

**Tip:** All of the major computer Internet browsers support the **Ctrl+D** shortcut key combination if you need a quick way to bookmark a page.



## Internet Explorer

The following methods can be used to create a favorite (bookmark) in Internet

### Explorer:

1. Navigate to the page you would like to bookmark.
2. **Right-click** on a blank portion of the page and click **Add to Favorites** or press **Ctrl+D**.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Add**.

or

1. Navigate to the page you want to add to your Favorites.
2. At the top, right-hand corner of the **browser** window, click the **Star Icon**.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Add**.




## Google Chrome

The following methods can be used to create a bookmark in Google Chrome:

1. Navigate to the page you would like to bookmark.
2. Press **Ctrl+D**.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Done**.

or

1. Navigate to the page you would like to bookmark.
2. In the address bar, click **Bookmark this page**  on the right-hand side.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Done**.




## Mozilla Firefox

The following methods can be used to create a bookmark in Mozilla Firefox:

1. Navigate to the page would like to bookmark.
2. Press **Ctrl+D**.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Done**.

or

1. Navigate to the page you would like to bookmark.
2. At the top, right-hand corner, after the search field, click **Bookmark this page** .
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Done**.

**Tip:** If you would like to create a new folder to place this bookmark in, click the **down arrow** next to the **Folder** section and click the **New Folder** button.



## Safari

The following method may be used to create a bookmark in the Safari Internet browser:

1. Navigate to the page you would like to bookmark.
2. Press **Command + D** or click **Bookmarks** at the top of the browser window and select **Add Bookmark...** from the drop-down menu.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Add**.

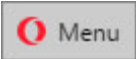
**Tip:** You may also add a bookmark by dragging and dropping the page you want into the **Bookmarks Bar**.

To add a bookmark to the Safari browser on your iPad or iPhone, follow these steps:


1. Navigate to the page you would like to bookmark.
2. **Tap the share button.** (It is located just to the left of the address bar and looks like a square with an up arrow going through the center.)
3. **Tap the Bookmark Icon.**
4. Name the bookmark and select the folder in which you want it saved.
5. Tap **Add**.



The following methods may be used to create a bookmark in the Opera Internet browser.

1. Navigate to the page you would like to bookmark.
2. Click on  in the upper right-hand corner of the browser window.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Done**.

or

1. Navigate to the page you want to bookmark.
2. At the end of the address bar, located near the top right-hand corner of the browser window, click the **Add to bookmarks**  icon.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Done**.



**Microsoft Edge should not be used for logging into OneUSG Connect.**

## Troubleshooting

### **I am unable to bookmark the exact page I want.**

Some web pages or portions of web pages are in **frames**. If you bookmark the page through the file menu, it only bookmarks the first frame. To bookmark the page within the frame, right-click on the section of the page you want to bookmark and then add the bookmark or favorite through the window that appears.

### **My bookmarked pages stopped working.**

Web pages that have been created dynamically, require a login, or have frequently updated information, may expire after so many hours or days. If you find your bookmark frequently expiring, we suggest bookmarking the main page and not a sub-page. It is also possible that the page location has changed, or that the page has been removed or no longer exists.