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## 1. Holding the control key, click the Safari icon

2. Select 'Quit'



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**Frequently Visited** 



3. Open Safari

4. From the Safari menu select 'Preferences'

	Search or enter website name			
	Fa	vourites		
Ú		General	W	
Арр	General Tabs AutoFill Passwords Search Security Privacy	Websites Extensions Advanced		
	Safari opens with:	A new window ᅌ		
	New windows open with:	Favourites ᅌ		
Faced	New tabs open with:	Favourites ᅌ		
	Homepage:	http://www.apple.com/startpage/		
	Remove history items:	After one year		
	Favourites shows:	Tavourites		
Laidlaw C	Top Sites shows:	12 sites		
	File download location:	🗊 Downloads 😒		
	Remove download list items:	After one day		
		Open "safe" files after downloading "Safe" files include movies, pictures, sounds, PDF and text documents, and archives.		

5. Select 'Privacy' from the icons along the top of this window



## 6. Select 'Manage Website Data...'

	Search or enter website name	
	Favourites	
Ú.		
App General Tabs	AutoFill Passwords Search Security Privacy Websites Extensions Advanced	
	C microsoft	
Faceb	may reduce tracking, but may also log you out of websites or change website benaviour. image in the set of the s	
	Cache	
	Cookies, HSTS Policy	
Laidlaw College		
$\rightarrow$	Remove All Done	

- 7. Type 'microsoft' into the search bar
- 8. Select 'microsoftonline.com'
- 9. Click 'Remove'