Updating Microsoft Edge Privacy Settings for Public Computers
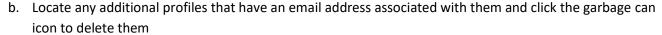
1. If you have Deep Freeze Console
   a. Select the computer(s) in Deep Freeze Console
   b. Click the Reboot Thawed icon
   c. Log into Exec after reboot
2. If you do not have Deep Freeze Console
   a. Log in as Exec on the Public computer
   b. Follow your instructions to set Deep Freeze to Boot Thawed
   c. Log into Exec after reboot
3. Open "Disable Policies.pdf" on the desktop
4. Follow the instructions to disable polices on the Public userid
5. Log out of Exec
6. Log in as Public: Note – if you have LibData, the Public account uses the password "public" all lower case
7. Open Microsoft Edge
8. Click on the "Settings and more" icon
9. Click on "Settings" from the dropdown menu
10. Settings will open and show the Profiles page

   a. You may see "Profile 1" or similar that's not tied to an email address and can be ignored
   b. Locate any additional profiles that have an email address associated with them and click the garbage can icon to delete them
11. Click "Privacy, search, and services" on the left menu
12. Below "Tracking prevention," click "Clear browsing data"
13. Click the button to "Choose what to clear"
14. Change Time range to All Time and check the following boxes:
    a. Browsing history
    b. Download history
    c. Cookies and other site data
    d. Cached images and files
    e. Passwords
    f. Autofill form data (includes forms and cards)
    g. Site permissions
    h. All data from the previous version of Microsoft Edge
    i. Media Foundation data
15. Click the "Clear now" button
16. Click "Choose what to clear every time you close the browser"
17. Activate the sliders for all items:
    a. Browsing history

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  b. Download history

  c. Cookies and other site data

  d. Cached images and files

  e. Passwords

  f. Autofill form data (includes forms and cards)

  g. Site permissions

18. Click "Privacy, search, and services" on the left menu to return to the landing page

19. Click "Privacy "

20. Turn off the slider for the bottom option, "Allow Microsoft to save your browsing…"

21. Close Microsoft Edge

22. Log out of Public

23. Log into Exec

24. Open "Disable Policies.pdf" on the desktop

25. Reverse the instructions to disable polices on the Public userid by unchecking the box "Disable User Configuration"

26. Close the Public Profiles window

27. Click "YES" to save the changes

28. If you have Deep Freeze Console

   a. Select the computer(s) in Deep Freeze Console

   b. Click the Reboot Frozen icon

   c. Log into Public after reboot, computer is ready for use

29. If you do not have Deep Freeze Console

   a. Follow your instructions to set Deep Freeze to Boot Frozen

   b. Reboot the computer

   c. Log into Public after reboot, computer is ready for use

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