

# Clearing Browser Cache

*IMS Project Portfolio Management & Delivery*

*Clearing Browser Cache / Version 2 / April 2017*

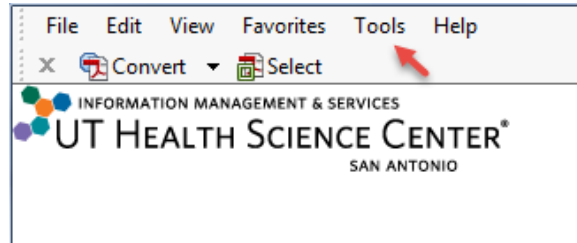


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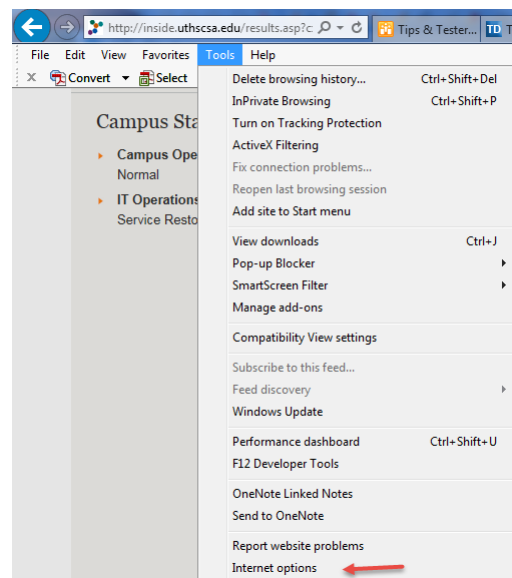
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## Clearing Cache on Internet Explorer

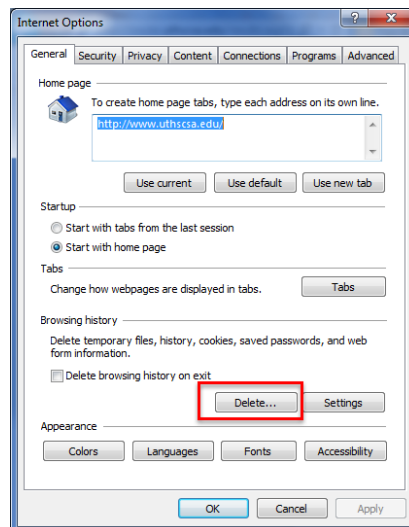
1. Open an Internet Explorer browser, click on the **Tools** menu option at the top left of the page.



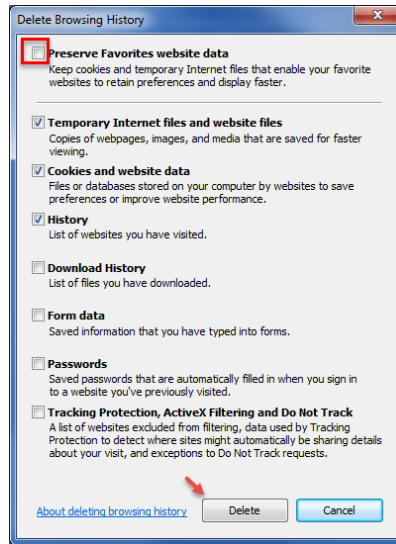
2. Click on **Internet Options** at the bottom of the menu list.



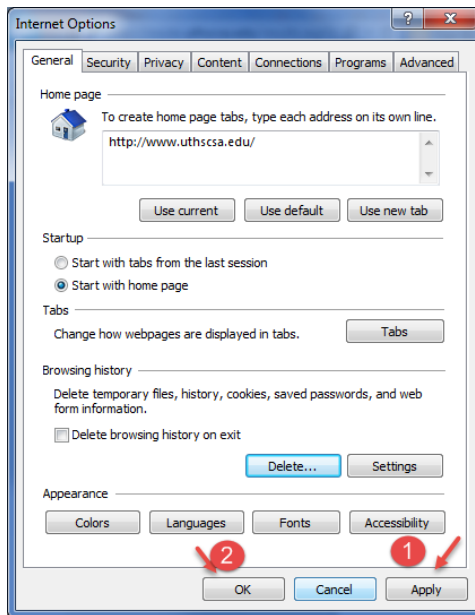
3. Click on the **Delete** button under Browsing History



- The first box **“Preserve Favorites website data”** should **not** be checked, click **Delete** at the bottom right corner.



- When routed back to the Internet Options page, click Apply (if applicable) then click OK



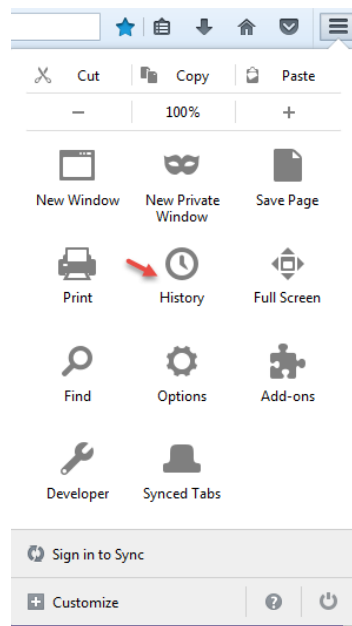
**Note:** Give the system a minute after clearing the cache then proceed with opening an application.

## Clearing Cache on Firefox

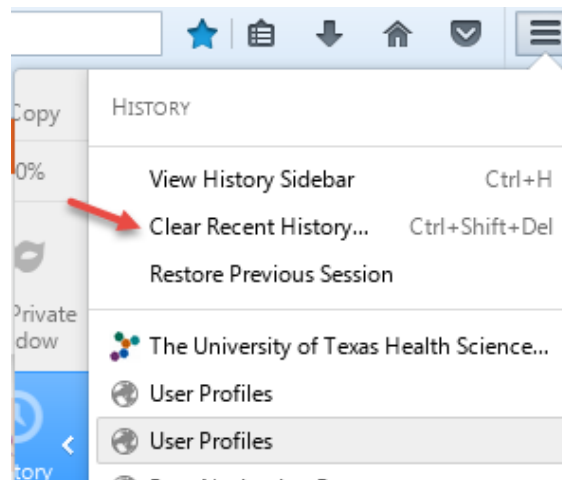
1. Click on the three **horizontal lines** just below the red X at the top right corner of Firefox



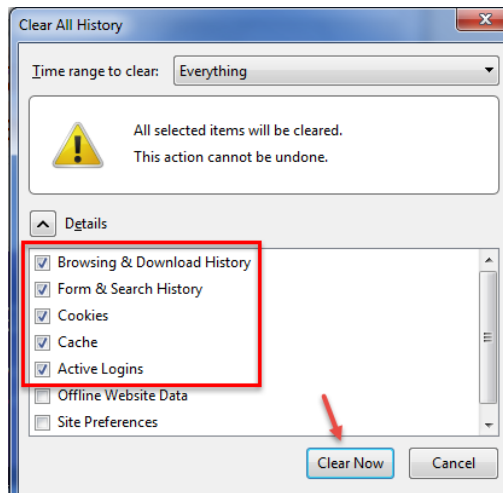
2. Click **History** located in the center of the page



3. Click **“Clear Recent History...”**



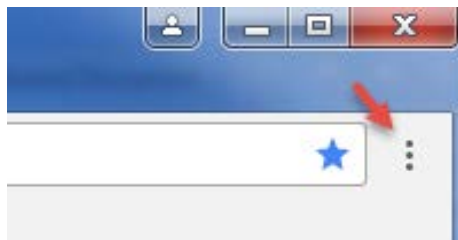
4. Verify the first five boxes are checked
5. Click Clear Now



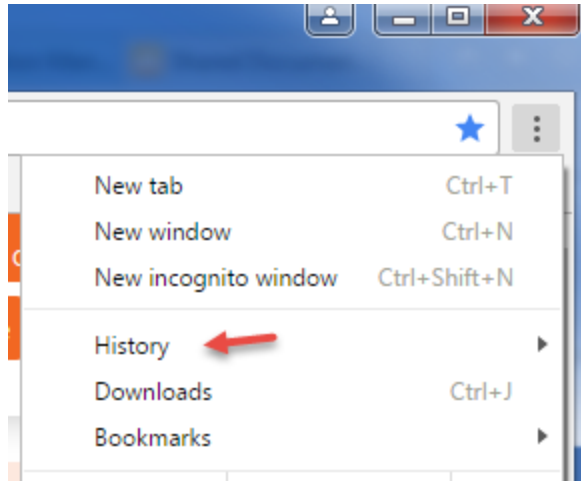
**Note:** Give the system a minute after clearing the cache then proceed with opening an application.

## Clearing Cache on Chrome

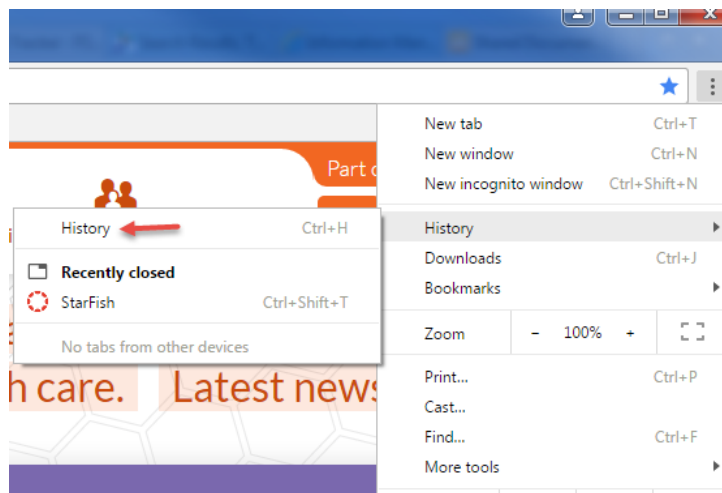
1. Click on the three **horizontal dots** located under the X at the top right corner



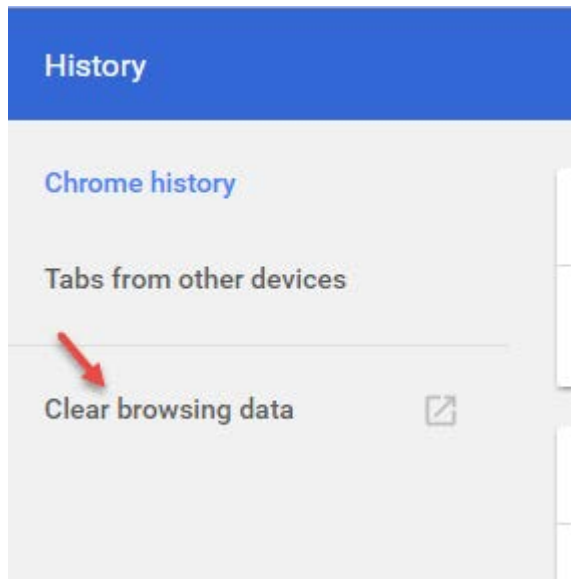
2. Hover over **History** fourth option down



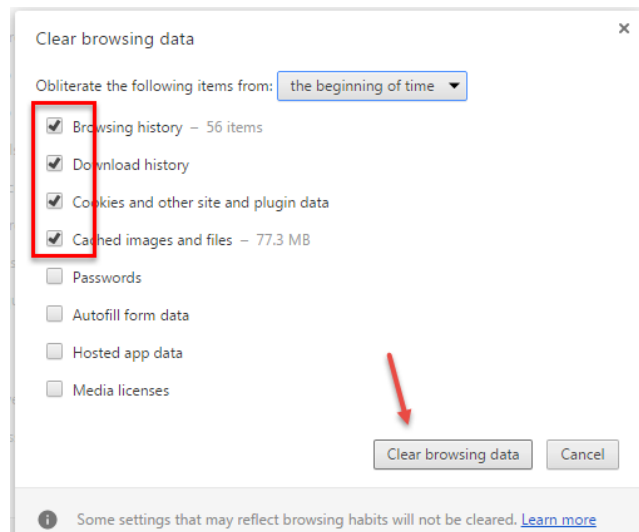
3. Click **History** on 2<sup>nd</sup> pop-up



4. Click **Clear browsing data**



5. Verify the first four boxes are checked
6. Click **Clear browsing data**

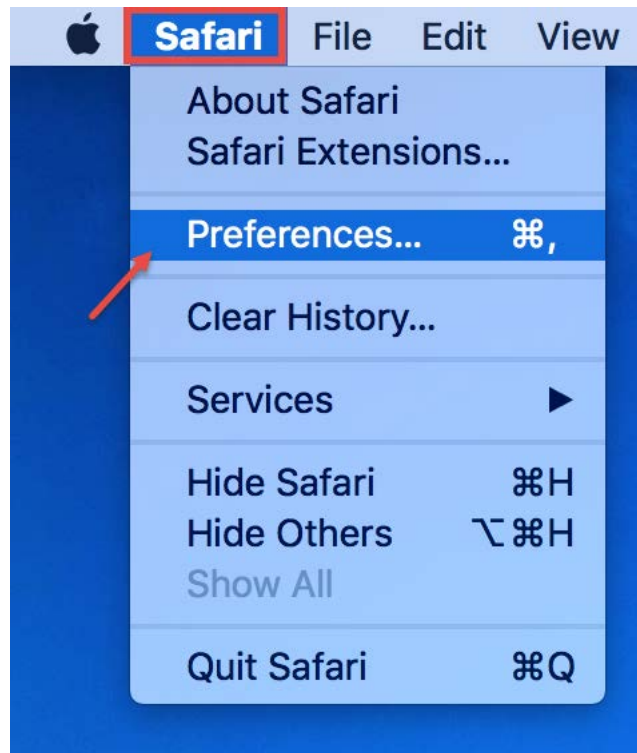


**Note:** Give the system a minute after clearing the cache then proceed with opening an application.

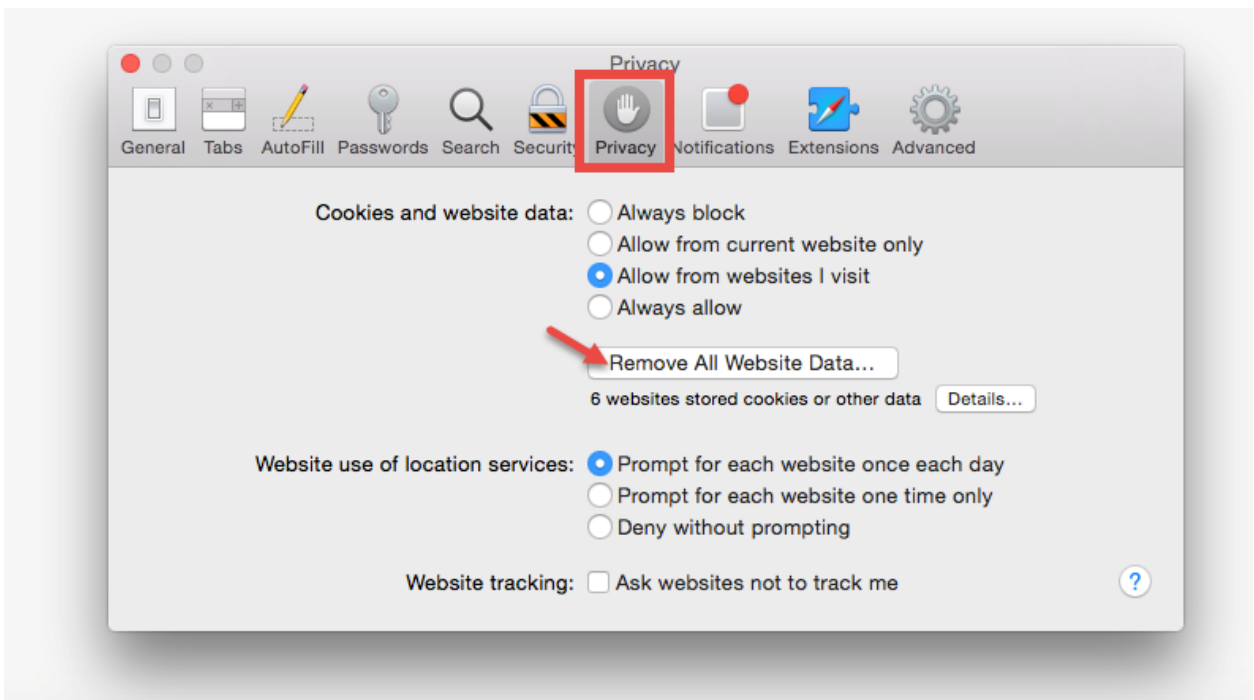


## Clearing Cache on Safari

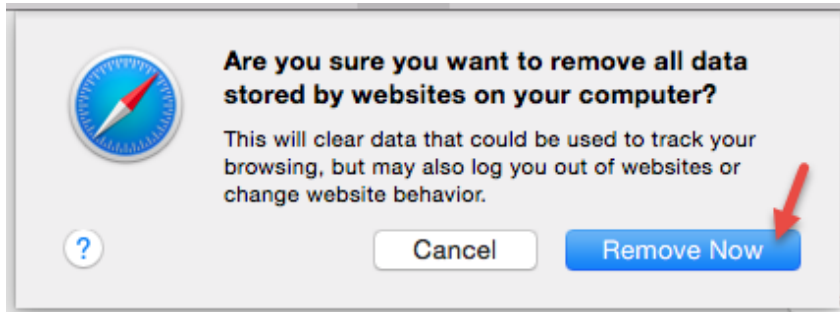
1. Click **Safari** in the upper left hand side of your screen, then click **Preferences**.



2. In the window that appears, click the **Privacy** tab. Click the button **Remove All Website Data...**

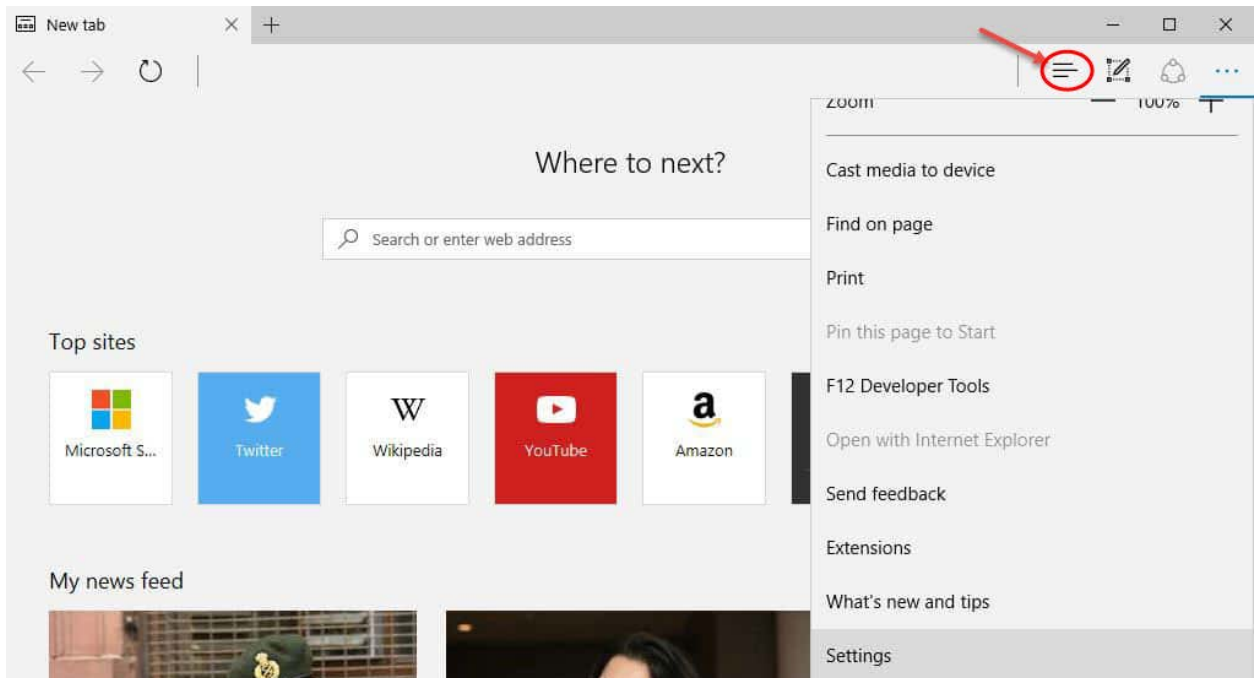


3. If prompted by a popup window click **Remove Now**.

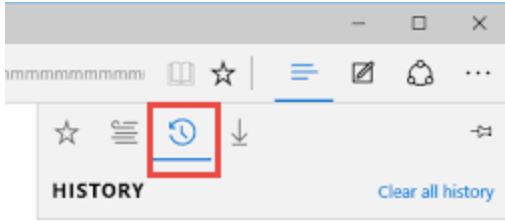


## Clearing Cache on Microsoft Edge

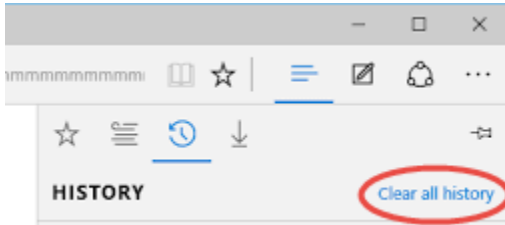
1. Click the **Hub icon** 



2. Click the **History icon**  .



3. Click the link labeled **Clear all history**



4. Check the **Cached data and files** check box then click **Clear**.

