**Overview**

When you use the internet, accessing Web pages, files, images and other downloaded content, your Web browser caches or stores, all of that on your computer. That way, those files don’t have to be retrieved the next time you click back or forward buttons.

However, it is important that you clear the cache on a regular basis for several reasons the first is to free up space on your computer to allow it to function more efficiently. An overly large cache may in fact case your People Soft functions to slow down, give erroneous information or time out.

Clearing your cache takes just a few minutes and can be done easily by following the steps below.
Clear Cache in Firefox

Navigate to Firefox

1. Click Tools on the top left of the Firefox Toolbar
2. Select Options
3. Select the Advanced Panel
4. Click the Network tab
5. In the Offline Storage section, click Clear Now
6. Click OK to Close the Options Window

Mac User
1. Navigate to Explorer > Preferences > Advanced tab
2. Click Clear History
3. Click Empty Now

PC Auto Settings
You can adjust your Internet Explorer settings to automatically clear the cache whenever you close Internet Explorer.

1. Navigate to Tools > Internet Options > Advanced tab
2. In the "Settings" box, scroll down to the section labeled "Security"
3. Check "Empty Temporary Internet Files folder when browser is closed"
4. Click OK
Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).