

# Browser Settings Help for Microsoft “Remember Me for 30 Days”

To ensure the Microsoft option to remember you for thirty days works as intended, please ensure your web browser\* is set to remember your temporary files, such as browser history, cookies and cache. (After the thirty day window is over, you may clear your browser history, cookies and cache if needed.)

*\*Web browser settings may change as browsers are updated. Contact the ITS Service Center for additional support, if needed.*

Please refer below to steps below using the following web browsers.

## Google Chrome

1. Click on the three vertical dots in the upper right-hand corner of the Chrome browser. 
2. Click on **Advanced** at the bottom of the page.
3. Under the Privacy and Security section, click on **Content Settings**.
4. Click on **Cookies**.
  - a. Please ensure you toggle **on** the option to allow sites to save and read cookie data.
  - b. Please toggle **off** the option to keep local data only until you quit your browser.
5. Close and reopen your browser.
6. Access your Coastal email account. When prompted, check the box to remember you for thirty days, and then authenticate to complete your login process.

## Microsoft Edge

1. Click the three dots in the upper right corner of the Edge Browser
2. Click **settings** at the bottom of the menu.
3. Scroll down to **Advanced Settings** and click **View advanced settings**.
7. Scroll down to Cookies and ensure “**Don’t block cookies**” is selected. Close and reopen your browser.
4. Access your Coastal email account. When prompted, check the box to remember you for thirty days, and then authenticate to complete your login process.

## Mozilla Firefox

1. Click on the three lined menu located in the upper right-hand corner of the Firefox browser. 
2. Then, click on **Options**.
3. On the left-hand navigation, choose **Privacy and Security**.
4. In the Privacy and Security section, navigate to:
  - a. The *Cookies and Site Data* Section: please **uncheck** the delete cookies and site data when Firefox is closed. (If it is already unchecked, then no changes are needed.)
  - b. The *History* Section: choose ‘Remember History’ in the drop-down menu.
5. Close and reopen your browser.
6. Access your Coastal email account. When prompted, check the box to remember you for thirty days, and then authenticate to complete your login process.

## Safari

1. In Safari, click the **Safari** menu, and choose **Preferences**.
2. Click on the **Privacy** tab.
3. Choose the preferred cookies setting: to “allow from websites I visit.”
4. Close the Preferences window. Once you have configured your cookie blocking preferences, you can simply close this window and continue using Safari.
5. Access your Coastal email account. When prompted, check the box to remember you for thirty days, and then authenticate to complete your login process.