Adding a Web Site to your Favorites Folder
Favorites are helpful because they allow you to keep track of your most frequently used Web Sites so you don’t have to search for them each time. To add a web site to your Favorites Folder:

- Navigate to the web site that you want to mark as a “Favorite.”
- From the menu bar, select Favorites - Add to Favorites.
- Click Okay. (If you have a folder you want to save the Favorite in, click the folder, and click Okay.)
  - The web page title should appear as a link in your favorites menu. If you want to change the name of it, right click on the link and select Properties. Click on the General Tab, and change the title name. Click Okay.

Organizing your Favorites
You can create folders to help you organize your Favorite web sites.

- From the menu bar, select Favorites – Organize Favorites. You will see a box that looks like the one below.

Create a Folder

- Click on the Create Folder button.
- Type a name for the folder. Hit Enter.
  - Now, when you are adding a web site to your favorites, you can click on the folder where you want it to be saved.

You can also modify folders and Favorite links by using the Rename, Move to Folder, and Delete buttons.

Utilizing Your Internet History
Internet Explorer tracks what sites you have visited. If you need to access a site that you’ve previously been to, click on the History button. The list of web pages will appear in the left side panel. Click on any sites you want to visit.