Saving Google Bookmarks from FCPS Google Account
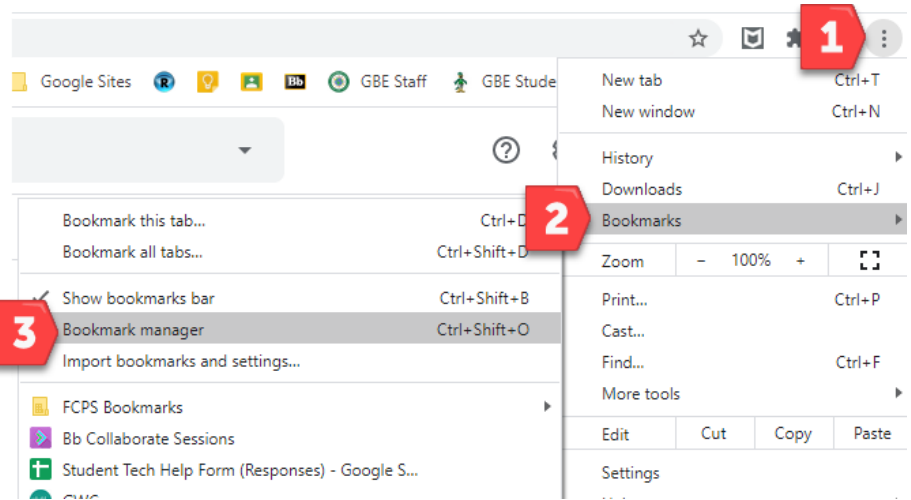
make sure you are logged into FCPS Google Apps

Step 1: open Chrome and click on the 3 dots in the top right corner next to your name/icon

Step 2: click on Bookmarks

Step 3: choose Bookmark Manager

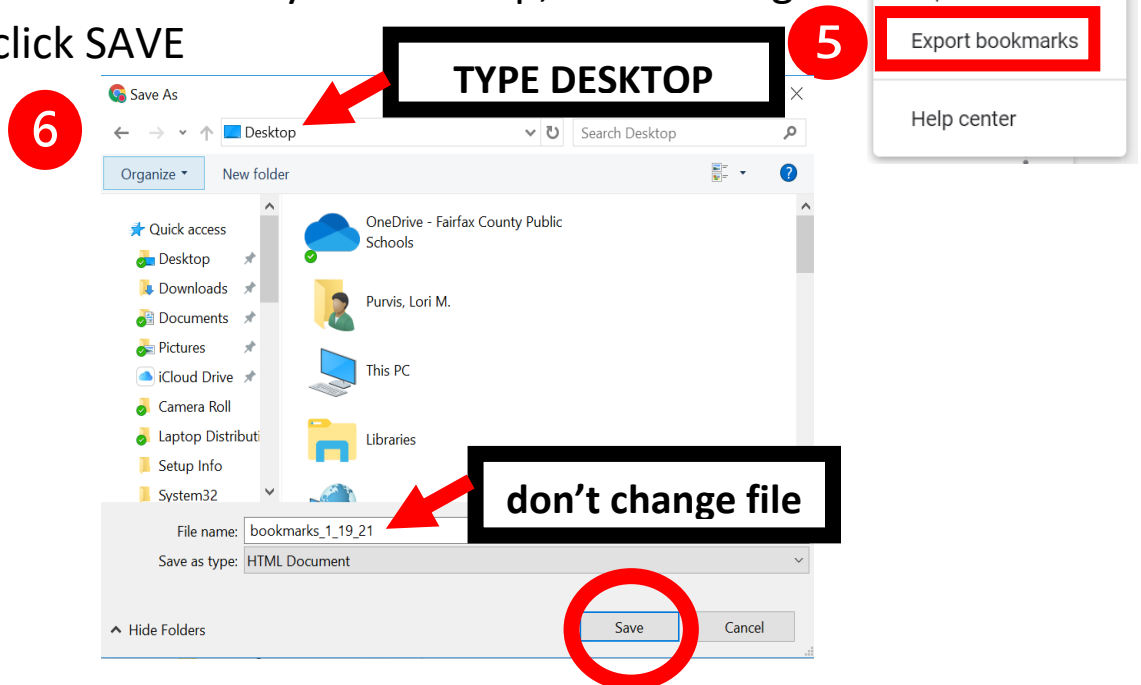**Step 4:** click on the 3 dots in the right-hand corner

Step 5: choose Export Bookmarks

Step 6: a window will appear asking where to save, type desktop at the top and save to your desktop- you can type desktop in the top bar to save to your desktop; don't change the file name and click SAVE
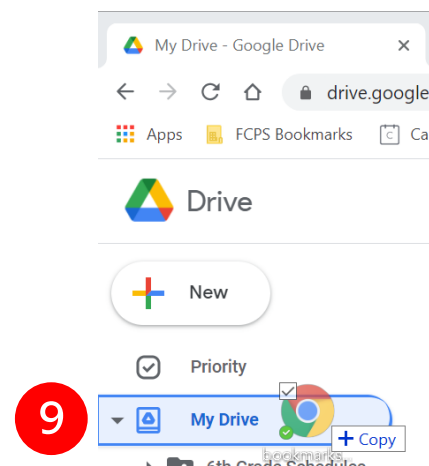
TYPE DESKTOP

don't change file

*your bookmarks are now saved; the next steps are to save your bookmarks into your FCPS Google Drive

Step 7: open your FCPS Google Apps and navigate to your FCPS Google Drive

Step 8: make your Chrome window smaller so that you can see your desktop and Google Drive at the same time

Step 9: find the bookmark file that you saved on your desktop; click and drag the file into your FCPS Google Drive

Step 10: make sure that the file is saved in your FCPS Google Drive

Need to see the How-To Video?

Go to the GBE Student Site and look under GBE Tech!