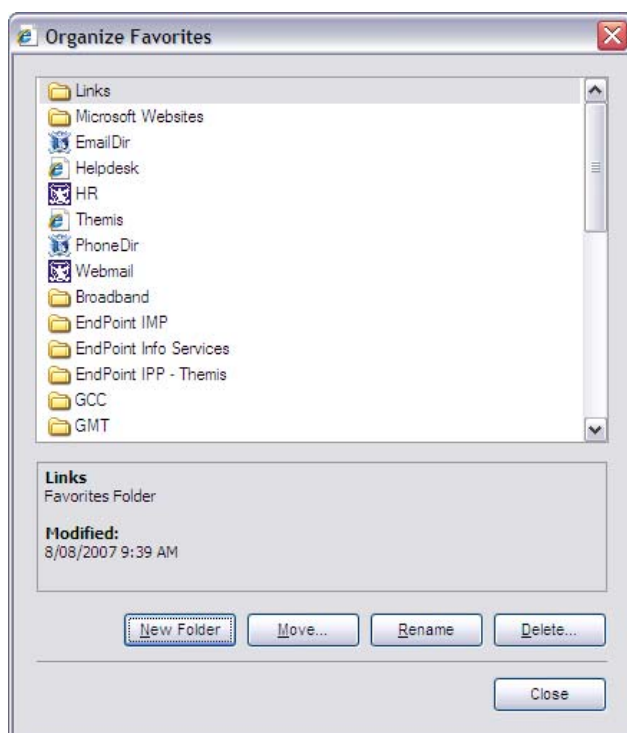


Updating your Bookmarks

You may have bookmarks to the old Email Directory and Phone Directory on your browser. Follow the below instructions to update these to the new Contacts Directory.

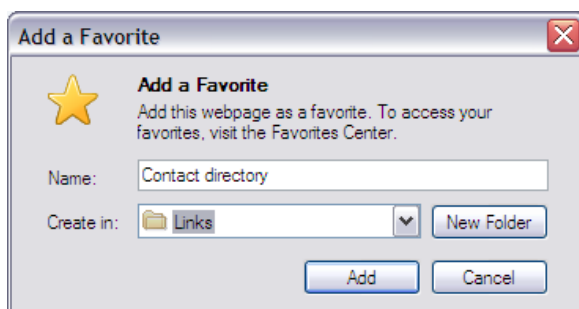
Internet Explorer Bookmarks

1. Open the new Contacts Directory <http://directory.unimelb.edu.au>
2. Go to **Favourites, Add to Favourites** then **Add**
3. Your new Contacts Directory will be saved in the Favourites menu
4. Now you need to delete the bookmarks for the old Email and Phone Directories
5. Go to the **Favourites** menu and select **Organise Favourites**
6. From the list select **Email Dir** and press **Delete**. Do the same for **Phone Dir**.



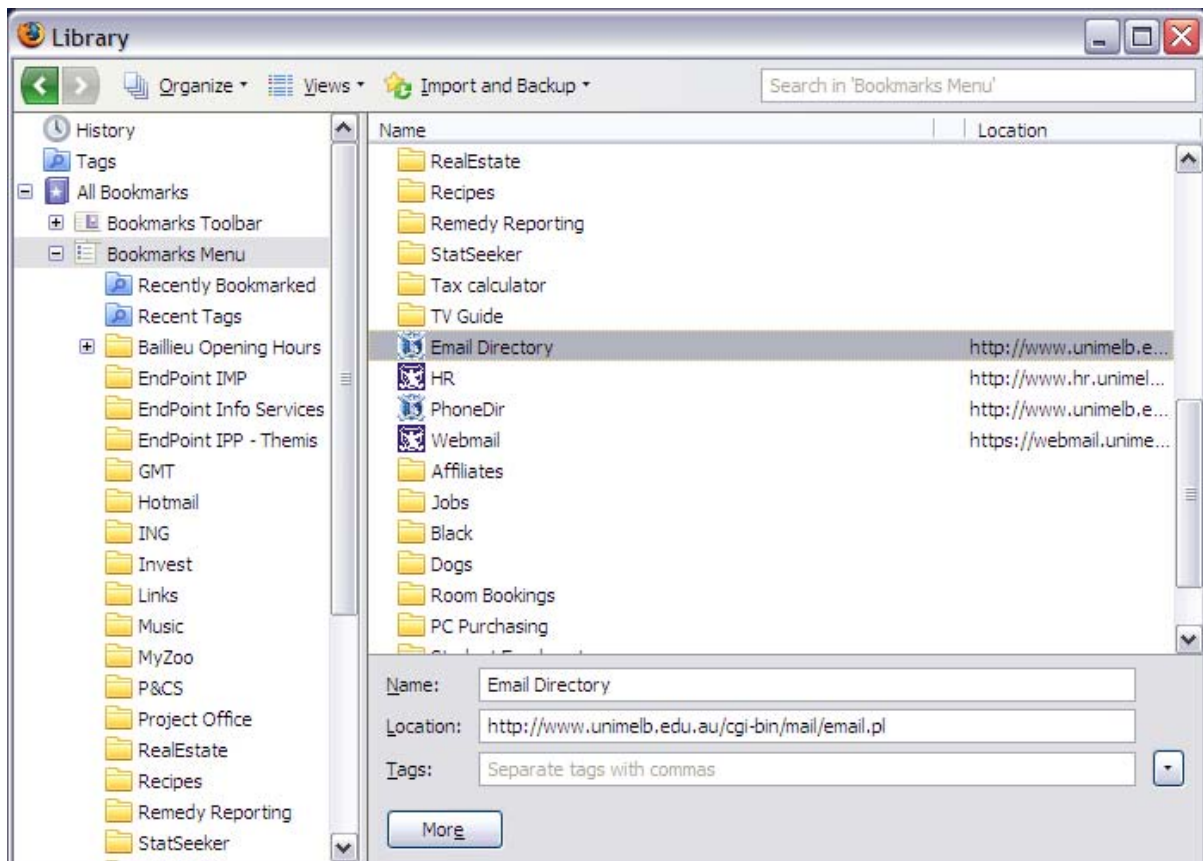
Internet Explorer Favourites Toolbar

1. Open the new Contacts Directory <http://directory.unimelb.edu.au>
2. Go to **Favourites, Add to Favourites**
3. **In the Create In** drop down select **Links** then **Add**



Mozilla Firefox Bookmarks:

1. Open the new Contacts Directory <http://directory.unimelb.edu.au>
2. Go to **Bookmarks, Bookmark This Page**
3. Your new Contacts Directory will be saved in the Bookmarks menu
4. Now you need to delete the bookmarks for the old Email and Phone Directories
5. Go to the **Bookmarks** menu and select **Organise Bookmarks**
6. From the list select **Email Directory** and press the **delete** key. Do the same for **Phone Dir.**



Mozilla Firefox Bookmark toolbar

To add the new Contacts Directory in the Bookmarks Toolbar

1. Open the new Contacts Directory <http://directory.unimelb.edu.au>
2. Go to **Bookmarks, Bookmark This Page**
3. In the Pop up from the **Folder** drop down select **Bookmarks Toolbar** then **Done**

