1. Launch the Internet Explorer browser and click on the **Tools Tab** or the gear icon on the upper right corner of the Search and Navigation Bar.

2. Select **Internet Options**.

3. Click on the **General** tab.

4. Under **Browsing History** select, “Delete browsing history on exit.”

5. Click on the **Delete** button.
6. Uncheck the **Preserve Favorites website data** box.

7. Check the following boxes:
   - Temporary Internet files and website files
   - Cookies and website data

8. Select **Delete**.

9. Then select **Apply**.

10. Click **OK**.

The page will then clear all items, close the browser tabs/windows and reopen the browser to start a new session.