**How to clear your browsing history including your cache**

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**Context**

- When accessing a website that contains private personal information (your online bank account, Atlas, web mail) from a shared or public computer
- To avoid leaving an electronic paper trail in your browser
- To avoid storing private personal information on your MIT work station

**Answer**

1. **Clear the cache in your browser.** Just clearing your browser cache will delete any temporary internet files stored on your computer, such as graphics and other web page content, that help to load your web pages faster upon subsequent visits. This option will not clear your browser's history.

2. **Clear your browsing history (recommended - steps listed below).** This will delete more than just your cache. It will also delete the list of sites you've recently visited, your download history, your form and search bar history, and cookies (such as site preferences and log in status information as well as passwords).

**Firefox - any version (Macintosh, Windows, Linux)**

Follow the steps below or see the Mozilla article: [Clear Recent History](https://support.mozilla.org/en-US/kb/clear-browsing-data).  

1. Method 1: Follow the menu path: **Firefox >> History >> Clear Recent History.** If you don't have a Firefox button on the top left corner, follow **Tools >> Clear Recent History.**

2. Method 2: Use quick keys **Control+Shift+Delete (PC)** or **Command+Shift+Delete (Mac).**

3. Change the value for **Time range to clear** to: **Everything**, if you want ALL browsing history deleted. Or select a time range. Suggestion: If you only visited private information in the past few hours, you can just delete a past few hours' worth of browsing history.

4. Click the triangle next to **Details.**
   - **Result:** Additional options are displayed. Check the boxes for all options. Click **Clear Now.**
5. How to clear your browser's cache AUTOMATICALLY each time you close your browser: Follow the menu path: Tools >> Options >> Privacy (PC) or Firefox >> Preferences >> Privacy (Mac). Check the box for Clear history when Firefox closes.

Internet Explorer 8 and later (Windows)

1. Follow the menu path: Safety >> Delete Browsing History (IE 8)

or Menu >> Safety >> Delete Browsing History (IE 9)
2. In the **Delete Browsing History** box, you have an option of only clearing certain elements or clearing everything. Select **Temporary Internet Files** just to clear the cache. When done selecting, click the **Delete** button at the bottom. If you opt to delete everything, you may receive a pop up asking if you are sure you want to delete all Internet Explorer browsing history. Click **Yes**.

3. How to clear your browser's cache AUTOMATICALLY each time you close your browser: Follow the menu path: **Tools >> Internet Options**. On the **Advanced** tab, check the box **Empty Temporary Internet Files folder when browser is closed**.

**Safari - any version (Windows & Macintosh)**

1. Follow the menu path: **History >> Clear History**...
2. The dialog box will ask "Are you sure you want to clear history?". Click **Clear**
**Google Chrome - any version (Windows & Macintosh)**

1. Follow the menu path: **History >> Show Full History** (Command+Y) for Mac or **History** (Ctrl+H) under the main menu for PC. When the **History** tab opens, select **Clear all browsing data**.
2. The dialog box will ask you to "Obliterate the following items". Select a period of time from the drop menu.
3. Select **Clear browsing history** and **Empty the cache**. Or select all options to clear all browsing data.

![Clear browsing data dialog box](image)

4. Press **Clear browsing data**.