## **Google Chrome**

- 1. On your computer, open Chrome.
- 2. On your browser toolbar, click the **3 dots** for the customize menu, then click **More Tools** and **Clear Browsing Data**. (shown in the picture below)

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- 3. Use the menu at the top to select the amount of data that you want to delete. Choose **beginning of time** to delete everything.
- 4. In the "Clear browsing data" box, click the checkboxes for **Cookies and other site data** and **Cached images and files**. Untick all others.
- 5. Click Clear data.

Cle	ar brow	sing data		
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		ing history history and autocompletions i	n the address bar.	
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		d images and files up 247 MB. Some sites may lo	ad more slowly on your next visit.	

Cancel Clear data
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In Chrome, you could also try using an incognito window to open InPlace – this is also found in the menu where you located the 'More Tools' option. Click on 'New Incognito Window'.

## Firefox

- Click the menu button in the top right corner and select Options
   Click on the Privacy & Security tab
   Under the Cookies and Site Data heading click on Clear Data

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Privacy & Security	Cookies and Site Data Your stored cookies, site data and cache are currently using 185 MB of disk	Deficient
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	Tracking Protection	
	Tracking Protection blocks online trackers that collect your browsing data across multiple websites. Learn more about Tracking Protection and your privacy	
	Use Tracking Protection to block known trackers Exceptions	
	Always Change Block List.	
Firefox Support	Only in private windows	
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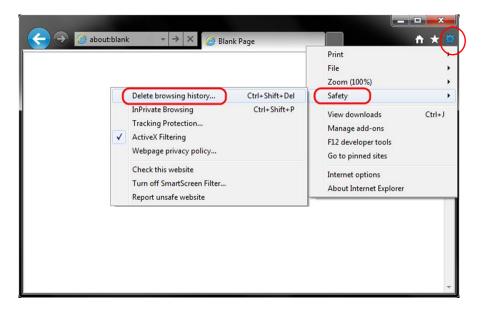
4. Ensure the Cookies and Cache tick boxes are selected and click Clear

Clear Data	×			
Clearing all cookies and site data stored by Firefox may sign you out of websites and remove offline web content. Clearing cache data will not affect your logins.				
Cookies and Site Data (0 bytes) You may get signed out of websites if cleared				
Cached Web Content (188 MB) Will require websites to reload images and data				
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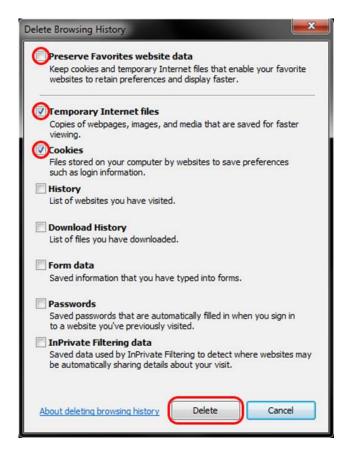
## **Internet Explorer - Clearing Cache and Cookies**

This document explains how to clear the cache and cookies in Internet Explorer 9, 10 and 11.

1. Select Tools (via the Gear Icon) > Safety > Delete browsing history....



2. Make sure to uncheck **Preserve Favorites website data** and check both **Temporary Internet Files** and **Cookies** then click **Delete**.



3. You will get a confirmation at the bottom of the window once it has successfully cleared your cache and cookies.

## Safari 8.0 - 10.0 (Mac) - Clearing Cache and Cookies

1. Click Safari in the upper left hand side of your screen. In the menu that appears, click Preferences.



2. In the window that appears, click the Privacy tab. Click the button Remove All Website Data....

• • •	Privacy	
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General Tabs AutoFill Passwords Search Security	Privacy Notifications Extensions Advanced	
Cookies and website data:	Always block	
	Allow from current website only	
	O Allow from websites I visit	
	Always allow	
	Remove All Website Data	
	6 websites stored cookies or other data Details	
Website use of location services:	Prompt for each website once each day	
	Prompt for each website one time only	
	O Deny without prompting	
Website tracking:	Ask websites not to track me	?

3. Click **Remove Now** in the pop up window that appears.

