HOW TO: WEB BROWSER'S CACHE, COOKIES, AND HISTORY

How to clear web browser cache, cookies, and history.

Internet Explorer 11 and higher

1. Select **Tools** (Gear Icon at top)
2. Scroll to **Safety**
3. Select **Delete browsing history**.... or, use keyboard shortcut **(CTRL+SHIFT+DEL)** pressed together to get to the Delete browsing history page
4. Deselect **Preserve Favorites website data**, and select:
   a. **Temporary Internet files and website files**
   b. **Cookies and website data**
   c. **History**
5. Click **Delete**
6. Click **Exit** and reopen Internet Explorer

Google Chrome

1. Click on the ** ...(3 dots at top right corner of Google Chrome browser)**
2. Use keyboard shortcuts **(CRTL+H)** to open up **History** page
3. Click on **Clear browsing data** located on the top left corner of the screen
4. From the drop down, select the **length of time to clear your browsing data**
5. Additional recommended options should include the following:
   a. **Browsing history**
   b. **Download history**
   c. **Cookies and other site and plugin data**
   d. **Cached images and files**
6. Select **Clear browsing data**
7. Click **Exit** and reopen Google Chrome

Mozilla Firefox

1. Select **Menu**
2. Select **Options**
3. Select **Advanced Panel**
4. Select **Network Tab**
5. Find **Cached Web Content**
6. Select **Clear Now**
7. Click **Exit** and reopen Mozilla Firefox
How to automatically delete cookies every time you close the Browser?

Internet Explorer 11 and higher

- Click on Gear icon (at top right of the screen) and select Internet Options
- An Internet Options screen will appear and under General tab, select check mark next to Delete browsing history on exit
- Click Apply and OK to close the Internet Options screen

Google Chrome

- Click on the menu 3 dots button in the upper right corner and select Settings
- Click on the menu 3 lines button in the upper left corner and select Advanced
- Select Privacy and Security and Select Content Settings
- Select Cookies and select Keep local data only until you quit your browser
- Click on Done and exit the screen

Firefox

- Click on Firefox (at top left of screen) and select Preferences
- In General pop-up window select Privacy under History, and choose Never remember history
- OR
- Select Use custom settings for history and select check box next to Clear history when Firefox closes, Click on Settings button, to make sure that Cookies has a check mark and select Ok.