

PROTECTING YOURSELF ON FACEBOOK **ACCOUNT AND PRIVACY SETTINGS**

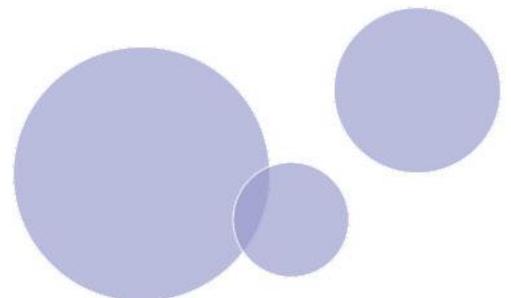


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PROFILE SETTINGS

The first thing that you should change is your profile settings. This is so that you can control who can see the information that you have about yourself on Facebook.

To change these settings:

1. Go to your profile by clicking on your name at the top of the page.
2. Click on the silver '**Edit Profile**' button in the top right corner of the page. (Fig 1.0)



Fig. 1.0 - The Edit Profile button is located at the top right of your Facebook Profile

All of your personal information is available to edit here. The settings are located to the right of each of the options. (Fig 1.1)

1. It is recommended that all of the settings are set to '**Friends**' or '**Only Me**' as this will protect you as much as possible.
2. Once each page has been changed, click on the blue '**Save Changes**' button.

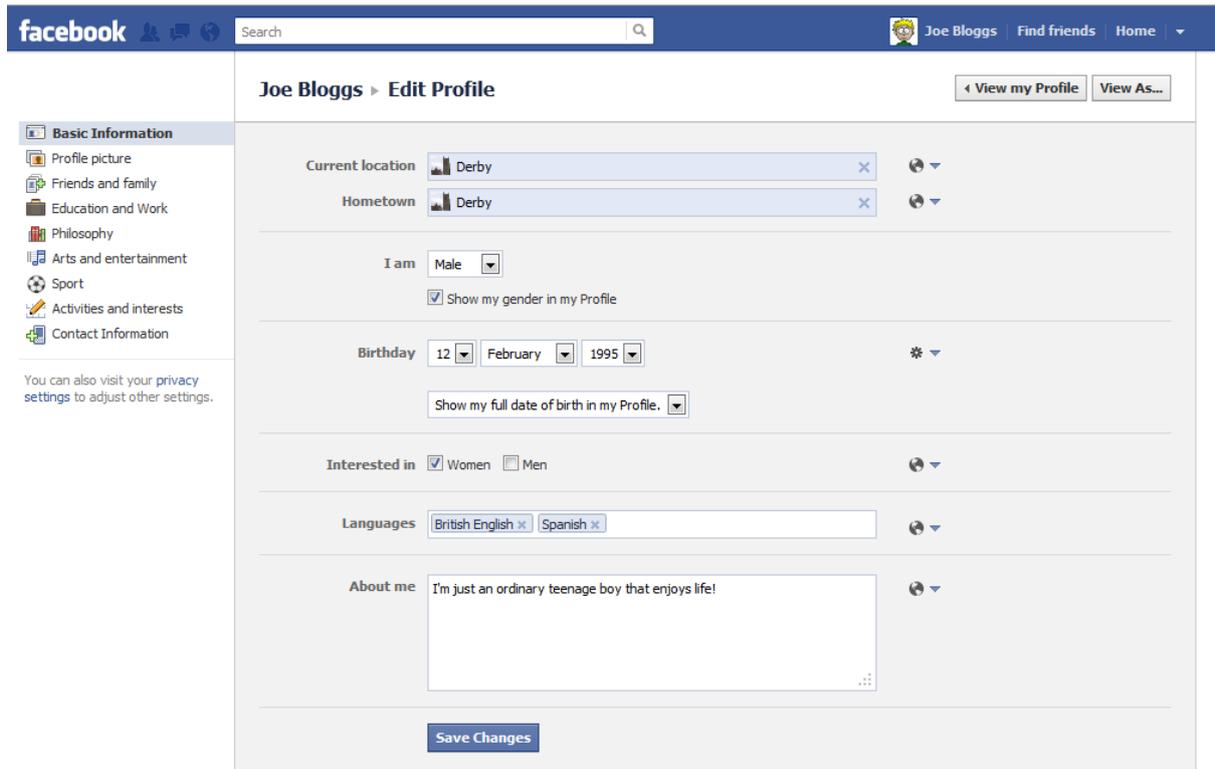


Fig 1.1 - Settings can be edited by clicking on the icons to the right of the options.

3. You will need to go through each of the tabs on the left of the page. Make sure to save any changes that you make on a page before you change to another tab.
4. At any point you can click on the silver '**View As...**' button in the top right corner of the page to see how your profile would appear under the current settings to different users.

CHANGING SETTINGS

1. To access your Facebook Privacy and Account settings click on the **down arrow** in the top right corner. This will be located next to the word '**Home**'. (Fig 2.0)
2. This will give you two settings options – **Account Settings** and **Privacy Settings**.
3. Click on '**Privacy Settings**'.

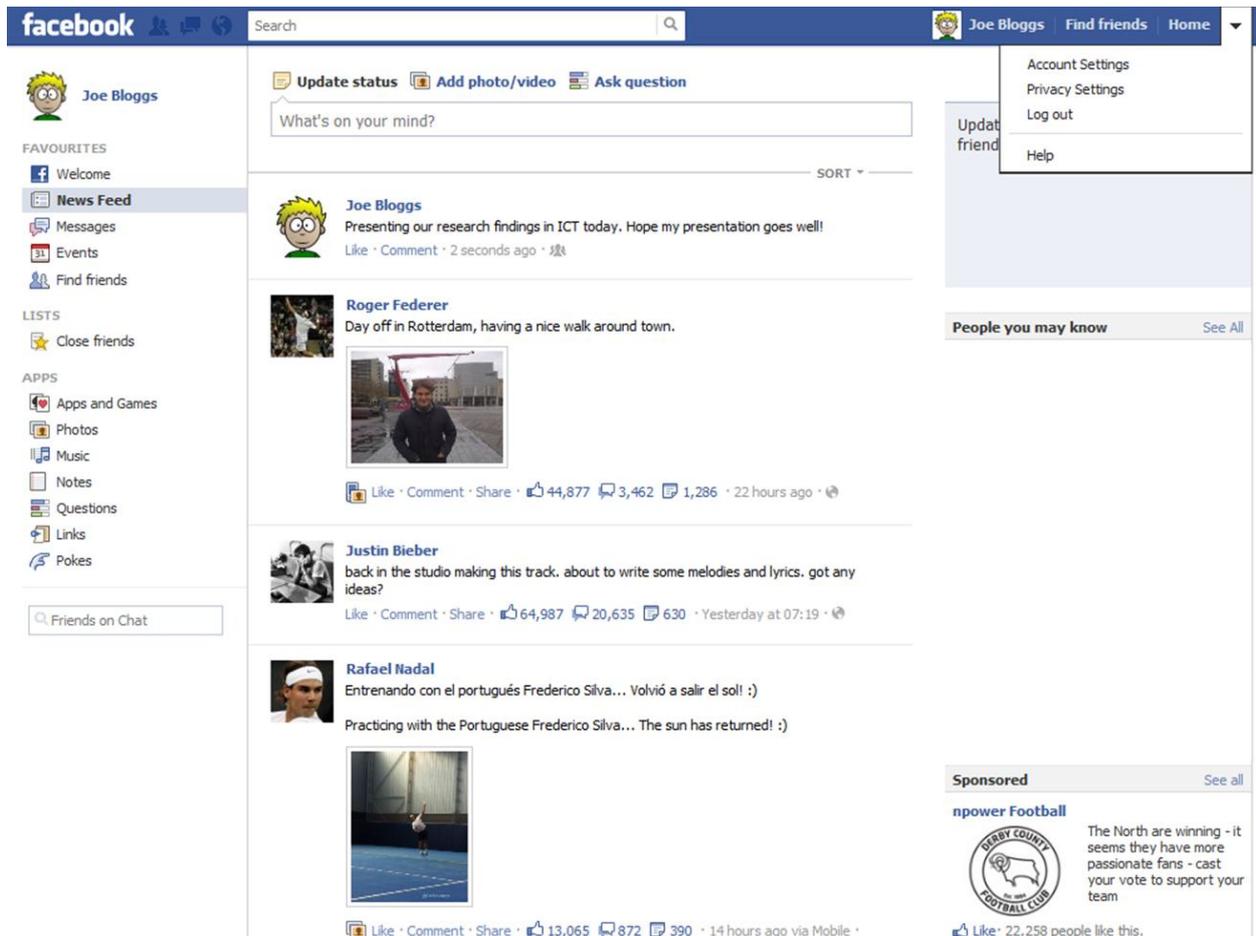


Fig 2.0 – A drop down box should appear in the top right giving you different options.

DEFAULT PRIVACY

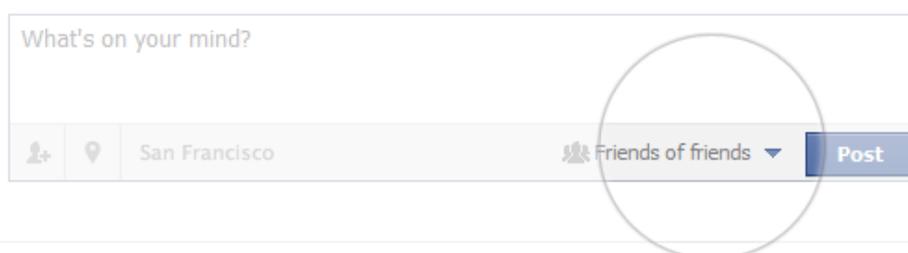
1. Enter **Privacy Settings** and on the main page there is an option to '**Control Your Default Privacy**'. Changing this option will change who can see all of your future status updates, wall posts and photos. (Fig 3.0)

Privacy settings

Since you're under 18, we take extra steps to protect your information. [Learn more](#)

Control Privacy When You Post

You can manage the privacy of your status updates, photos and information using the inline audience selector — when you share or afterwards. Remember: the people you share with can always share your information with others, including apps. Try [editing your profile](#) to see how it works or [learn more](#).



Control Your Default Privacy

This setting will apply to status updates and photos you post to your Profile from a Facebook app that doesn't have the inline audience selector, like Facebook for BlackBerry.

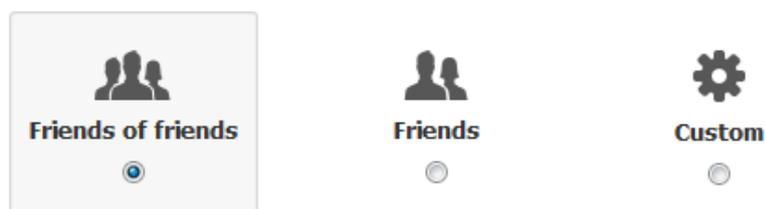


Fig 3.0 – Default Privacy allows you to change who can see any future posts you make.

If you are under 18, by default it is set to '**Friends of Friends**'. If you are over 18 it is set to '**Public**'.

2. It is recommended that you set it to '**Friends**' so that you can control who sees your content. To do so, click on the check box beneath '**Friends**'.

LIMIT THE AUDIENCE FOR PAST POSTS

On the same page as Default Privacy is an option to '**Limit the Audience for Past Posts**'. (Fig 4.0)

As the Default Privacy setting only changes future posts, you will need to change the privacy settings for any previous posts that you have made. This option will allow you to do this but it will change all of your previous posts to '**Friends**'. There is no quick way of changing the settings back.

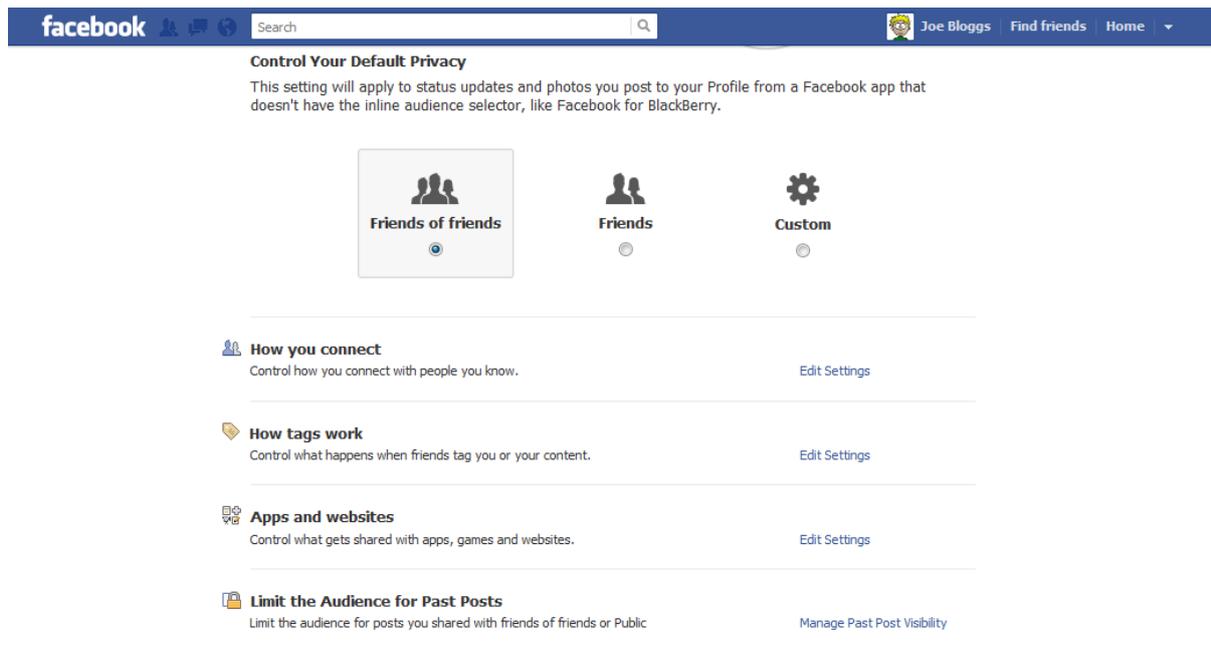


Fig 4.0 – Limit the Audience for Past Posts will change the settings on your previous posts.

1. To change the settings, click on '**Manage Past Post Visibility**' to the right of the '**Limit the Audience for Past Posts**' option.
2. A pop up box will appear informing you of what the tool will do. To continue with the process, click on the blue '**Limit Old Posts**' button. (Fig 4.1)

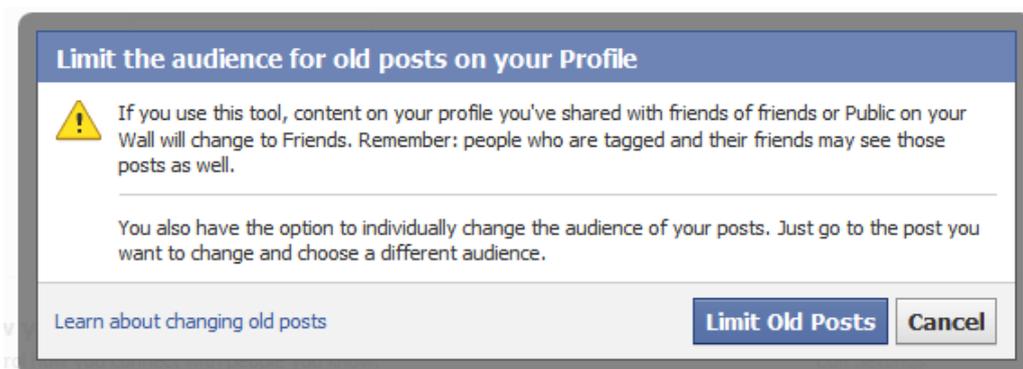


Fig 4.1 – You will be alerted as to whether you wish to continue with the process.

3. The process will ask you once more if you are sure that you wish to proceed. If you are sure, click again on the blue '**Confirm**' button. There will be a pop up box to confirm the change. (Fig 4.2)

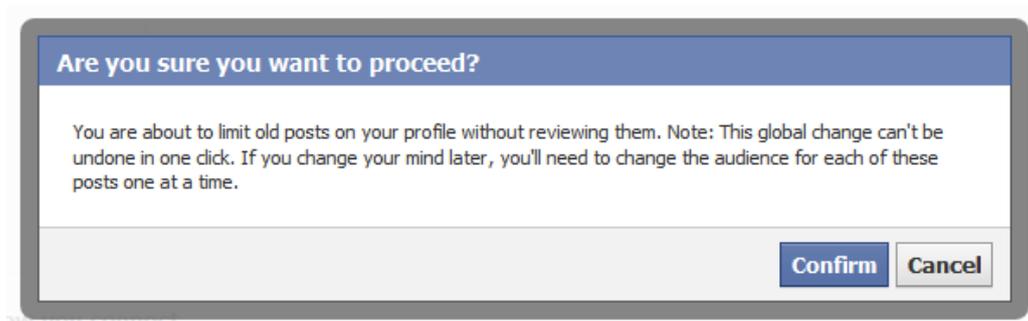


Fig 4.2 – You will be asked for a final time if you would like to continue.

HOW YOU CONNECT

In **Privacy Settings** there is an option called '**How you connect**'. (Fig 5.0) This option allows you to control who can interact with you on Facebook. Options include who can search for you, who can add you as a friend and who can send you messages.

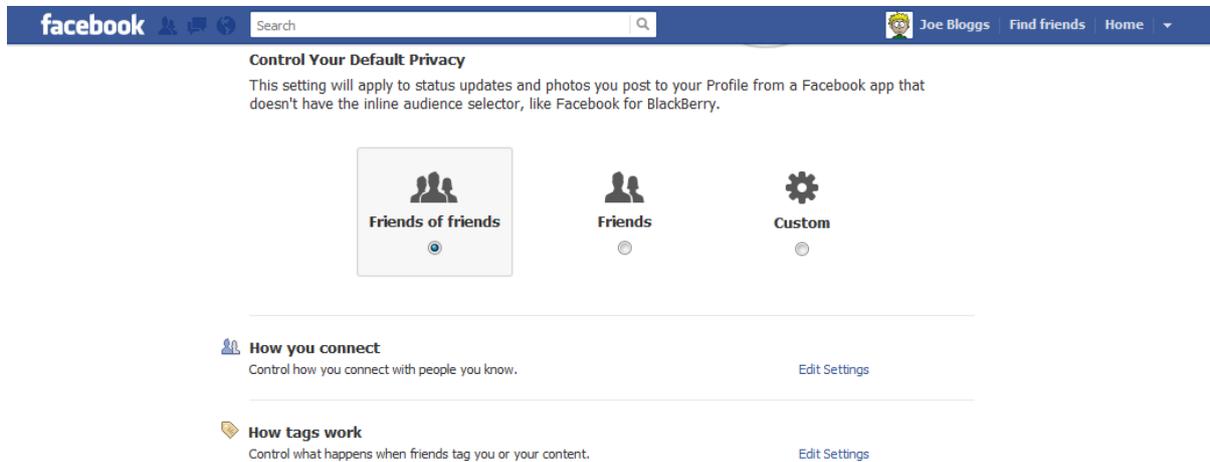


Fig 5.0 – How you connect allows you to control who can interact with you.

1. To set this up, click on '**Edit Settings**' next to the '**How you connect**' option.
2. A pop up box should appear. (Fig 5.1) The boxes on the right are where you change the options.
3. It is recommended that you use the following options to make sure that only those you may know can interact with you.

Who can look up your profile by name of contact info?

Recommended Setting: Friends

This is who can search for you by entering your name or information into the search bar at the top of Facebook.

Who can send you friend requests?

Recommended Setting: Friends of Friends

This is who can send you a request to add you as a friend and see your content and information posted on Facebook.

Who can send you Facebook messages?

Recommended Setting: Friends

This is who can send you a private message.

Who can post on your wall?

Recommended Setting: Friends

This is who can make posts on your wall or timeline.

Who can see Wall posts by others on your profile?

Recommended Setting: Friends

This is who can see posts by other people on your wall.

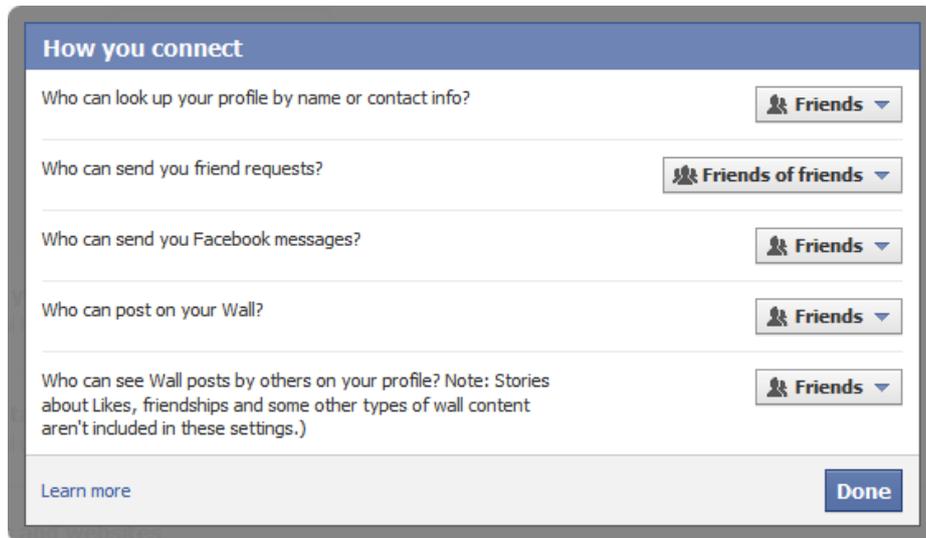


Fig 5.1 – A pop up box will appear giving you several options

4. Once complete; click on the blue '**Done**' button.

BLOCKING USERS

In **Privacy Settings** there is an option called '**Blocked People and Apps**'. (Fig 6.0) This option allows you to block and restrict access to those that you do not wish to be able to see your information or contact you.

1. To begin, click on '**Manage Blocking**' to the right of the '**Blocked People and Apps**' option.

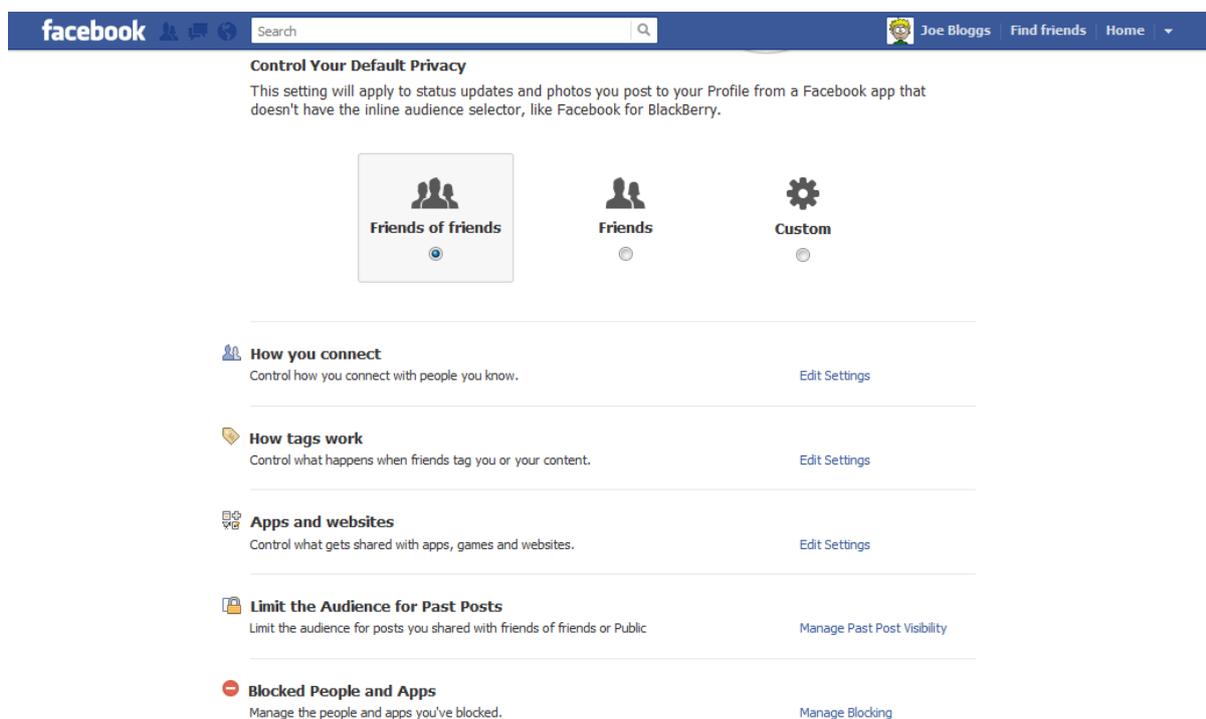


Fig 6.0 – Blocking people will stop them from seeing you on Facebook at all.

The first option is called '**Add friends to your Restricted list**'. (Fig 6.1) This is a list of people that you have added as a friend but have a limited view of what you post and what information they can see.



Fig 6.1 – Your Restricted list is a list of Friends that can only see limited content.

2. To add people to this list, click on '**Edit List**' and enter the names of those that you wish to add on the next screen. Click the blue '**Finish**' button when you are done.

The next option is called '**Block users**'. (Fig 6.2) A person does not have to be on your friends list for you to block them. When blocked, a person cannot see you on Facebook and can no longer search for you; view your profile, or view any posts or comments that you have posted.

Block users

Once you block someone, that person can no longer be your friend on Facebook or interact with you (except within apps and games you both use and groups you are both a member of).

Name

Email

You haven't added anyone to your block list.

Fig 6.2

– You can unblock users after you have blocked them by clicking on 'Unblock'.

3. You can block users by entering their name or email address into the boxes provided and clicking the blue 'Block' button.
4. A list will appear and you can select the person that you wish to block and click on the silver 'Block' button next to their name. (Fig 6.3)
5. Click on the blue 'Close' button once complete and their name should appear under the 'Block users' option on the 'Manage blocking' page.



Fig 6.3 – You will be given a list of people. From this you can choose who to block.

The final settings allow you to be able to block people from sending you App or Event invitations.

6. To block somebody from doing this, search for their name in the box and select the person that you wish to block invitations from. Click on their name and it will block them. (Fig 6.4)

Block app invites

Once you block app invites from someone, you'll automatically ignore future app requests from that friend. To block invites from a specific friend, click the "Ignore all invites from this friend" link under your latest request.

Block invites from

You haven't blocked invites from anyone.

Block event invitations

Once you block event invitations from someone, you'll automatically ignore future event requests from that friend.

Block invitations from

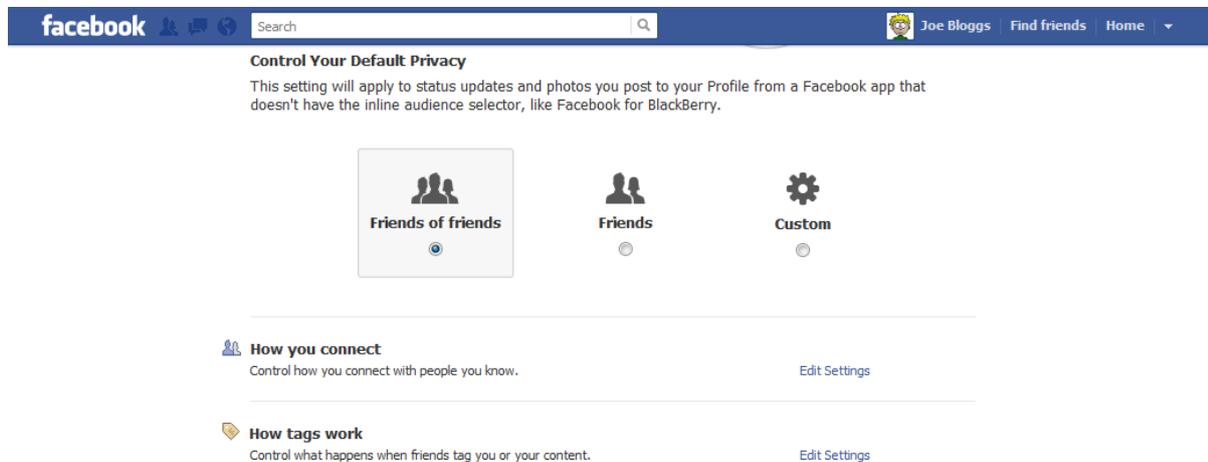
You haven't blocked event invites from anyone.

Fig 6.4 – You can search for a friend to block invitations from in the boxes provided.

HOW TAGS WORK

Another option in **Privacy settings** is called '**How tags work**'. This option is all about when people tag you in photos and locations.

1. To get started, click on '**Edit Settings**' next to the '**How tags work**' option. (Fig 7.0)



Fig

7.0 – Tags can be made on photos or at locations.

2. A pop up box should appear; the options on the right are where you make the changes. It is recommended that you use the following options to make sure that you have control over when and where you are tagged.

Profile / Timeline review

Recommended Setting: Enabled

This option means that you have to confirm it when somebody tags you in something before it appears on your wall.

Tag review

Recommended Setting: Enabled

This option means that you have to confirm it when somebody tags you in something before you appears as tagged.

Maximum Profile Visibility

Recommended Setting: Friends

This option limits the posts so that only those selected can see what you are tagged in.

Tag suggestions

Recommended Setting: Friends / No One

This option suggests to friends to tag you when a photo of you is uploaded by them.

Friends Can Check You Into Places

Recommended Setting: Enabled / Disabled

This allows friends to tag you into locations, without you tagging yourself or confirming the tag.

3. Once complete; click on the blue **'Done'** button. (*Fig 7.1*)

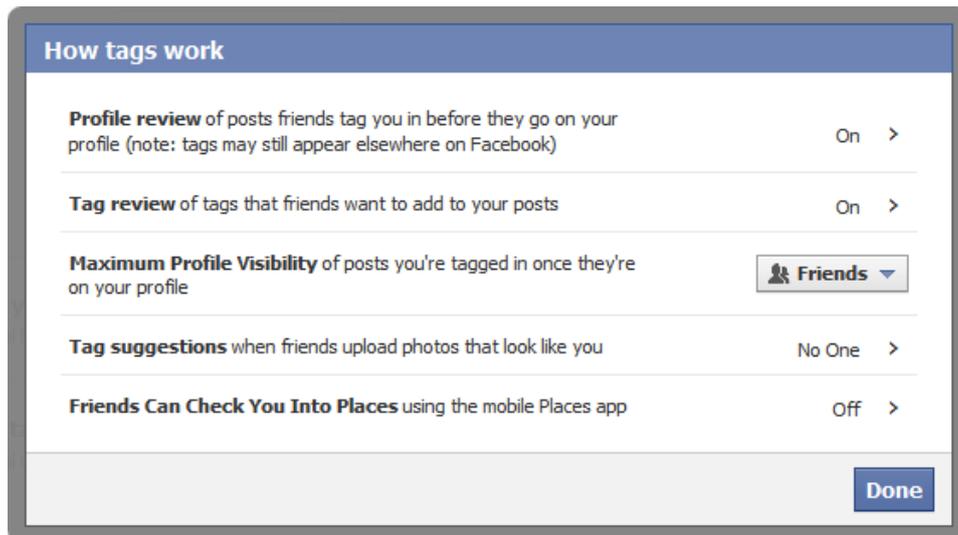


Fig 7.1 – A box will appear with options for you to enable or disable.

LOGIN APPROVALS

1. Enter **Account Settings** and choose the security tab on the left. Click on **'Edit'** next to **'Login Approvals'**. (Fig 8.0)

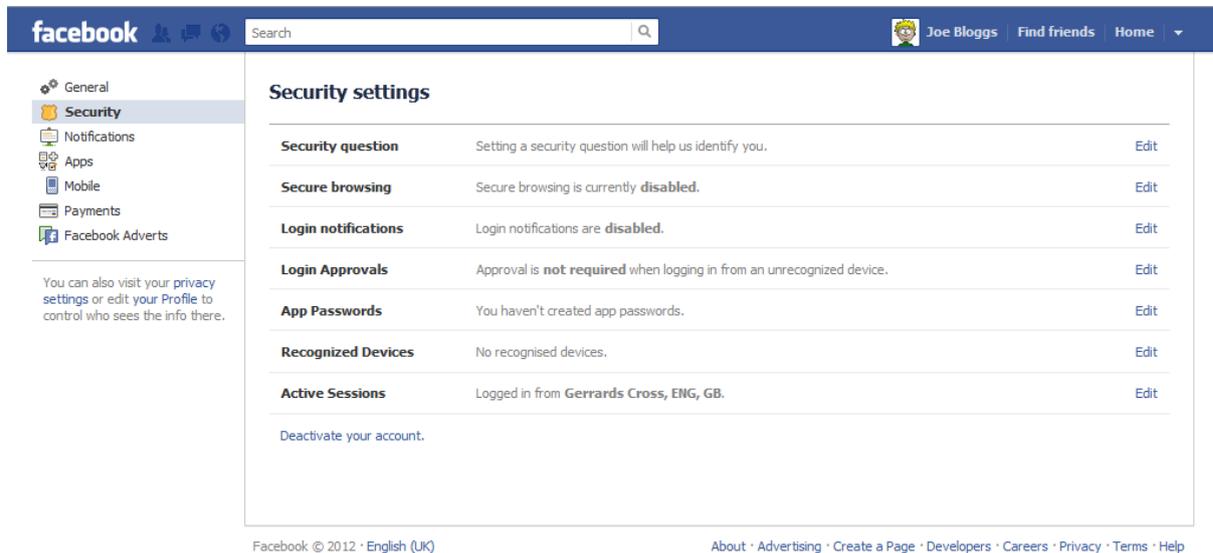


Fig 8.0 - Login Approvals will mean that you have to confirm each new device.

2. A pop up box will appear giving details about this option. You should tick the box that asks **'Require me to enter a security code each time an unrecognised computer or device tries to access my account'**. Then click to continue.

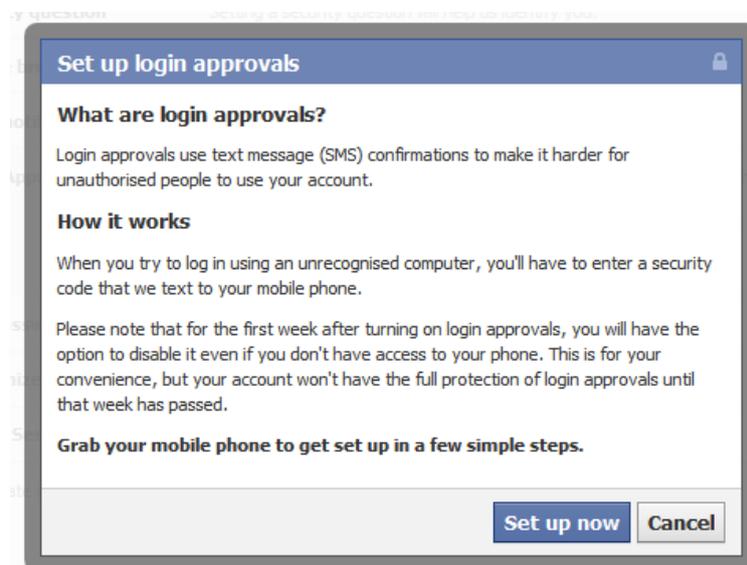


Fig 8.1 – A pop up box will appear, giving you more information about Login Approvals.

3. A pop up box above should then appear listing more information about the process. (Fig 8.1) To continue click on the blue **'Set up now'** button.

- The next pop up box will ask you for your mobile phone number. (Fig 8.2) As Facebook is an international website, it will ask you to choose your Country Code. It should be defaulted to the correct option but if it is not, make sure to choose '**United Kingdom (+44)**'.

You will need to enter your mobile phone number in the second box. This should be entered without the leading zero as the country code will replace this. For example:

If your mobile phone number is 07712 345678, it should be entered as 7712345678. It should be 10 numbers long.

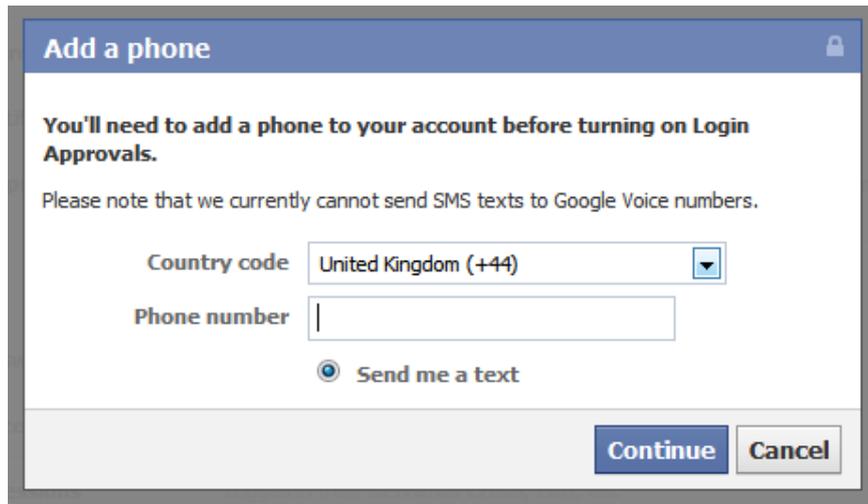


Fig 8.2 – You will need to enter your mobile number without the leading zero.

- Once you have entered your mobile phone number and selected the correct country code, press the blue '**Continue**' button to continue.
- Facebook will then send you a 6 digit code which will be a mixture of letters and numbers. You will need to enter this in the box shown, to confirm your mobile phone number. Click '**Continue**' to confirm.
- Facebook will then ask for a name of the device that you are using Facebook on at this time. (Fig 8.3) Give a suitable name, one that you will recognise at a later date.

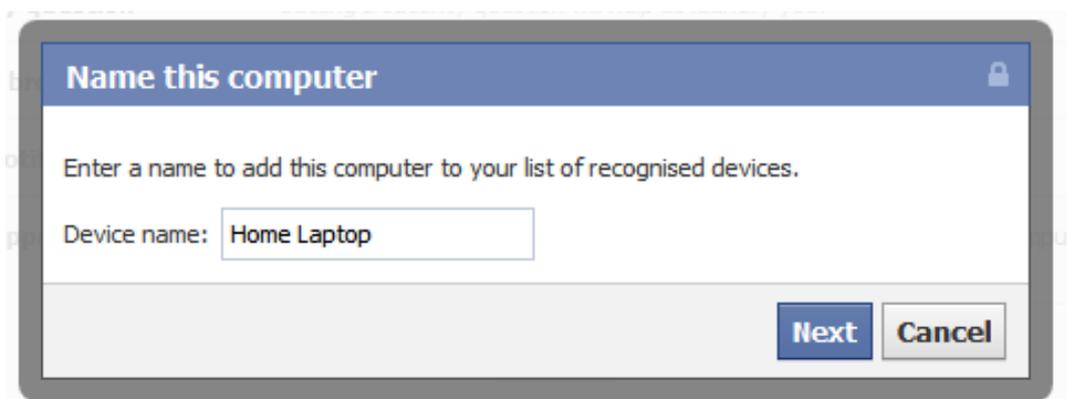


Fig 8.3 – Enter a suitable name for your current device.

- Click the blue '**Next**' button to continue.

At this point, login approvals have now been set up.

9. Whenever you use Facebook on a new device you will receive a text message with a code, which you will need to enter to be able to use Facebook on that device.
10. Click the blue '**Close**' button to complete. (Fig 8.4)

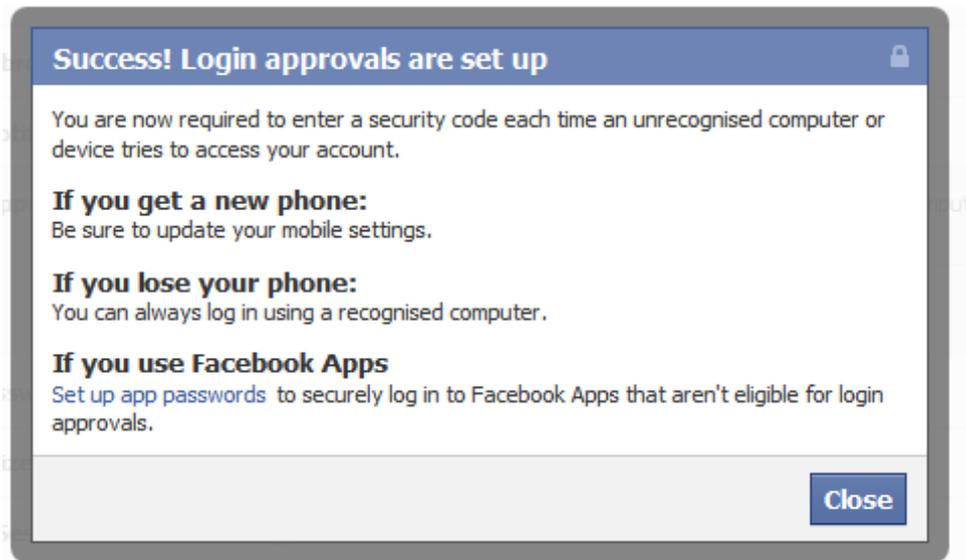


Fig 8.4 – A confirmation message will appear to confirm that Login Approvals are set up.

If you wish to report somebody on Facebook or any content that they have posted, you should do so through Facebook's reporting facility. For more information visit www.facebook.com/report and always tell a responsible adult about what you have seen.