

This email is being sent to Official Faculty & Official Staff.

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Technology Training and Tidbits

Technology training information, updates, and tips for
Goucher faculty and staff.

Volume 2
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Cookies, Cache and Confusion: The Basics of Browser Troubles



You've probably seen the pop-ups: "This website uses cookies" or "Accept cookies." But what exactly are cookies, and why should we care?

In simple terms, browser cookies are small text files that websites store on your computer. They help websites remember information about you, like your login credentials, shopping cart items, or preferred language settings. Without cookies, you'd have to re-enter your details every time you visit a site — and that can be annoying! So, cookies are handy for making web browsing easier and more personalized.

You might also notice some websites work fine on one browser and not another? It can be due to differences in how each browser handles cookies, cache, and site data. Browsers like Chrome, Edge, Firefox, and Safari all treat these elements slightly differently, which can impact how well a website runs.

And those days when a site works perfectly, and then suddenly, it doesn't? The cause is often your browser's cache. The cache stores temporary files to help web pages load faster. However, if the cache becomes outdated or overloaded, it can cause websites to behave strangely. Clearing your cache is a simple way to troubleshoot these issues.

To clear your cache:

- **On Chrome:** Go to Settings > Privacy and Security > Clear Browsing Data

- **On Edge:** Go to Settings > Privacy, Search and Services > Delete browsing data
- **On Firefox:** Go to Settings > Privacy & Security > Cookies and Site Data > Clear Data
- **On Safari:** Go to Settings > Privacy > Manage Website Data > Remove All

So next time your favorite website doesn't load properly, it might just be time to clear those cookies and cache!

Want to know more about cookies? Here are a few articles to chew on:

[4 Simple Ways to View Cookies in a Web Browser](#)

[Computer Cookies: A Definition and how Cookies Work](#)

[Everything You Need to Know About Internet Cookies](#)

Quick Tip!

Ensure Seamless OneDrive Sync on Your Mac

Having trouble syncing your OneDrive files on your Mac? Don't worry - to keep your files accessible and up to date across all your Mac devices, install the OneDrive app on your MacOS. Here's how:

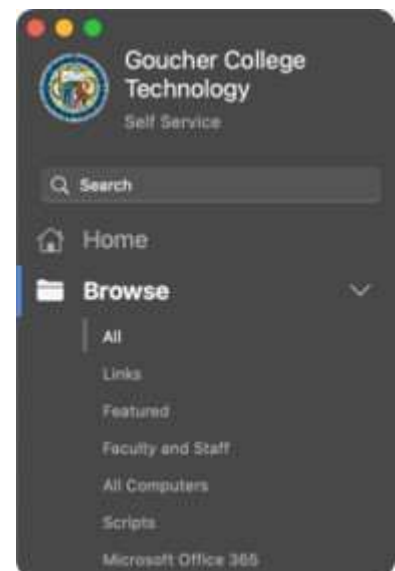
First, make sure OneDrive is running. Check **for** the icon in the menu bar. If it's not there, open it via Finder under Applications.



Then, simply download the OneDrive app from the Technology Self Service portal installed

on your Mac. Sign in with your Microsoft account, and your files will automatically sync between your Mac and OneDrive.

You can upload, rename, or delete files directly from Finder.



If you still encounter sync issues, here are a few quick fixes:

- **Restart OneDrive:** Quit and reopen the OneDrive app using Spotlight.
- **Update the App:** Ensure you have the latest version of the OneDrive app.
- **Unlink and relink your connection:** Go to Preferences, unlink your account, and then sign in again to re-establish the connection.

For more detailed troubleshooting steps, check out Microsoft's [guide to syncing files with OneDrive and MacOS](#) and how to [fix common sync issues](#) on MacOS. If all else fails, contact the [IT Help Desk](#) for further assistance.

IT Training Events

Below is the schedule of IT Training events for the remainder of the year. Feel free to register for all that interest you. Seats are limited, and sessions with low interest could be cancelled, so please [register](#) soon to save your spot!

Basics - Workshops for getting started.

Teams for Online Meetings Basics

November 4, 2024 / 9:00 - 10:00 a.m. / Online

Beyond the Basics - Workshops that build on foundational training.

Teams for Online Meetings: Interactive Features

October 22, 2024 / 2:00 – 3:00 p.m. / Online

Excel Pivot Tables

November 14, 2024 / 11:00 - 12:00 p.m. / Online

Design and Deliver – Workshops to enhance content delivery.

Creating Instructional Videos: Short and Sweet

October 14, 2024 / 1:00 – 2:00 p.m. / Online

Editing Instructional Videos

October 28, 2024 / 10:00 - 11:00 a.m. / Online

Productivity Pros – Workshops geared toward adding new skills for productivity.

Getting Started with Microsoft Forms

November 19, 2024 / 1:00 - 2:00 p.m. / Online

Process Mapping with Flowcharts

October 31, 2024 / 2:00 – 3:00 p.m. / Online

Introduction to Automation

December 10, 2024 / 2:00 – 3:00 p.m. / Online

Introduction to OneNote

Today! October 8, 2024 / 2:00 - 3:00 p.m. / Online

December 5, 2024 / 9:00 – 10:00 a.m. / Online

[Click here to view course descriptions and register for IT workshops.](#)

To view previous editions of the Technology Training & Tidbits newsletters [click here](#).

To make a training request for yourself or your department, please contact the Help Desk at helpdesk@goucher.edu.

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).