



How to clear the computer Cache to keep it running smoothly?

Clearing the cache regularly can help you computer run more smoothly and solve some issues with Microsoft 365 tools, especially for OneDrive.

On a Chromebook or if you are using Chrome as your browser to access Microsoft 365 tools,

1. Open your Chrome web-browser	
2. Click on the vertical three dots in the top right corner of the screen	
3. Select More Tools	
4. Select Clear browsing data...	

You can then select the time range and choose which parts of your data you don't want to clear. I suggest that you clear everything...

5. Click on the down arrow near the time range
6. Select All time
7. Click on Clear data