

## Accessing websites

When you access a new website you will probably have been given an address (URL) for its home page and you will either type in that address or click on it if you received it electronically.

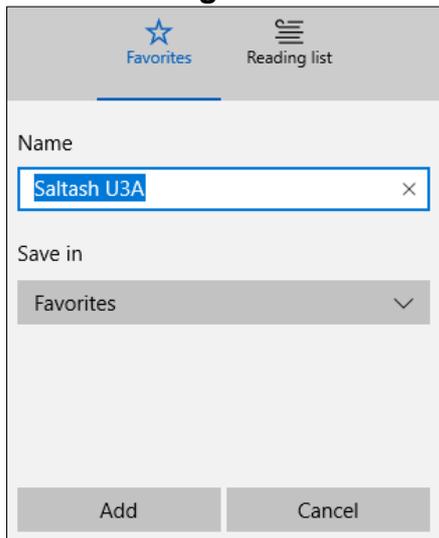
## Setting up a Favourite (Bookmark) for a website

The reason for setting up a Favourite or Bookmark for a website is so that you can get back to it again easily. If you use the Internet quite a lot then you may build up a very useful list of bookmarks, over time.

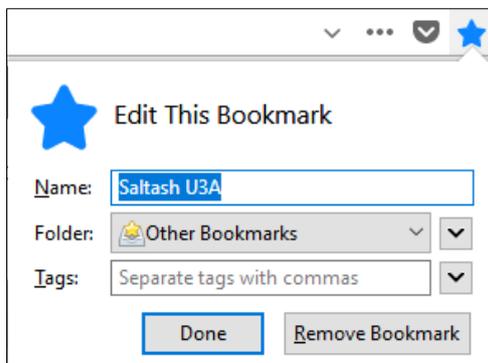
Although the screens may look slightly different in each internet browser, the principle is the same. Here the screenshots illustrate two commonly used browsers, Microsoft Edge (previously Internet Explorer) and Mozilla Firefox.

- Display the relevant **website**.
- Click the **star** in the top right of the browser window, e.g.

### Microsoft Edge



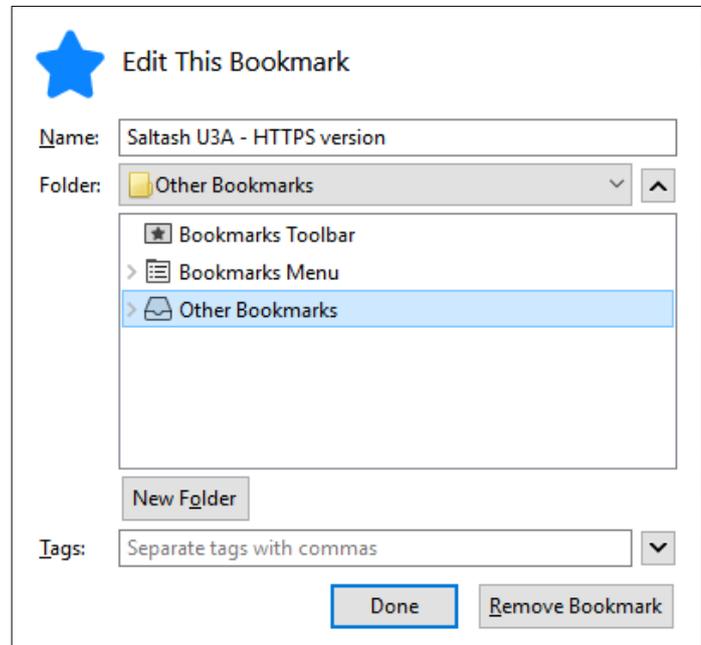
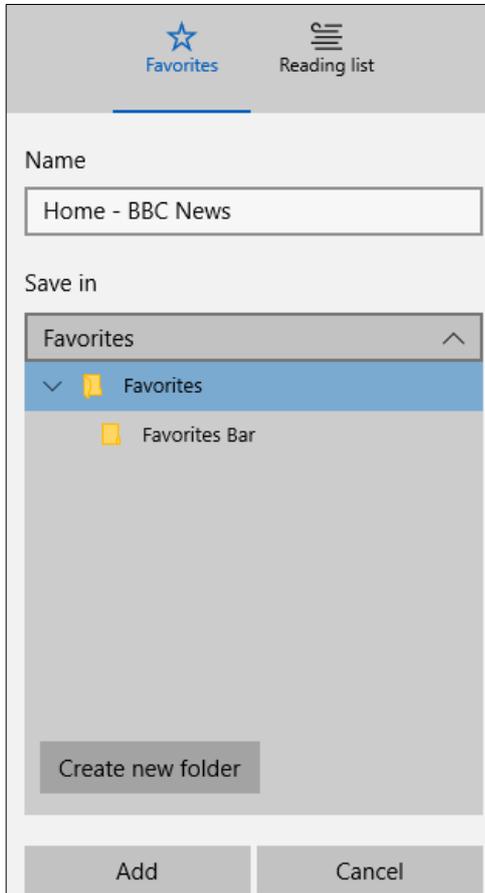
### Mozilla Firefox



- Amend the **name** if you wish and click **Add/Done** to enter it into your favourites list.

## Organising Favourites or Bookmarks

It is usually possible to create folders to organise your bookmarks. When you create or edit a bookmark there is usually a **folder** drop-down list leading to an option to create a **New Folder**.



## Using a Favourite or Bookmark

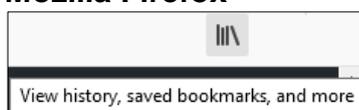
- Click on the **Favourites / Bookmarks List** button. Again, this may appear slightly different depending on the browser you are using.

### Microsoft Edge



If you are unsure which button to use, rest your mouse on the available tools to see the tooltip description, e.g.

### Mozilla Firefox



- When you have displayed the list, click on the **required link**.