Clearing Microsoft Project Local Cache

QUICK REFERENCE GUIDE

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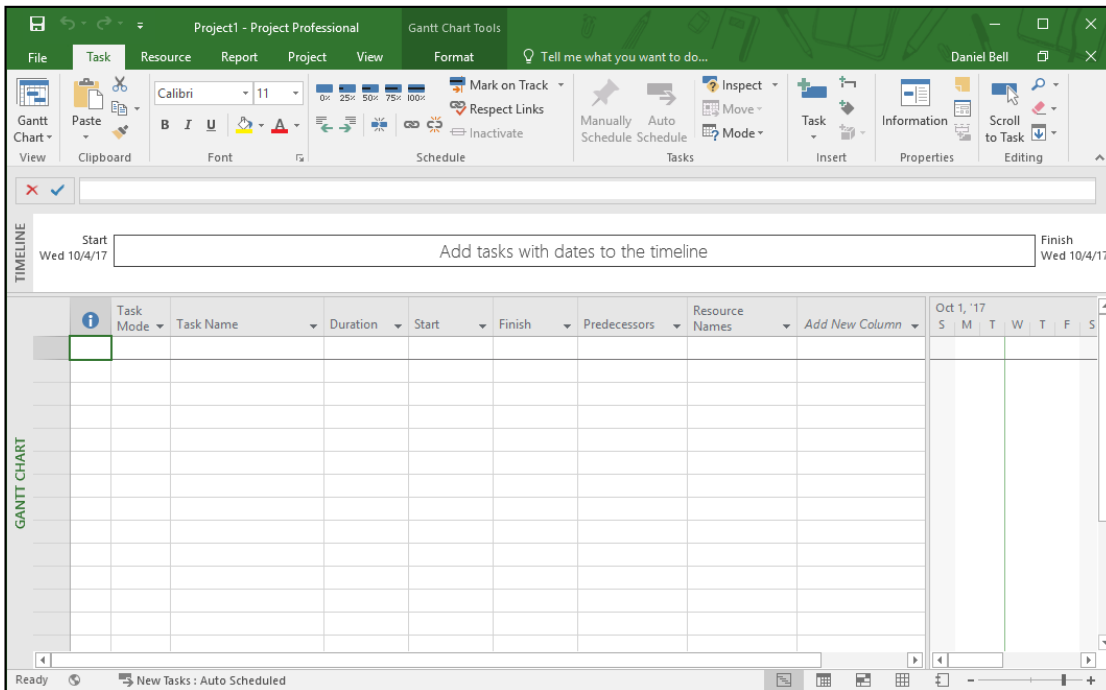fax: (800) 895-3260
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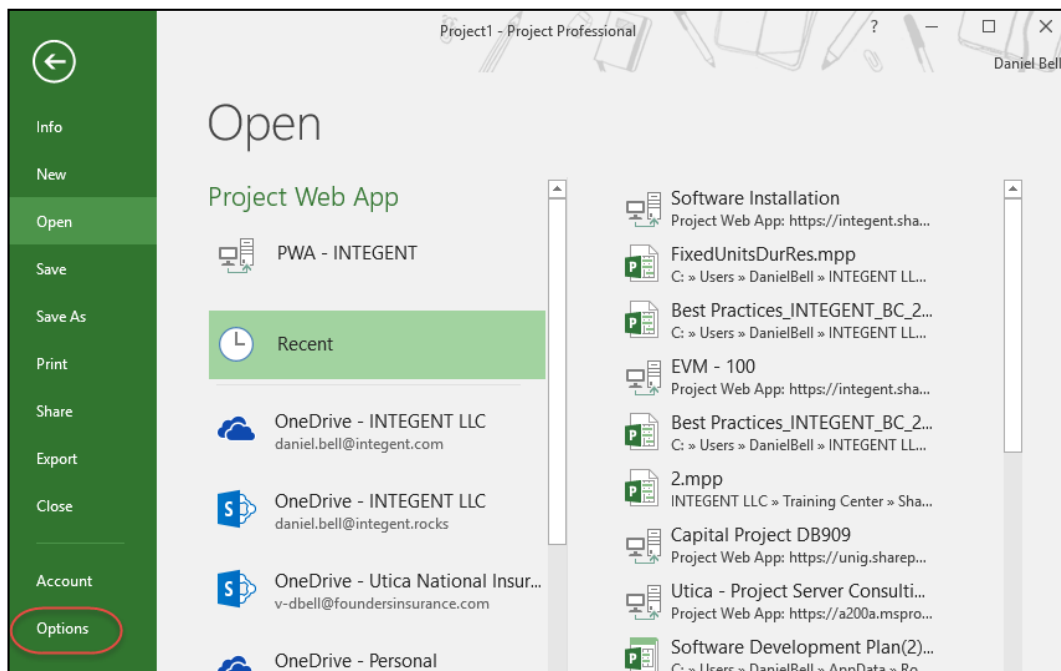
Clear Microsoft Project Professional Local Cache

In order to clear the cache in Microsoft Project Professional we will start with the product opened with a blank project schedule as shown below.

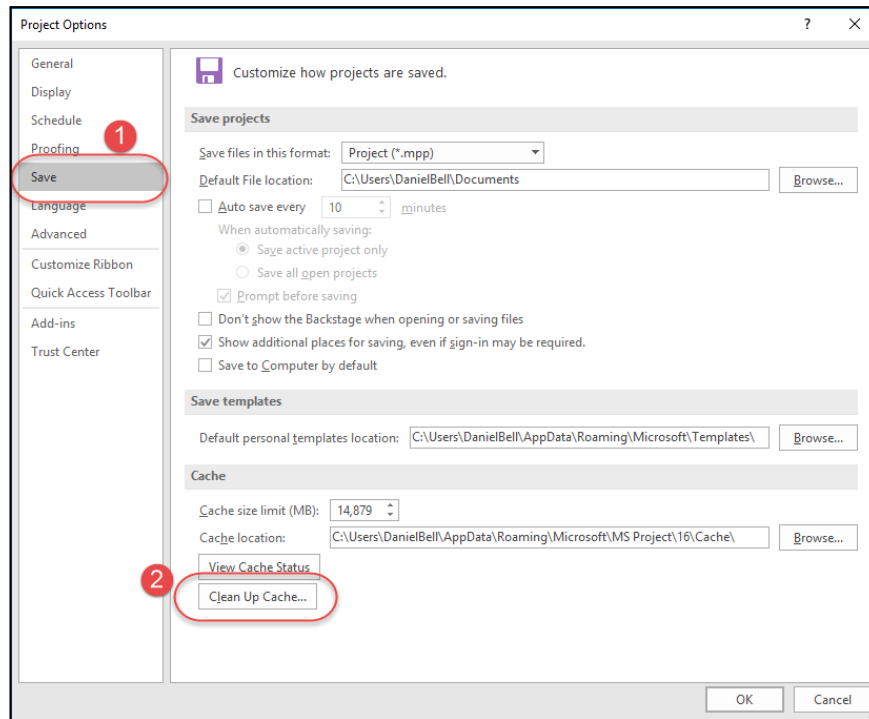**Important**, DO NOT have any project schedules opened at this time in Microsoft Project.

Continue with the following steps:

1. Click the **File** tab ![File] then select **Options** in the **Quick Launch**.
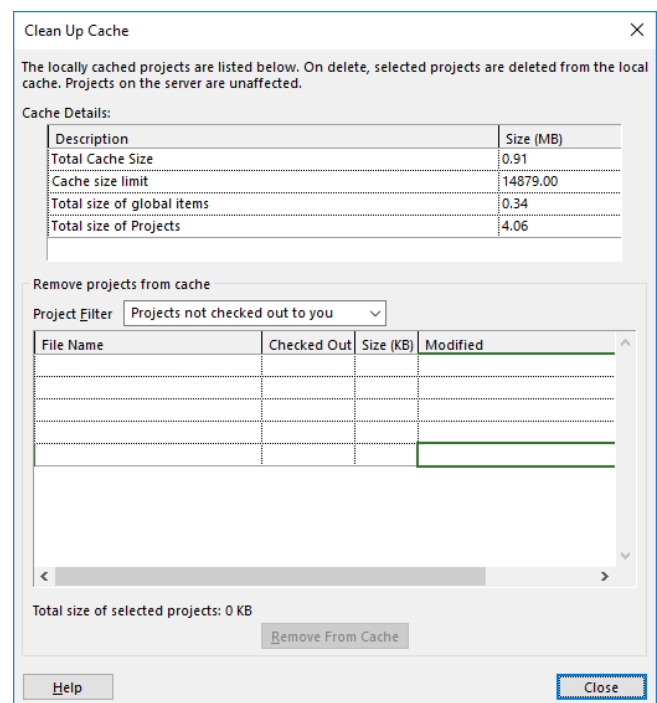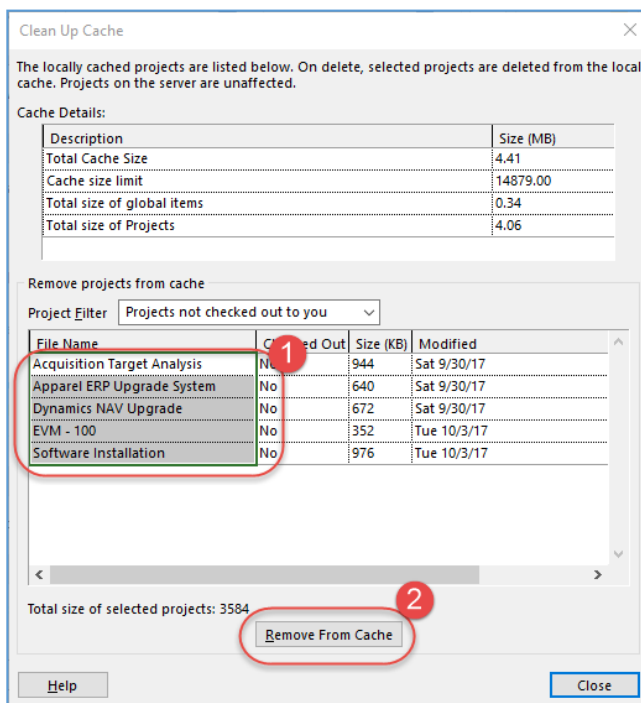
2. Once in the **Project Options** dialog, select the **Save (1)** page, then click the **Clean Up Cache (2)** button.
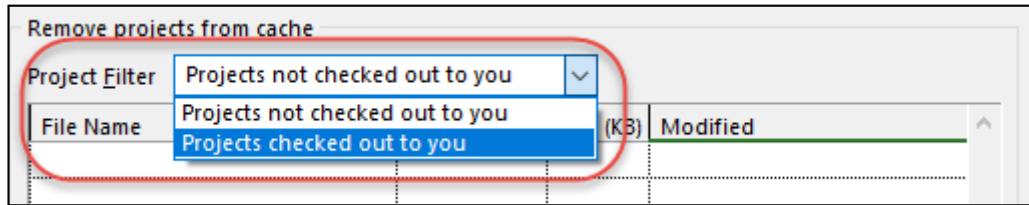

3. In the **Clean Up Cache** dialog perform the following:
   a. Select all the projects in the **Remove projects from cache** section. Use Shift-click to simplify selection.
   b. Click the **Remove From Cache** button.

Note: The screenshot on the left is before we cleared projects from the cache. The screenshot shows the cleared cache.

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4. While still in the **Clean Up Cache** dialog, change the **Project Filter** to **Projects checked out to you** via the drop down list box.

5. If there are any projects showing up in the cache now, perform the same procedure and clear them from the cache (Important, ensure you do not currently have any projects opened!)
    a. Select all the projects in the **Remove projects from cache (1)** section. Use Shift-click to simplify selection.
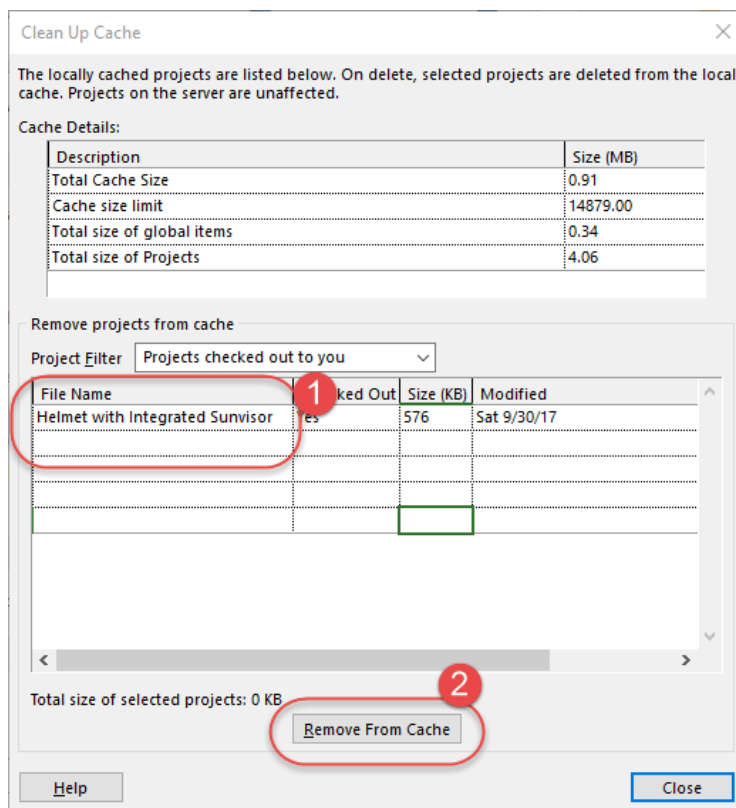   b. Click the **Remove From Cache (2)** button.

6. Click the **Close** button when finished.
7. Note that you will no longer be able to open projects that are referenced in your Recent items list. You will need to Navigate **File → Open**, **Browse**. Then in the **Open** dialog click the **Show me the list of all projects** link to retrieve the list of projects from Microsoft Project Online.

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