## How to Clear the Cache

# **Microsoft Edge**

- 1. Open the Edge Browser
- 2. Click the three ellipses in top right corner



- 3. Click on Settings
- 4. Click on the option for Privacy, Search and Services on the menu (left hand side)
- 5. Locate the section **Clear Browsing Data** click on the option for **Choose what to clear every time you close the browser**

Clear browsing data	
This includes history, passwords, cookies, and more. Only data from this profile will	be deleted. Manage your data
Clear browsing data now	Choose what to clear
Choose what to clear every time you close the browser	
choose what to clear every time you close the proviser	

6. Ensure you have selected all the options as per image below

Browsing history	
1,025 items. Includes autocompletions in the address bar.	
Download history	
5 items	
Cookies and other site data	
From 557 sites, Signs you out of most sites.	
Don't clear	Ad
Cookies for the following sites won't be cleared when you close the browser.	
No sites added	
Cached images and files	
Frees up 145 MB. Some sites may load more slowly on your next visit.	
Passwords	
1 password (for gaincert.com, synced)	
Autofill form data (includes forms and cards)	(
1 address, 6 other suggestions (synced)	
Site permissions	<u> </u>
None	

7. Close the browser then reload the browser and this will now let you in to CUFS

## **Google Chrome**

- 1. Open the Google Chrome browser
- 2. Click on the three elipses on the top right hand corner



- 3. Click on More Tools option and click on the option for Clearing Browsing Data
- 4. Select the Advanced Tab
- 5. Change the following options as seen below:

Clear brov	vsing data	
	Basic	Advanced
Time range	All time	•
Brow: 3,846	sing history items	
Down 562 it	load history ems	
Cook From	es and other site data 2,713 sites (you won't be sign	ed out of your Google Account)
Cache 319 N	ed images and files 1B	
Passy 28 pa	vords and other sign-in data sswords (for cam.ac.uk, eonei	nergy.com, and 26 more, synced)
Autof	ill form data	*
		Cancel Clear data

- 6. Upon selecting all the options as seen above click on the Clear Data
- 7. Close the browser and then re-open and continue logging in to CUFS

### **Internet Explorer**

- 1. Open the Internet explorer browser
- 2. Click on the Cog Icon in the top right hand corner of the page



3. Select the option Internet Options

#### 4. Click on the Delete button

5. A list will appear and tick the and select the options as seen below:



- 6. After selecting the options click on Delete
- 7. You will then be taken back to the Internet Options screen. Click **Apply** and then **OK**

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General	Security	Privacy	Content	Connections	Programs	Advanc	ec
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						~	
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		USE <u>C</u> u	ment	Ose de <u>r</u> adit	<u>O</u> se n	ew tab	1
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8. Close the browser page and re-open. This will now have cleared the cache

## **FrontMotion FireFox**

- 1. Open the browser page
- 2. Click on the Three Lines icon in the top right corner



- 3. Click on Options
- 4. Select Privacy and Security (Menu on left hand side of page)
- 5. Scroll down to the section on Cookies and Site Data
- 6. Change the option Accept cookies and site data from web sites (recommended) change from Keep until they expire to I close Firefox and then click on Clear data (see below)

🛱 General	Cookies and Site Data	
O Search	Your stored cookies, site data and cache are currently using 13.1 MB of disc	Clear Data
	space. Learn more	<u>M</u> anage Data
Privacy & Security	• Accept cookies and site data from web sites (recommended)	Exceptions
<b>G</b> Firefox Account	Keep <u>u</u> ntil I close Firefox 👻	
	Accept third-party cookies and site data Always	
	<u>B</u> lock cookies and site data (may cause web sites to break)	

7. Close the browser and re-open to proceed with logging in to CUFS