

How to Create Bookmarks for Outlook Online

With the migration to the new Outlook OnLine (OLOL) interface (version 4.0), libraries cannot just bookmark the main OLOL page because the URL gets automatically condensed to the short, generic URL. This shortened URL will **not** allow staff to log in to the system.

To save the correct longer URL, bookmarks will need to be manually created.

How to create a bookmark manually in Firefox

1. Click on the Bookmarks tab.
2. Choose a Bookmark location in the left pane, then click on Organize at the top and select Add New Bookmark.
3. In the New Bookmark window, paste the correct URL in the "Location" field.

How to create a bookmark manually in Google Chrome

1. Click on the Settings button (the icon that looks like three horizontal lines, located in the top-right corner of the Google Chrome window, next to the Star button that you normally use to add bookmarks automatically).
2. In Settings, go to Bookmarks and then select Bookmark Manager.
3. In the Bookmark Manager, right-click on the Organize pane (on the right side of the window) and then choose "Add Page."
4. Paste the correct URL in the "URL" field.

How to create a bookmark manually in Internet Explorer

1. Navigate to the new Outlook OnLine interface:
<http://bcuc-agent.auto-graphics.com/mvc?cid=bcuc&lid=XXXX&reset=force>

where XXXX needs to be replaced with your institution's SHAREit Code. A full list of institutional SHAREit Codes and URLs are available:
 - for post-secondary libraries here: <http://ill.bceln.ca/searchnow#post-secondary>
 - for public libraries here: <http://ill.bceln.ca/searchnow#public>
2. At the top, right-hand corner of the browser window, click the Star icon.
3. Edit the Name of the bookmark and select a folder to save it in, then click Add.
4. Click on the Star icon again and look for the OLOL page that was just saved. Right-click on the page and go to Properties.
5. In the Web Document tab, paste the correct URL into the "URL" field.

Questions? Contact the Outlook OnLine Admin Centre at olol_support@eln.bc.ca or 778-782-3036.