**Use these instructions to Clear the Cache…**

**Internet Explorer (blue “e” icon with gold aureola)**

1. Open **Internet Explorer**.
2. Select **Tools** (via the Gear Icon) > **Safety** > **Delete browsing history....**

*If the menu bar is hidden, press Alt to make it visible.*

1. **Un-check** the **Preserve Favorites website data** box.
2. **Check** the **Temporary Internet files**, **Cookies**, and **History** boxes.
3. The Form data, Passwords, and inPrivate Filtering data boxes may be left un-checked. You can check them to delete this data if you so choose.
4. Click **Delete**.
5. When finished, click **OK** to return to your Internet Explorer window.
6. **Exit/quit** all browser windows and re-open the browser.

**Preventing Future Caching Issues in IE**

To reduce some potential caching issues, it's best to have Internet Explorer set to request the latest version of the page rather than relying on a cached copy.  To do this:

1. From the **Tools** gear, choose **Internet Options**.
2. On the **General** tab, under **Browsing history**, click **Settings**.
3. Under "**Check for newer versions of stored pages**" make sure "**Every time I visit the webpage**" is selected.
4. Click the **OK** button.

**Google Chrome (bullseye icon made from all four Google colors)**

1. Open **Google Chrome**
2. In the browser bar, enter:

**chrome://settings/clearBrowserData**

1. Select the following:
   * **Browsing history**
   * **Download history**
   * **Cookies and other site and plug-in data**
   * **Cached images and files**

From the “**Obliterate the following items from**:” drop-down menu, you can choose the period of time for which you want to clear cached information. To clear your entire cache, select the “**beginning of time**”.

1. Click **Clear browsing data**.
2. **Exit/quit** all browser windows and re-open the browser.

**Mozilla Firefox (red fox wrapped around a globe icon)**

1. Open **Mozilla Firefox**
2. From the **History** menu, select **Clear Recent History**.

*If the menu bar is hidden, press Alt to make it visible.*

1. From the **Time range to clear**: drop-down menu, select the desired range; to clear your entire cache, select **Everything**.
2. Next to "**Details**", click the down arrow to choose which elements of the history to clear; to clear your entire cache, select all items.
3. Click **Clear Now**.
4. Exit/quit all browser windows and re-open the browser.

**Edge (blue “e” icon)**

Just don’t use it. Yuk! *IMHO*

But, if you do…

1. In the top right, click the **Hub** icon (looks like three horizontal lines).
2. Click the **History** icon (looks like a clock), and then select **Clear all history**.
3. Select **Browsing history**, then **Cookies and saved website data**, and **Cached data and files**. Click **Clear**.
4. After the "All Clear!" message appears, exit/quit all browser windows and re-open the browser.

**All Other Browsers**

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