



How to Clear the Cache in Microsoft Edge Overview

This job aid provides information on how to clear cache files or temporary internet browser history on local machines using Microsoft Edge.

Note: If you do not see instructions below for your specific browser layout, search your browser's Help menu for cache. If unsure of how to access the menu bar, press the Alt & F keys on the keyboard to display the menu bar, and proceed with Step 3 below.

Table of Contents

Revision History2

How to Clear the Cache in Microsoft Edge.....3



Cardinal HCM Reporting Job Aid

How to Clear the Cache in Microsoft Edge

Revision History

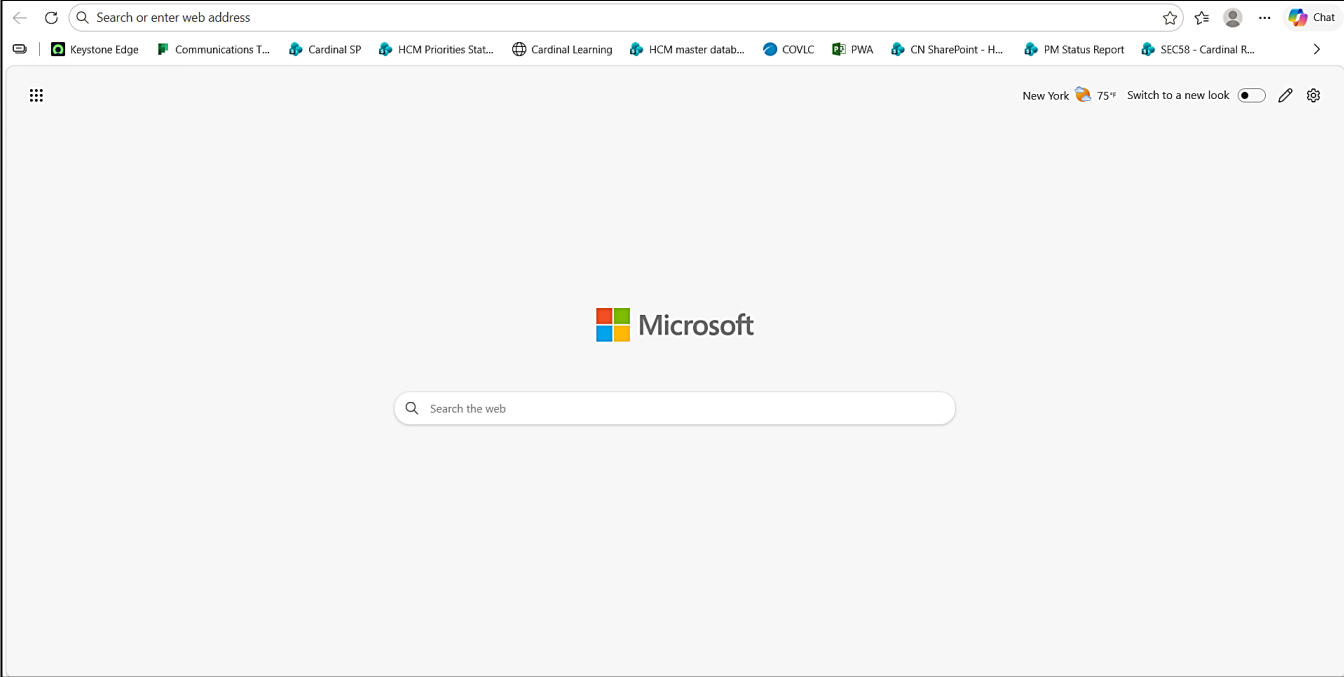
Revision Date	Summary of Changes
9/1/2026	Baseline.

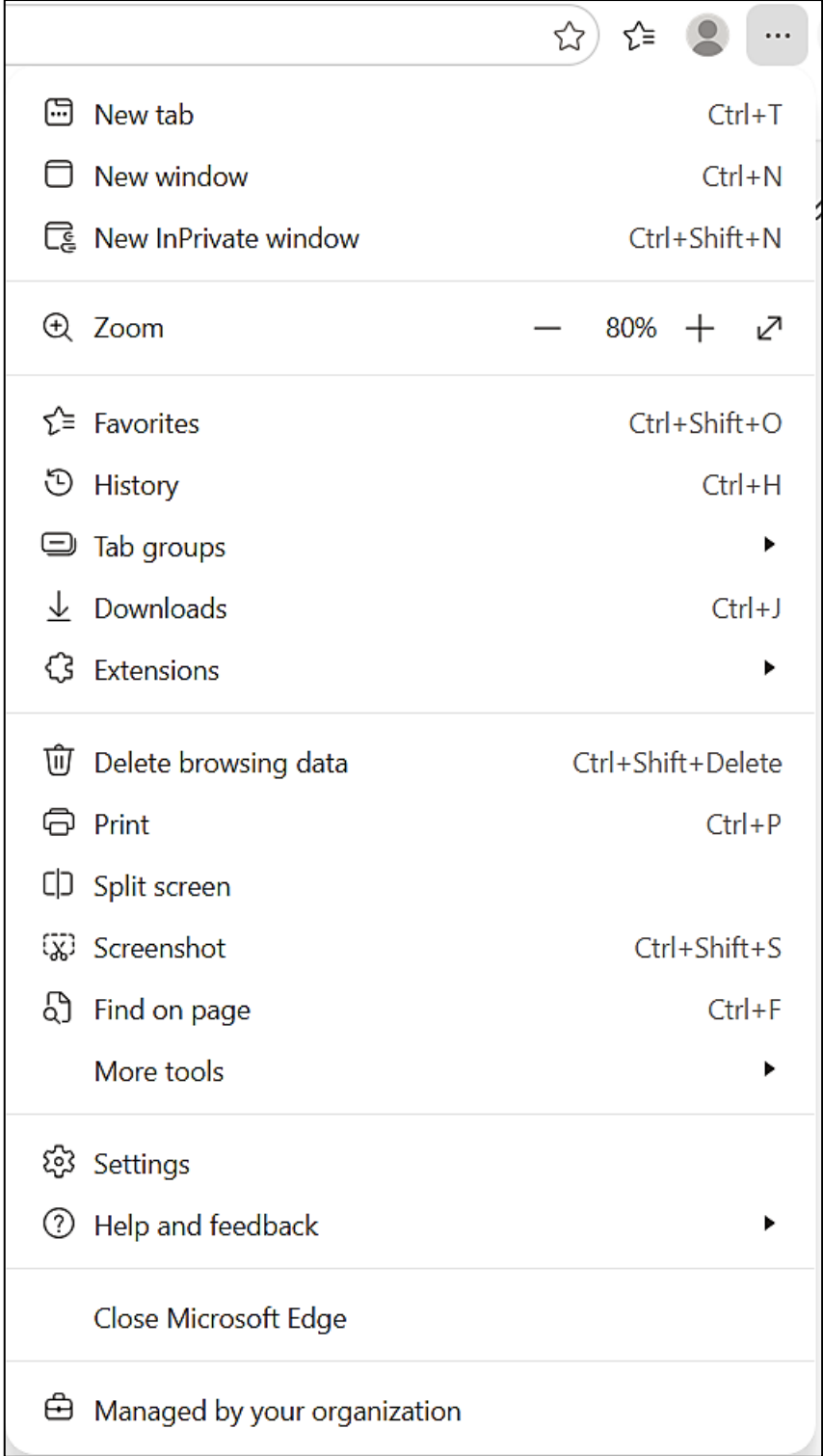


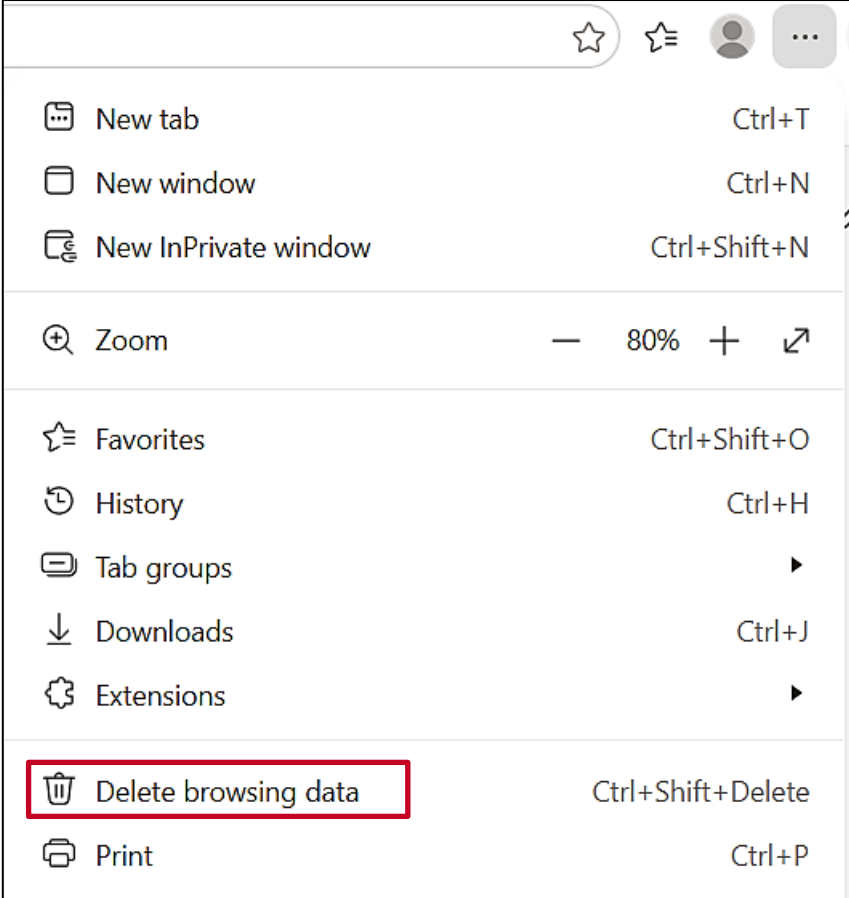
Cardinal HCM Reporting Job Aid

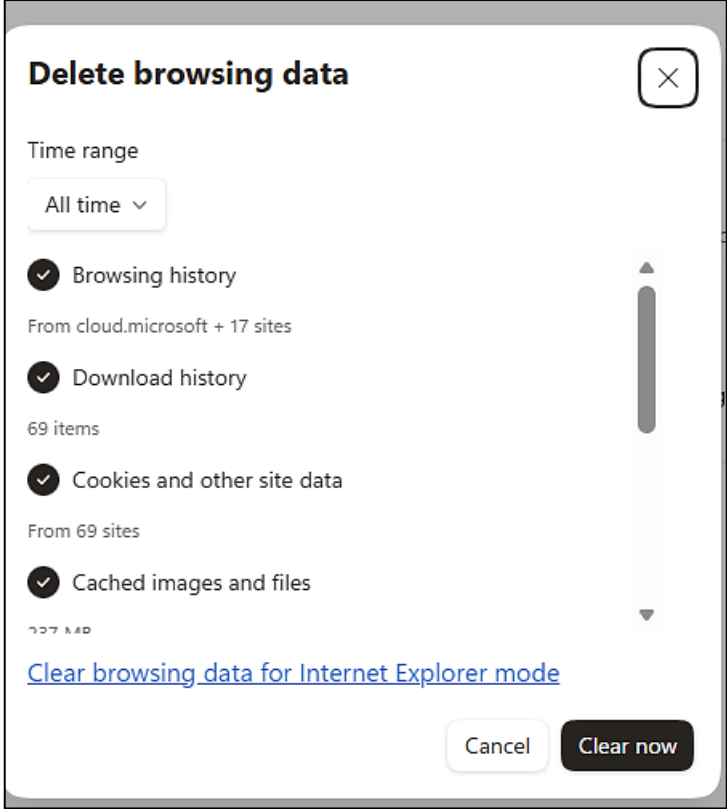
How to Clear the Cache in Microsoft Edge

How to Clear the Cache in Microsoft Edge

Step	Action
1.	Open Microsoft Edge. Microsoft Edge displays. 
2.	Click on the three dots in the top right corner of the screen. 

Step	Action
	The Navigation panel displays.
	 The screenshot shows the Microsoft Edge navigation menu. At the top, there are icons for a star (favorites), a list of stars (favorites list), a user profile, and a three-dot menu. Below these are several options with icons and keyboard shortcuts: - New tab (Ctrl+T) - New window (Ctrl+N) - New InPrivate window (Ctrl+Shift+N) - Zoom (80%) - Favorites (Ctrl+Shift+O) - History (Ctrl+H) - Tab groups - Downloads (Ctrl+J) - Extensions - Delete browsing data (Ctrl+Shift+Delete) - Print (Ctrl+P) - Split screen - Screenshot (Ctrl+Shift+S) - Find on page (Ctrl+F) - More tools - Settings - Help and feedback - Close Microsoft Edge - Managed by your organization

Step	Action
3.	Click the Delete browsing data list item.  The screenshot shows the Microsoft Edge menu open. The 'Delete browsing data' option, represented by a trash can icon, is highlighted with a red rectangular box. Other visible options include 'New tab', 'New window', 'New InPrivate window', 'Zoom', 'Favorites', 'History', 'Tab groups', 'Downloads', 'Extensions', and 'Print'.

Step	Action
	The Delete browsing data pop up window displays. 
4.	Click the Clear now button. 