Link to how to video: https://screencast-o-matic.com/watch/cqVFq83q5M

**Step 1:** Open your Internet Explorer Browser.

**Step 2:** Select the gear icon in the top right corner to open the Tools menu.
Step 3: Select **Internet Options**.

Step 4: Go to **Browsing history**.
Step 5: Select **Delete**.

Step 6: Check all boxes.
Step 7: Select **Delete**.

- **Preserve Favorites website data**
  - Keep cookies and temporary internet files that enable your favorite websites to retain preferences and display faster.

- **Temporary Internet files and website files**
  - Copies of webpages, images, and media that are saved for faster viewing.

- **Cookies and website data**
  - Files or databases stored on your computer by websites to save preferences or improve website performance.

- **History**
  - List of websites you have visited.

- **Download History**
  - List of files you have downloaded.

- **Form data**
  - Saved information that you have typed into forms.

- **Passwords**
  - Saved passwords that are automatically filled in when you sign in to a website you've previously visited.

- **Tracking Protection, ActiveX Filtering and Do Not Track**
  - A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests.

[Delete button highlighted]