## How to Clear History, Cache, and Cookies on Google Chrome.

Below are instructions on how to clear your History, Cache, and Cookies on Google Chrome. Following these steps listed below **could help** in cases where:

- 1. Calls are dropping
- 2. Pages are taking a while to load
- 3. You're unable to hear calls coming in

## Instructions

- 1. In the top right-hand corner of the Chrome browser, you should see either 3 dots or a white arrow pointing up inside of a colored circle. Click on it and then a menu will dropdown.
- 2. Hover over the word "History" and then another side menu will appear where you will need to click on the word "History" on the side menu
- 3. Once the History page opens up in a new tab, click on the left-hand side there is a square with an arrow in it.
- 4. The pop-up window for clearing your browsing data will appear. Please make sure you select the "Advanced" tab which will give you all the settings.
- 5. For "Time range" click the drop-down menu and select "All time"
- 6. Please make sure there is a checkmark next to the following boxes:
  - a. Browsing History
  - b. Download History
  - c. Cookies and other site data
  - d. Cached images and files
- 7. Once you have the settings completed above, hit "Clear data"
- 8. After the data has been cleared:
  - a. Close down all Chrome windows
  - b. Close down all running applications
  - c. Hard restart your laptop
    - i. Hold the Power button down until the laptop turns off and then wait 20 seconds and turn the laptop back on.