# 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*.