

## **Clearing Your PC's History (Cache)**

If computers are shared, passwords changed, or links are outdated, it's important to clear the history on your PC/MAC often. Previously used credentials and pages are likely to create challenges, such as not allowing you to enter new or correct credentials when logging into a site or accounts may not refresh as they should. To clear your history, follow these quick steps. Click onto the 3 vertical dots in the top right-hand corner of your browser, as shown in Figure 1.



## While the menu is open, scroll down and select, Settings, as shown in Figure 2.

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	New tab	Ctrl+T	
Ct	New window	Ctrl+N	
윦	New Incognito window	Ctrl+Shift+N	1
0	Pamela (Work)	Signed in >	•
©u	Passwords and autofill	>	ŀ
3	History	>	ľ
Ŧ	Downloads Ctrl+J		
☆	Bookmarks and lists		
88	Tab groups	>	
Ð	Extensions	>	ŀ
Ū	Delete browsing data	Ctrl+Shift+Del	ŀ
Q	Zoom	- 100% + 🖸	
₽	Print	Ctrl+P	~
۲	Search with Google Lens		ľ
<u>S</u> r	Translate		ľ
۹	Find and edit >		I.
C <u>.</u>	Cast, save, and share >		l
ê	More tools	>	ŀ
0	Help	>	
۲	Settings		ŀ
€	Exit		
Ð	Your browser and profile	are managed	

Figure 2

## When the Settings page is displayed, select, Privacy and Security, from the left-hand side of the page, as shown in Figure 3.



Figure 3





The Privacy and Security options box is displayed. Click on the first option. A trash can icon and the *Delete Browsing Data* label, as shown in *Figure 4*. Select, Delete Data, to clear the history. This process only takes a few seconds but could extend to a minute or two, as shown in *Figure 5*.

vacy and security	Delete browsing data	
Delete browsing data Delete history, cookies, cache, and more	>	Basic Advanced
C Third-party cookies Third-party cookies are blocked in Incognito mode	>	<ul> <li>Browsing history</li> <li>Deletes history from all synced devices</li> </ul>
Ad privacy Customize the info used by sites to show you ads	>	Cookies and other site data Signs you out of most sites. You'll stay signed in to your Google Accou
Security Safe Browsing (protection from dangerous sites) and other security settings	>	your synced data can be detered. Cached images and files Frees up 31 MAS. Some sites may load more slowly on your next visit.
<ul> <li>Site settings</li> <li>Controls what information sites can use and show (location, camera, pop-ups, and more)</li> </ul>	>	G Search history and gther forms of activity may be saved in your Goog Account when you're signed in. You can delete them anytime.
Figure 4		Cancel Deiete o
		Figure 5

Once the process has finished, close all pages and browser. Reopen your browser and log back into the applications or sites that you previously attempted to access. Keep in mind, if the PC is being used my multiple people, the history will need to be cleared frequently.

