1. *Seek instruction/approval from your IT or IS support team*
2. Open Internet and go to Tools🡪 Internet Options

3. The Internet Options Window will open. Your window may look slightly different depending on your IE version.

4. In the Browsing History section press the Settings button.

5. On the Screen select the radio button next to “Every time I visit the webpage”.

6. Press OK on the Settings page.
7. The press OK on the Internet Options page.