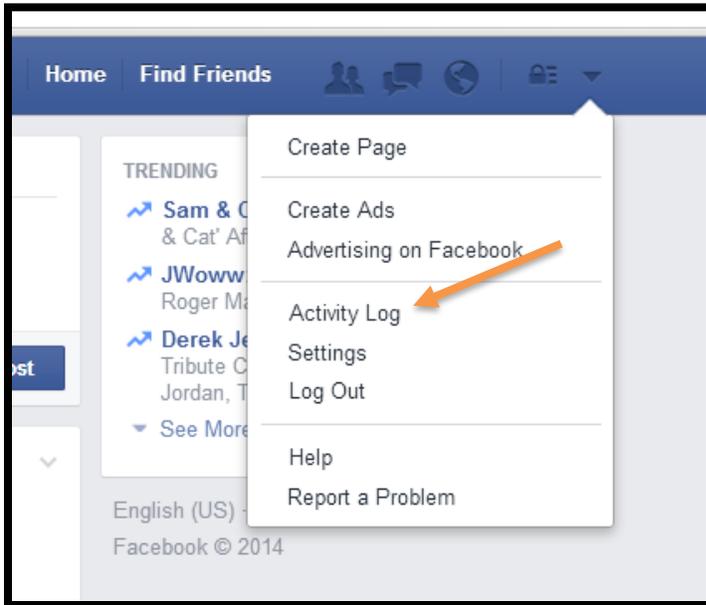


Facebook

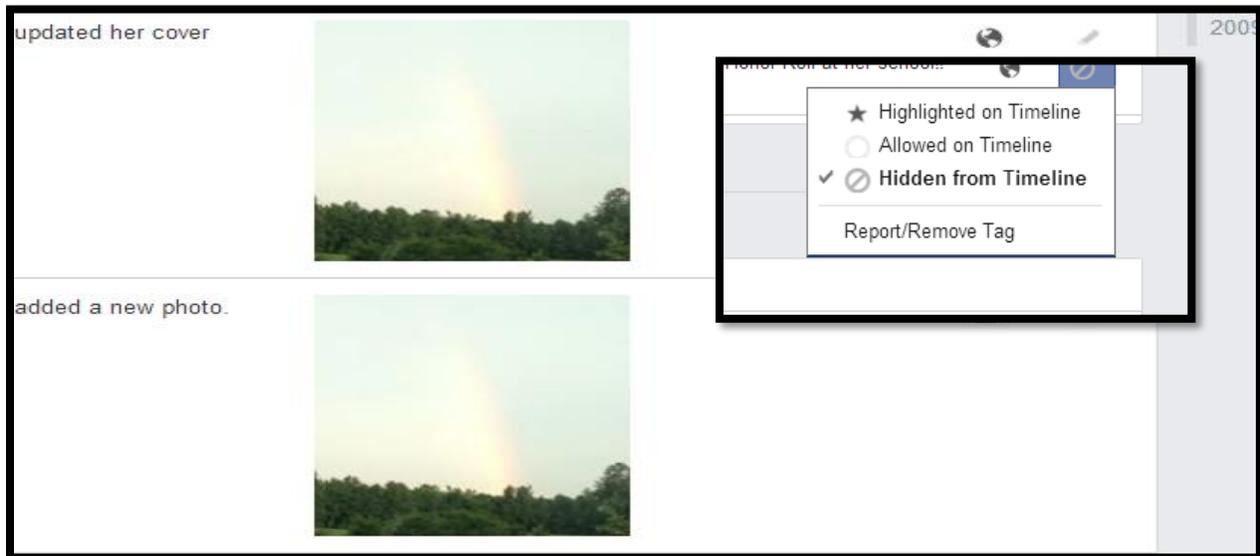


First, select the **Activity Log** function to view and restrict access to your activities on Facebook from the menu in the top right corner.

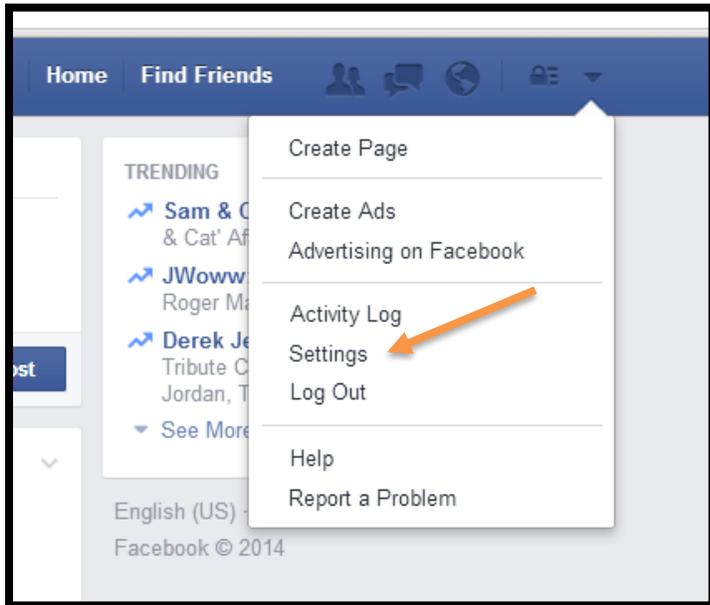
Here, you will be able to do the following: unlike previously liked items, delete photos from your timeline, restrict who has access to photos, posts, and tags; un-tag yourself from posts (whether they be your posts or not), review hidden posts, and limit your Facebook's historical access viewable by others.

You can scroll down to see all the activity to date that you have built on

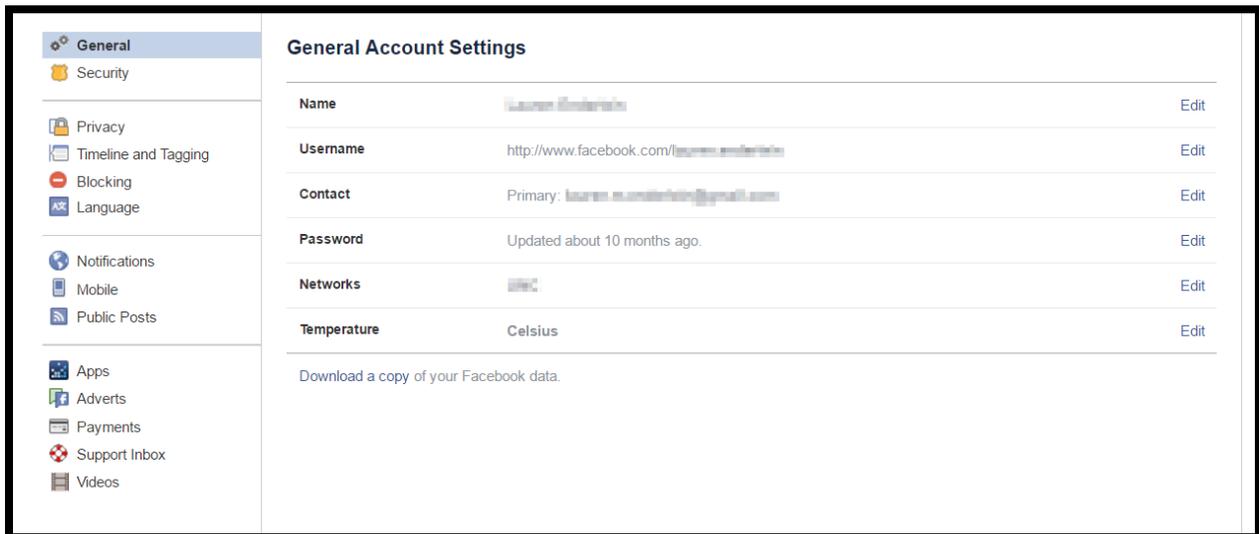
Facebook. For a post, picture, tag, or comment, you can restrict access (who can see what you have posted) or delete postings, as long as you are the original poster. If you are not the original poster, but have been tagged by another individual in their post, you can remove yourself from being tagged in the photo, which will remove it from your timeline.



Select each post you wish to alter and change the privacy setting to the setting of your choice. We recommend changing each post to "Only Friends", however, if you would rather no one see it, you can change the setting to "Only Me". The settings must be changed for each individual post. In addition, any photo, comment, video, or post that you are "Tagged" in can be removed. Select the Pencil and follow the drop down menu to remove the tag.



Select the down arrow in the top right corner. Select “Settings”.



Under General, you can edit your name, username, contact email, password, networks, and temperature.

If you have changed your Name, your username/URL is still your name. Both must be change separately.

Security Settings		
Login Alerts	Get an alert when anyone logs in to your account from an unrecognised device or browser.	Edit
Login Approvals	Use your phone as an extra layer of security to keep other people from logging in to your account.	Edit
Code Generator	Use your Facebook app to get security codes when you need them.	Edit
App Passwords	Use special passwords to log in to your apps instead of using your Facebook password or Login Approvals codes.	Edit
Public key	Manage an OpenPGP key on your Facebook profile and enable encrypted notifications.	Edit
Your trusted contacts	Choose friends who you can call to help you get back into your account if you are locked out.	Edit
Recognised Devices	Review which browsers you've saved as ones you often use.	Edit
Where You're Logged In	Review and manage where you're currently logged in to Facebook.	Edit
Legacy Contact	Choose a family member or close friend to care for your account if something happens to you.	Edit
Deactivate your account	Choose whether you want to keep your account active or deactivate it.	Edit

Under “**Security**” settings, the following is recommended:

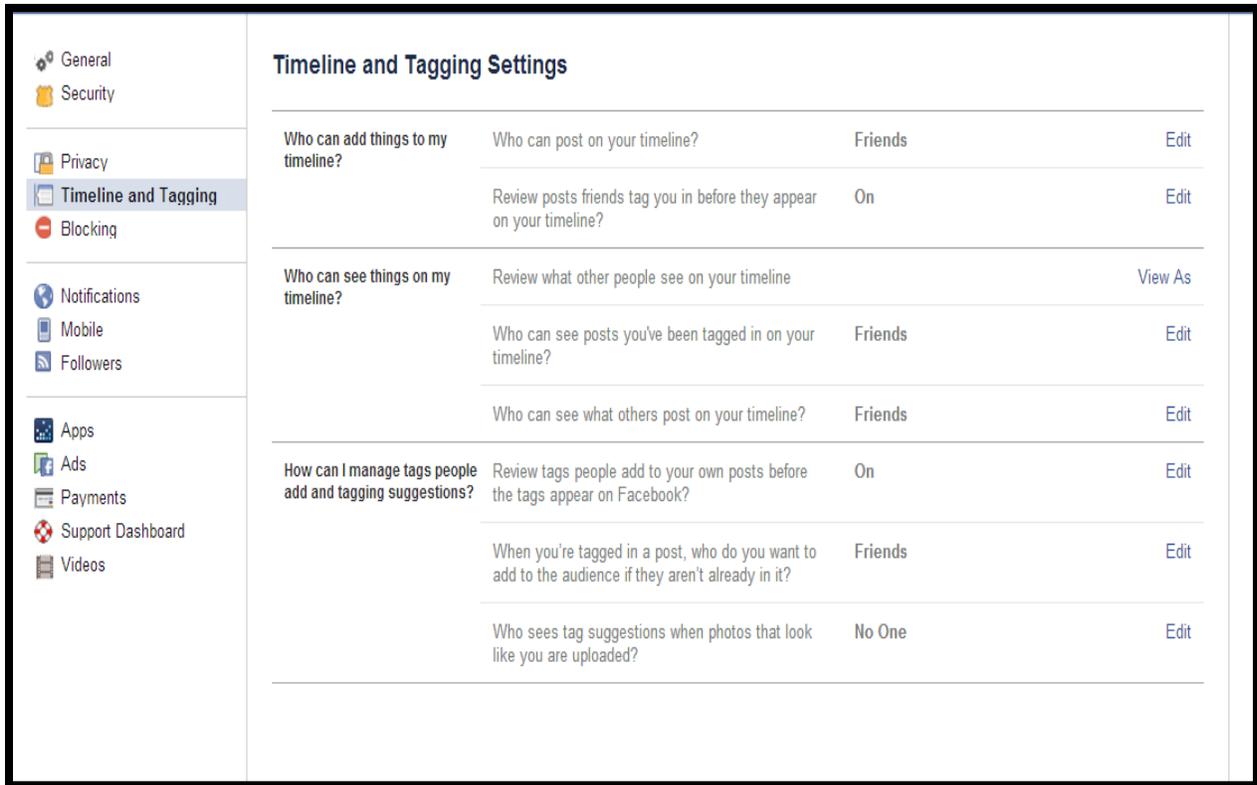
- Login Alerts: It is recommended that you set up some form of Login alert so if someone logs on to your account from an unknown browser, you will be notified.
- Login Approvals: It is recommended that you do not associate your phone number with you Facebook account.
- Public Key: Here, you can manage your own Public Key for Facebook.
- Recognized Devices: Here, you can review which browsers you have approved for your account.
- Where You're Logged In: This will show you sessions where your Facebook account is active. It is recommended that you delete older sessions.

Privacy Settings and Tools			
Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Friends of friends	Edit
Who can look me up?	Who can look you up using the email address you provided?	Friends	Edit
	Who can look you up using the phone number you provided?	Friends	Edit
	Do you want search engines outside of Facebook to link to your Profile?	No	Edit

Next, under the drop-down menu, select “Privacy” on the left-hand side. Here, you can go through each Privacy setting and select the best settings for you.

We recommend:

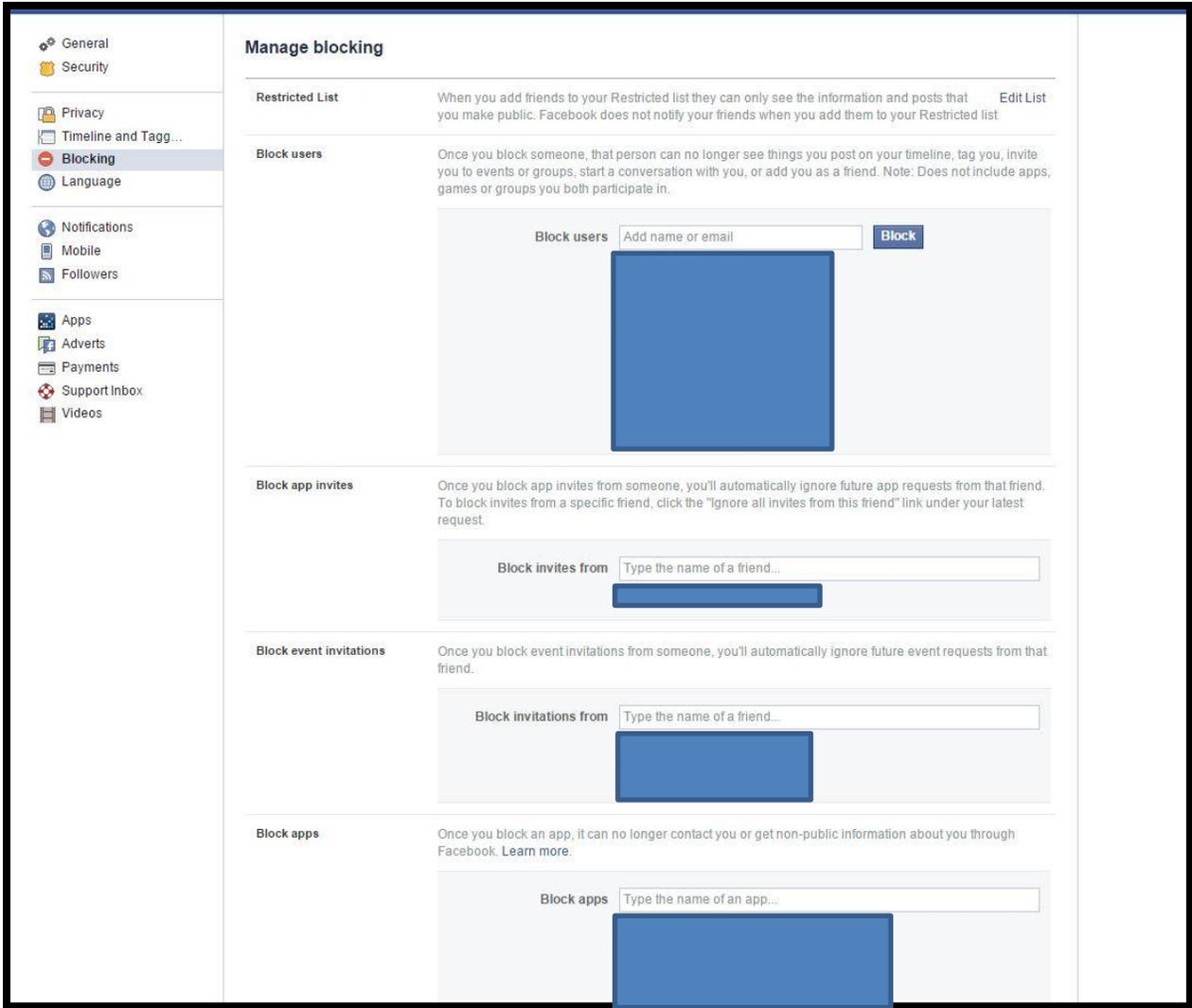
- Setting your future posts to “Friends”. This will ensure that all your future timeline posts are set to be viewed by only your friends.
- Using the activity log to review all your posts and things you’re tagged in.
- Limiting your past posts. This will make all previously public posts locked down to only your friends.
- Limiting your “who can send you friend requests” to “Friends of friends”.
- Set your “Who can look me up” for both your email address and phone number to “Friends”. It is recommended that you do **not** link your phone number to your profile.
- Select “No” for search engine linkage. This will prevent your Facebook profile page from being viewable in search engines.



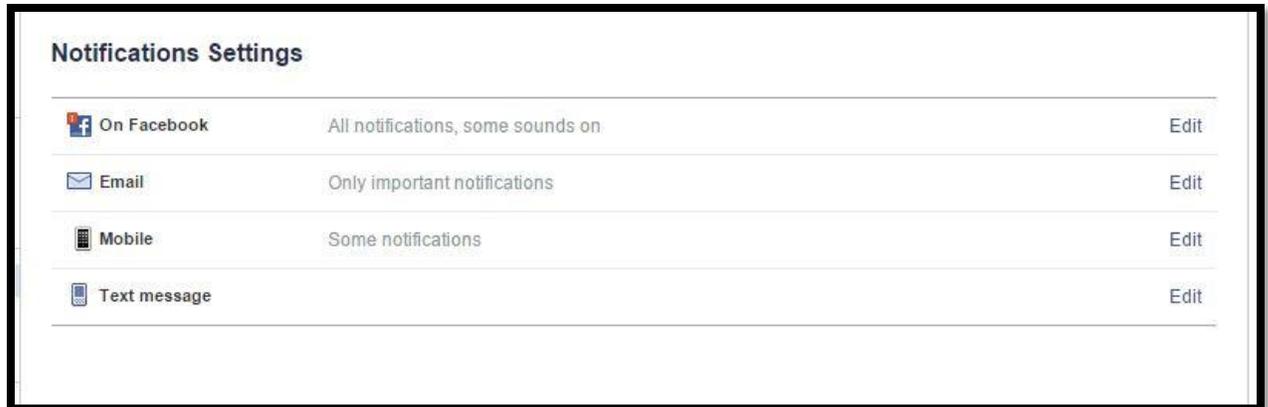
Next, on the left, select “Timeline and Tagging”.

We recommend:

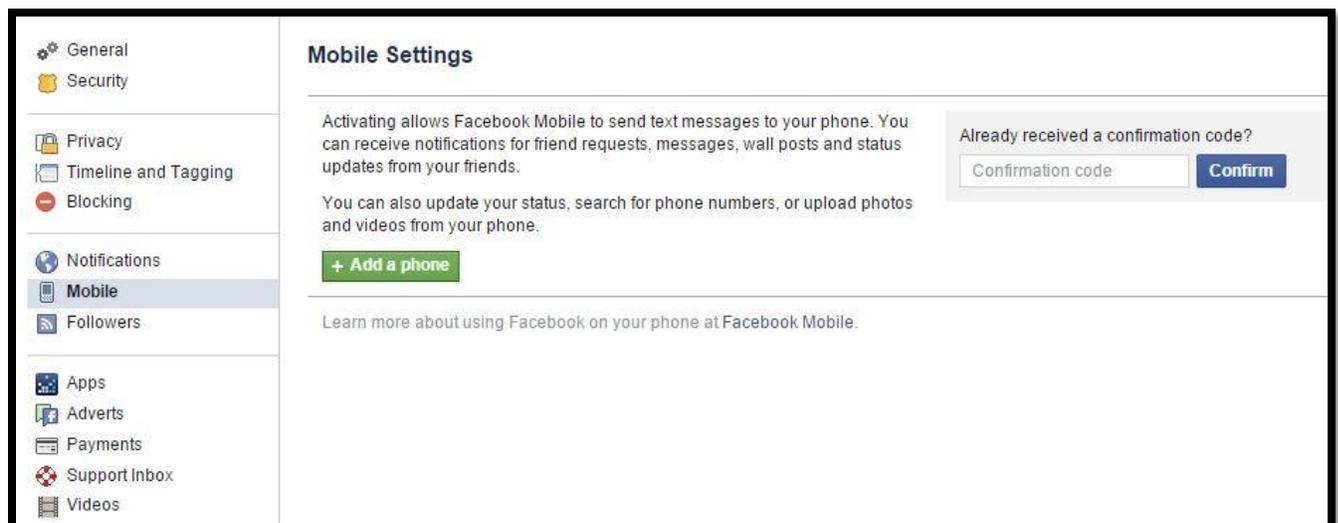
- Setting “who can post on your timeline” to “Friends”.
- Turn “On” the feature to review posts that friends tag you in before they appear on your timeline.
- Utilize the “Review what other people see on your timeline” feature to ensure your information is properly locked down.
- Set your “Who can see posts you’ve been tagged in on your timeline” to “Friends”
- Set your “Who can see what others post on your timeline” to “Friends”
- Set your “Review tags people add to your own posts before the tag appears on Facebook” to “On”.
- Set your “When you’re tagged in a post, who do you want to add to the audience if they aren’t already in it” to “Friends”.
- Set your “Who sees tag suggestions when photos that look like you are uploaded” to “No One”.



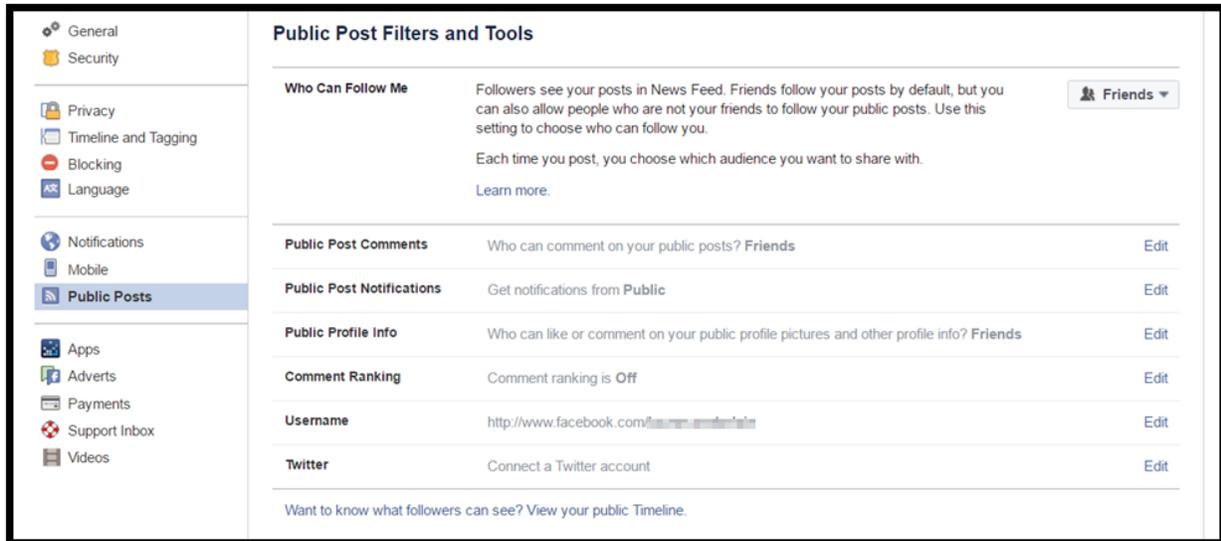
Under "Blocking", you can block users, app invites, event invitations, etc.



From the menu on the left, select “Notifications”. We recommend you edit your notification settings to ensure you are notified in some form when activity that involves you has occurred.

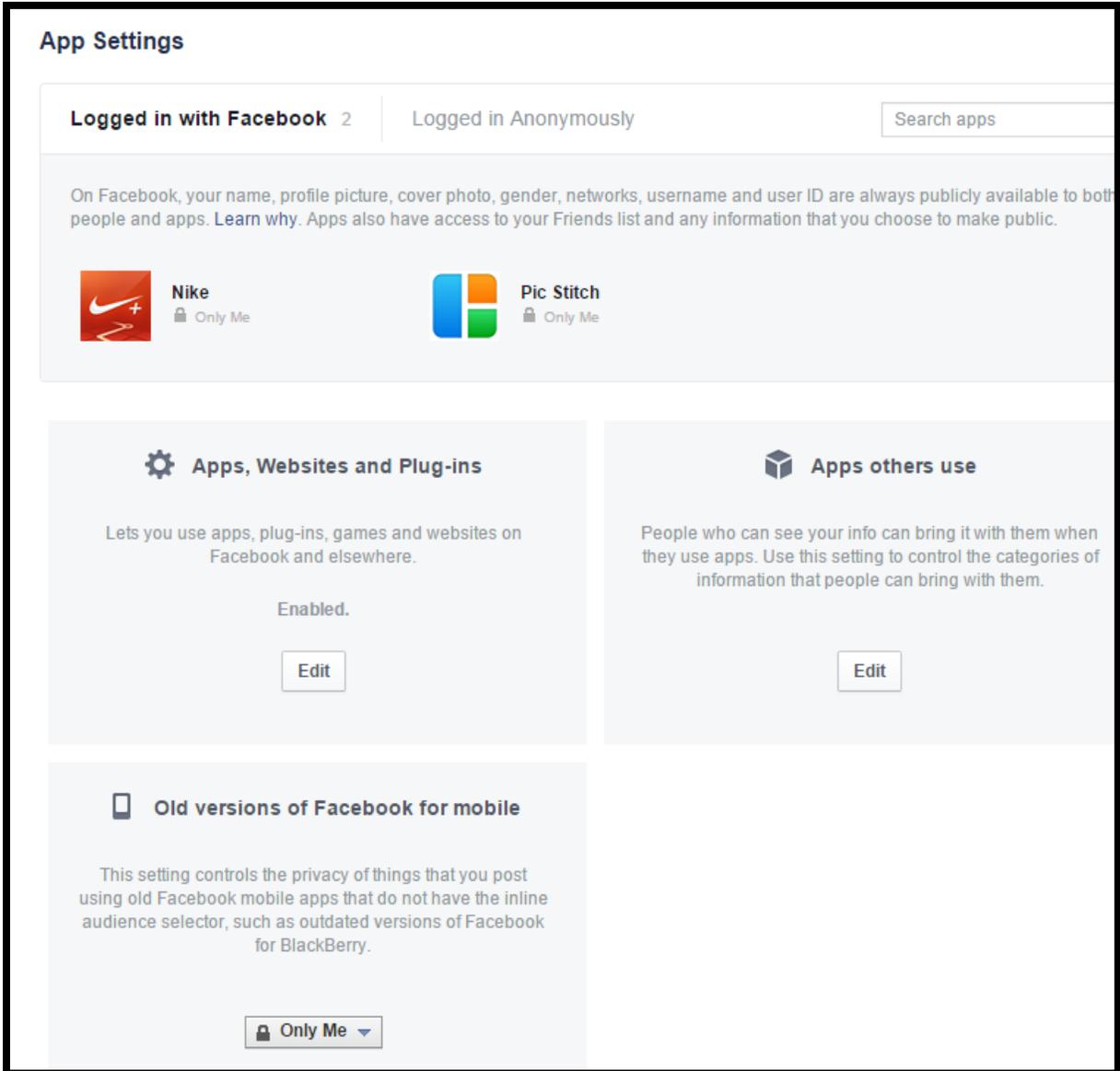


Select “Mobile” from the menu. We recommend that you do **NOT** associate your phone number with your profile



From the menu, select “Public Posts”. The following is recommended:

- Who Can Follow Me: Friends
- Public Post Comments: Friends
- Public Posts Notification: Public. This will ensure that you are notified should individuals who are not your friends start following you.
- Public Profile Info: Friends
- Comment Ranking: Off



Select "Apps" from the menu. Ensure that each App you have allowed onto your Facebook has the access you desire them to have. Most can be set to "Only Me" or you can delete them from this page. You can also limit Old Versions of Facebook for mobile to "Friends" or "Only Me", which will change the privacy settings for your older posts.

Facebook Adverts			
Adverts based on my use of websites and apps	Can you see online interest-based adverts from Facebook? Your status is based on your device settings and any choices that you have made with the Digital Advertising Alliance. ?	No	Edit
Ads on apps and websites off of the Facebook Companies	Can your Facebook ad preferences be used to show you ads on apps and websites off of the Facebook Companies?	No	Edit
Adverts with my social actions	Who can see your social actions paired with adverts?	No one	Edit
Adverts based on my preferences	Manage the preferences we use to show you adverts.		Edit

Under “Adverts”, it is recommended that you select “No” for the option of “Can you see online interest-based adverts from Facebook”. Currently, Facebook does not allow Third-Party sites to use your profile or name. Should that change, this setting will prevent them from using your profile.

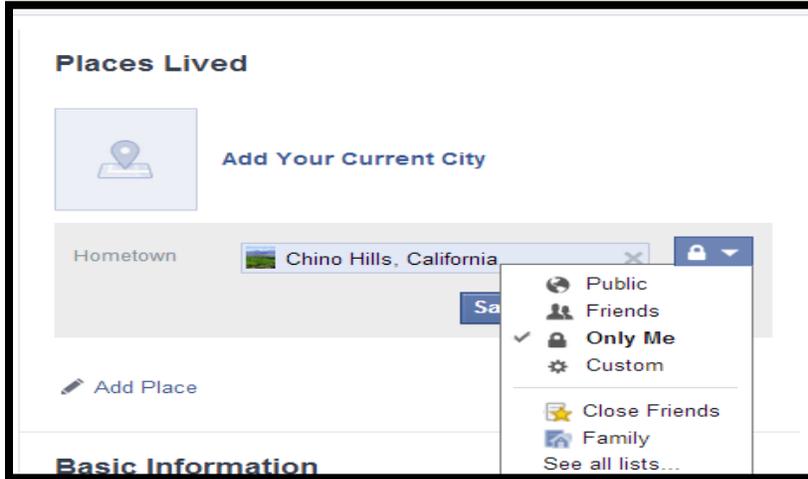
For “Ads on apps and websites off of the Facebook Companies”, it is recommended that you select “No”. This prevents Facebook from showing you ad preferences on other applications and websites.

In the Adverts with my social actions section, click the “Edit” button. It is recommended that you select “No One”. This prevents Facebook from pairing your profile with your interests and projecting that image to your friends.

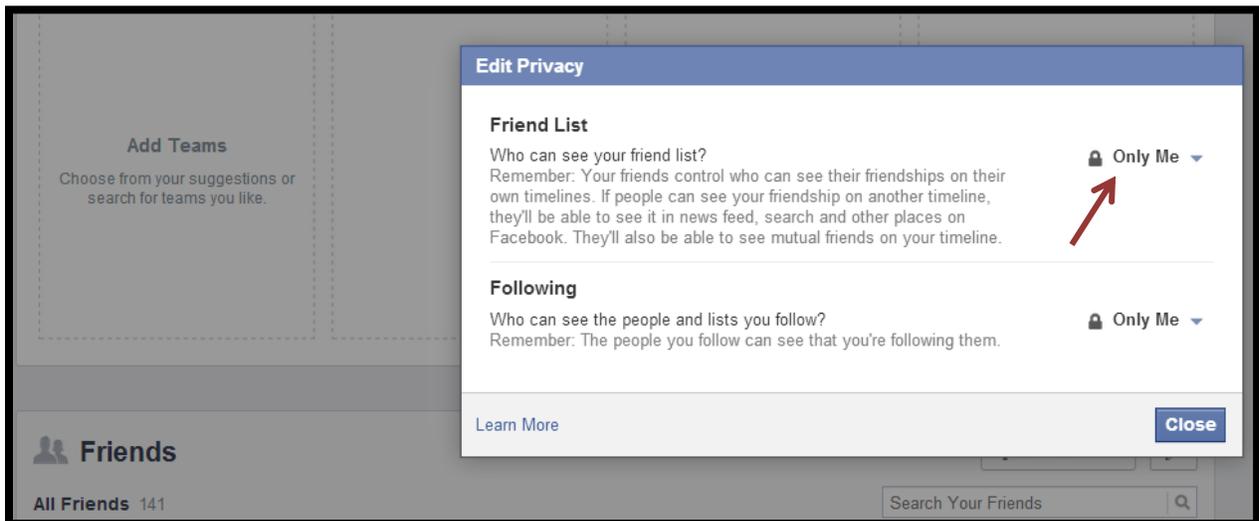
In the “Adverts Based on Your Preferences”, you can turn off Facebook and their participating companies ability to collect and use information based on your activity on websites. Click the Digital Advertising Alliance in the USA to complete these steps.

Once this is complete, select your name at the top of your screen to return to your Timeline.

Here, you can edit the privacy settings for your profile (Personal information) under the “About” section. Under each category, such as Work and Education, Places You’ve Lived, Contact and Basic Info, Family and Relationships, Details about You, and Life Events, there is an option to change the settings and to control your privacy settings. The recommendation here is to change these settings to either “Only Me” or “Friends” and ensure that none of the information is public.

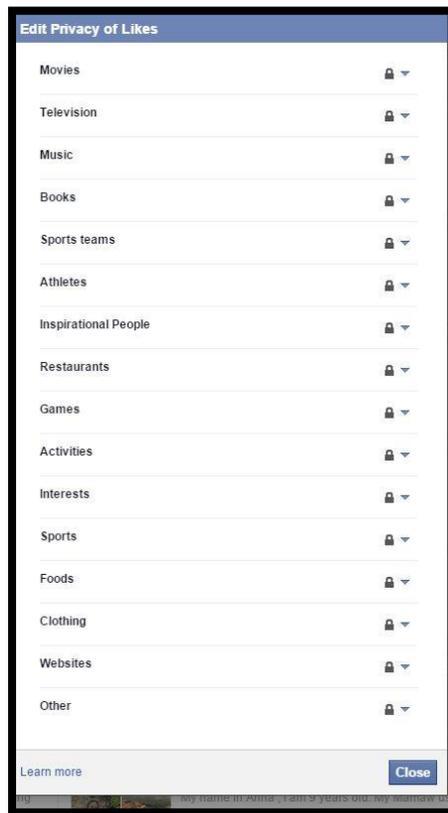
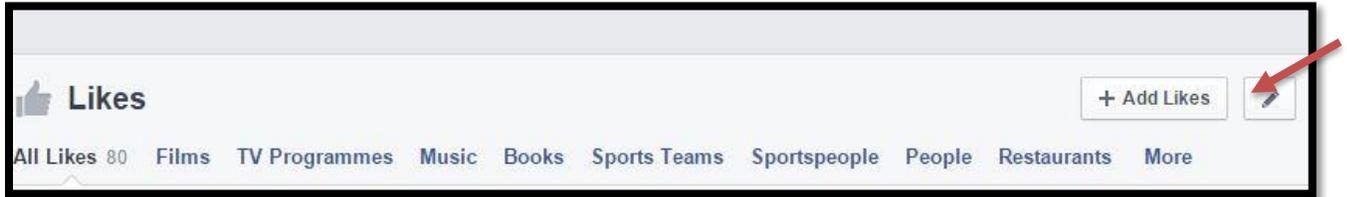


Next, under the “About” section, scroll down to see your friends list. Here, you can change the privacy settings to ensure your Friends and following list is protected. We recommend changing it to either “Friends” or “Only Me”.

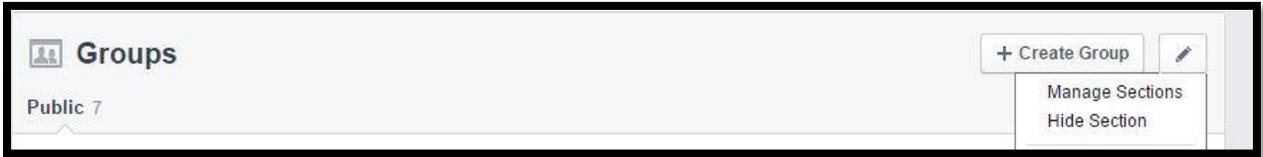


From this page, you can also view your “Albums” and/or Photos.

Under “Albums”, you can change the audience for the entire album, with the exception of Mobile Uploads, Profile Pictures, and Cover Photos. For Mobile Uploads, Profile Pictures, and Cover Photos, each individual photo must be locked down separately. We recommend changing your photos to “Friends” or “Only Me”



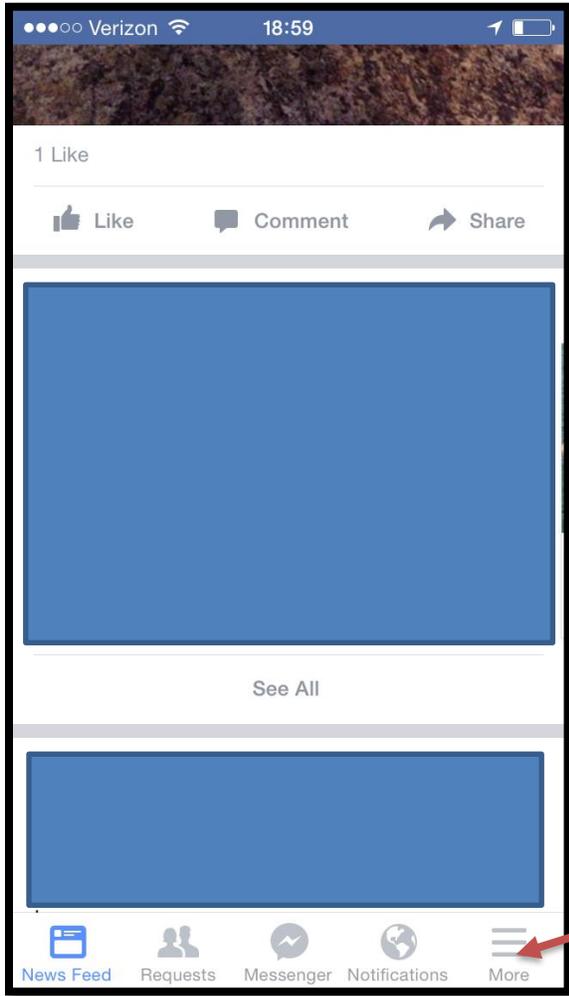
Following Albums, you will see your likes. Select the pencil next to “Add Likes” and select Edit Privacy. Here, you will be able to lock down all of your likes. We recommend you change these to “Friends” or “Only Me”.



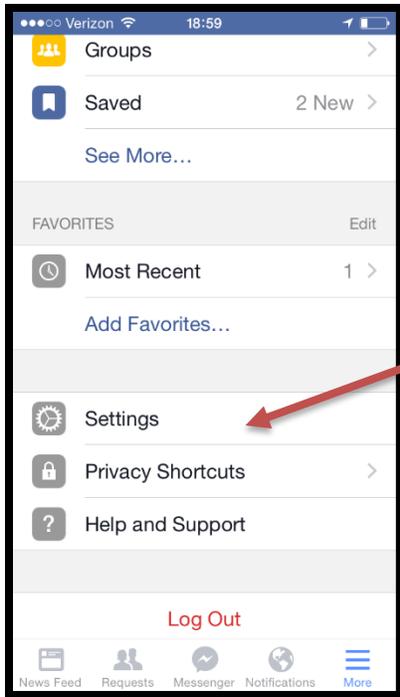
Under “Likes”, you will find Groups. Here, you can select “Hide Section”, which will protect your groups from being publically available.

Some settings must be turned off separately from your SmartPhone.

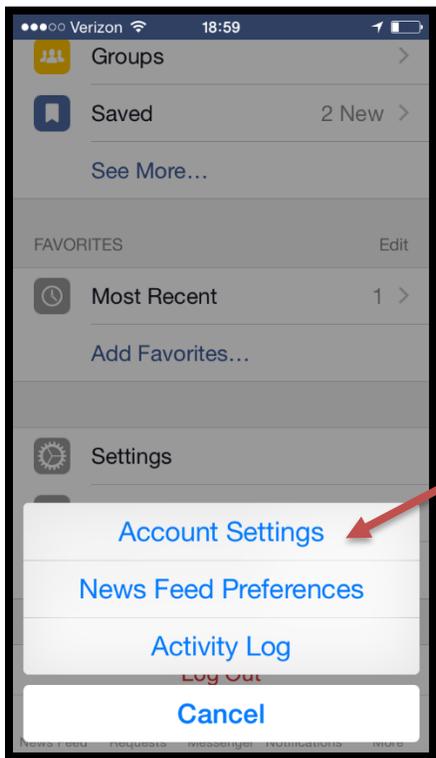
iPhone



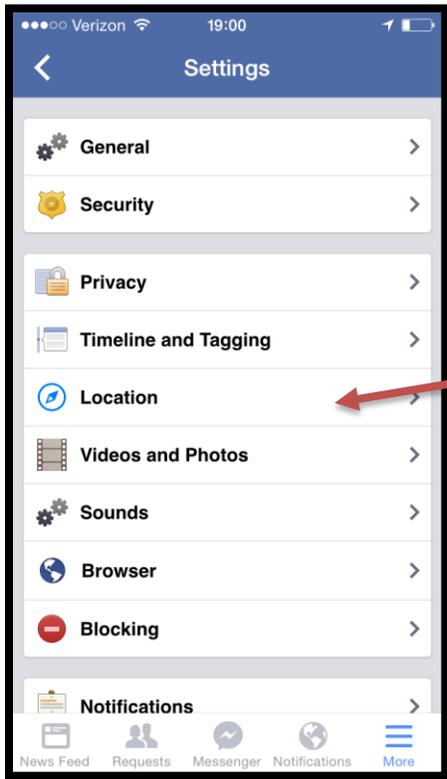
In your Facebook App, click the bottom right icon "More".



From this screen, scroll to the bottom and select "Settings".



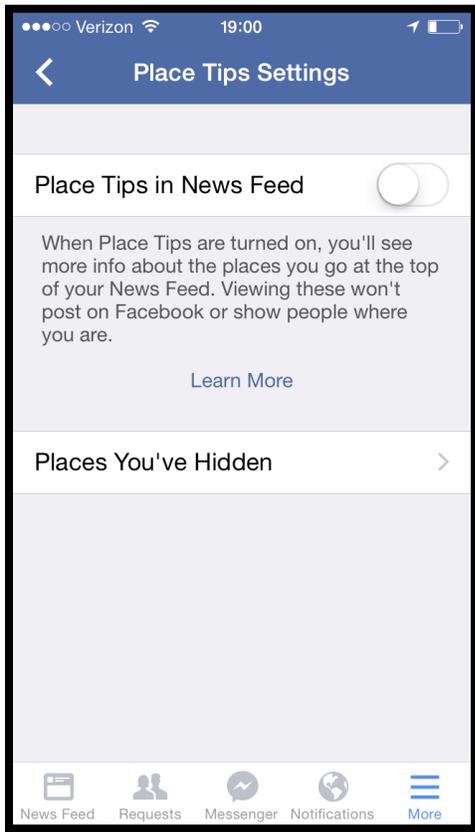
A pop-up window will appear. Click Account Settings.



In Settings, click Location.



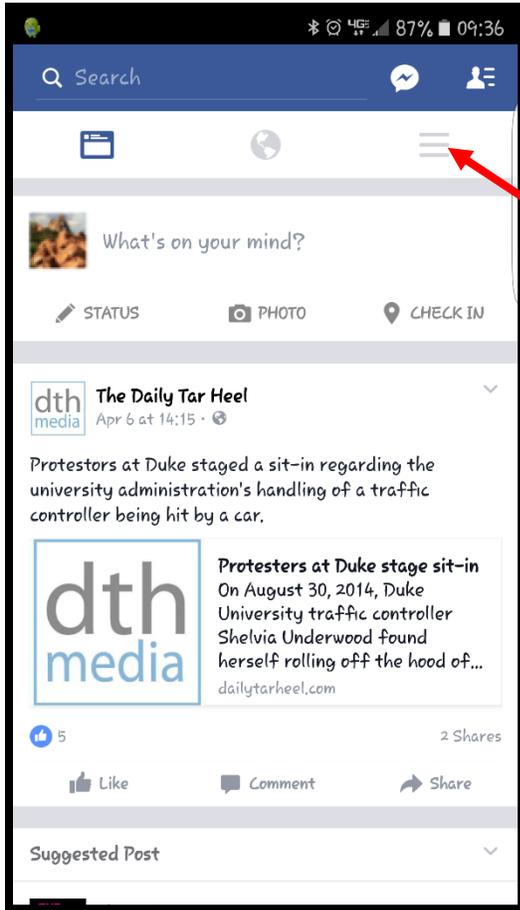
It is recommended that you set your location device to "Never".



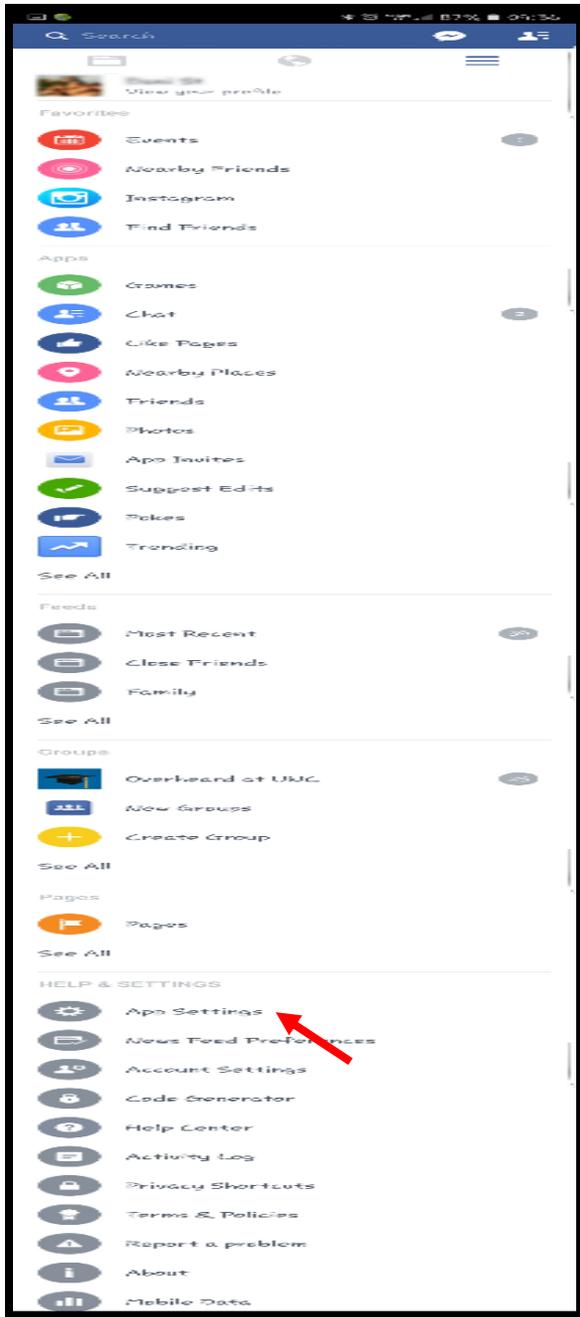
In this menu, you can also click “Place Tip Settings”, which tracks your location and send you more info about the places you go at the top of your News Feed. It is recommended that you turn this feature off. You may also hide specific places in this menu.

Android 6.0.1 on Samsung Galaxy S6 Edge

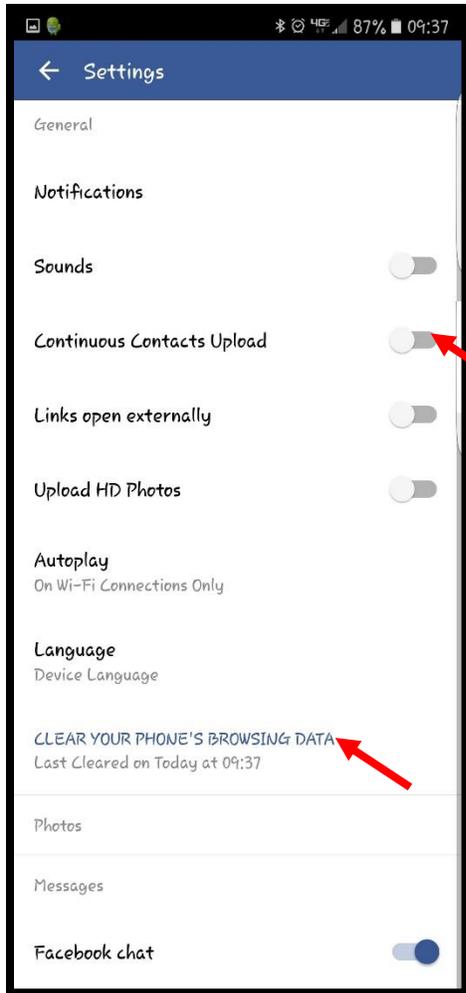
It is important to remember that all Android devices look slightly different. This is designed to assist you with understanding where to look in your phone and in the application so that you can privatize your Facebook account.



Click on the 3 lines in the far right of your screen.



Scroll down to “Help & Settings”. Select “App Settings.”



Ensure that “Continuous Contacts Upload” is off. If this setting is off the dot on the slider will be positioned to the left and the slider will be gray (on will be blue with the dot positioned to the right). It is also a good idea to clear your phone’s browsing history on a routine basis. This will help clear out your browsing history and cookies.