

Client Training HQ

Clearing Cache and Cookies (Google Chrome)

Web browsers, like the Google Chrome™ browser, save some information from websites in cache and cookies. Cookies are files created by sites you visit. They make your online experience easier by saving browsing data. Cache remembers parts of pages, like images, to help them open faster during your next visit. Clearing cache and cookies can potentially fix loading or formatting issues on sites.

Clearing Cache and Cookies in Google Chrome

1. On your computer, open **Google Chrome**.
2. At the top right, click the three vertical dot menu.
3. Select **History** from the drop-down, and then, select **History** from the additional options.
4. Click **Delete Browsing Data** from the left side of the screen.
5. Then on the **Basic** tab, select a **Time range** in the top field:
 - a. Last hour
 - b. Last 24 hours
 - c. Last 7 days
 - d. Last 4 weeks
 - e. All time
6. Next, click the following checkboxes:
 - Browsing history
 - Cookies and other site data
 - Cached images and files
7. Click **Delete data**.

After you clear cache and cookies, some settings on sites may be deleted. If you were signed in, you'll need to sign in again. If you turn **sync** on in Google Chrome, you'll stay signed into the Google Account you're syncing to in order to delete your data across all your devices. Some sites can seem slower because content, like images, needs to load again.

More Training Available!

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