
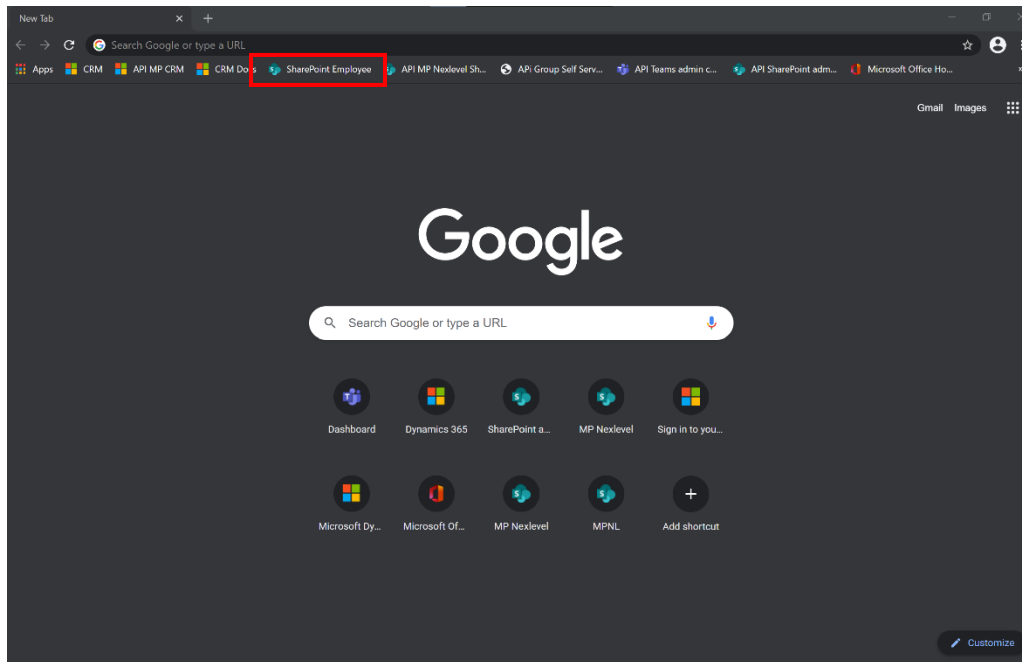
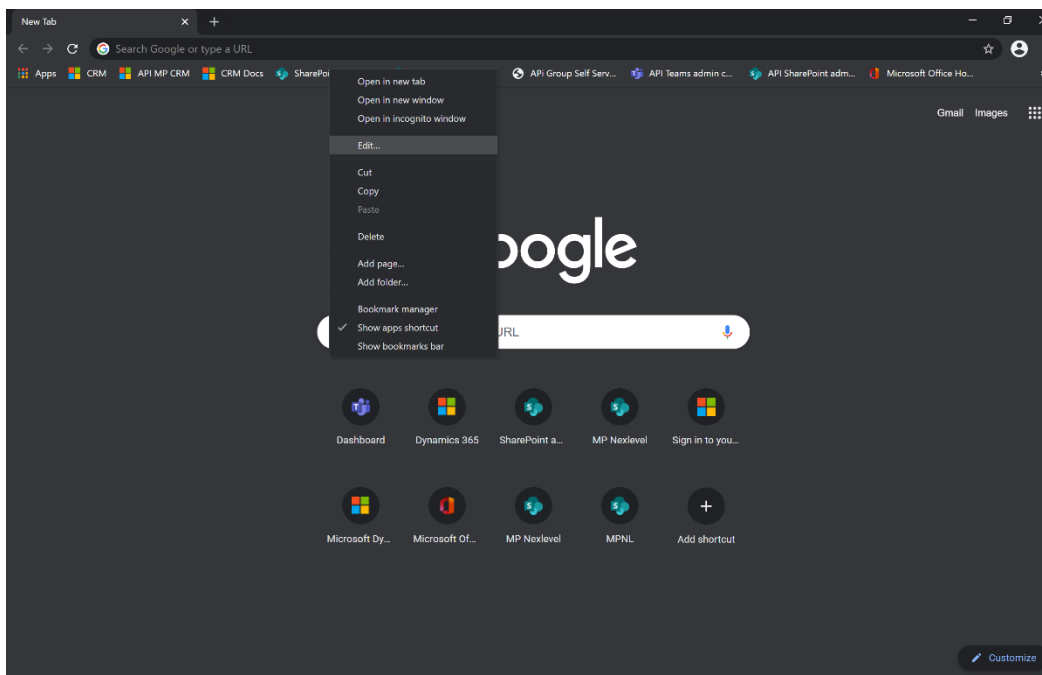


How to Update SharePoint Sites Saved as Bookmarks

1. Open Browser (the example below is CHROME)
2. Identify your SharePoint site: It has an  in front of the name



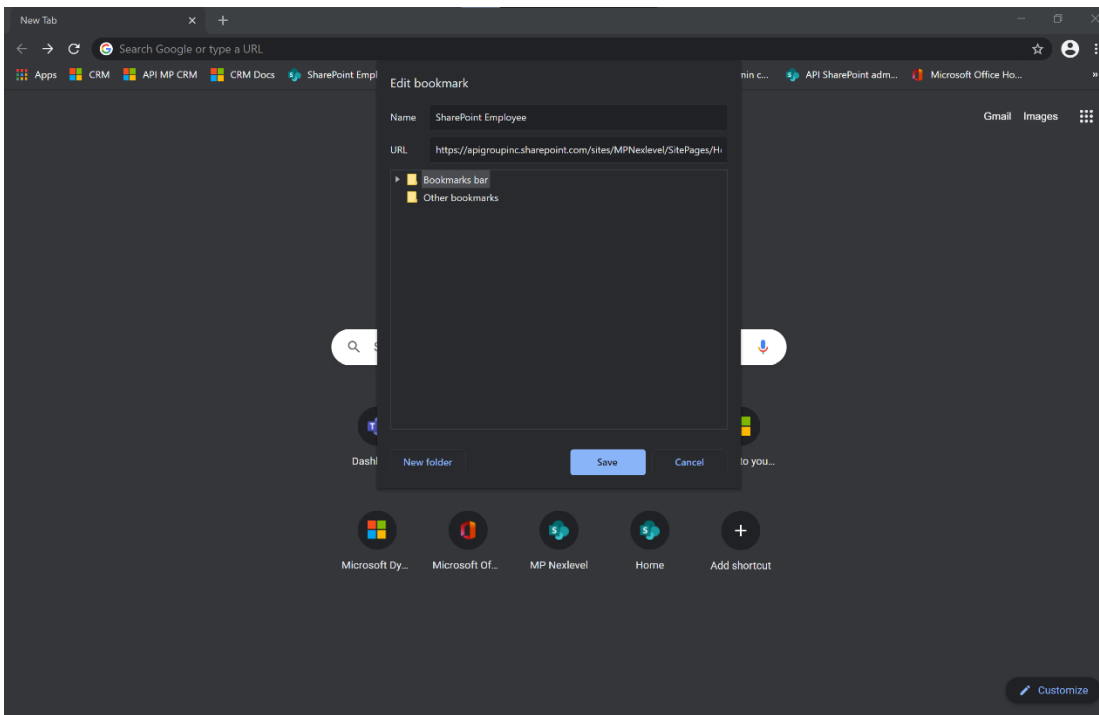
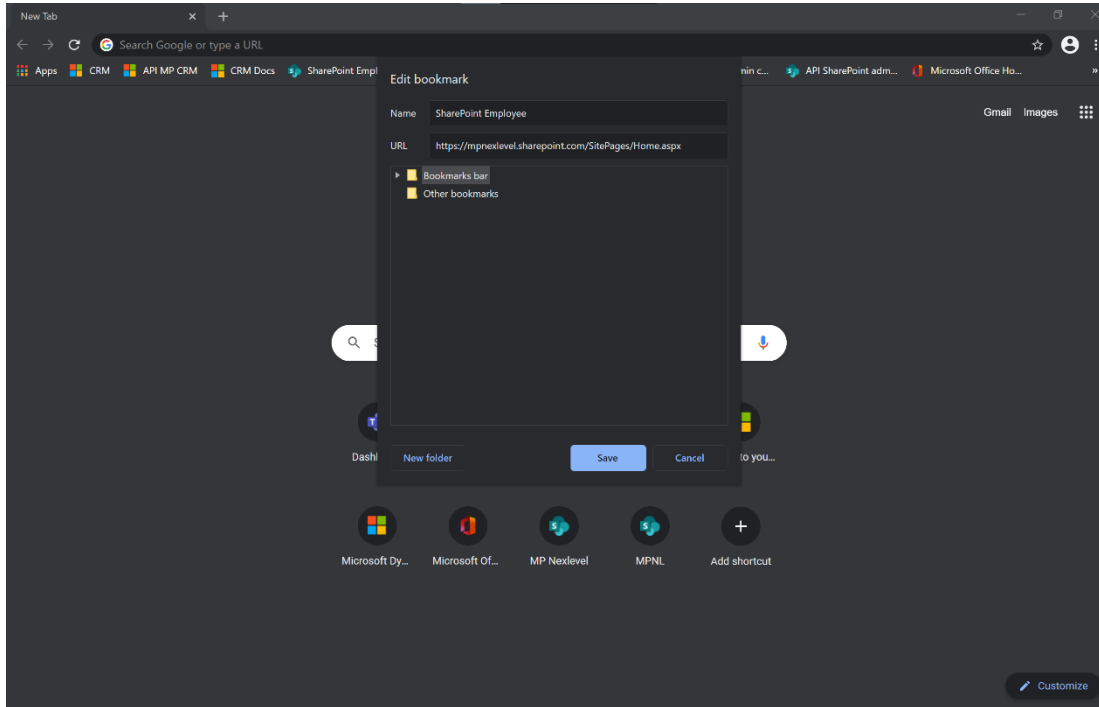
3. Point at the site with your cursor and RIGHT CLICK on the mouse to see these options:
Click EDIT



4. When the edit box appears, in the **URL** box:

Change: <https://mpnexlevel.sharepoint.com/>

To: <https://apigroupinc.sharepoint.com/sites/MPNexlevel/> (anything after, stays the same.)



5. Click **Save**.

6. Repeat these steps for all your existing SharePoint bookmarks.