Occasionally you will have a need to clear your cache on your PC. Below are instructions for doing so in Internet Explorer (IE).

- 1. Close all instances of IE
- 2. After all instances have been closed, start IE again by clicking on the IE icon.
- 3. On the IE tool bar near the top of the screen, click on 'Tools'.



4. From the resulting dropdown list, click 'Internet Options'.

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	Fix connection problems						
	Reopen last browsing session						
.	Pop-up Blocker						
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	Compatibility View settings						
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	Suggested Sites						
	OneNote Linked Notes						
	Novell Messenger						
	Skype for Business Click to Call						
	Send to OneNote						
@	Internet options						

5. Under 'Browsing history', click the **Delete** button.



6. On the 'Delete Browsing History' screen, use the check boxes and check or uncheck history you want deleted or kept. Checking the boxes will cause that history item to be deleted. You may want to <u>NOT</u> check the 'Passwords' history option if you have passwords saved to your PC for certain websites. Once you have made your selections, click the 'Delete' button.



7. Click '**OK**'.

Internet Options								
General Se	ecurity	Privacy	Content	Connections	Programs	Advanced		
Home page								
	To crea	ate home	page tabs,	type each add	ress on its o	own line.		
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Use current Use default Use new tab								
Startup								
Start with tabs from the last session								
Start with home page								
Tabs								
Change how webpages are displayed in tabs.								
Browsing history								
Delete temporary files, history, cookies, saved passwords, and web form information.								
Delete browsing history on exit								
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Appearan	ce —							
Colors Languages Fonts Accessibility								
OK Cancel Apply								