



Internet Explorer Versions Prior to 9.0

1. From the **Tools** dropdown menu, select **Internet Options**.

Figure 2 – Internet Options General Tab

1. Click on **Delete Cookies**.
 2. Click **OK** on the popup asking: *Delete all cookies in the temporary Internet files folder?*
 3. Click on **Delete Files**.
1. Click **OK** on the popup asking: *Delete all files in the temporary Internet files folder?*
 2. You may choose the **Settings** option to *Check for newer versions of stored pages*.

Figure 3 – Settings Options

1. **Selecting Delete Files will not delete saved files on your computer.**
Delete Cookies and Internet Files Update Version 3. 1 – 04-30-08
- ## 2 PERIODIC DELETION OF COOKIES AND TEMPORARY INTERNET FILES

Internet Explorer 9.0

1. Internet Options

Figure 4 – Internet 9 Options General Tab

1. **Browsing History** – Click the **Delete** button.

Figure 5 – Delete Browsing History

3. **Delete Browsing History** provides the user several options.
 - a. After reviewing the **About deleting browsing history** to determine how you want to proceed.
 - b. **Delete Files** – Select the **Delete Files . . .** option for the individual categories or **Delete all. . . .**

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Firefox Users – Version 35.0.1

1. From the **Tools** dropdown menu, select **Options**.

Figure 6 – Internet Explorer Tools Dropdown Menu for Internet Options

1. Click the **Privacy** icon.

Figure 6 – Privacy Icon

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1. Click the **Settings** button.

Figure 6 – Clear Private Data Pop-Up

4. Check **Browsing History**, **Cookies** and **Cache** and uncheck all other items.

5. **Settings** provides two options.

Clear private data when closing Firefox will automatically clear the items checked in Private Data without prompting the user.

Ask me before clearing private data will prompt the user before clearing the items checked in Private Data.

6. Click **OK**.

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