

### **Steps for Clearing Your Web Browser's Cache**

**IE8, IE9:** Tools > Internet Options > General tab (Browsing history section) > Delete. Ensure that both the 'Temporary Internet files and website files' and 'Cookies and website data' checkboxes are checked. Click the Delete button on this page. Close Tools dialog.

**IE10, IE11:** Start > Control Panel > Network and Internet Options > Internet Options > Delete browsing history and cookies > General tab. In the Browsing history section, click Delete. Ensure that both the 'Temporary Internet files and website files' and 'Cookies and website data' checkboxes are checked. Click the Delete button on this page. Close dialogs.

**Chrome:** click on the icon in upper right (in Chrome browser) that shows as 3 horizontal bars > History > Clear Browsing Data. Ensure that both the 'Delete cookies and other...' and 'Empty the cache' checkboxes are selected. Choose 'items from the past week, month, year' for time frame. Click on the 'clear browsing data' button.

**Firefox:** Click on the orange Firefox tab in upper left of browser > History > Recent History. Choose 'Everything' for Time Range to Clear. Ensure that 'Cookies' and 'Cache' checkboxes are checked. Click 'Clear Now'. Close dialog.

**Safari PC:** Click the circular icon in upper right corner (Tooltip:Display a menu of general Safari settings) > Reset Safari > Ensure that 'Clear history' and 'Remove all webpage preview images' checkboxes are checked. Click Reset.