1. **Click** ⓔ **icon in your windows desktop, and open Internet Explorer browser.**
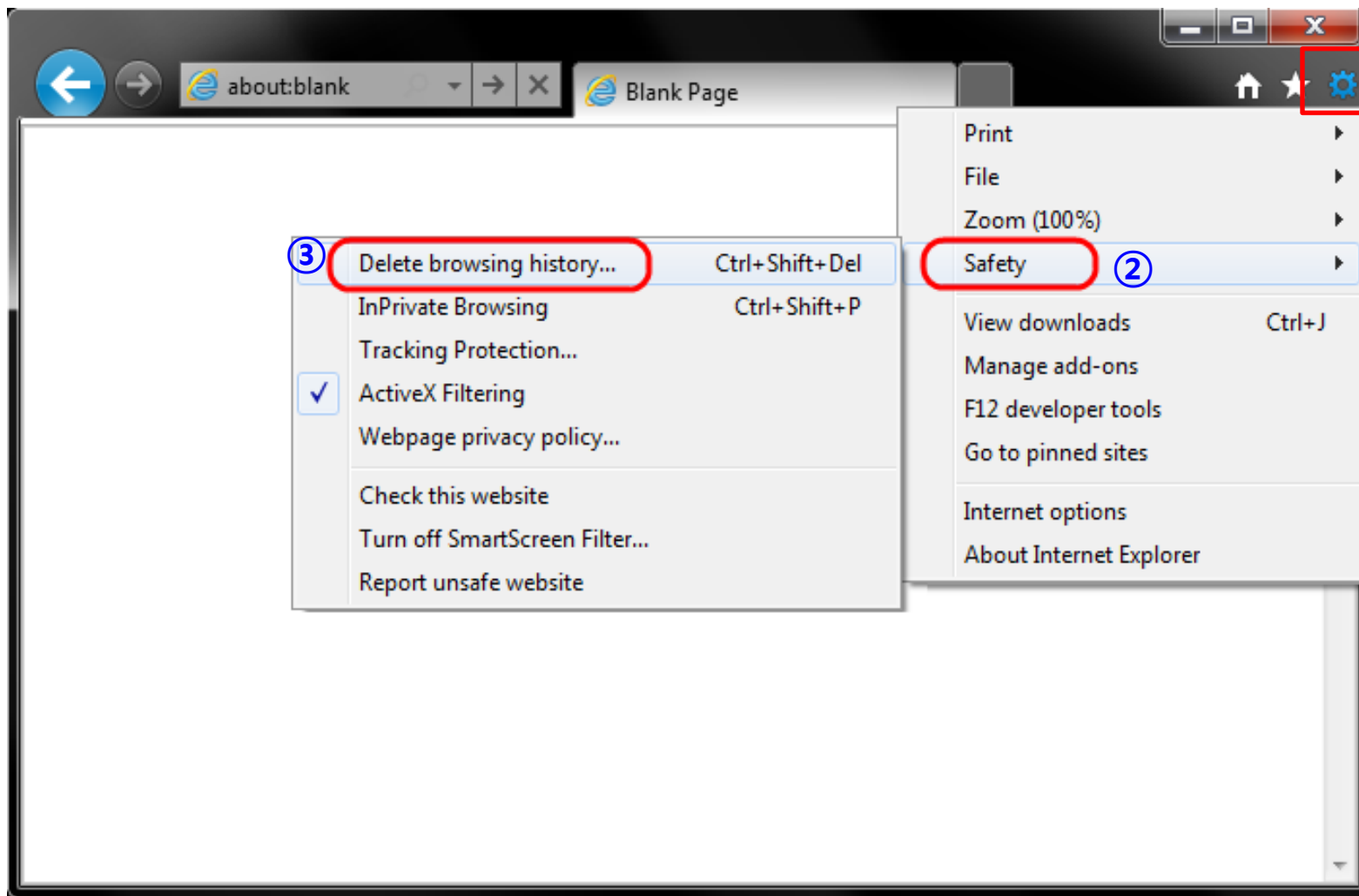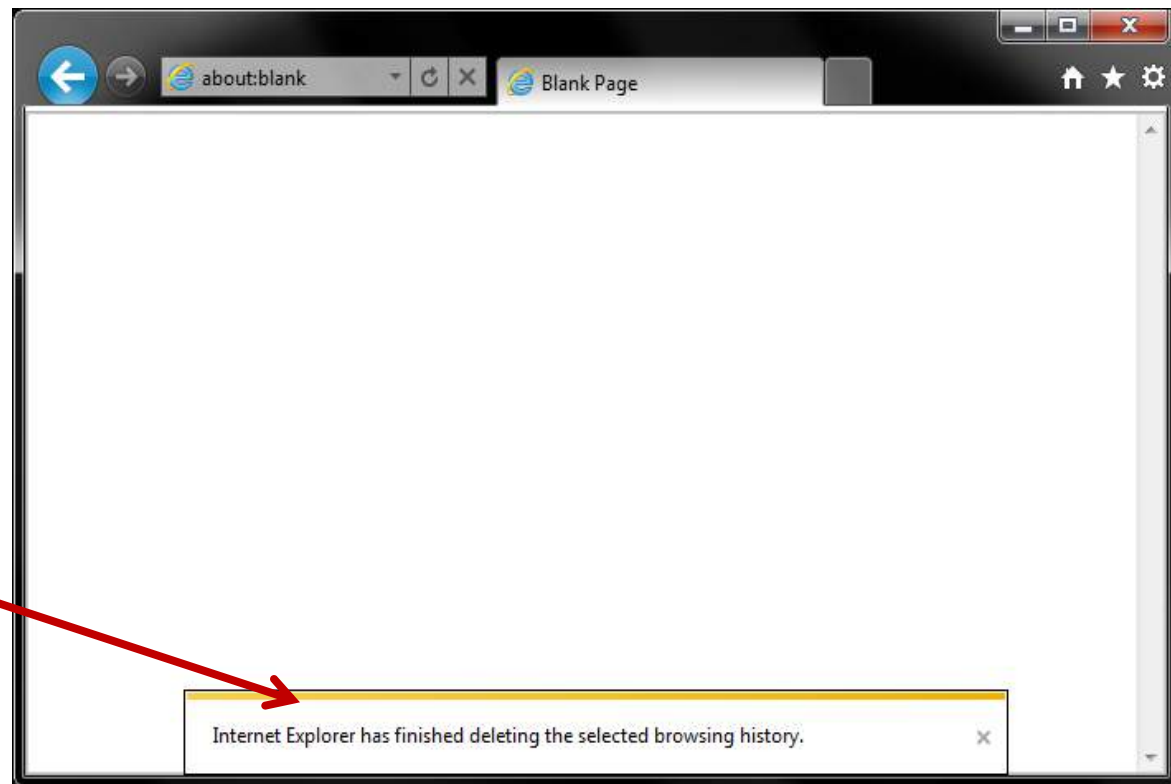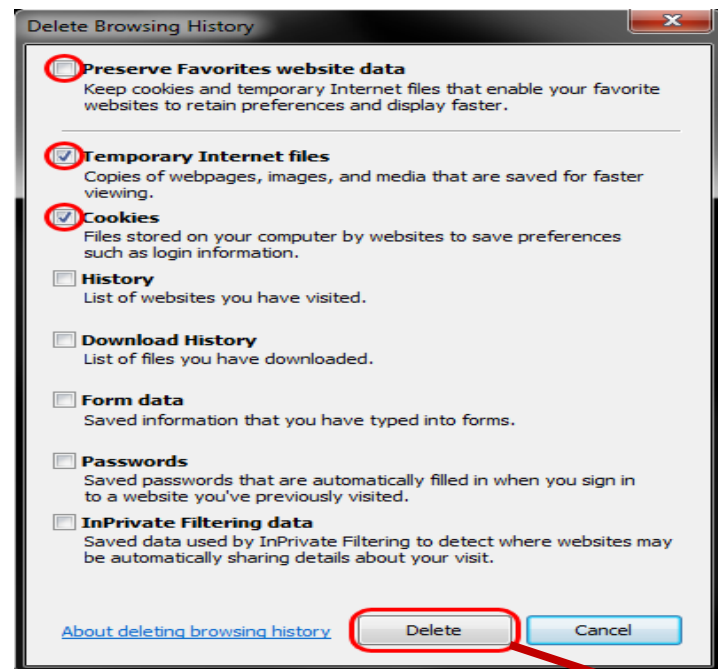   **Then select Tools (via the Gear Icon) > Safety > Delete browsing history and it will lead you to new window.**

2. Make sure to uncheck [Preserve Favorites website data] and check both [Temporary Internet Files] and [Cookies] then click [Delete].

✓ **Then you will get a confirmation at the bottom of the window once it has successfully cleared your cache and cookies.**

❖ **Disclaimer : Please refer to the official *Microsoft Support website* for full guidance on clearing browsing data.**