Quick Reference Card

# How to Favorite a Page - Microsoft Edge

Recently, the state Human Resource Division (HRD) launched its new collaboration with Workpartners to request new, continuous or intermittent leaves and day-to-day sick time. This Quick Reference will help you bookmark important web pages.

Step 1. Open the web page you would like to make a favorite:

Graphical user interface, text, application, email

Description automatically generated

Step 2. Click on the star icon to the right of the web page path.

Graphical user interface, text, application, email, website

Description automatically generated

Step 3. A box will appear containing the web page name and where the favorite will be saved. You can change either one of these. Choose “Done” if it looks ok.

Graphical user interface, application

Description automatically generated

Your web page will now have a blue star indicting it is a favorite.

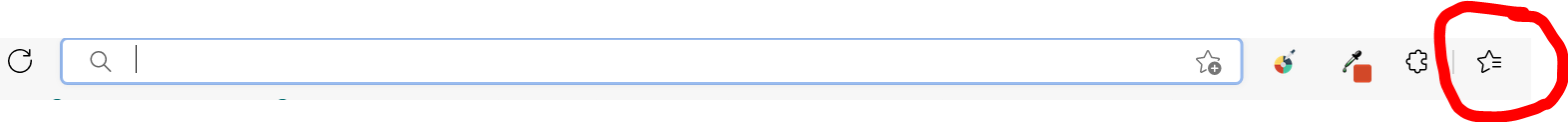
Graphical user interface, website

Description automatically generated

# To get your list of favorites when you need them:

Step 4. Open a browser.

Step 5. At the top of the page, click on the star icon with the wavy lines.



Step 6. This opens a list of favorite pages. Find Workpartners and click on it to open the page.

Graphical user interface, text, application

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