

Browser Settings for Microsoft Edge

WINNIE TRAINING – UPDATED FEBRUARY 2026

Table of Contents

| | |
|--|---|
| Browser Settings for Microsoft Edge | 1 |
| Set default browser to Microsoft Edge..... | 2 |
| Ensure WINNIE login not saved to browser..... | 2 |
| Verify login not saved | 2 |
| Remove saved login | 2 |
| Option to turn off auto-save feature | 3 |
| Clear browser cache..... | 3 |
| Bookmark WINNIE login page..... | 3 |
| Add favorites bar..... | 3 |
| Add WINNIE to favorites bar..... | 4 |
| Set zoom preference..... | 4 |
| Allow pop-ups in WINNIE..... | 4 |
| Ensure downloads are deleted daily..... | 5 |
| Ensure browser downloads to downloads folder | 5 |
| Option 1 | 5 |
| Option 2 | 5 |
| Always show downloads button on toolbar | 6 |
| Open the developer console..... | 6 |
| Revisions | 7 |

Set default browser to Microsoft Edge

- In the *Search* field on your computer's taskbar, type **Default apps** into the search bar.
- Click on **Default apps**, which will display at the top of the left panel.
- Scroll to find the Web Browser.
- If Microsoft Edge displays beneath Web Browser, it is already your default browser. If another browser displays, click the browser button.
- The *Choose an app* modal displays.
- Click the **Microsoft Edge** button.



Microsoft Edge

NOTE!

If there are two Microsoft Edge options, make sure to select the version with the swirl icon.

Ensure WINNIE login not saved to browser

When logging in for the first time or with a new password...

- The *Saved password* message automatically displays.
- Click the **Edit** icon.
- Click the **dropdown arrow** next to *Not now*.
- Select **Never** save for this site.

Verify login not saved

To verify your username and password haven't been saved to the browser...

- Click the **ellipses** icon in the top right corner of the browser.
- Select **Settings** from the menu.
- Settings opens to *Profiles*.
- Click **Passwords**, which is found in the right panel under *Your Profile*.
- Scroll to the bottom and verify a URL with "mnwic" displays in the Never Saved Passwords list.

Remove saved login

If your username and password are default populated on the WINNIE login page, which means they have been saved to the browser...

- Scroll through the Saved Passwords list to find the URL with “mnwic” in it.
- Click the **ellipses** in that row.
- Select **Delete**.

Option to turn off auto-save feature

You can choose to toggle off **Offer to save passwords**.

- Select **Settings** next to the wheel icon on the main screen.
- Toggle off **Offer to save passwords**.


NOTE! This will remove the auto-login feature for **all sites** visited.

Clear browser cache

- Click the **ellipses icon** in the top right corner of the browser.
- Select **Settings** from the menu.
- Select **Privacy, search, and services** from the left sidebar.
- Select **Clear browsing data** in the menu on the right.
- Click the **Choose what to clear** button to the right of *Clear browsing data now*.
- Ensure **All time** displays in the *Time range* dropdown. If not, select it.
- Ensure the following checkboxes are checked:
 - Browsing history.
 - Download history.
 - Cookies and other site data.
 - Cashed images and files.
- Click the **Clear now** button.
- Close the Settings browser tab.

Bookmark WINNIE login page

Add favorites bar


- Click the **Star** icon to the right of the address bar 
- Click the **ellipses** icon on the top right of the Favorites menu.
- Click **Show Favorites Bar**.

- Click **Always**.


Add WINNIE to favorites bar

- Login into WINNIE and select your Location.
- Once on the Module Launcher page...

Option 1

- Click the **star** icon  at the far end of the address bar.
- In the *Name* field, delete the words “:Module Launcher”.
- The default Folder should be **Favorites Bar**. If not, select it from the dropdown.
- Click the **More** button.
- In the URL field, delete the forward slash (/) and word “module”.
- Click the **X** to close.

Option 2

- Click and drag the **lock** icon  to the left of the URL to the desired position on your *Favorites* bar.
- Right click on the new **WINNIE Module Launcher** button.
- Select **Edit**.
- In the *Name* field, delete the words “:Module Launcher”.
- In the *URL* field, delete the forward slash (/) and word “module”.
- Click the **Save** button.

Set zoom preference

- Click the **ellipses** icon in the top right corner of the browser.
- Zoom displays mid-way down in the menu.
- Select the minus sign (-) to make the percentage smaller and decrease the size of the contents on the page. Click the plus sign (+) to make the percentage larger and increase the size of the contents on the page.

Allow pop-ups in WINNIE

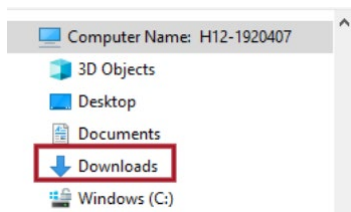
- Click the **ellipses** icon in the top right corner of the browser.
- Select **Settings**.
- Select **Cookies and site permissions** from the left sidebar.

- Scroll down to **Pop-ups and redirects**. Click the button.
- Click the **Add** button to the right of *Allow*.
- Type the WINNIE URL into the *Site* field: <https://appwinnie.mnwic.net>
- Click the **Add** button.
- The WINNIE URL will display under Allow.
- Close the *Settings* tab.

Ensure downloads are deleted daily

Ensure browser downloads to downloads folder

- Click the **ellipses** icon in the top right corner of the browser.
- Select **Settings**.
- Select **Downloads** from the left sidebar.
- Verify the Location is the Downloads folder. If not, click the Change button, select Downloads in the left panel of the Location modal, and click the Select Folder button.




- Ensure **Ask me what to do with each download** is toggled off. If not, toggle it off.
- Close the browser tab.

Option 1

- Install the Download and Recycle Bin Script.
 - This is required for any agencies using state-owned computer that access Mobile Management or WINNIE.
 - It automatically deletes downloaded files that may have private data from the Downloads folder and the Recycle Bin daily.
 - Instructions: [Installing the Download and Recycle Bin Script \(https://www.health.state.mn.us/docs/people/wic/localagency/winnie/scriptinstall.pdf\)](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/scriptinstall.pdf)

Option 2

- Manually delete downloaded files from the Downloads folder.


- Click the **Explorer** icon  on the taskbar.
- Click on **Downloads** in the left panel.
- Select the files to be deleted (CTRL + A will select all).
- Click the **garbage can icon** or **X** icon.
- If a confirmation message displays, click **Yes**.
- Type **Recycle Bin** in the *Search* field on your computer's taskbar.
- Select **Recycle Bin** at the top of the left panel.
- Click the **Empty Recycle Bin** button if it displays. If not, click **Recycle Bin Tools** under *Manage* on the toolbar, then click the **Empty Recycle Bin** button.

Always show downloads button on toolbar

- Click the **ellipses** icon in the top right corner of the browser.
- Select **Settings**.
- Click the **ellipses** icon (more options) to the right of Downloads.
- Select **Show downloads** button on toolbar.

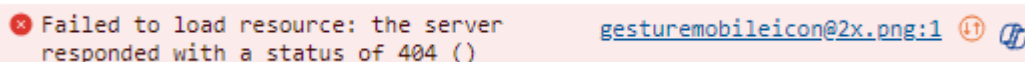
Open the developer console

The Developer Console can assist the MN Help Desk in identifying an issue in the WINNIE Code. You can open it with a hot key: CTRL + SHIFT + I or...

- Click the **ellipses** icon in the top right corner of the browser.
- Click **More tools**.
- Select **Developer tools**.
- Click the **Console** icon .

Generally, you will be looking for a red error.

Example:



```

Failed to load resource: the server responded with a status of 404 ()
gesturemobileicon@2x.png:1

```


You can use the Snipping Tool to print screen the error.

- Click the **Search** icon on the taskbar.
- Type **snip**.
- Snipping Tool will display at the top of the left panel. You can right-click on it and select **Save to Taskbar** to have the Snipping Tool always available. If you do that, click the icon on your taskbar.



OR

If you don't want it saved to your taskbar, click on Snipping Tool.

- The *Snipping Tool* floating toolbar opens.
- Click the **Mode** dropdown.
- Verify **Rectangular Snip** is selected. If not, click on it.
- Click the **New** button.
- Click and drag over the red error to capture a print screen of it.
- The *Snipping Tool* modal will open with the print screen displayed.
- Click the **Save** icon  if you want to save it somewhere on your computer OR CTRL + V to paste it to a document.
- Click the X to close the *Snipping Tool* modal.

Revisions

February 2026 – updated/verified general information.

July 2024 – original.

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

This institution is an equal opportunity provider.