

A GUIDE TO FACEBOOK'S PRIVACY OPTIONS

◆ Turn on **Secure Browsing** to help prevent eavesdroppers from reading your Facebook posts or stealing your password.

◆ Adjust your **Security Settings** to protect your Facebook account.

◆ For extra protection, turn on **Login Approvals** to have Facebook send a special security code to your mobile phone whenever you try to login to Facebook from a new device. If someone steals your Facebook password they will not be able to login without this code.

◆ Visit the **Apps settings** to limit the amount of information each app can access and also make sure apps don't post on your timeline if you don't want them to. If you don't want your friends to see what your apps are posting, change the **Posts on your behalf** setting to **Only Me**. Also pay attention to the **Apps others use settings**, which control the information about you that Facebook will provide to apps that your friends use, even if you don't use those apps. Disable **Instant Personalization** if you don't want Facebook to share your information with partner websites.

◆ Visit the **Ads settings** to control the use of your name or picture in ads. If you don't want your name to appear in ads for products you've liked, set **Ads & Friends** to no one.

◆ These icons are used throughout Facebook to control who can see your information. For example, they control who can see the information on your profile and timeline.

◆ Check to find out who can see your posts before you click the **Post** button, and click on the icon to change your settings. Consider limiting your posts to **Friends**. If you make your posts visible to **Public** or **Friends of Friends**, thousands of people might see them.

◆ Only accept friend requests from people you know. If you are friends with some people you don't know very well, consider adding them to your **Acquaintances** list and setting your sharing settings to **Friends** except **Acquaintances**.

◆ Click the lock icon in the top right corner to access Facebook's **Privacy Shortcuts**.

◆ Click here to configure who can see your **future posts**, see where you've been **tagged**, and find out what other people can see on your **timeline**.

◆ You can change the settings for who sees your future posts here, but be careful: If you change your settings for an individual post, your settings will change for all future posts unless you change the settings again.

◆ Click here to access **timeline and tagging settings**, **app privacy settings** and more. For example, if you've previously shared some posts too widely, use the **Limit the audience for posts you've shared** with **friends of friends** or **public** option to change the sharing setting to **Friends** for all your past posts.

◆ If you **like** or **comment** on a post, your comment will be seen by the friends of the person who posted it or a wider audience, depending on that person's privacy settings.

◆ Click the gear icon to access **Account Settings**, where you will find additional privacy-related settings.

