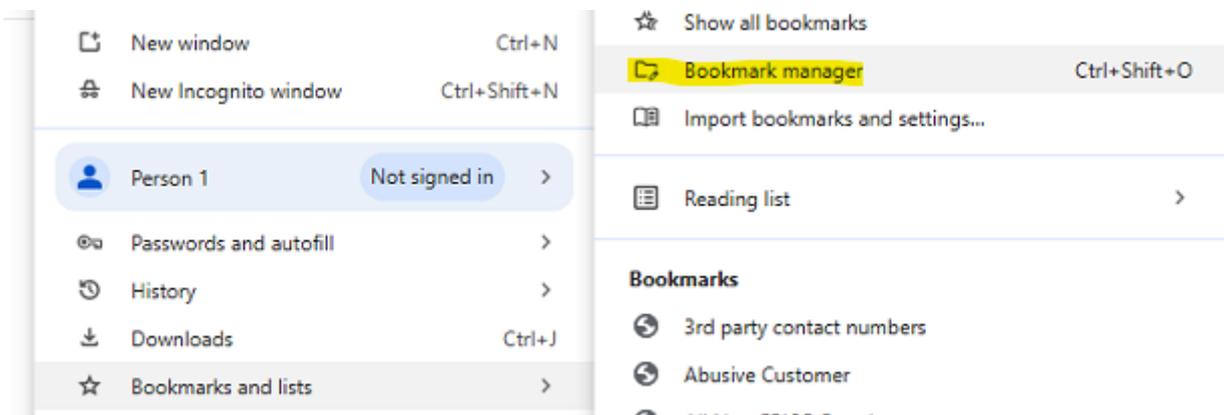
Note that it may take some time to sync all your files, depending on how many.

## How to backup your bookmarks in Chrome.

1. At the top right of Chrome, click the **3 dots** (kebab menu).
2. Then scroll over **Bookmarks and lists**.

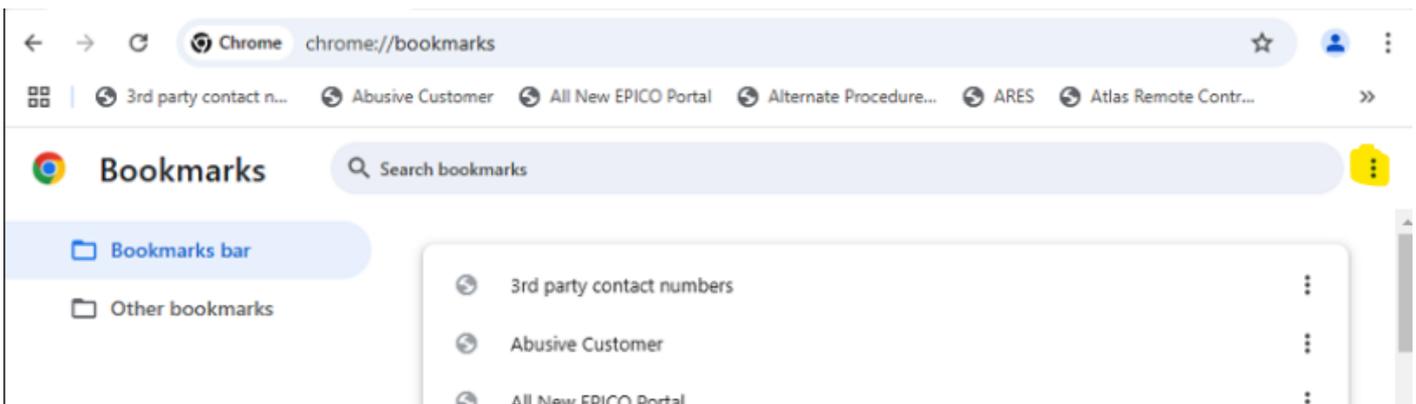


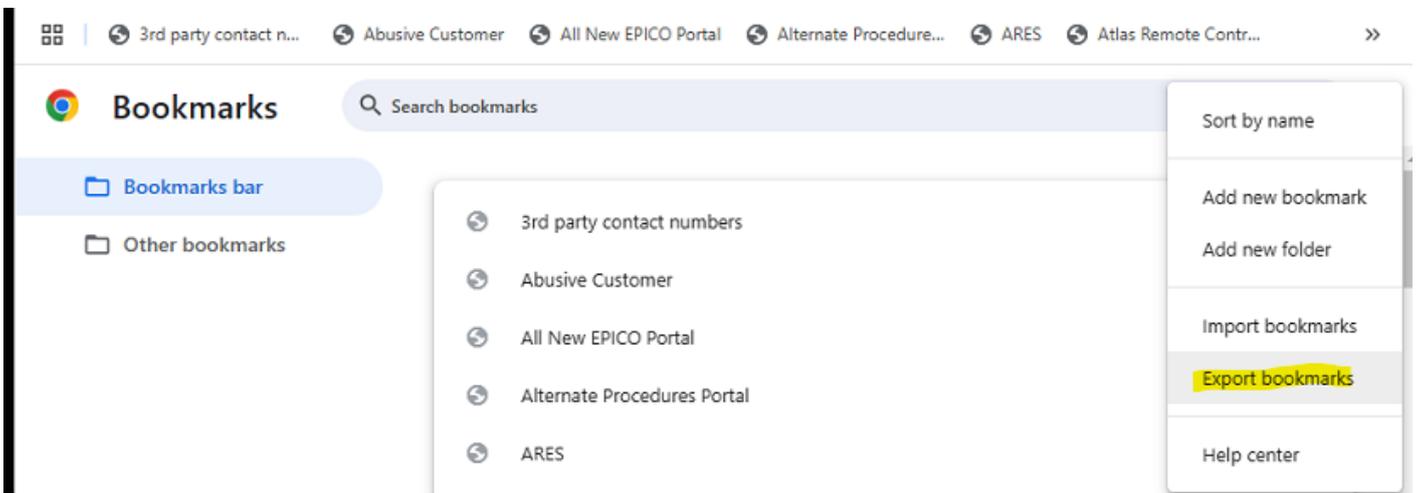
3. Click **Bookmark manager**



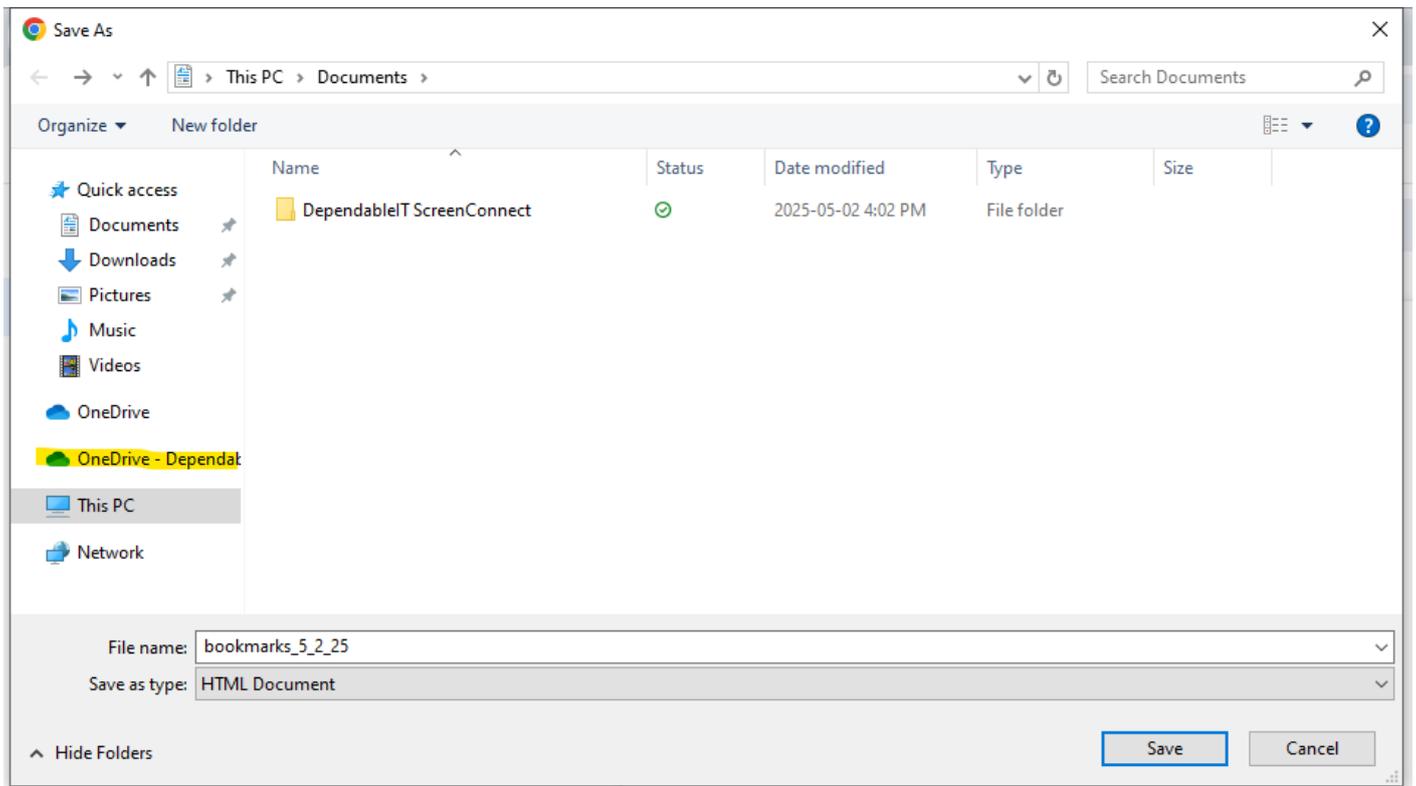
4. In bookmark Manager, click the **3 dots to the right of Search bookmarks**.

5. Then click **Export bookmarks**.

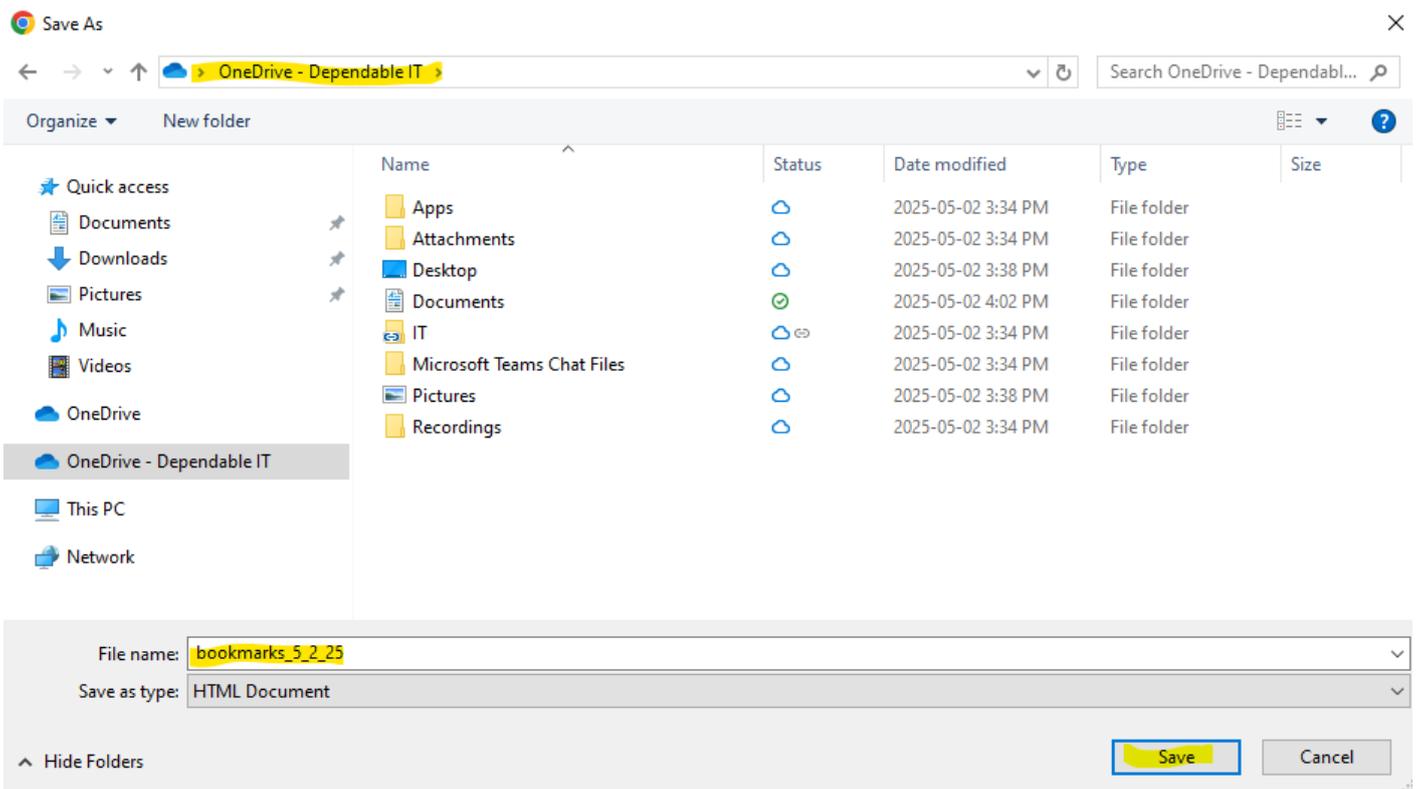




6. Click "Onedrive - Dependable IT"



7. Take note of the File name, this will be the file you want to retrieve later, usually it's bookmarks\_(date).  
Then click **Save**.

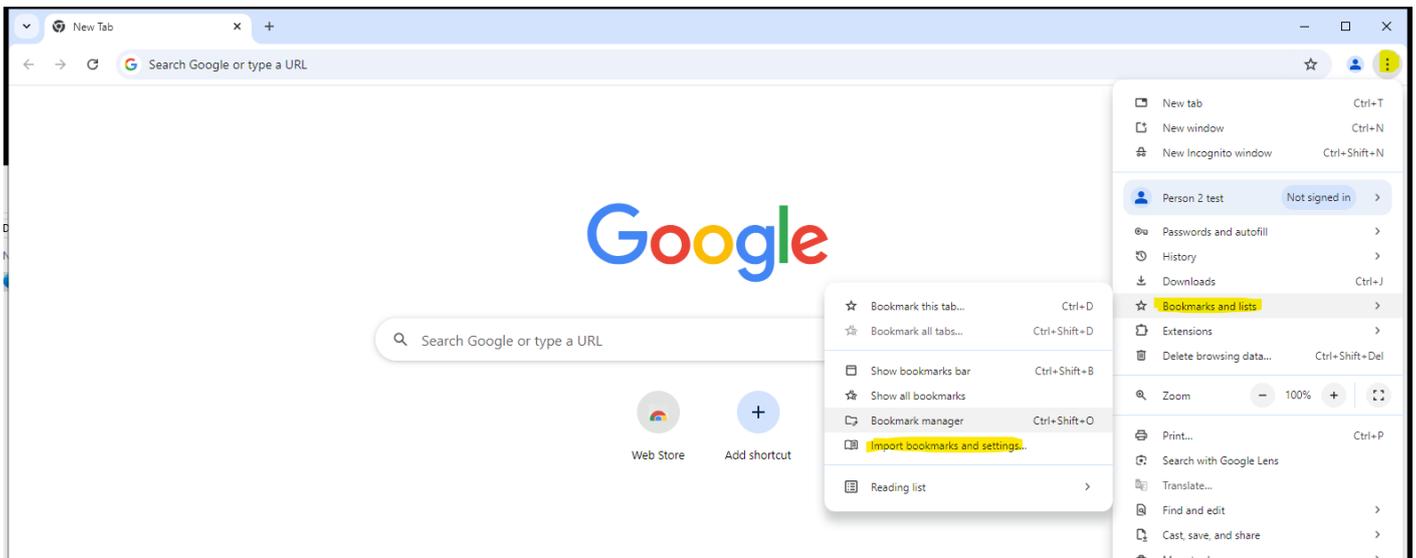


And you're done!

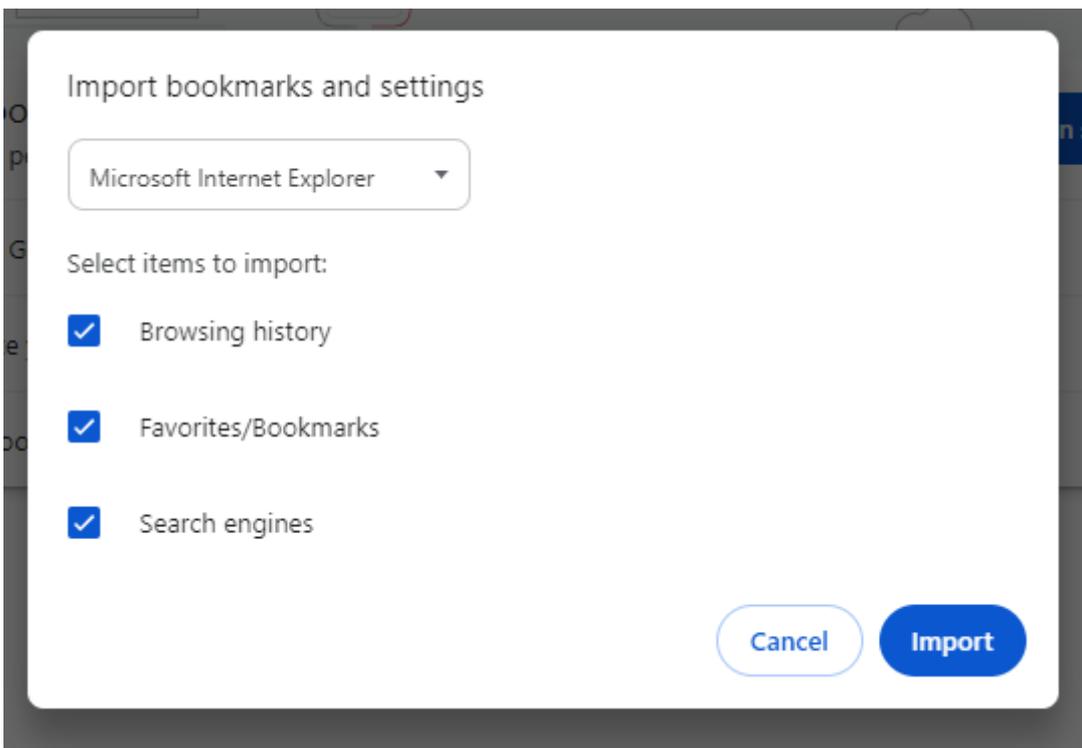
You now have your bookmarks backed up to Onedrive, making it available for Windows 11, or even a new work PC.

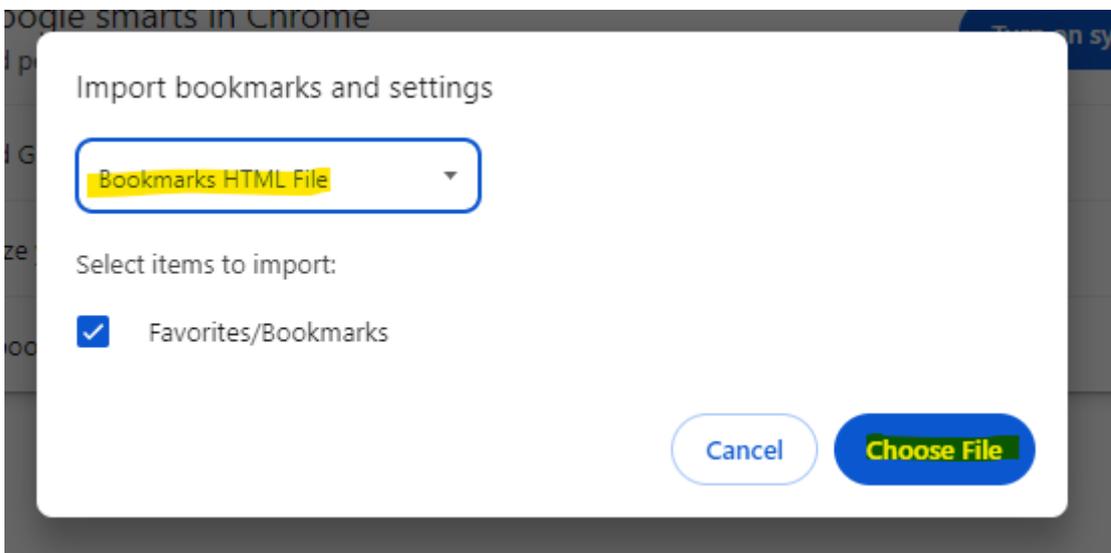
## Getting your bookmarks back.

0. Make sure you're **signed into Onedrive** on the new PC, see first/topmost section of this guide.
1. Same as before, **click 3 dots** Icon.
2. Click **Bookmarks and lists**
3. Except this time, click **Import bookmarks and settings...**

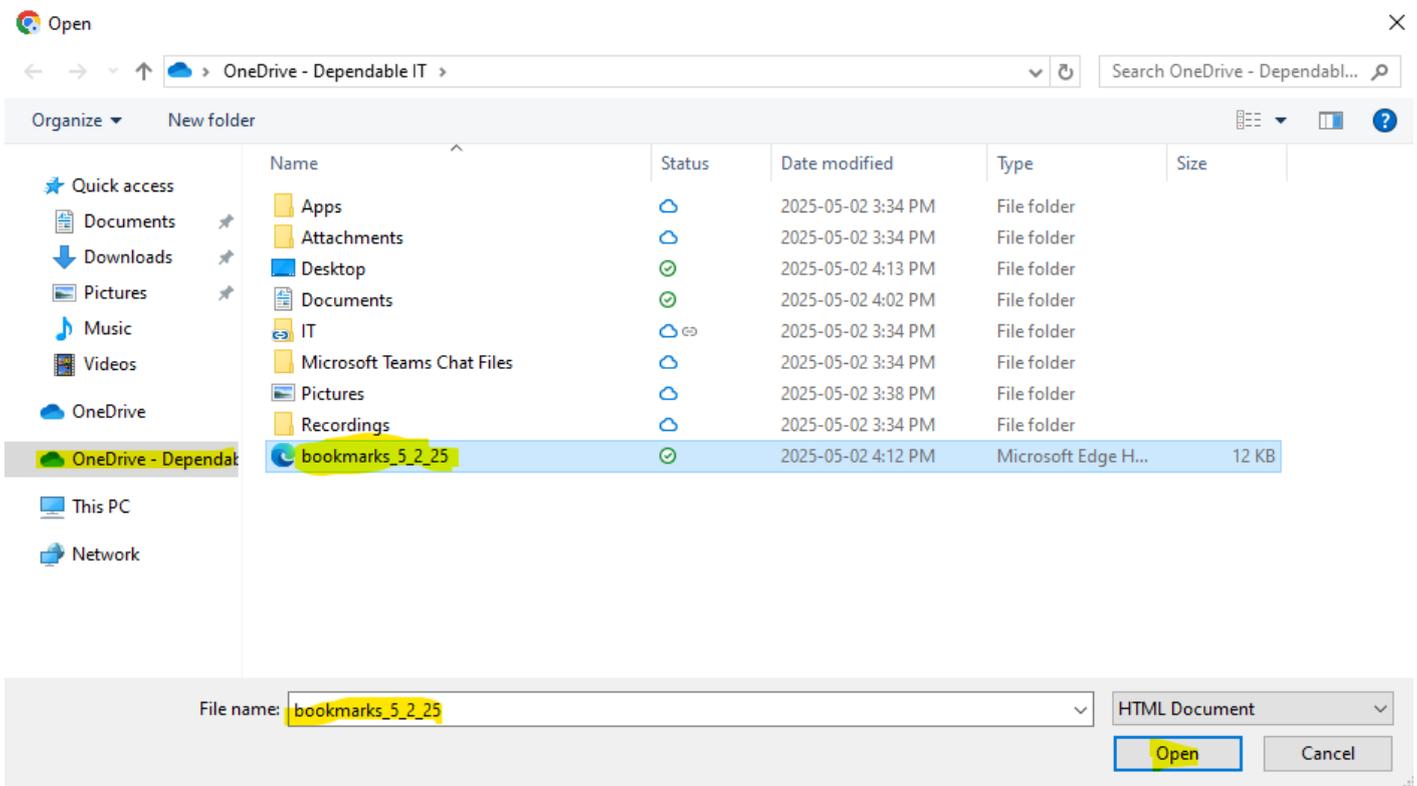


4. Click Microsoft Internet Explorer to change it to "**Bookmarks HTML File**"





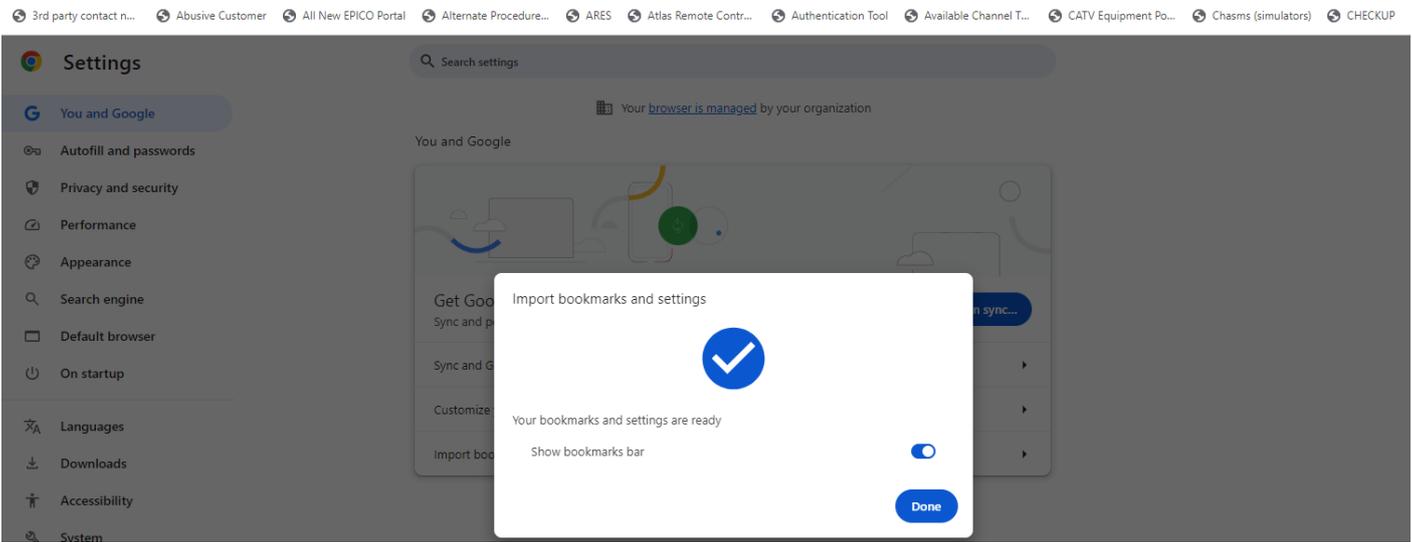
5. Then click **Choose File**



6. If you're signed into OneDrive, the option for **OneDrive - Dependable IT** should appear on the left panel, click that.

7. **Click the bookmarks file** you either noted or remember from when you backed it up.

8. Click **Open**.



And you're done!

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Revision #5

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