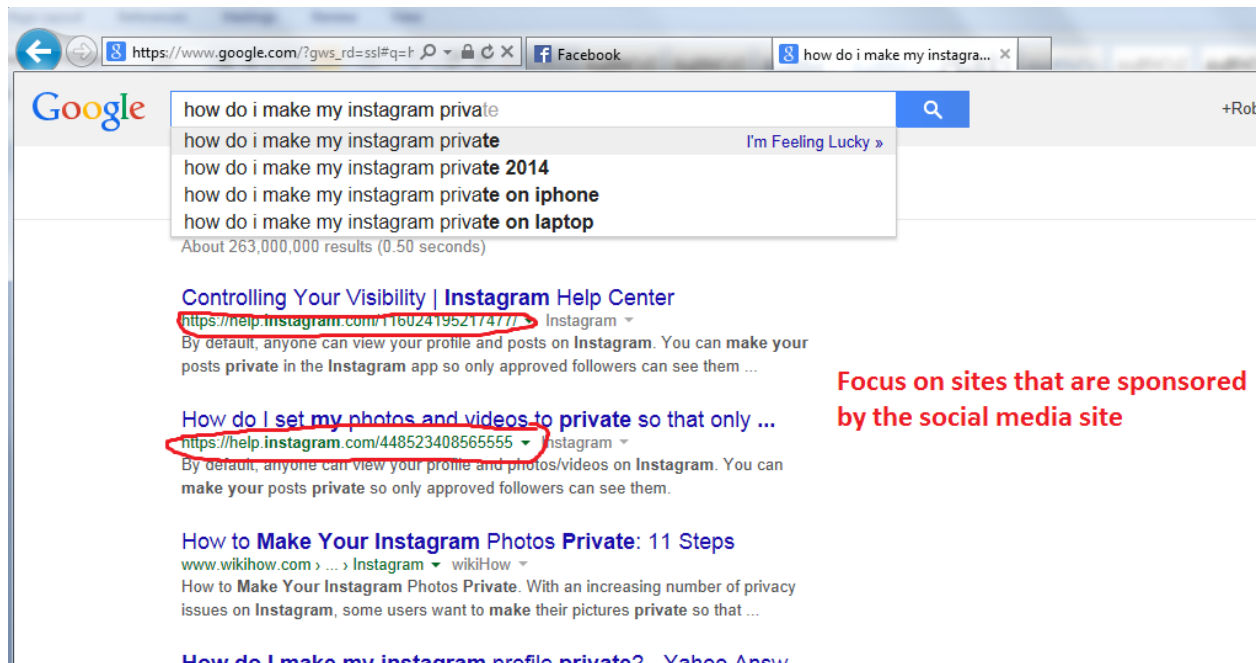



Social Media Privacy Tips

Social media is always updating and changing. It is important to maintain your privacy and to know how to adjust your settings when necessary. Here are some general tips to make sure you know where to find these settings and how to change them to keep your accounts private.

- Familiarize yourself with the site's privacy settings in the site's **about section**.
 - Look up the differences between the mobile app and the main website:
 - Google search the questions.
 - Read comments about the apps.
 - Visit the site's **help section**.
- Privacy settings can usually be found under your **account settings** and under the heading **Privacy**.
- Always update your settings when you hear about site **updates**, see **changes in the site's format, or update your mobile app**.
- If you have a specific question, **look up the answer** online:
 - Use a search engine like **Google or Bing**; type in the question and focus on the search results that are from the social media site itself.



Privacy settings on smart phones:

- Every time you update your apps through iTunes or an app store, check your privacy settings.
- On **Instagram**, adjust your privacy settings by clicking on  to get to your profile, and click **Edit Profile** and turn on **Posts are Private**.
- On **Facebook**, click on the **more** link next to your notifications link and scroll down to **Privacy Shortcuts**.

Social Media Privacy Tips



- On **Twitter**, there is currently no way to adjust privacy through your phone. You must go through the website and click on **Security and Privacy Settings** and click **Protect Tweets**.
- On **Vine**, go to your profile and click on **Settings**, then go to **Your Content**. You can now turn on the **Posts are Private** feature.

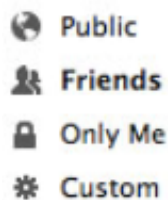
How to keep safe on social media:

- Never post your full birth date (people can find other information about you with your name and birth date).
- Never post contact information such as cell phone numbers or email.
- Do not use geo-tagging software to “check in.”
 - Especially if you are a victim of bullying, stalking, street violence, domestic violence, have been threatened, or feel unsafe.
 - Geo-tagging can make it easier for someone to find you.
- Familiarize yourself with how to **Block People** on your social media pages and what blocking means.
- Never share your password and change your password every few months.
- Do not friend or accept requests from people you do not know, trust, or like.
- Think before you post! Do not post anything that may make you a target for retaliation, hurts someone or puts others down.

What is public and what is private on Facebook:

- All of your **profile pictures, status updates, and cover photos** are automatically set as public on Facebook, however you can take steps to make this content private:

- If you see a  (**globe**) icon next to the date of a post, it means that it can be seen by the public and you should consider changing it.
 - Click on the  icon, and choose a new icon from the drop-down list.
 - Below are all of the privacy setting icons you will see on Facebook:



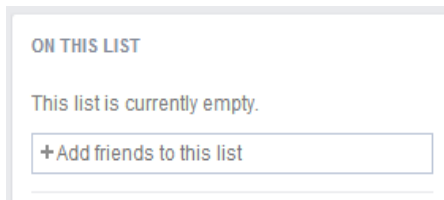
- **Every time you post/update your status, it is automatically public!**
 - You need to click the globe icon to change it.
 - You can go through all pictures and albums and control who can see them by adjusting the icons.
 - You can also **change what types of friends can see what you post!** READ BELOW!

How to separate close friends from others and have control over what each sees:

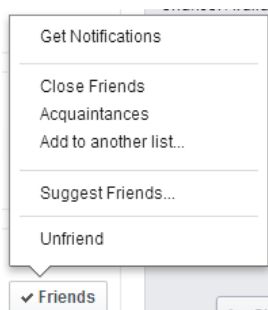
- From a computer, on the news feed page, go to the column on the left side of the page and find **Friends**, then click on **More**.



- **Use an Existing List** –Facebook provides you with a number of automatic lists (close friends, acquaintances, family, etc.).
 - In your news feed, go to the column on the left side of the page and find **Friends**, click on a specific list to add people.
 - Find the “On This List” column on the right side of the page.
 - Type a friend’s name into the “+Add friends to this list” box to add them to the list.

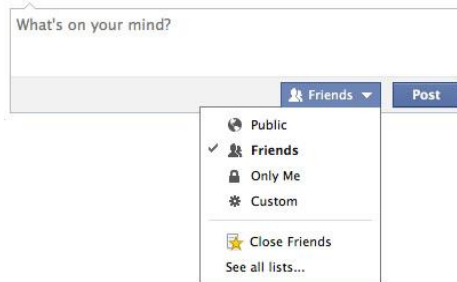


- Another way to add friends to an existing list is by going to your profile page and then to the **Friends** section, you can view all of your friends.
 - If they have a star next to their name, they are automatically put on the **close friends** list, and you get all their activity in your news feed.
 - If you want to place them in a different list, click on the **Friends** box next to their name and select the list you want to add them to from the dialogue box:



- Now that your Friends Lists are set up, you can edit who can see specific posts on your profile. You can do this for albums, photos, status updates, posts, and about me info.
 - On your profile page, look for any area that has **one of the four icons** (public, friends, only me, custom), and change it to the privacy setting you want.

- When you want to post a status, you can go down into the corner and specify the list of people you want to see it.



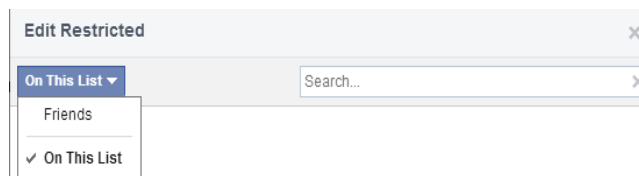
- You can also edit who can add/see things on your profile and who can tag you in posts:
 - Click the ▼ icon, then click **Settings**, next find **Timeline and Tagging** in the column on the left side of the page.
 - Then select **edit** next to the question you would like to change.
 - To add extra control to what is posted on your timeline and which posts you are tagged in, turn **on** the options to **Review posts friends tag you in before they appear on your timeline** and **Review tags people add to your own posts before the tags appear on Facebook**.
- Or you can place Friends on the **Restricted List** which means they will only see your public profile, basically blocking them:
 - Click the ▼ icon, then click **Settings**, next find **Blocking** in the column on the left side of the page.
 - To the right of **Restricted List** click **Edit List**.


Restricted List

When you add friends to your Restricted list they can only see the information and posts that you make public. Facebook does not notify your friends when you add them to your Restricted list.

[Edit List](#)

- Next click the **On This List** box and then click **Friends**



- Scroll down through our Friends or **Search** for friends by entering their name into the Search box.
- Click on the picture of the friend you want to put on the **Restricted List** (a  icon will appear).
- When you are done click the **Finish** button.