
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If computers are shared, passwords changed, or links are outdated, it's important to clear the history on your PC/MAC often.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*.

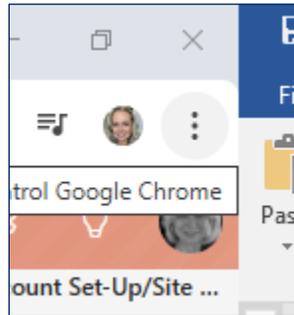


Figure 1

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

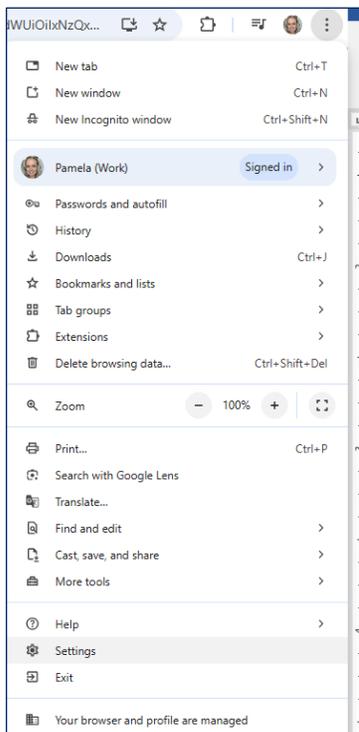


Figure 2

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

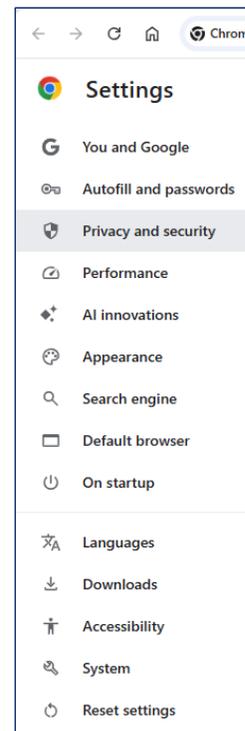


Figure 3



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*.

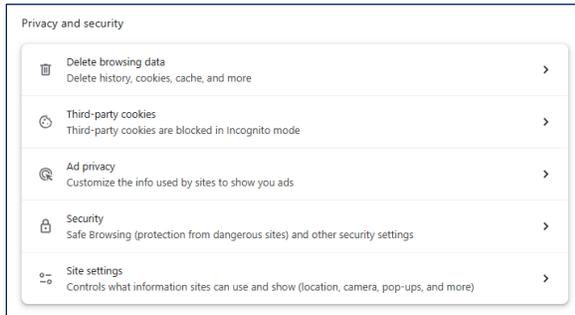


Figure 4

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*.

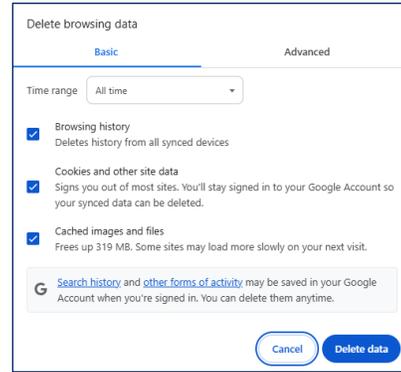


Figure 5

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 by multiple people, the history will need to be cleared frequently.