



# Step by step guide for Microsoft Edge browser



Saved Passwords and AutoFill can prevent you from using a newly created password on your Sentara MyChart web site.

Passwords are saved in your internet browser, not on web sites. Storing your password in your internet browser's saved password list can expose your information to anyone who uses your computer, and possibly to others on the internet.

## How to remove a saved Password from your Microsoft Edge browser



*Password saving is on by default.*

When you visit a website that requires you to sign in, *Microsoft Edge* will ask if you want your user name and password remembered. The next time you visit the site, Microsoft Edge will finish filling in your account info.

*How to turn it on or off:*

1. Select More actions > Settings > View Advanced Settings.
2. Turn Offer to save passwords to Off.
  - o *Note:* This does not delete previously saved passwords.

*How to delete previously saved passwords:*

1. Go to Settings
2. Select Choose what to clear under Clear browsing data
3. Choose Passwords






AutoFill is a feature of your internet browser that allows you to fill out commonly-entered information on a web site. This information might be your name, your e-mail address, or login ID. This is a function of your internet browser and the sensitive information is only AutoFilled on your computer.

## How to turn off and clear AutoFill info in your Microsoft Edge browser



### *Turn off AutoFill*

1. Open the *Microsoft Edge* internet browser.
2. Select the More  button in the upper right-hand corner of the screen.
3. Select Settings, and then scroll all the way to the bottom and select the  button.
4. Move the switch next to Save form entries to off 



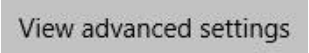
After you turn off AutoFill you may need to clear your browsing history (cache) to delete the saved information.

[Click here to for steps.](#)



A cookie is short text file that web sites place on your PC so the site will load faster each time you visit. Issues with wireless connections, accessing web sites, or using features of a web site such as Password Reset may be resolved by allowing cookies for that site. You can control how you treat cookies with your Internet browser privacy settings. Search cookies in your browsers tool or menu icon for information on how to control and manage cookies on your PC.

## How to turn on Cookies in your Microsoft Edge browser

	<p><i>Enable Cookies</i></p> <ol style="list-style-type: none"><li>1. Open the <i>Microsoft Edge</i> internet browser.</li><li>2. Click the More  icon in the upper right-hand corner of the browser window.</li><li>3. Select Settings from the drop-down menu</li><li>4. Scroll all the way to the bottom and click </li><li>5. Scroll down to the <i>Cookies</i> section and in the drop-down list, select <i>Don't block cookies</i> to enable cookies.</li></ol>
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Favorite links and Bookmarks need to be deleted occasionally to allow websites to load properly. Once you delete the old links in your Favorites and Bookmarks you can re-save the Sentara MyChart link.

Clearing cache and enabling cookies will, also, allow the web site to load properly so you can login successfully.

## How to delete Bookmarks/ Favorites on your Microsoft Edge Browser



### *Delete Bookmarks/ Favorites*

1. Open the *Microsoft Edge* internet browser.
2. In the upper right-hand corner of the screen, select the Hub  icon.
3. Select the Favorites Microsoft Edge favorites  icon.