The purpose of this job aid is to provide you with ‘how to’ steps in clearing your browser cache. We recommend to follow the steps below and for any further questions please call CUIT Help Desk @212-854-1919 or send email to askcuit@columbia.edu:

**How to clear your computer’s browser cache?**

**Internet Explorer Version: 11**

Select tools/Internet options
Click on “delete”.

![Internet Options dialog box]

The Internet Options dialog box is shown with the 'Delete browsing history on exit' option selected, and the 'Delete...' button highlighted.
Please make sure you uncheck the “Preserve Favorites Website Data” check box. Click on delete.

Note: Your saved Website Favorites will not be removed by unchecking “Preserve Favorites Website Data” check box.
Firefox Version: 47

Go to Tools/Options
Go to the Advanced tab, then select “Network” tab, and click on “Clear Now” under Cached Web Content section.
Chrome Version: 63

Click on the Chrome menu in the browser toolbar

Select Tools/Clear Browsing Data
Select clear browsing history, clear download history, empty the cache, and delete cookies and other site and plug-in data. Click on clear browsing data.

Clear browsing data

**Basic**

- **Time range**: All time

**Advanced**

- **Browsing history**: Clears history and autocompletions in the address bar.
- **Cookies and other site data**: Signs you out of most sites.
- **Cached images and files**: Frees up 122 MB. Some sites may load more slowly on your next visit.

CANCEL CLEAR DATA
1. Click Safari in the upper left hand side of your screen. In the menu that appears, click Preferences.

2. In the window that appears, click the Privacy tab. Click the button Remove All Website Data....
3. Click **Remove Now** in the pop up window that appears.