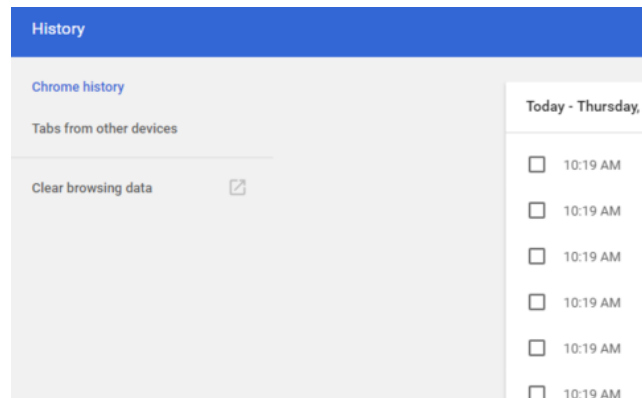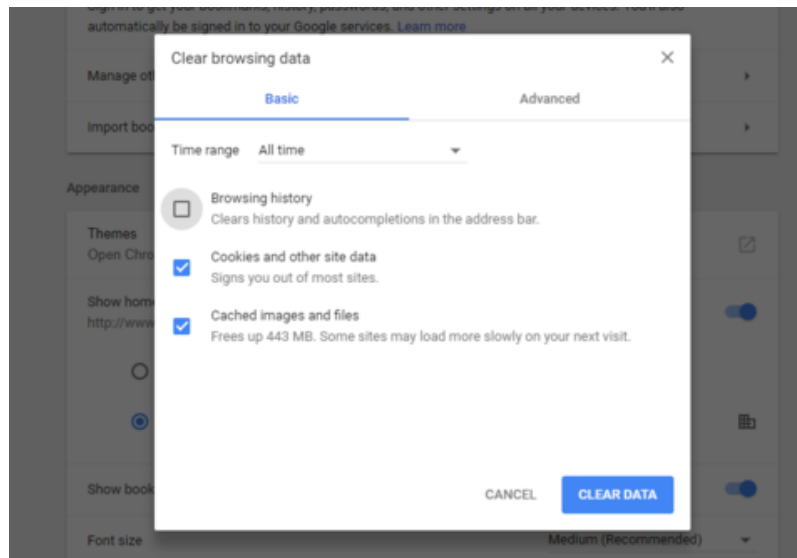# WORK INSTRUCTIONS

How to Clear the Cache and Cookies in your Web Browser?

Google Chrome

1. Click the **Tools menu** (three dotted lines in the upper-right corner)
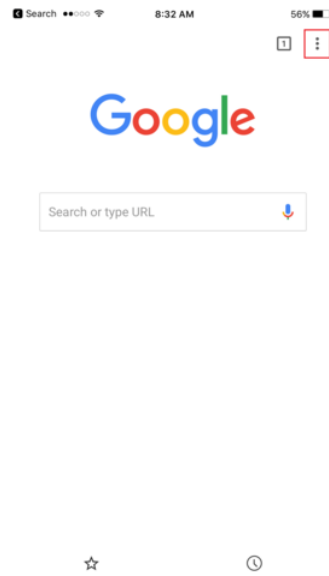2. Select **History.**

3. Select **Clear Browsing Data** from the left-hand side. Check-mark **Cookies and other site data** and **Cached images and files** and select **Clear Data**
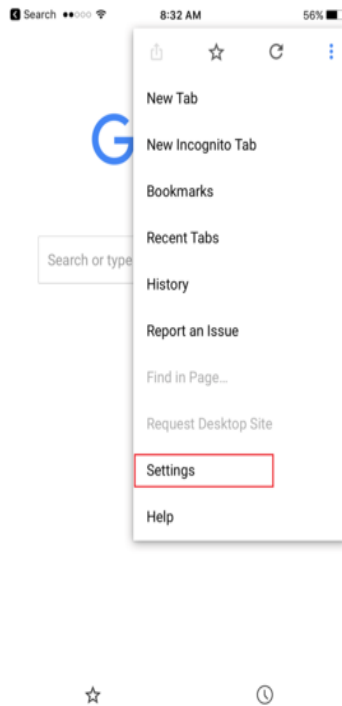

4. Close your browser (or quit the program if you are on Mac) for changes to take effect.
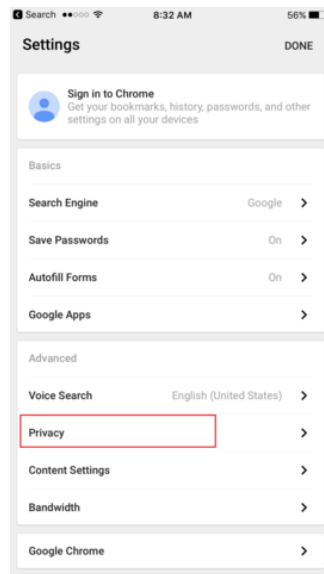
Google Chrome for iOS

1. Open **Google Chrome** on your iOS.
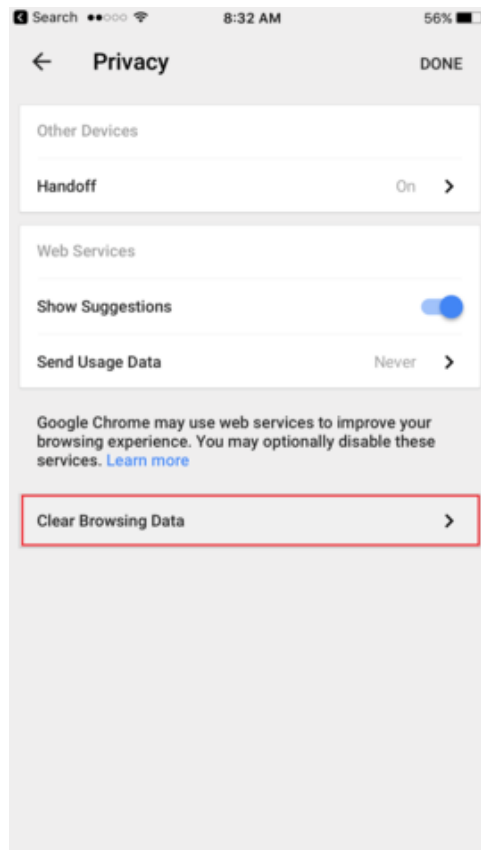2. Click on the menu toolbar in the **top right corner**.
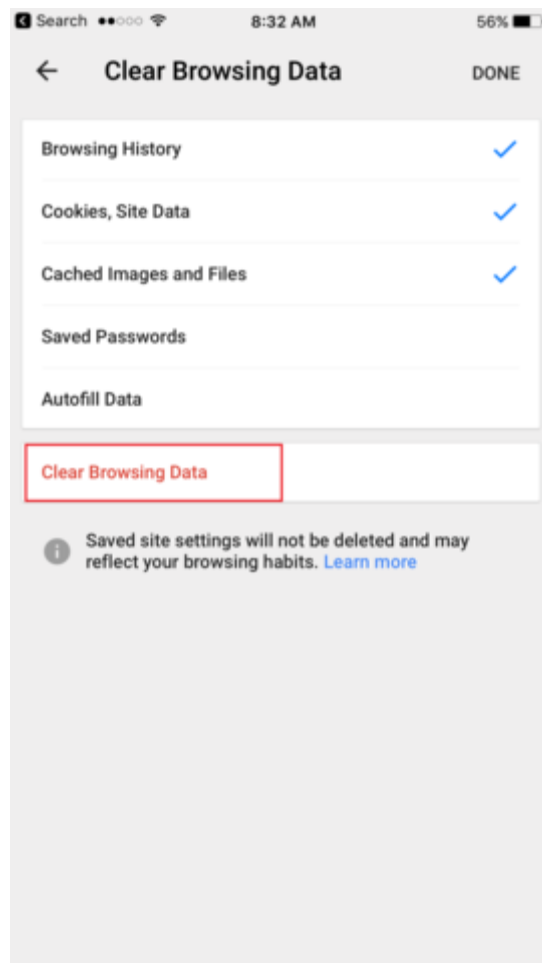

3. Select **settings**

4. Under **advanced**, **select privacy**

5. Select **Clear Browsing Data**

6. Select the two middle options: **cookies and site data, and cached images and files** and **Time Range** should be **All Time**
7. Once you have chosen the settings you want to clear, select Clear Browsing Data in red
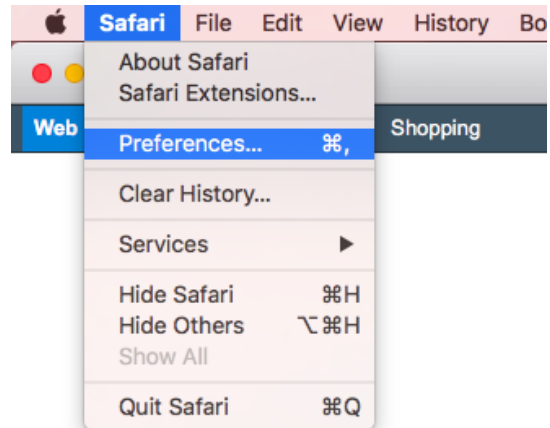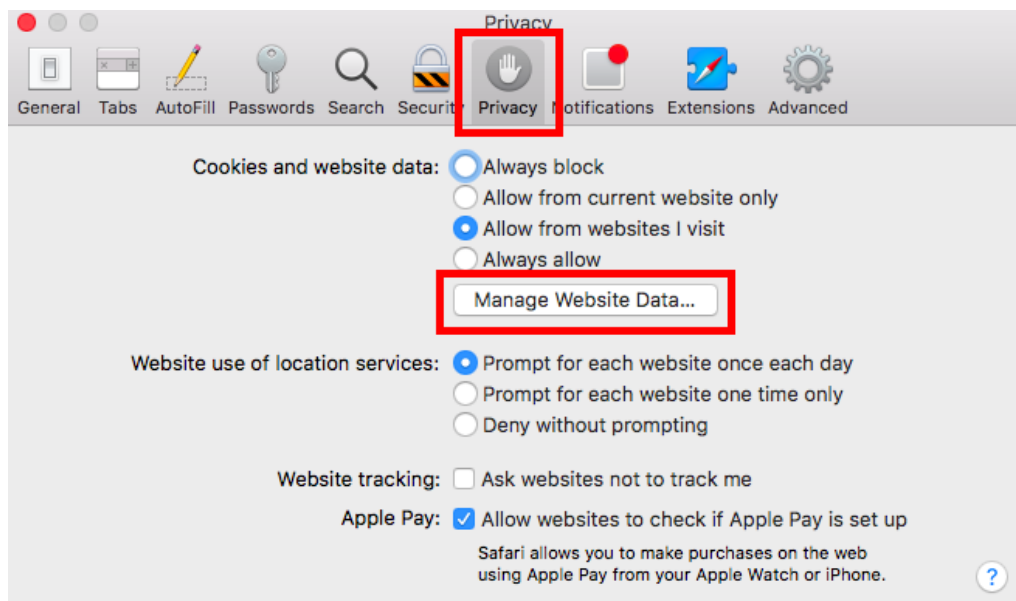

8. Click on **Done**

Safari for macOS

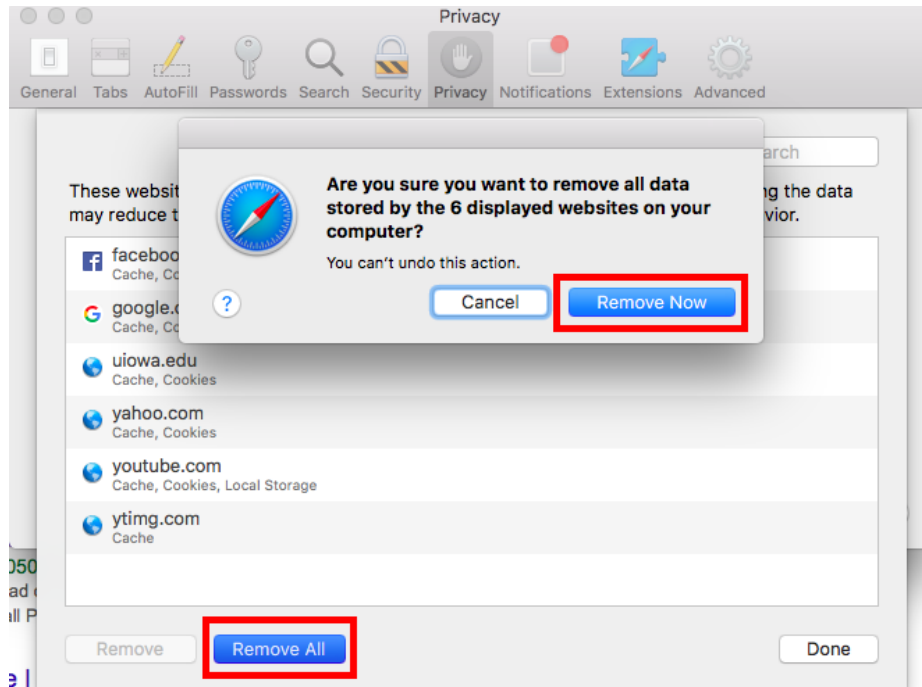*Note: Safari is an Apple-only web browser.*

1. Click on **Safari** in the **top left corner** of the finer bar
2. Click **Preferences**

3. Click the **Privacy tab**
4. Click **Manage Website Data…**

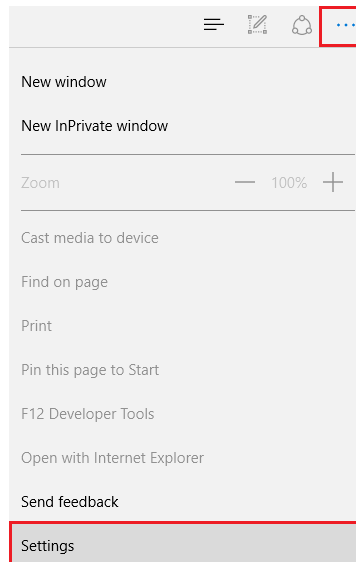5. Click **Remove All**
6. Click **Remove Now**

7. Quit **Safari** (do not just close it) and reopen for your changes to take place
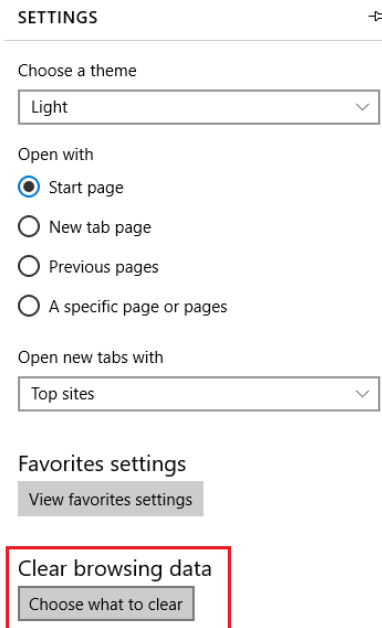
Microsoft Edge for Windows 10

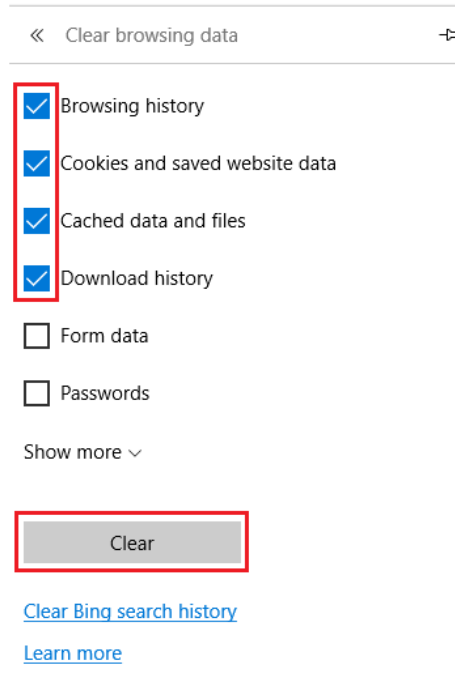*Note: Microsoft Edge is a Windows-only web browser*

1. Click the **Tools menu** (**three dotted lines** in the upper-right corner)
2. Then **Settings**

3. Scroll down until you see "**Browsing data**"
4. Click **Choose what to clear**

5. Select the **Cookies and saved website data** and **Cached data and files,** and unchecked the rest
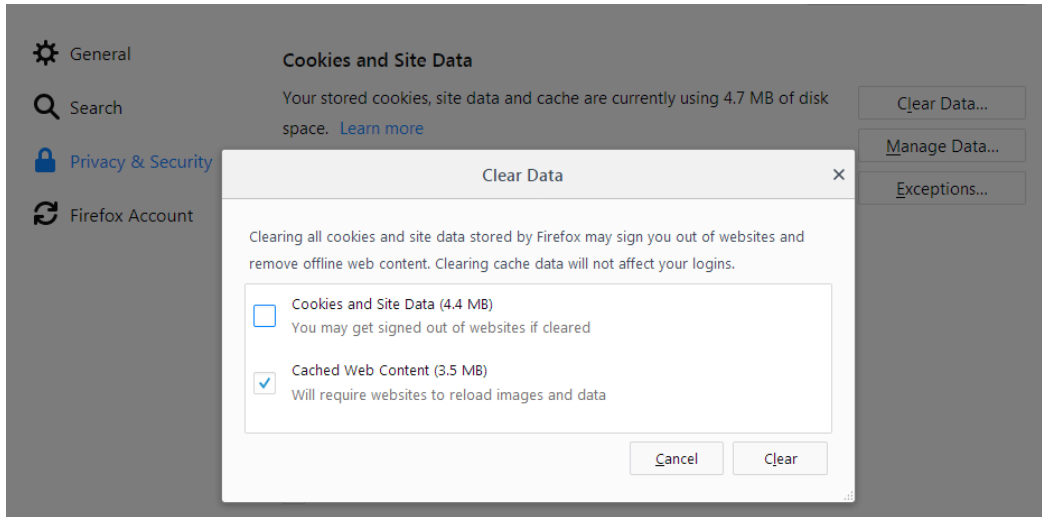6. Click **Clear**

7. Close **Microsoft Edge** completely for changes to take effect

Mozilla Firefox

1. Click the menu button ☰ and select **Options**.
2. Select the **Privacy & Security** panel.
3. In the **Cookies and Site Data** section, click **Clear Data…**.

4. With *Cached Web Content* and **Cookies and Site Date** check marked, click the **Clear** button
6. Close your browser (PC) or quit the application (Mac) for changes to take effect