

## Internet browsers: Clearing your Cache

Student Enterprise System (SES/Caesar) help document – last updated August 3, 2009

Instructions for clearing your cached internet files are as follows:

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- Internet Explorer 7x
1. Open Internet Explorer. Go to **Tools > Internet Options > Browsing History**.
  2. Press **Delete**. A box will appear titled "Delete Browsing History."
  3. Press **Delete Cookies**. A message will appear: "Are you sure you want to delete all cookies in the Temporary Internet Files folder?"
  4. Press **Yes**.
  5. Press **Delete Files**. A message will appear: "Are you sure you want to delete all temporary Internet Explorer files?"
  6. Press **YES**.
  7. Press **OK**
  8. Press **CLOSE**.
  9. Quit and restart your browser.

Also recommended (but not required) is to clear your history. To do so, press **Delete History**. A message will appear: "Are you sure you want Windows to delete your history of visited Web sites?" Press **Yes**.

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- Internet Explorer 6x
1. Open Internet Explorer. Go to **Tools > Internet Options**.
  2. Press **Delete Cookies**. A message will appear: "Delete all cookies in the Temporary Internet Files folder?"
  3. Press **OK**.
  4. Press **Delete Files**. A message will appear: "Delete all files in the Temporary Internet Files?" (Note: you do not need to check the "delete all offline content" box.)
  5. Press **OK**.
  6. Quit and restart your browser.

Also recommended (but not required) is to clear your history. To do so, press **Clear History**. A message will appear: "Are you sure you want Windows to delete your history of visited Web sites?" Press **Yes**.

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- Firefox 3.5
1. Open Mozilla Firefox. Go to **Tools > Clear Recent History**.
  2. Next to **Time range to clear**, choose **Everything**.
  3. Click the button next to **Details**. Check all boxes (or at least **Cache** and **Cookies**).
  4. Press **Clear Now**.
  5. Quit and restart your browser.

- Firefox 2 and 3.0
1. Open Mozilla Firefox. Go to **Tools > Clear private data**.
  2. Check all boxes (or at least the **Cache** and **Cookies** options).
  3. Press **Clear Private Data Now**.
  4. Quit and restart your browser.

- Safari (Macintosh)
1. Open Safari. Choose **Empty Cache** from the Safari menu.
  2. A message will appear: "Are you sure you want to empty the cache?"
  3. Press **Empty**.
  4. Quit and restart your browser.
  5. Choose **Preferences** from the Safari menu and click **Security**.
  6. To see the cookies you have accepted, click **Show Cookies**. You can highlight and remove individual cookies or simply select Remove All.
  7. Quit and restart your browser.
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If you have questions or need further assistance please call the SES Help Desk at 7-7272 (off-campus (847) 467-7272) and choose the appropriate option. If no one answers please leave a message. We are paged when messages arrive and will respond as quickly as possible during regular business hours (or next business day).