

NOTE: IN ANY INSTANCE OF CLEARING HISTORY/CACHE THAT USERS SHOULD CLOSE THE BROWSER FOLLOWING THE DATA CLEARING, THEN RESTART THE BROWSER.

Internet Explorer 11 – Note that if you have your menu viewable beneath the address bar, you “Delete Browsing History is right at the top of the Tools menu Ctrl+Shift+Del

## Delete and manage cookies

Internet Explorer 11 for Windows 7 

### What are cookies?

Cookies are small files that websites put on your PC to store information about you and your preferences. Cookies can make your browsing experience better by letting sites remember your preferences or letting you avoid signing in each time you visit certain sites. However, some cookies might put your privacy at risk by tracking sites that you visit.

#### To delete cookies

1. Click the Internet Explorer icon on the taskbar to open Internet Explorer.
2. Click the **Tools** button  point to **Safety**, and then click **Delete browsing history**.
3. Select the **Cookies and website data** check box, and then click **Delete**.

Chrome – **NOTE:** before the final step below, be sure to select what is checked in the Clear browsing data window screenshot.

## Delete your cache, history, and other browser data

You have control over your browsing data. This data includes things like your browsing and download history and saved form data. Use the "Clear browsing data" dialog to delete all your data or just a portion of your data, collected during a specific period of time.

### Delete all your data

1. In the top-right corner of Chrome, click the Chrome menu ☰.
2. Select **More tools** > **Clear browsing data**.
3. In the dialog that appears, select the checkboxes for the types of information that you want to remove.
4. Use the menu at the top to select the amount of data that you want to delete. Select **beginning of time** to delete everything.
5. Click **Clear browsing data**.

Clear browsing data ×

**Psst! Incognito mode (Ctrl+Shift+N) may come in handy next time.**

Obliterate the following items from: the beginning of time ▾

- Browsing history
- Download history
- Cookies and other site and plugin data
- Cached images and files
- Passwords
- Autofill form data
- Hosted app data
- Content licenses

[Learn more](#) Clear browsing data Cancel

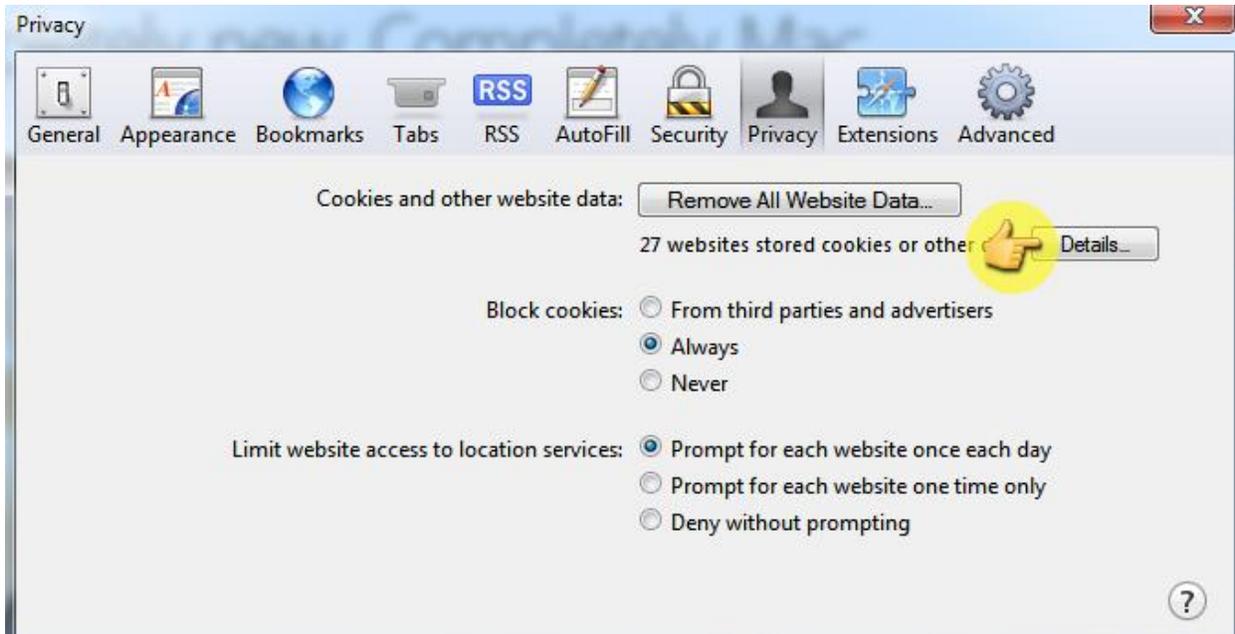
Saved [content settings](#) and [search engines](#) will not be cleared and may reflect your browsing habits.

## ProcureAz Alert

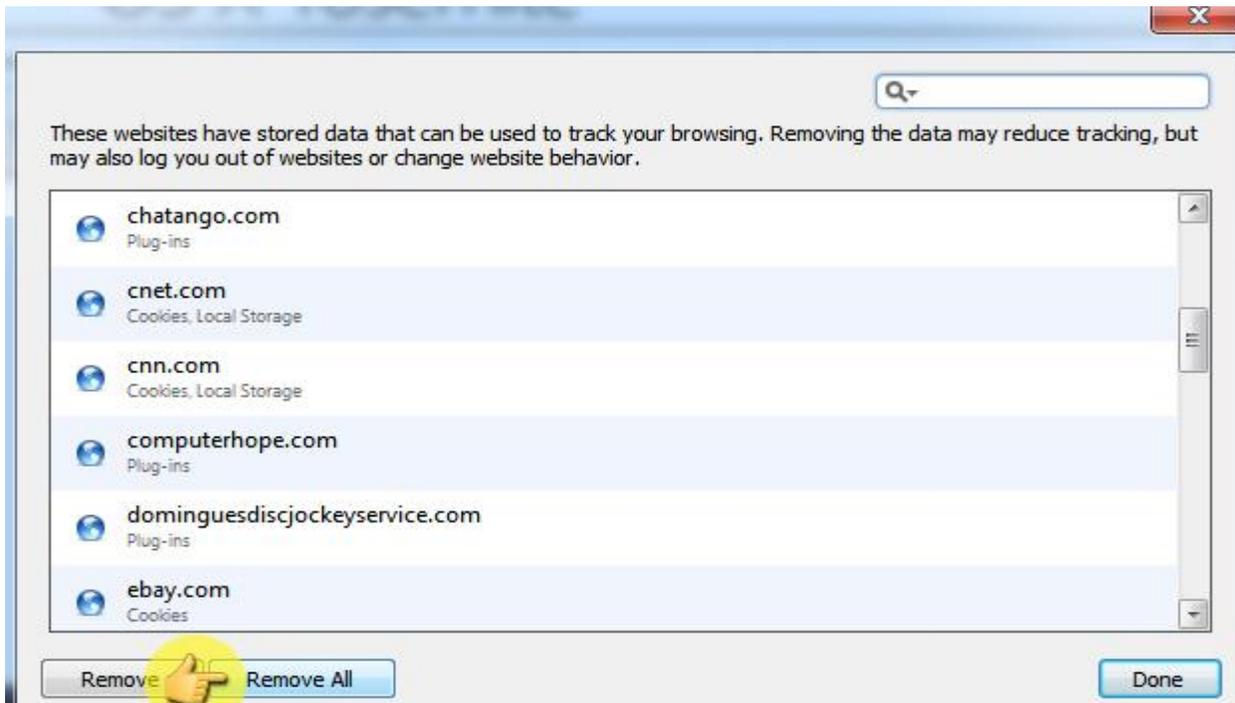
Safari – Mac

Go to 'Safari Menu' in the corner top right and click 'Preferences' Click the 'Privacy' tab

Click on 'Details' button

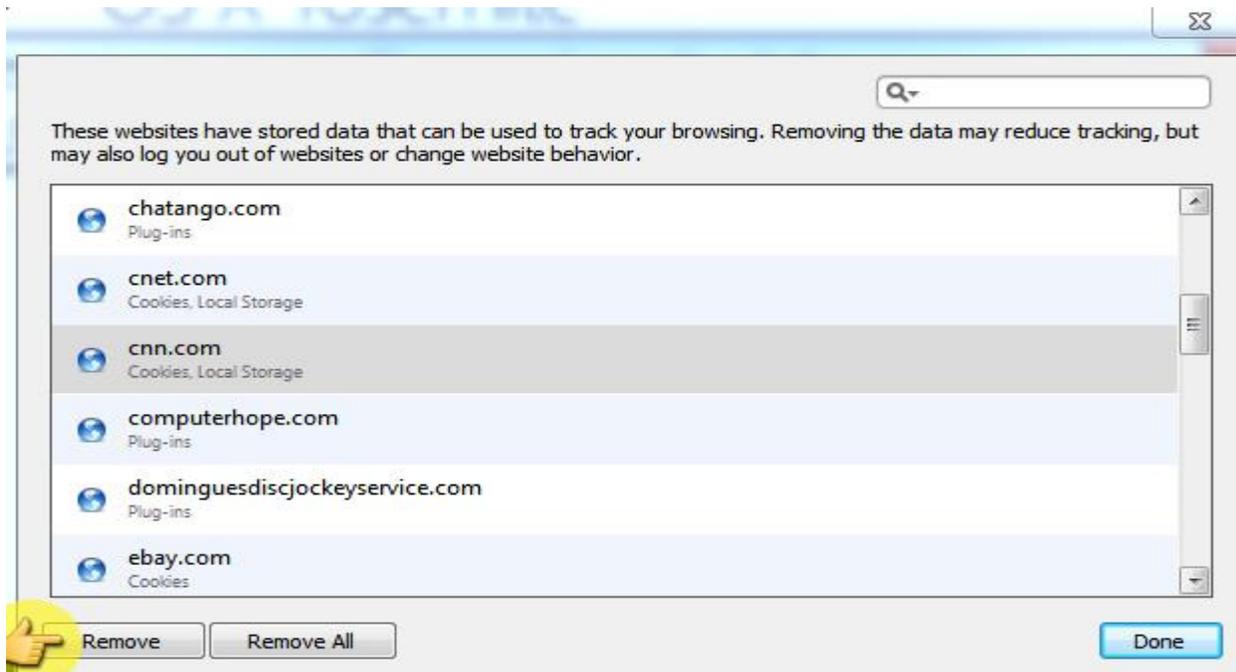


To Remove/Delete ALL Cookies Click 'Remove All' button at the bottom



## ProcureAz Alert

To Remove/Delete a specific Cookies Click the site name from the list and click 'Remove' button at the bottom



Firefox

# How to clear the Firefox cache

The Firefox [cache](#) temporarily stores images, scripts, and other parts of websites you visit in order to speed up your browsing experience. This article describes how to clear the cache.

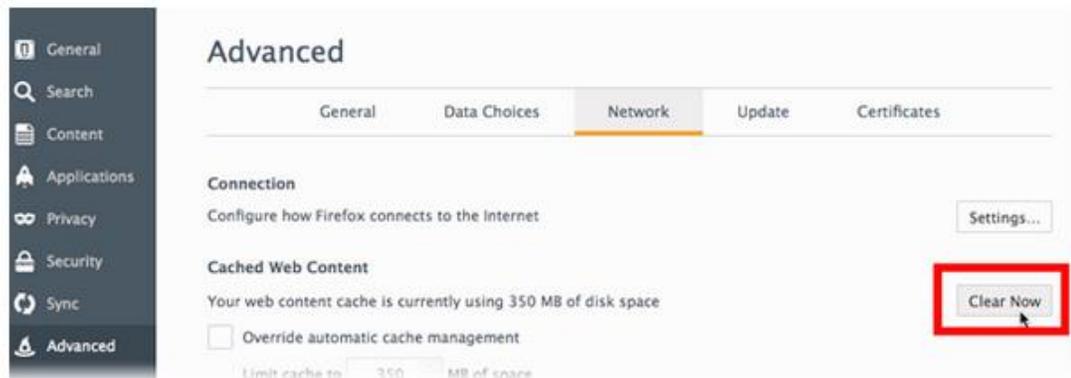
- To clear your history (i.e. cookies, browsing history, cache, etc.) all at once, see [Delete browsing, search and download history on Firefox](#).

## Table of Contents

- [Clear the cache](#)
- [Automatically clear the cache](#)

## Clear the cache

1. Click the menu button  and choose [Options](#).
2. Select the [Advanced](#) panel.
3. Click on the **Network** tab.
4. In the **Cached Web Content** section, click [Clear Now](#).



5. Close the *about:preferences* page. Any changes you've made will automatically be saved.