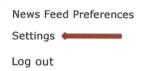
# **FACEBOOK PRIVACY SETTINGS AND TOOLS**

e.g. This is a basic guideline to assist people in changing their privacy settings on Facebook if they choose to do so. Please note that the screen and placement of icons may differ when using different devices, apps or older versions of Facebook PC, Android, iOS devices can all slightly differ. PC is recommended when changing setting as it is a larger screen and can be easier to navigate.

#### Who can see my stuff?

- 1. Click the drop down **arrow** (top right corner of the page).
- 2. Click **Settings.** Activity Log



- 3. Click Privacy. Privacy
- 4. Go to Who can see my stuff? click on Edit (right side).



# Choose from the following options:



To review past posts and photos you have been tagged in, go to Who can see my stuff? click on Use Activity Log.



- 6. Click on **Posts You're Tagged In** Posts You're Tagged

  There are more options which allow you to "untag" yourself from photos.

  These photos won't be deleted but will not show up on your timeline.
- 7. To see how other people, view your Facebook page, go to your Profile and click on Next to View Activity Log on the right side of your screen.

8. Now click View As...

This will allow you to see if you need to make further changes to your privacy settings.

### Who can send me Friend Requests?

1. Click the drop down **arr** (top right corner of the page).

2. Click Settings. ActiYitt; Log

News Feed Preferences

Log

- 3. Click Privacy. Privacy
- 4. Go to Who can contact me? click Edit (right side).

Who can contact me? Eciit

Who can send you friend requests?

Friends of friends

Limit by clicking one of the following options:

Ever:wne

J.!A Friends offriends

## How do I block someone?

1. Click the drop down **arrov** (top right corner of the page).

2. Click **Settings.** Activil'; Log

News Feed Preferences

Log out

3. Click **Blocking.** Blocking Enter the person's name or email address in the space provided.

Block users

Add name or email

Block

You haven't added anyone to your block list

OR

Go to the person's timeline by clicking their name and click on A drop down box will appear with the options **Report** and **Block** 

### Who can look me up?

1. Click the drop down **arr** (top right corner of the page).

2. Click Settings. Activit<J Log

**News Feed Preferences** 

Log

- 3. Click Privacy. Privacy
- 4. Go to Who can look you up using the email address you provided? Click on Edit (right side).

Who can look me up?

Who can look you up using the email address you provided?

d

Who can look you up using the phone number you provided?

E,1:t

Do you want search engines outside of Facebook to link to your Profile?

#### Choose from the following options:

Everyone

,1t Friends of friends

JI, Friends

- 5. Follow step 3 in the **Who can look you up using the phone number you provided?** section, if you have provided Facebook with your number. Remember you **Do Not** have to put your number on Facebook even if they ask for it.
- 6. Next to **Do you want search engines outside of Facebook to link to your profile?** click on **Edit** (right side).

Tick or un-tick the box provided. Ticking the box means your name can be searched on a search engine such as Google and appear as a Facebook account. Not ticking the box means you don't want your Facebook account to be found in a search.