CLEARING YOUR CACHE ON A BROWSER

<u>Google Chrome (PC)</u>
1. Open Chrome
2. On your browser toolbar, click **Customize** and control Google Chrome (the three vertical dots in the upper right).
3. Select **More tools**.
4. Select **Clear browsing data**.
5. Use the menu at the top to what you want to delete and select **All time**.
6. Make sure that the following boxes are checked:
   a. Cookies and other site and plugin data
   b. Cached images and files
   c. Checking Browsing and Download History are optional
   d. Click **Clear data**.

<u>Google Chrome (Mac)</u>

1. Open Chrome.
2. On your browser toolbar, click **Customize** and control Google Chrome (the three vertical dots in the upper right).
3. Select **History**.
4. Select **Clear Browsing Data**.
5. Select **All Time**.

Check the following boxes:
   a. Browsing history
   b. Cookies and other site data
   c. Cached Images and Files
   d. Click **Clear Data**

<u>Internet Explorer (PC)</u>

1. Open IE.
2. Click on the **Tools** Menu.
3. Select **Internet Options**.
4. Check box under **Browsing History** and **Delete Browsing History** on exit.
5. Click **Delete.**

Check the following boxes:
   a. Selecting Preserve Favorites Website Data is optional
   b. Temporary Internet Files and Website Files
   c. Cookies and Website Data
   d. History
   e. Click **Delete.**
   f. Click **Apply** and **OK.**

Firefox (PC)

1. Click on |||\ icon in upper right corner of the browser menu bar
2. Click **History.**
3. Select **Clear Recent History**.
4. Select **Everything**.
5. Next to **Details**, click the down arrow to choose which elements of history to clear OR select all items (generally, the first four boxes just need to be checked):
   a. Cookies
   b. Cache
   c. Browsing & Download and Form & Search History is optional
   d. Click on **Clear Now**.

Firefox (Mac)

1. Click on |||\ icon in upper right corner of the browser menu bar
2. Click on **History**.
3. Select **Clear Recent History**.
4. Select **Everything**.

Check the first four boxes:
   a. Browsing & Download
   b. Form & Search History
   c. Cookies
   d. Cache
   e. Active Logins
   f. Click **Clear Now**.

Safari (Mac)

1. Click on Safari from the menu bar
2. Select **Clear History**.
3. For Clear, select **All History**.
4. Click **Clear History**.

Note: For mobile devices, go into **Settings** and then select the browser icon (Safari, Chrome, etc.) and you will see options for clearing history and data that will remove history, cookies, and other browsing data.