

Composition Bands M365 Migration Guidance

Microsoft Edge Bookmark Export & Import Procedure

Overview

This procedure provides step-by-step instructions for exporting Microsoft Edge bookmarks before your M365 migration and importing them after your migration is complete.

Although Edge profiles typically remain intact, exporting bookmarks ensures you have a secure backup prior to migration.

Section A to be completed Pre Migration

Step 1: Export Bookmarks

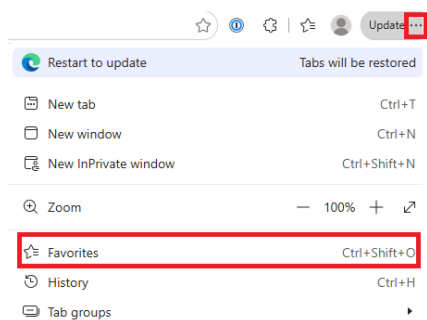
1. Open Microsoft Edge
2. Confirm you are signed in with your current (Middleby) account by clicking on the

person logo in the top right corner of the Edge screen

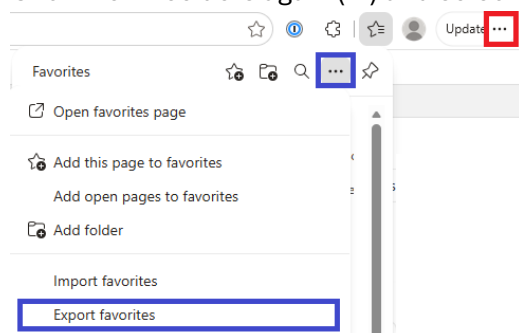


Step 2: Export Favorites

1. Click on the three dots (...) in the top-right corner of the Edge Screen
2. Select **Favorites**



3. Click the three dots (...) and select **Export favorites**



4. Choose a secure save location
5. Save the file as: favorites.html

IMPORTANT: Do not rename the file extension (.html)

6. Keep this file until your migration is fully complete and verified

Section B to be completed post migration

Complete these steps after you have:

- Logged into <https://www.office.com/apps> with your new Composition Brands credentials
- Signed into Edge using your new Composition Brands credentials

Step 1: Ensure Successful Edge sign-in

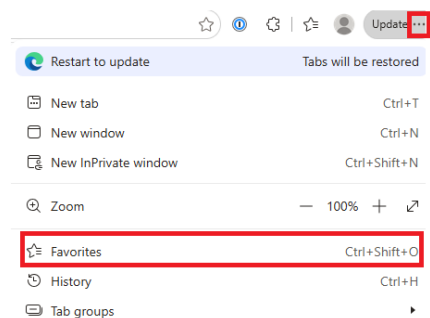
1. Open Microsoft Edge
2. Click your profile icon (top right)
3. Ensure you are signed in with your new Composition Brands M365 account

If needed

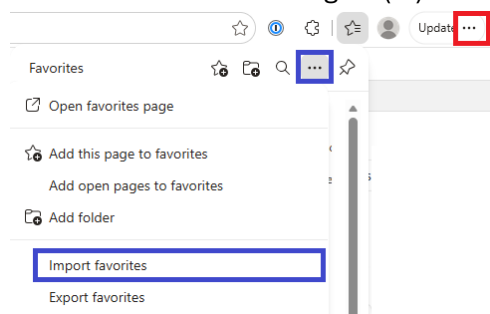
- Click Add Profile
- Sign-in using your new password

Step 2: Import Favorites

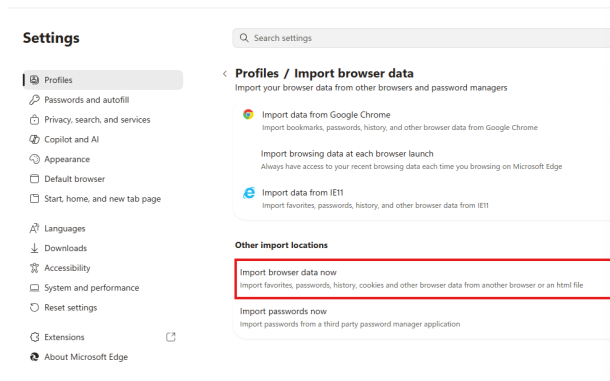
1. Click on the three dots (...) in the top-right corner of the Edge Screen
2. Select **Favorites**



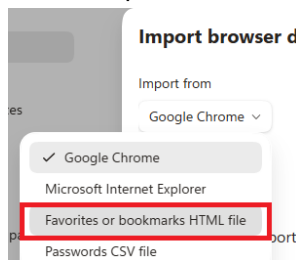
3. Click the three dots (...) and select Import Favorites



4. Under “Profiles / Import browser data” choose ‘Import browser data now’



- Under Import from select 'Favorites or bookmarks HTML file'



- Select Choose file
- Browse to your saved file: favorites.html
- Click **Open**

Step 3: Confirm Import

- Check your Favorites bar
- Expand folders to confirm bookmarks appear correctly
- Remove duplicates if necessary

Post-Migration Best Practice

After importing bookmarks:

- Restart your computer
- Confirm Edge Sync is enabled
- Delete the backup file once verified working (optional but recommended for security)

Troubleshooting

My bookmarks did not import correctly

- Ensure you selected the correct .html file
- Confirm you are signed into Edge with your new Composition Brands account
- Try import again

Edge is still signed into my old account

- Click your profile icon
- Select Sign out
- Close Edge completely
- Reopen Edge and sign in with your new credentials