

# Clearing browsing data

## Steps for various browsers

### Chrome

1. In the browser bar, enter: `chrome://settings/clearBrowserData`
2. At the top of the "Clear browsing data" window, click `Advanced`.
3. Select the following:
  - o `Browsing history`
  - o `Download history`
  - o `Cookies and other site data`
  - o `Cached images and files`
4. From the "Time range" drop-down menu, you can choose the period of time for which you want to clear cached information. To clear your entire cache, select `All time`.
5. Click `CLEAR DATA`.
6. Exit/quit all browser windows and re-open the browser.

### Firefox

1. From the `History` menu, select `Clear Recent History`. If the menu bar is hidden, press `Alt` to make it visible.
2. From the `Time range to clear:` drop-down menu, select the desired range; to clear your entire cache, select `Everything`.
3. Next to "Details", click the down arrow to choose which elements of the history to clear; to clear your entire cache, select all items.
4. Click `Clear Now`.
5. Exit/quit all browser windows and re-open the browser.

### Microsoft Edge

In the top right, click the Hub icon (looks like star with three horizontal lines).

1. Click the History icon (looks like a clock), and then select `Clear all history`.
2. Select `Browsing history`, then `Cookies and saved website data`, and then `Cached data and files`. Click `Clear`.
3. After the "All Clear!" message appears, exit/quit all browser windows and re-open the browser.

### Internet Explorer 11

**Note:** On January 12, 2016, **Microsoft ended support for Internet Explorer versions prior to version 11**. Otago University strongly recommends that you upgrade to a new operating system if your current system does not support Internet Explorer 11. If you experience difficulty with Internet Explorer, make sure compatibility mode is turned off.

1. Select `Tools > Safety > Delete browsing history...`
2. If the menu bar is hidden, press `Alt` to make it visible.
3. Deselect `Preserve Favorites website data`, and select:

- Temporary Internet files or Temporary Internet files and website files
  - Cookies or Cookies and website data
  - History
4. Click Delete. You will see a confirmation at the bottom of the window when the process is complete.
  5. Exit/quit all browser windows and re-open the browser.

## Opera

1. From the Opera menu, select Settings, then Privacy & Security, and then Clear browsing data....
2. In the dialog box that opens, from the "Obliterate the following items from:" drop-down menu, select The beginning of time.
3. Select the following:
  - Browsing history
  - Download history
  - Cookies and other site data
  - Cached images and files
4. Click Clear browsing data.
5. Exit/quit all browser windows and re-open the browser.

## Safari 8 and later

1. From the Safari menu, select Clear History... or Clear History and Website Data....
2. Select the desired time range, and then click Clear History.
3. Go to Safari > Quit Safari or press Command-Q to exit the browser completely.