



Clear Cache and Cookies in Browsers*

If you clear cache and temp folder, your computer will run more smoothly. Do this housekeeping for your computer once a week.

Google Chrome

- Open Chrome and click the **three dots** in the top right corner.
- Select **Settings**, then click **Privacy and security**.
- Click **Delete browsing data** (or *Clear browsing data*).
- Choose **All time** as the time range.
- Check **Cookies and other site data** and **Cached images and files**.
- Click **Delete data** or **Clear data**.

Microsoft Edge

- Open Edge and click the **three dots** in the top right corner.
- Select **Settings**, then click **Privacy, search, and services**.
- Scroll to **Clear browsing data** and click **Choose what to clear**.
- Set the time range to **All time**.
- Check **Cookies and other site data** and **Cached images and files**.
- Click **Clear now**.

Mozilla Firefox

- Open Firefox and click the **three lines (menu)** in the top right corner.
- Select **Settings**, then go to **Privacy & Security**.
- Scroll down to **Cookies and Site Data** and click **Clear Data**.
- Check both **Cookies and Site Data** and **Cached Web Content**.
- Click **Clear**.

Scroll to next page to learn how to clear the Temp folder on your C: drive.



Clear User Temp Folder

- Press the **Windows Key + R** to open the Run dialog box.
- Type %temp% and press **Enter** to open your account's temporary folder.
- Press **Ctrl + A** to select all files and press **Delete**.
- Click **Skip** if a message says any files are currently open or in use by running apps.

You can also watch this video to learn how to clear the Temp folder:

https://www.youtube.com/watch?v=fd_VODoL4mk