

CACHE CLEARING INSTRUCTIONS FOR POPULAR BROWSERS:

Windows Internet Explorer

1. Click the **Tools** menu on the menu bar. If they do not see the **Tools** menu, they can click on the **COG** symbol on the top right of the browser.
2. Click **Internet Options**.
3. Under Browsing History, check the **box** next to Delete browsing history on exit.
4. Click **Delete**.
5. Make sure the **Temporary Internet files and website files, Cookies and website data, History, and Download History** boxes are checked.
6. Click **Delete**.

Edge

1. Click on the **Customize and Control** icon in the top right corner of the browser (3 vertical dots)
2. Click on **Settings**
3. Under **Clear browsing data** click on **Choose what to clear**
4. Be sure the following is selected **Cookies and saved website data** and **Cached data and files**
5. Then choose **Clear**
6. Below Clear there is an optional toggle switch you may select to clear this data every time you close the Edge browser.

Google Chrome

1. Click the **Customize and Control** icon in the top right corner of the browser. (3 Horizontal dots)
2. **Hover** over **History**.
3. Click on **History**.
4. Click the **Clear browsing data** button.
5. Make sure your drop-down reflects "**All Time**".
6. Make sure to checkmark **Browsing history, Download history, Cookies and other site data, Cached images and files**.
7. Click **Clear Browsing Data**.

Firefox

1. Click the set of **3 vertical bars** in the top right of the browser.
2. Click on **History**.
3. Click **Clear Recent History**.
4. Make the **Time range to clear** is set to **Everything**.
5. Make sure that the **Browsing & Download History, Cookies, and Cache** boxes are checked.
6. Click the Clear Now button.