

Quick Guide

Clearing your Browsing History

Your internet browser will 'cache' data from websites that you have accessed so it can quickly access the same information in the future.

Cached information (your browsing history) can stop your browser from recognising updates to websites, and prevent them from working properly.

You cannot clear your browsing history in Mosaic, so you will need to open your browser (Google Chrome / Microsoft Edge) and follow one of the following methods.

Method 1 - Using your keyboard keys

Within your browser window

- Hold down the **Shift, Ctrl** and **Delete** keys to open the '**Clear browsing data**' box
- Select '**All time**' in the '**Time range**' option
- Make sure the '**Cached images and files**' box is ticked
- Click on the '**Clear data**' / '**Clear now**' button

Method 2 - Using the settings option

Within your browser window

- Click the menu button in the top right corner ( for Google Chrome  for Edge)
- Hover your cursor over the '**More tools**', and select '**Clear browsing data...**' in Google Chrome

Or

- Click History (a History list will open), then click the More options icon ... at the top of the list and select '**Clear browsing data**' in Microsoft Edge
- For either browser the '**Clear browsing data**' box will open
- Select '**All time**' in the '**Time range**' option
- Make sure the '**Cached images and files**' box is ticked
- Click on the '**Clear data**' / '**Clear now**' button