Web Browser Guide

COMPREHENSIVE GUIDE

FOR LONG BEACH CITY COLLEGE **STUDENTS**

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Welcome, LBCC Students! In this help guide, you have the choice of browsing the full guide or clicking on the browser you want support with.

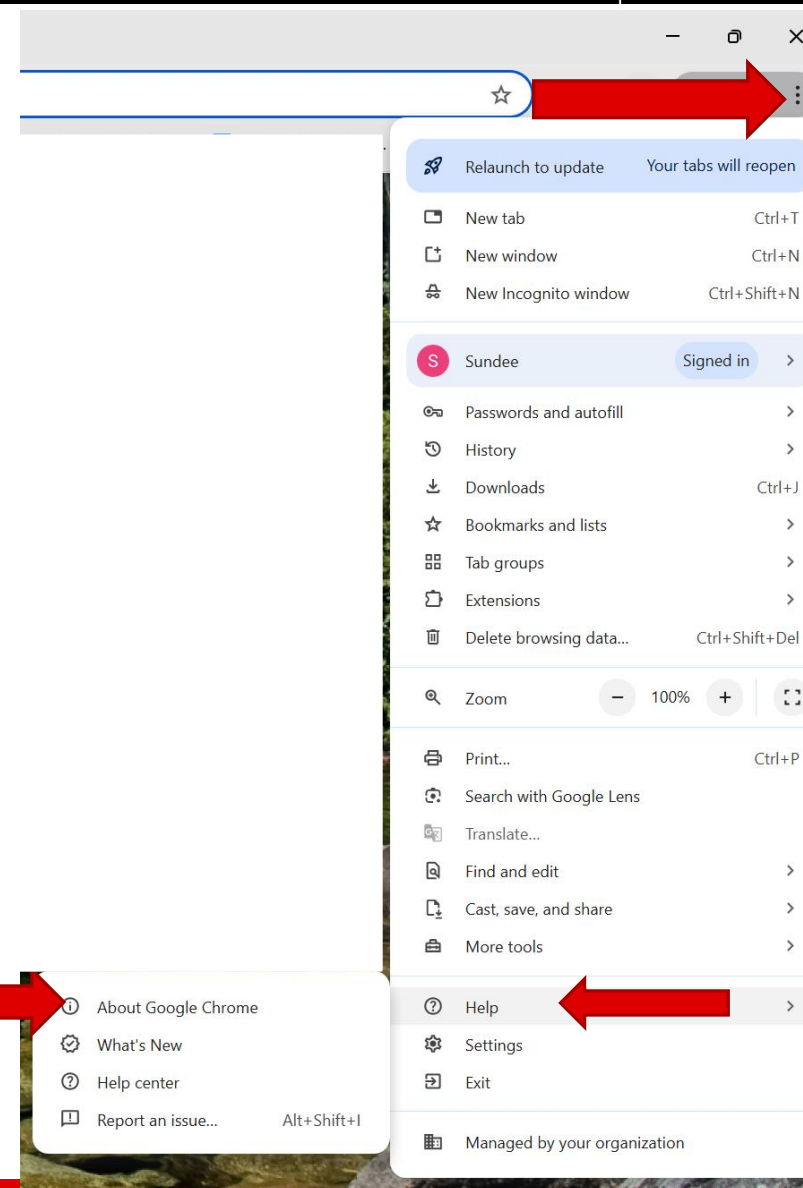| Topics:	Help Guides
For each browser you will learn how to:	
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Google Chrome

How to Update Chrome

Keeping Chrome up-to-date is essential for security and performance. Here's how to update it:

On Desktop (Windows, macOS, Linux):

1. Open **Google Chrome**.

2. In the top-right corner, click the **three vertical dots (menu)**.

3. Hover over **Help**, then click on **About Google Chrome**.

4. Chrome will automatically check for updates. If there's a new version, it will download and install it.

5. Once the update is installed, click **Relaunch** to complete the process.

On Mobile (Android/iOS):

1. Open the **Google Play Store** (Android) or **App Store** (iOS).

2. Search for **Google Chrome**.

3. If an update is available, you'll see an **Update** button. Tap it to update Chrome.

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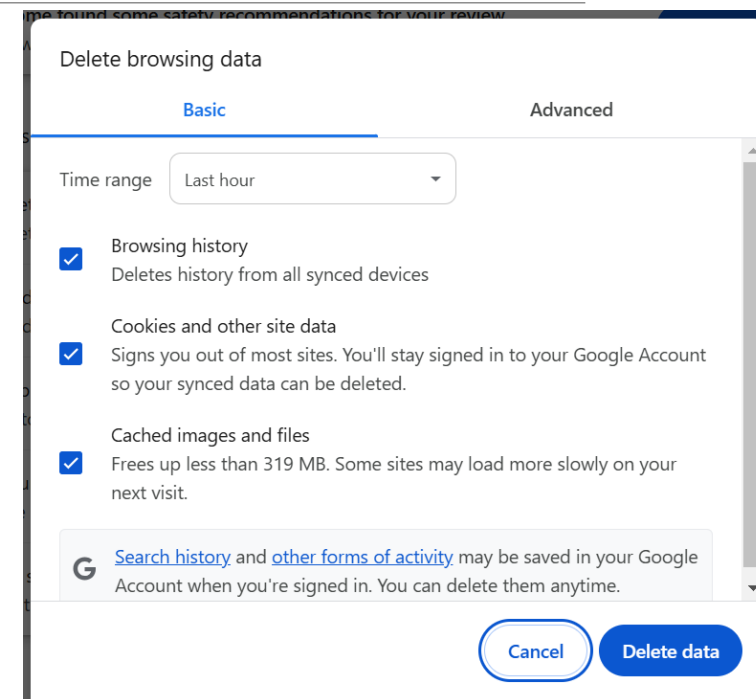
Google Chrome

How to Clear Cache in Chrome

Clearing the cache helps resolve issues with slow loading or outdated content. Here's how to do it:

On Desktop:

1. Open **Google Chrome**.
2. Click the **three vertical dots (menu)** in the top-right corner.
3. Select **Delete browsing data**.
4. In the window that appears, choose the time range. To clear everything, select **All time**.
5. Make sure **Cached images and files** is checked. You can also check other data types if you wish to clear them.
6. Click **Clear data**.

On Mobile:

1. Open **Google Chrome**.
2. Tap the **three vertical dots (menu)** in the top-right corner.
3. Select **History** > **Clear browsing data**.
4. Choose the time range and check **Cached images and files**.
5. Tap **Clear data**.

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me found some safety recommendations for your review

Delete browsing data

Basic   Advanced

Time range   Last hour

☑ Browsing history
Deletes history from all synced devices

☑ Cookies and other site data
Signs you out of most sites. You'll stay signed in to your Google Account so your synced data can be deleted.

☑ Cached images and files
Frees up less than 319 MB. Some sites may load more slowly on your next visit.

G   Search history and other forms of activity may be saved in your Google Account when you're signed in. You can delete them anytime.

Cancel   Delete data

Google Chrome

How to Open an Incognito Window

Incognito mode allows you to browse the web without saving your browsing history, cookies, or site data.

On Desktop:

1. Open **Google Chrome**.
2. Click the **three vertical dots (menu)** in the top-right corner.
3. Select **New incognito window**.
4. A new window will open, and you'll see the incognito icon in the top-right corner (a hat and glasses).

On Mobile:

1. Open **Google Chrome**.
2. Tap the **three vertical dots (menu)** in the top-right corner.
3. Select **New Incognito Tab**.
4. The incognito tab will open with a notification at the top saying you're in Incognito mode.

Additional Tips:

To switch between regular and incognito windows, simply open a new window or tab, and choose the desired mode.

You can also use **Ctrl + Shift + N** (Windows/Linux) or **Command + Shift + N** (macOS) for quickly opening an incognito window.
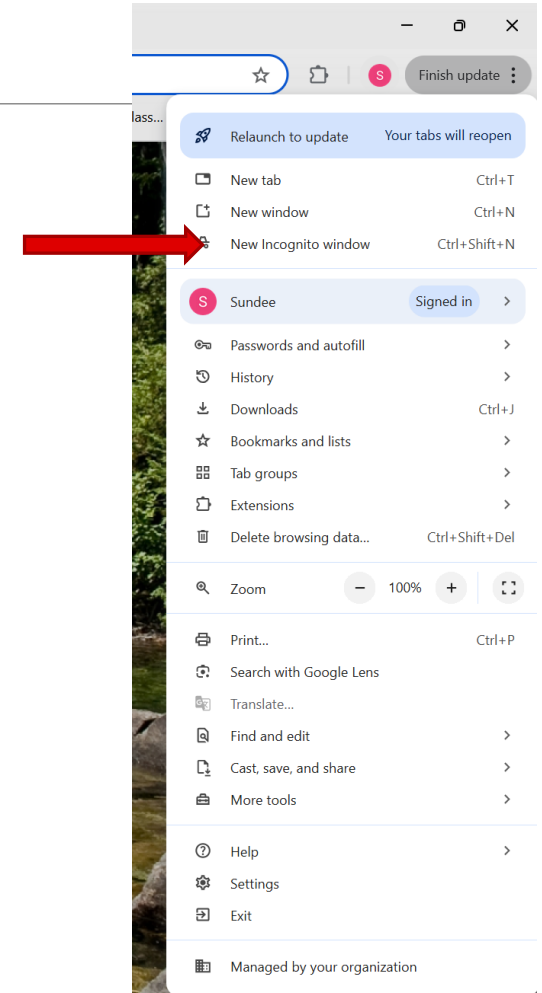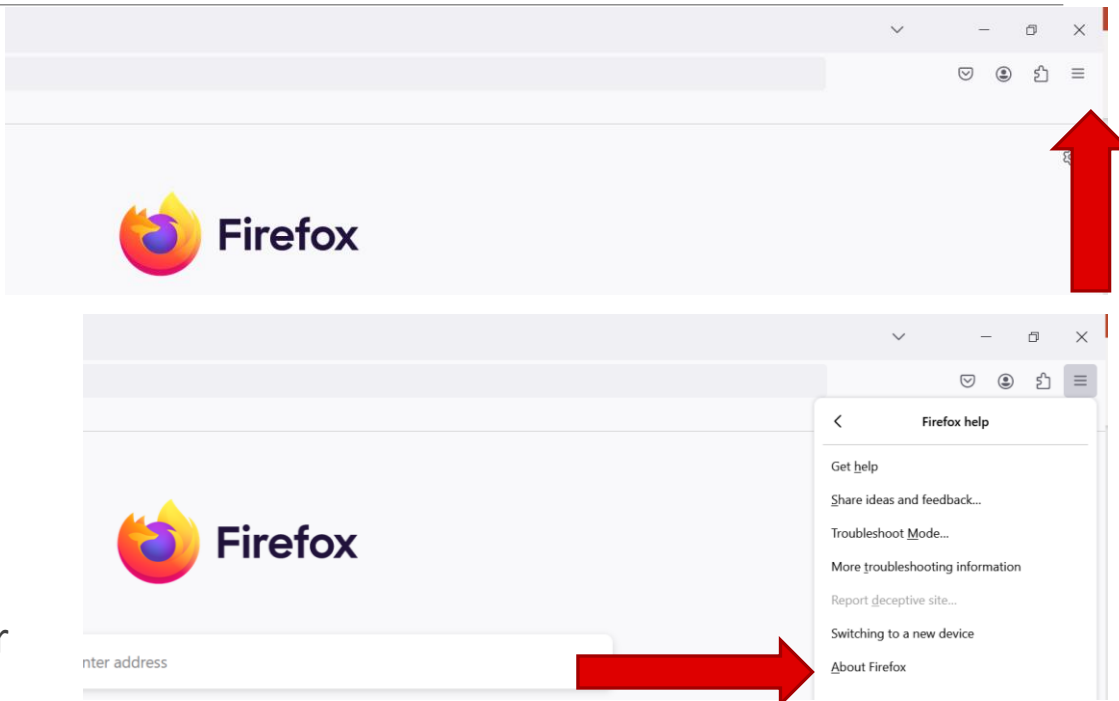
Mozilla Firefox

Updating Firefox

1. Open Firefox: Launch the Firefox browser.

2. Click the Menu Button: In the top-right corner of the browser, click the three horizontal lines.

3. Select "Help": Scroll down and click on the **"Help"** option at the bottom of the menu.

4. Click "About Firefox": From the Help menu, select **"About Firefox."**

5. Check for Updates: Firefox will automatically check for updates and install any available. If it does not automatically update, click the **"Restart to Update Firefox"** button.
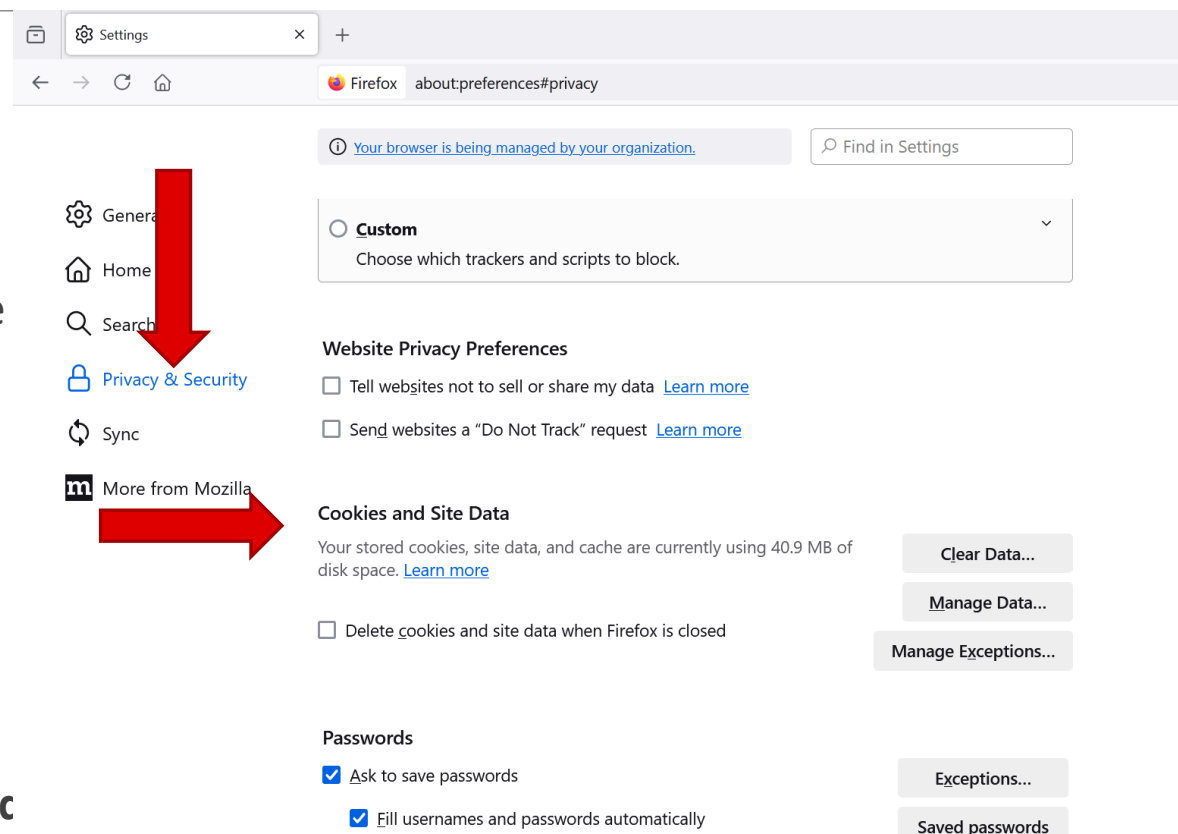
Mozilla Firefox

Clearing the Cache

1. Open the Menu: Click the three horizontal lines (hamburger menu) in the top-right corner.

2. Go to Options: Click **"Settings"** or **"Options"** from the menu.

3. Find Privacy & Security: In the left sidebar, select **"Privacy & Security."**

4. Scroll to Cookies and Site Data: Under this section, click the **"Clear Data…"** button.

5. Clear Cache: In the pop-up window, ensure **"Cached Web Content"** is checked. You can uncheck **"Cookies and Site Data"** if you want to keep those. Then click **"Clear."**

Settings ×

Firefox   about:preferences#privacy

�घ Your browser is being managed by your organization.

🔍 Find in Settings

⚙ General

🏠 Home

🔍 Search

🔒 Privacy & Security

🔄 Sync

m More from Mozilla

○ **Custom**
Choose which trackers and scripts to block.

Website Privacy Preferences
☐ Tell websites not to sell or share my data Learn more
☐ Send websites a "Do Not Track" request Learn more

Cookies and Site Data
Your stored cookies, site data, and cache are currently using 40.9 MB of disk space. Learn more

Clear Data...

Manage Data...

☐ Delete cookies and site data when Firefox is closed

Manage Exceptions...

Passwords
☑ Ask to save passwords

☑ Fill usernames and passwords automatically

Exceptions...

Saved passwords

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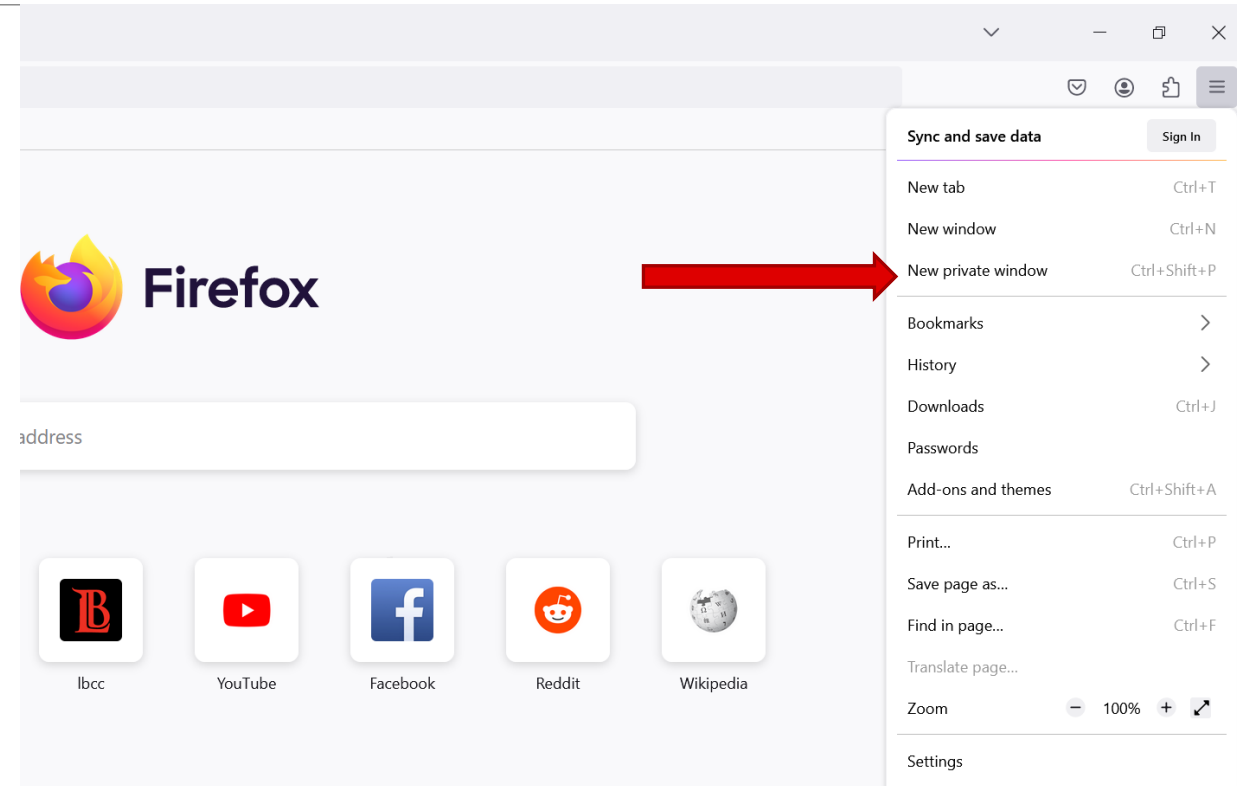Services

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Mozilla Firefox

Opening a Private Browsing Window

1. Open the Menu: Click the three horizontal lines in the top-right corner.

2. Select "New Private Window": From the menu, select **"New Private Window."** This will open a new window with private browsing enabled, indicated by a purple mask icon in the top corner.

Alternatively, you can use the shortcut: **Ctrl+Shift+P (Windows/Linux) or **Command+Shift+P** (Mac).

Firefox

address

lbcc   YouTube   Facebook   Reddit   Wikipedia

Sync and save data	Sign In
New tab	Ctrl+T
New window	Ctrl+N
New private window	Ctrl+Shift+P
Bookmarks	>
History	>
Downloads	Ctrl+J
Passwords	
Add-ons and themes	Ctrl+Shift+A
Print...	Ctrl+P
Save page as...	Ctrl+S
Find in page...	Ctrl+F
Translate page...	
Zoom	− 100% +
Settings	

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Microsoft Edge

How to Update Microsoft Edge:

To ensure you have the latest features, security patches, and bug fixes, it's essential to update Microsoft Edge regularly. Here's how you can do it:

Steps to Update:

1. **Open Microsoft Edge** on your computer.

2. In the **top-right corner**, click on the **three dots (More options)** to open the menu.

3. From the dropdown menu, select **Help and Feedback**.

4. Click on **About Microsoft Edge**.

   o Edge will automatically check for updates.

   o If an update is available, it will download and install it. Once the update is complete, you'll be asked to **restart** the browser to apply the update.
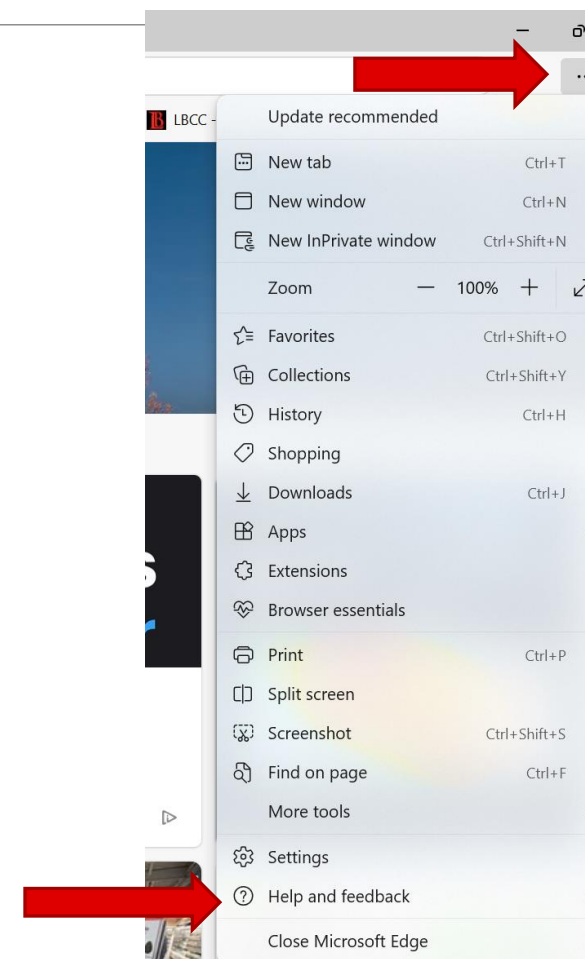
Microsoft Edge

How to Clear Cache in Microsoft Edge:

Clearing your cache is a good way to fix problems with websites, speed up browsing, and protect your privacy. Here's how to do it:

Steps to Clear Cache:

1. **Open Microsoft Edge**.

2. Click on the **three dots** in the top-right corner to open the menu.

3. From the dropdown, select **Settings**.

4. In the **left sidebar**, click on **Privacy, search, and services**.

5. Scroll down to the **Clear browsing data** section.

6. Click on the **Choose what to clear** button.

7. A menu will pop up where you can select the data you want to clear. To clear the cache, make sure **Cached images and files** is checked. You can also check other items like browsing history, cookies, etc., if needed.

8. Once you've selected the items to clear, click on **Clear now**.

Tip: To speed up this process in the future, you can also select the **Time range** to specify how far back you want to clear the data (Last hour, 24 hours, All time, etc.).

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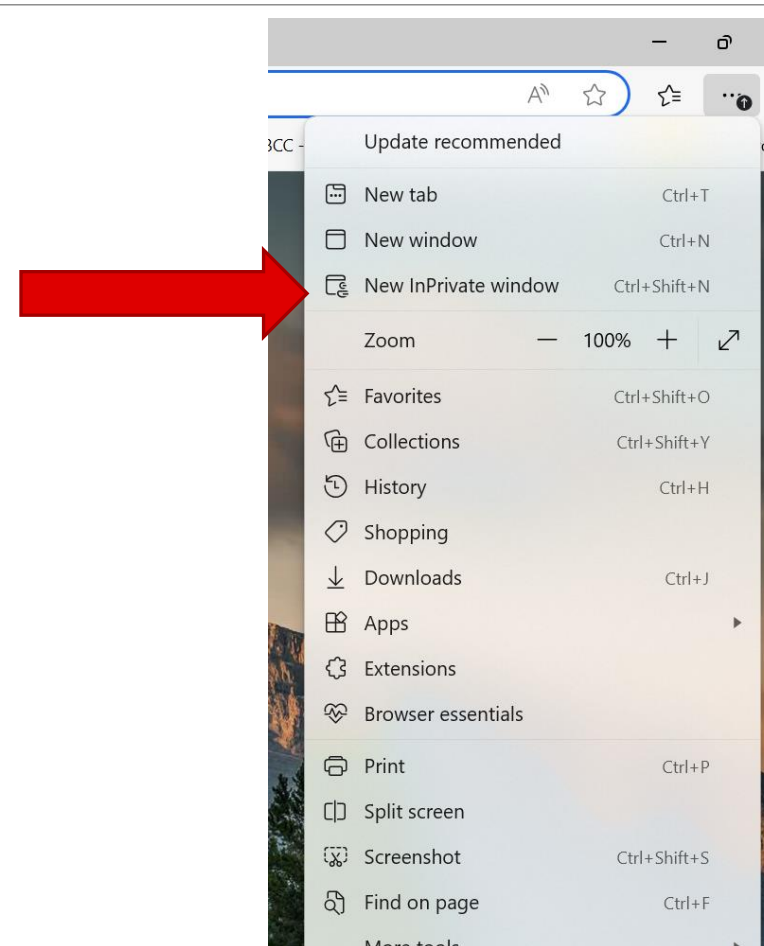
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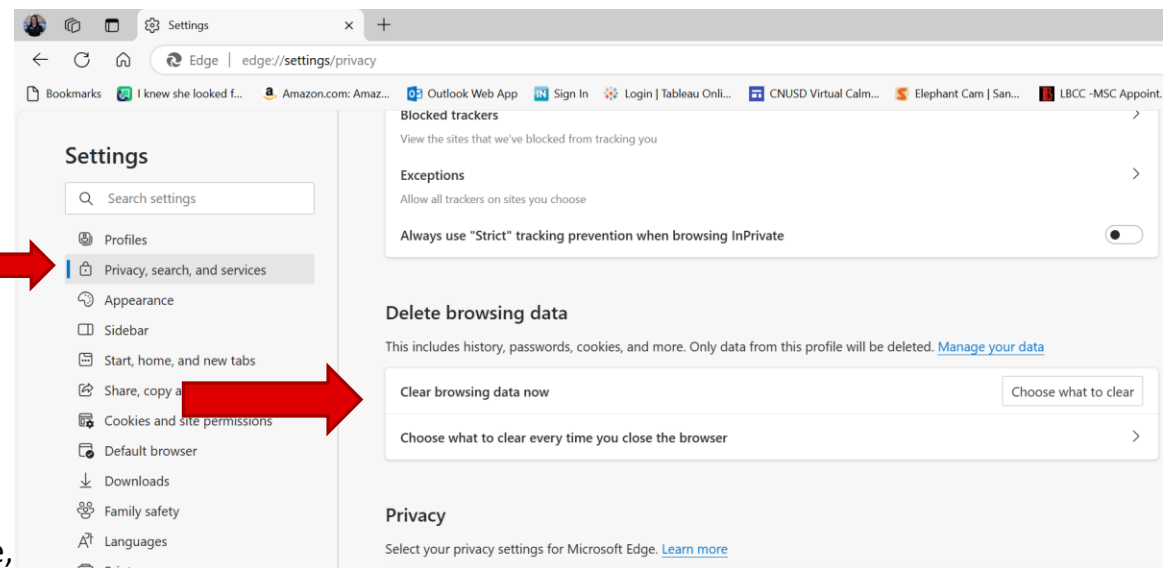
Microsoft Edge

How to Open an InPrivate Mode Window in Microsoft Edge:

InPrivate browsing mode allows you to browse the web without saving your browsing history, cache, cookies, or site data.

Steps to Open an InPrivate Window:

1. **Open Microsoft Edge**.

2. Click on the **three dots** in the top-right corner to open the menu.

3. From the dropdown, select **New InPrivate window**. Alternatively, you can use the shortcut **Ctrl + Shift + N** (Windows) or **Command + Shift + N** (Mac).

   o A new window will open, indicating you're now in InPrivate browsing mode.

   Note: InPrivate browsing doesn't keep your browsing history, but your internet service provider (ISP) or employer may still be able to track your activity.

Update recommended		
New tab	Ctrl+T
New window	Ctrl+N
New InPrivate window	Ctrl+Shift+N
Zoom	— 100% + ⤢
Favorites	Ctrl+Shift+O
Collections	Ctrl+Shift+Y
History	Ctrl+H
Shopping	
Downloads	Ctrl+J
Apps	▶
Extensions	
Browser essentials	
Print	Ctrl+P
Split screen	
Screenshot	Ctrl+Shift+S
Find on page	Ctrl+F
More tools	▶

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Apple Safari

How to Update Safari

Safari updates are typically managed through macOS updates, so to update Safari, you need to make sure your macOS is up-to-date.

Steps to Update Safari:

1. Open the **Apple Menu** by clicking the Apple logo in the top-left corner of your screen.

2. Select **System Settings**. Then select **General.**

3. Click on **Software Update**.

4. If an update is available for macOS (and Safari), click **Update Now**.

5. If you're using an iPhone or iPad, go to **Settings** > **General** > **Software Update** to install the latest version of iOS/iPadOS, which includes Safari updates.

Note: Safari updates are bundled with macOS or iOS updates, so there is no separate Safari-only update.
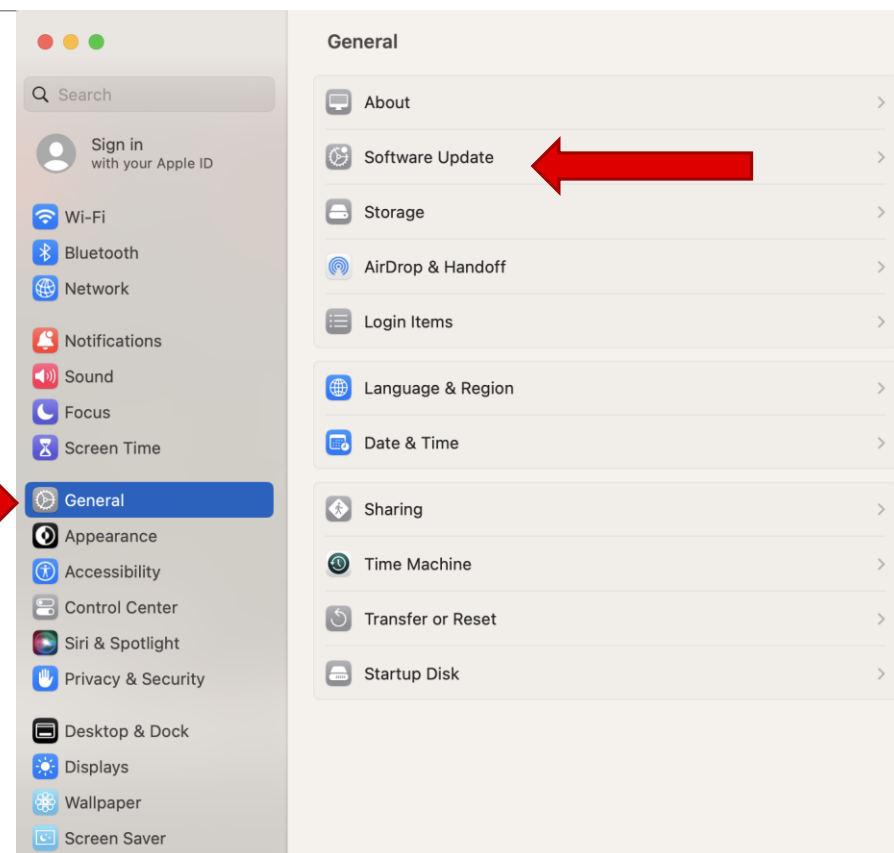
Apple Safari

How to Clear Cache in Safari

Clearing the cache can help improve browser performance and resolve issues with outdated content.

Steps to Clear Cache in Safari (Mac):

1. Open **Safari**.
2. Click **Safari** in the top menu bar and select **Settings**.
3. Go to the **Advanced** tab.
4. At the bottom, check the box next to **Show Develop menu in menu bar**.
5. Close the Preferences window.
6. Now, in the menu bar, click **Develop**.
7. From the drop-down menu, select **Empty Caches**.

Alternatively, to clear browsing history (including cache):

1. Click **Safari** in the top menu.
2. Select **Clear History...**.
3. Choose the time range you wish to clear (e.g., the last hour, today, or all history).
4. Click **Clear History**.
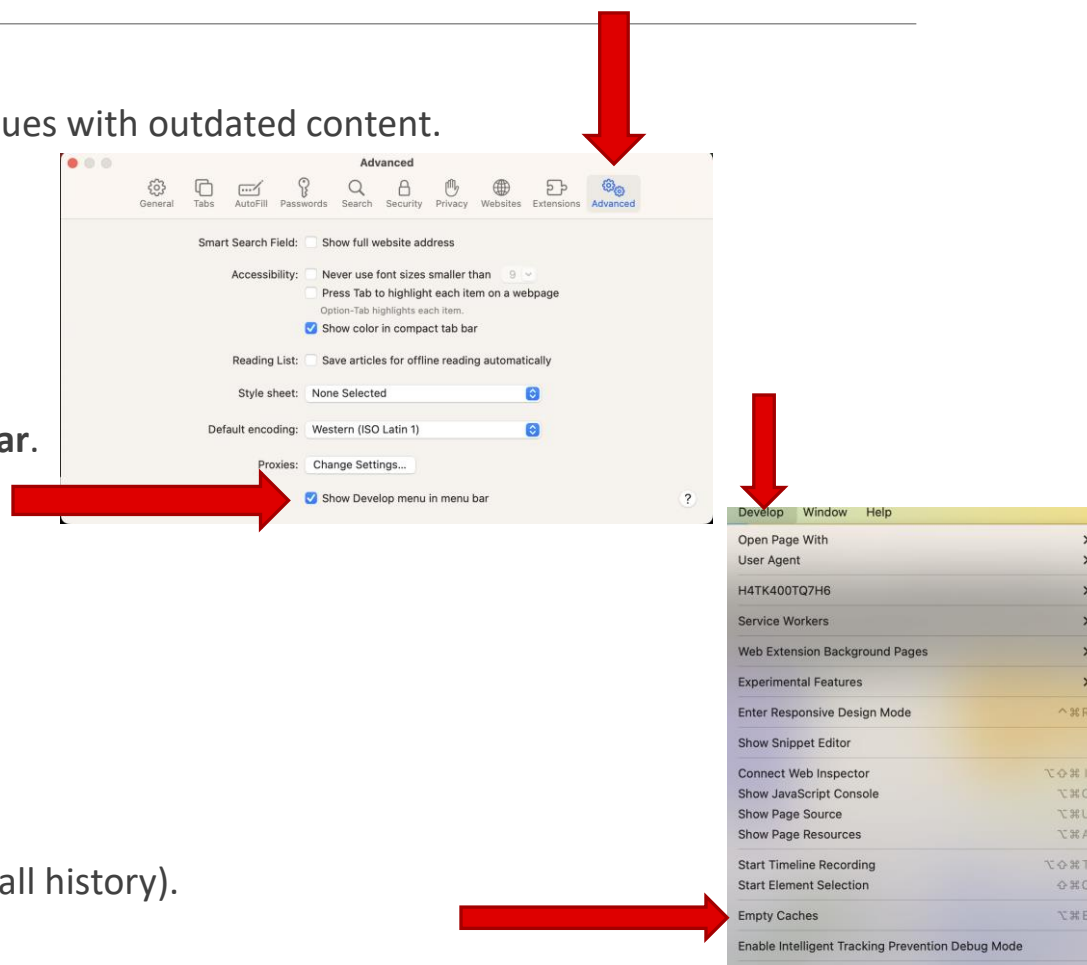
Apple Safari

How to Open a Private Browsing Window

Private Browsing allows you to browse without Safari remembering your history, cookies, or cache. It's great for when you want to keep your browsing private.

Steps to Open a Private Browsing Window in Safari:

1. Open **Safari**.

2. In the menu bar, click **File**.

3. Select **New Private Window**.
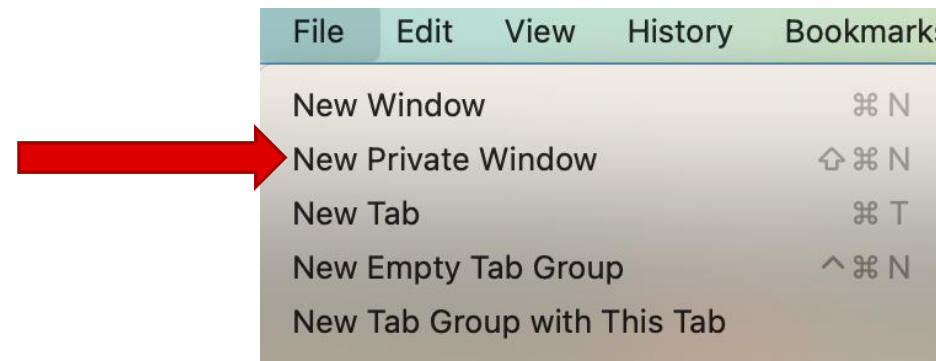
Alternatively, you can use the keyboard shortcut **Shift + Command + N** to open a private window.

In a private window, the address bar will display "Private" to indicate that you are browsing privately. Your history and cache will not be saved once the private window is closed.

Signing Into Your LBCC Microsoft Account

After signing into the Viking Portal or other LBCC applications, you may be prompted to sign into your LBCC Microsoft account. You will need to make sure you are using an incognito or private browser when starting to sign into the portal or applications if you are already signed into a personal Microsoft account on your personal device.

You should see an option to sign in. Click on **Sign in**.

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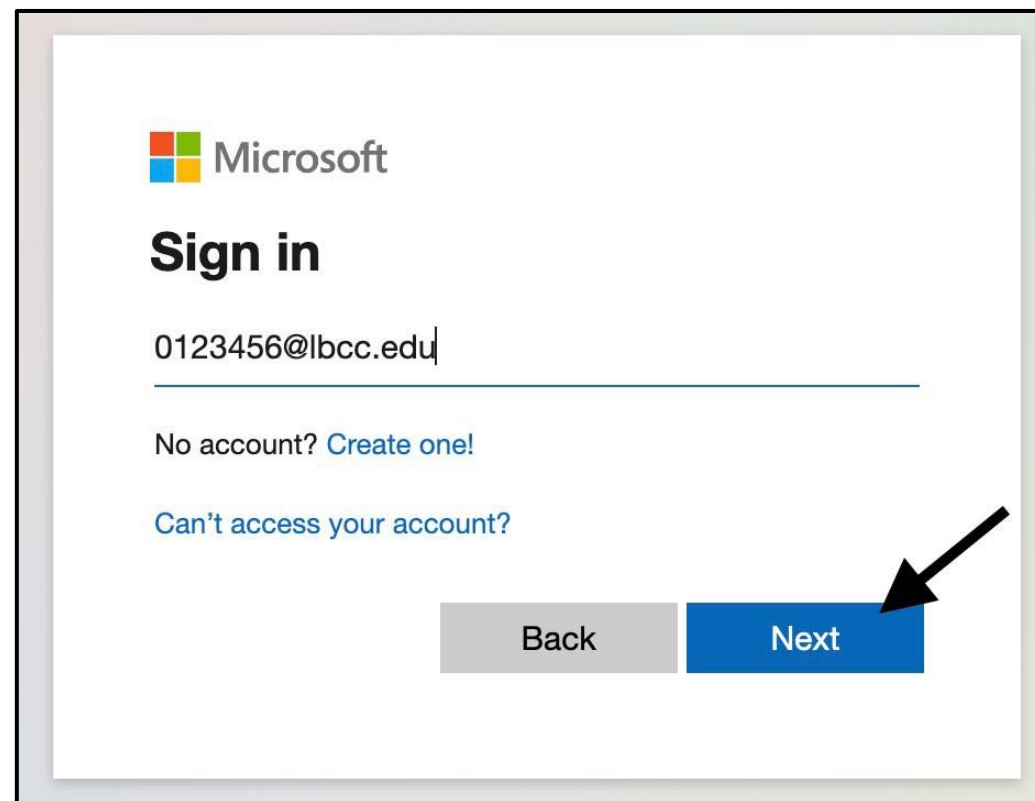LONG BEACH
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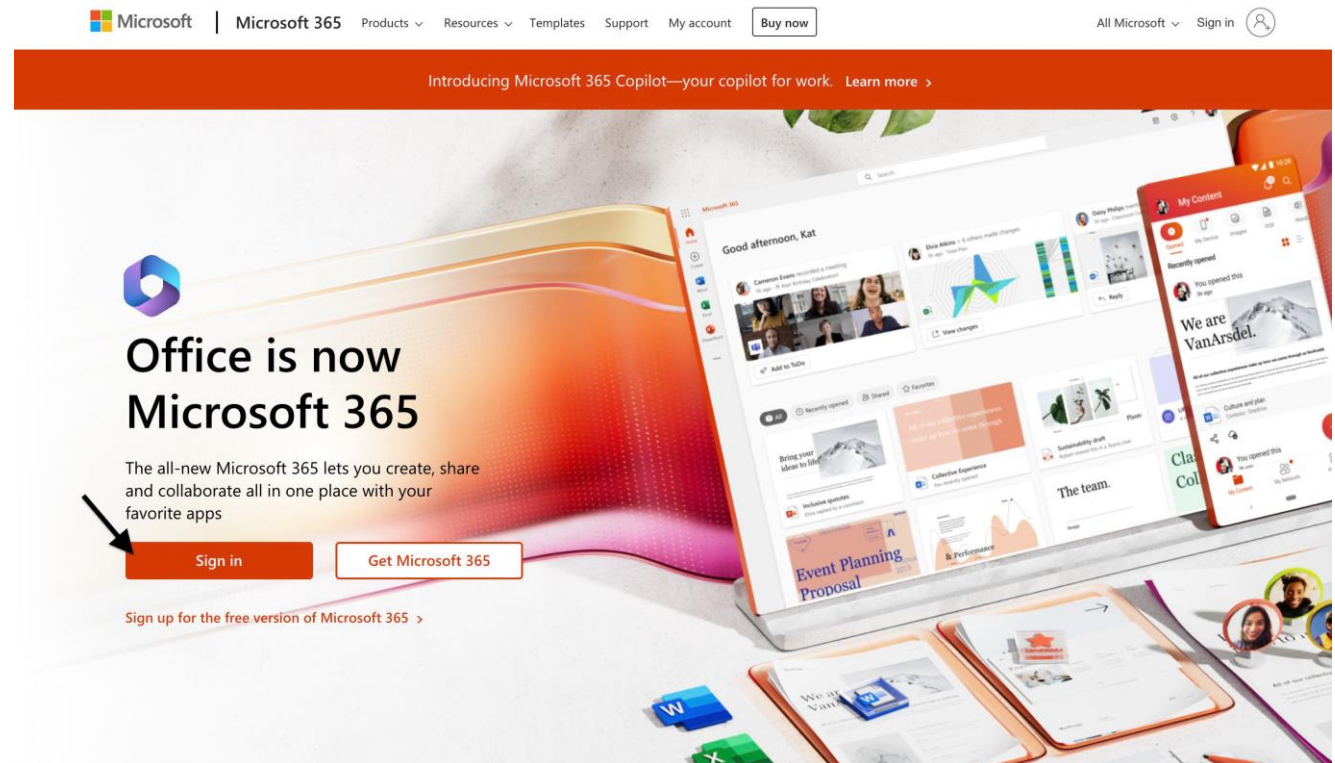
Step 5: Enter Your Login Email

Once you click **Sign in**, you will be asked to enter an email. Enter your information in the following format:

Student ID Number@lbcc.edu

Example: 0123456@lbcc.edu

Click **Next.**

This email format is not your official LBCC email address.

■■ Microsoft

Sign in

0123456@lbcc.edu

No account? Create one!

Can't access your account?

Back   Next