



## A guide on how to set Facebook privacy settings.

Facebook has more than a billion users who share photos, stream videos, and post status updates regarding their daily lives. Facebook defines “public” information as any content available to a public audience – whether it be essential information such as your profile, gender, or username – along with any other content you choose to share with a public audience via your Timeline. And once public, anyone who isn’t a designated friend, people off of Facebook, and those viewing content through different media outlets (e.g., print, broadcast, other websites) can all visit your profile and view said content in a matter of seconds. Talk about life-ruining potential.

What follows is a basic guide on how to set Facebook privacy settings, so you can rest assured others only see what you want them to see.

### **Note: Everyone can view some of your information**

Everyone can see your name, your profile photo, and the names of work and school networks you’re part of. Ditto for pages you are a fan of. You can’t tell Facebook you don’t want those publicly listed. Your gender and current city are also available, if you choose to specify them. You can uncheck “Show my sex in my profile” when you edit your profile, if you don’t want it listed, and you can leave “Current City” blank.

### **Note: Facebook is equipped with various privacy levels**

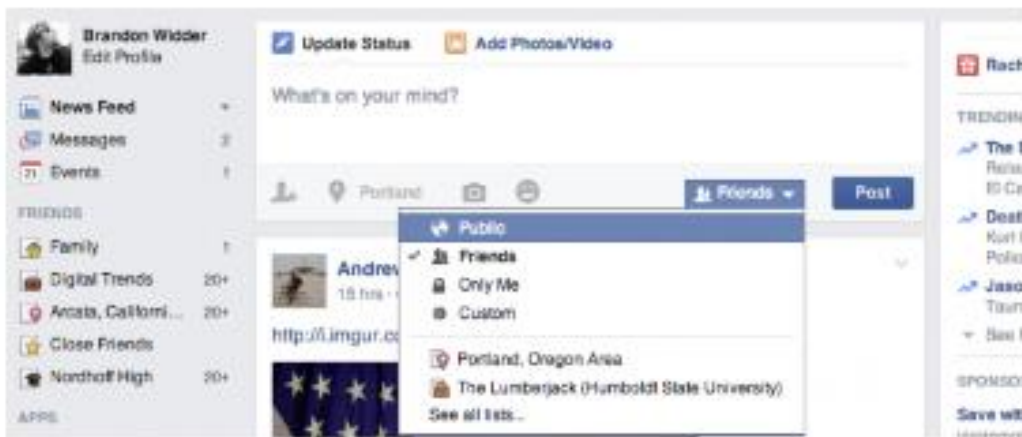
Facebook privacy is not a catch-all. The site boasts a slew of privacy levels pertaining to different content, whether it’s your friends lists, status updates, or photos. Users can adjust the privacy settings and limit profile access at any time, allowing greater specificity when choosing who can view selected content. Below are brief explanations of the common, four privacy tiers available within the audience selector when sharing most Facebook content.

- Everyone: Grants access to anyone on the Internet.
- Friends: Grants access to only those who are your friend on Facebook.
- Friends of Friends: Grants access to those who are your friend on Facebook, as well as their friends.
- Custom: Grants access to a selective audience of your choice, including specific people and networks.

## Use the audience selector when posting

Believe it or not, tailoring the privacy of a Facebook post during publishing is both quick and hassle-free. The built-in audience selector allows users to specifically choose who they share their content with — regardless if the post is a link, photo, life event, check-in, or simple status update – directly within the posting box. Available audiences include friends, groups, and specific individuals, with an additional option for selecting only yourself. Moreover, the tool remembers the audience you last shared with, retaining the same audience until you change it.

To use the audience selector, craft your post as you would normally and click the drop-down menu, directly to the left of the blue Post button. Afterward, select the desired audience for the post and click the aforementioned Post button to publish.



## Accessing the Privacy Settings and Tools panel

Facebook's various privacy controls are available through various avenues. However, the Privacy Settings and Tools panel allows users to restrict access to future posts and personal contact information, along with who can look them up via their provided email

To access your privacy and tools settings, click the subtle lock icon in the upper-right corner of the main Facebook toolbar. Afterward, click one of the three specific privacy shortcuts within the resulting drop-down menu, or simply click the blue See More Settings link at the bottom.

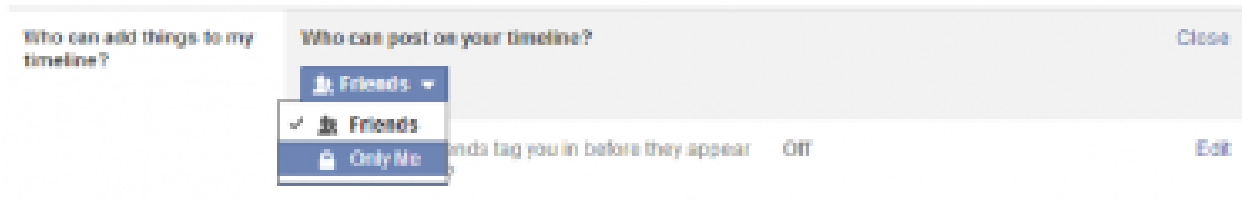
### Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Public	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?	Everyone	Edit
	Whose messages do I want filtered into my inbox?	Basic Filtering	Edit
Who can look me up?	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want other search engines to link to your profile?	Yes	Edit

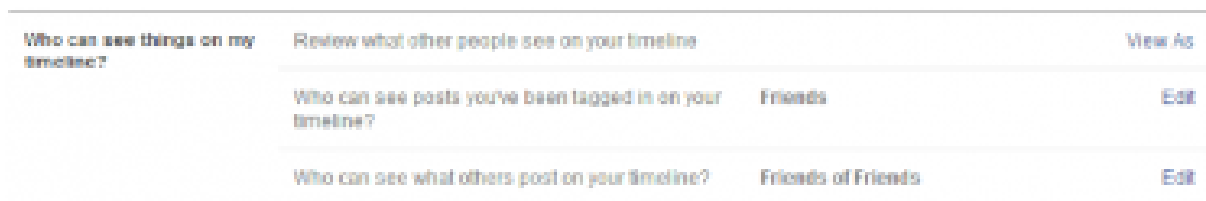
## Adjusting Timeline and tagging settings

Any Facebook user knows the social networking site lives and breathes in Timeline and tagging – they’re also one of the site’s biggest cruxes when it comes to privacy. Thankfully, Facebook users can quickly adjust who can and cannot post on their Timeline, ensuring your page consists of posts from friends whom you trust. Facebook even allows users to control who can see posts you’ve been tagged in, along with who can see what others post on your Timeline.

To control who can post on your Timeline, click the blue Edit link beside Who can add things to my Timeline? Then, select either Friends or Only Me from the resulting drop-down list.



To control who can see things on your Timeline, click either the blue Who can see posts you’ve been tagged in on your tagline or Who can see what others post on your Timeline. Afterward, select your desired audience from the resulting drop-down menu.

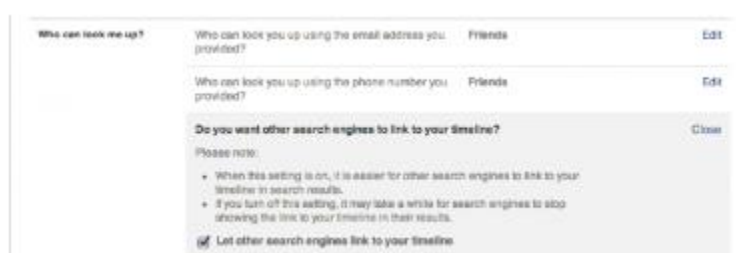


## Adjusting who can look you up

The aforementioned Privacy Settings and Tools panel contains a section labelled, Who can look me up, located at the bottom of the page. Here, you can control who can see your profile on Web searches and make refinements regarding who can look you up, once that person has logged in.

If you’d rather not have your profile pop up when someone looks up your name on a search engine like Google, uncheck the box directly beside Let other search engines link to your timeline at the bottom of panel. Now, information that Facebook deems publicly available – such as photos, fan pages, and list of friends – along with anything else you have made available to everyone, will no longer show up when someone looks up your name on a search engine.

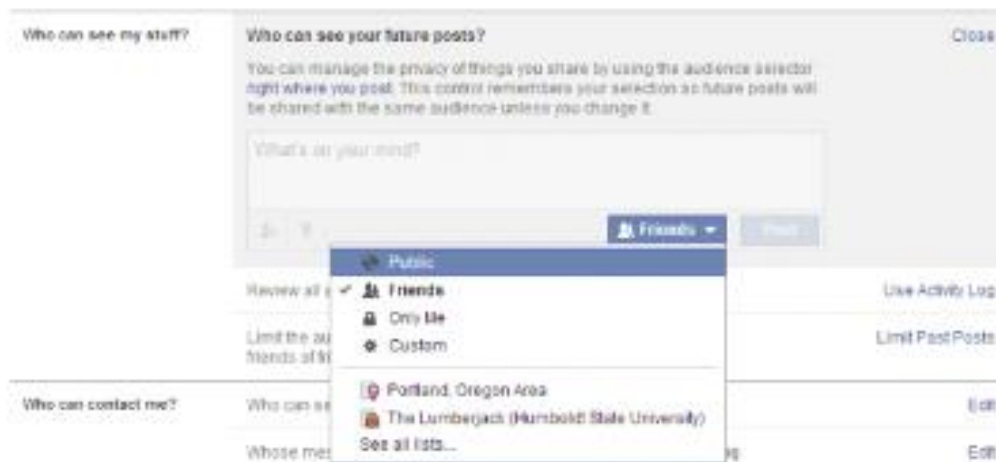
To refine who can look you up using your provided email address and phone number, click the blue Edit link to the right of either option. Afterward, review and adjust the various privacy components as you see fit, adhering to the aforementioned privacy levels, and allow Facebook to automatically save the changes when finished.



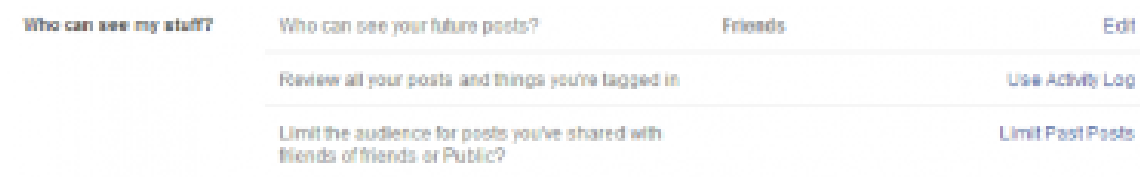
## Adjusting who can see your stuff

The previously mentioned Privacy Settings and Tools panel contains a section labelled, Who can see my stuff, located at the top of the page. Here, you can choose a default setting for your audience selector, review all your posts and those you've been tagged in, and even limit old posts strictly to friends. Although the latter option is a one-click feature designed to simultaneously change all past posts to friends, users will have to change each post individually if they want to reverse the process.

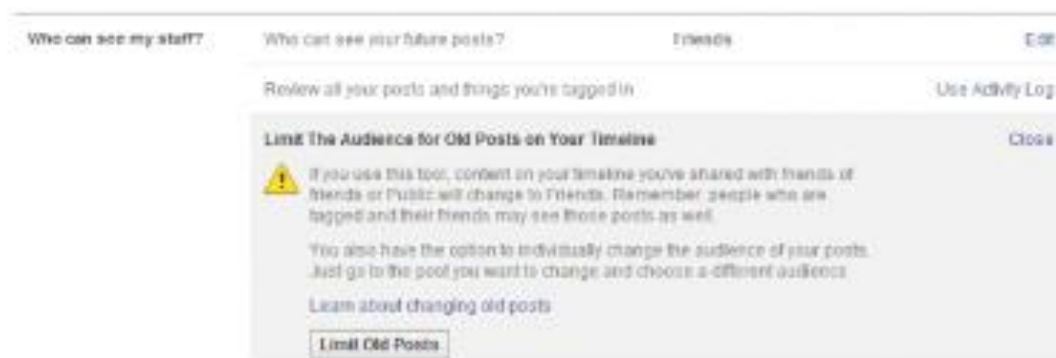
To choose a default setting for the audience selector, click the blue Edit link beside Who can see my stuff? Afterward, choose your desired audience from the resulting drop-down menu.



To individually review and make edits to past posts, click the blue Use Activity Log link beside Review all your posts and things you're tagged in. Afterward, scroll through the resulting log and click the blue pencil to make changes to the varying types of content. The same changes can be made when viewing the post or action elsewhere on the site, but the Activity Log consolidates all your interactions into a single location



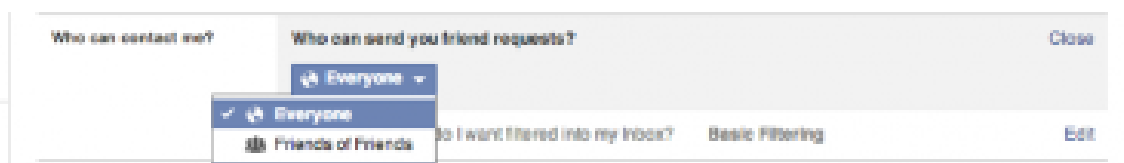
To limit old posts, click the blue Limit Past Posts link beside Limit the Audience for Old Posts on Your Timeline. Then, click the grey Limit Past Posts button below the warning text.



## Adjusting who can send you friend requests and messages

The Privacy Settings and Tools panel contains a section labelled, Who can contact me, located in the middle of the page. Here, you can control basic filtering option for your inbox and specify who can send you friend requests. The default settings allow everyone to send you friend requests and let most messages through, but users you're not connected to can always pay to ensure their message is routed back to your inbox, as opposed to the Other folder.

To change who can send you friend requests, click the blue Edit link beside Who can send you friend requests? Afterward, select either Everyone or Friends of Friends from the resulting drop-down list.



To change Inbox filtering, click the blue Edit link beside Whose messages do I want filtered in my Inbox? Afterward, select either Basic Filtering or Strict Filtering from the resulting drop-down list. Both options will help filter messages from people not connected to you, whether friends of friends or complete strangers, with the latter option encompassing a wider swath of messages.



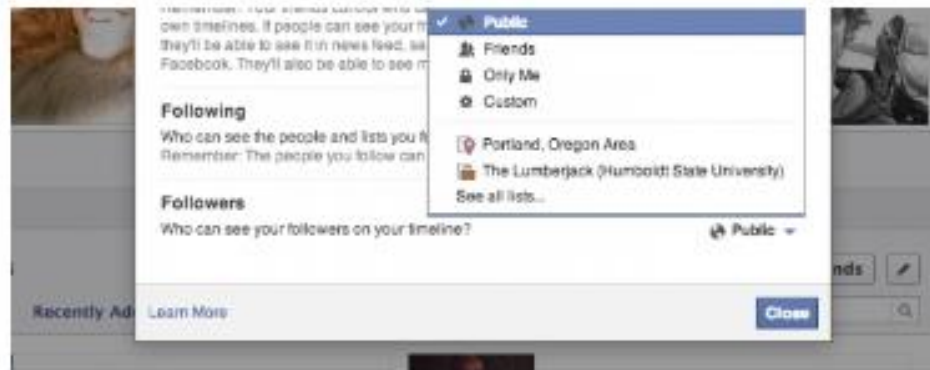
## Hide your friends, followers, and following lists

Facebook is a treasure trove of information, assuming you allow it to show such things. The About tab provides the bulk of the information, from your work and education to your family members and favourite quotations, all easily accessible from your Timeline. However, users can specify which facets of the About tab they wish to share, restricting access to a selected audience of their own choosing.

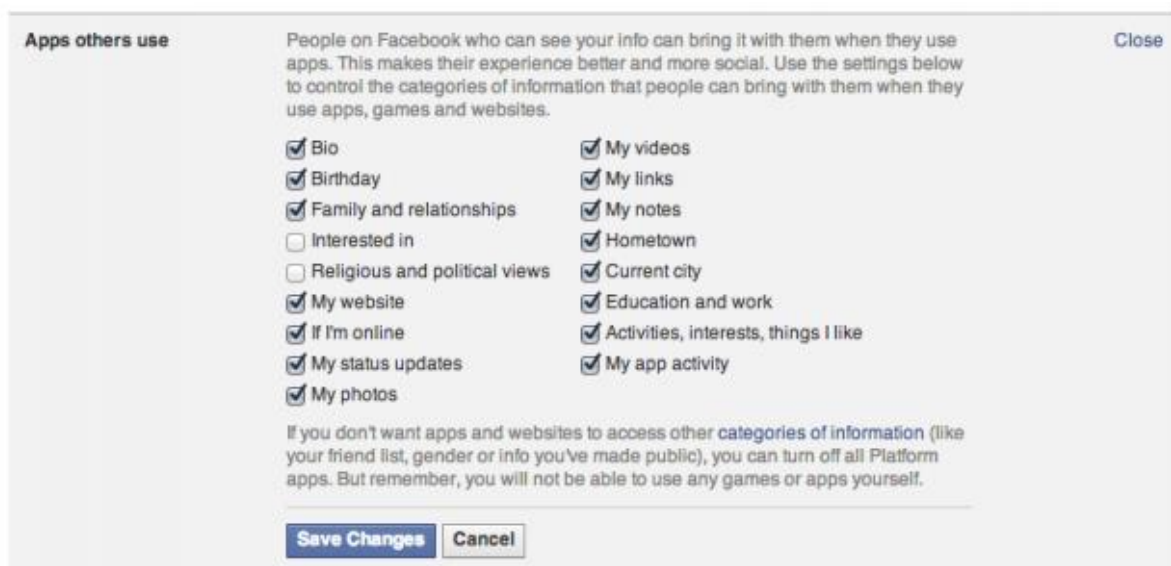
To adjust who sees the information within the About section, click the About tab below your cover photo while viewing your Facebook Timeline. Afterward, click the grey Edit button in the top-right corner of the section housing the information you wish to edit, followed by the audience selector located directly to the right of the information. Then, select your desired audience from the resulting drop-down menu and Facebook will automatically save the changes when finished.

As previously mentioned, Facebook essentially defines "public" as something that can be seen by people who are not your friends. Your public information on Facebook can also be viewed through other media, including other sites on the Internet. Facebook also considers publicly available information to include your friends list, list of followers, and list of people you follow. Privacy advocates worry that much can be gleaned from said lists, but there is a way to hide one or all three, if you're worried.

To make lists private, click the About tab below your cover photo while viewing your Facebook Timeline. Scroll down to your friends list, click the pencil icon in the upper-right corner of your friend's box, and select Edit Privacy from the drop-down menu. Afterward, choose whether you'd like your friends list to remain public, only visible to your friends, or only you. You can even specify individuals using the Custom option. Repeat the process for your followers and things you follow.



To restrict which personal information you share with others, peruse the list of personal data below the list of authorized apps and uncheck the box beside each option you'd rather not share – e.g., your birthday, bio, hometown, links, photos, etc. When finished, click the blue Save Changes button at the bottom of the section. Remember that applications can access your public information no matter what.



## Blocking Facebook users and content

Whether someone is spamming or merely hassling you, there are countless reasons to block someone on Facebook. Once done, blocking prevents both parties from viewing one another's Timeline, and additionally prevents them from messaging, tagging, and otherwise communicating with each other. Blocked users will not be allowed to friend request you and will not be notified of the action. Furthermore, users can block an app and event invites from specific people, along with specified apps entirely.

To block a Facebook user and specific content invites, navigate to the Privacy Settings and Tools panel and select the Blocking tab from the menu column on the left side of the page. Next, add specific user or app you want to block in the appropriate field, and if you entered a name, select the specific person you want to block from the resulting list. Then, click the blue Block button if applicable.

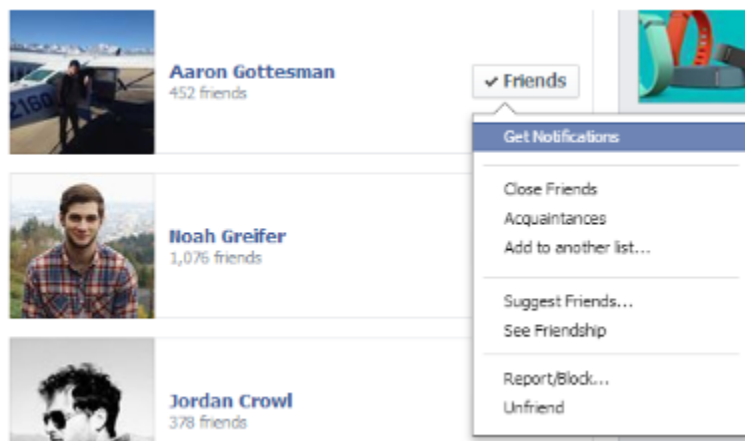
## Block users

Once you block someone, that person can no longer see things you post on your timeline, tag you, invite you to events or groups, start a conversation with you, or add you as a friend. Note: Does not include apps, games or groups you both participate in.

Block users

## Update your friends list

To unfriend a friend, click the About tab below your cover photo while viewing your Facebook Timeline. Afterward, scroll through your friends list (located at the bottom the page), hover over the Friends button to the right of the person you wish to remove, and select Unfriend from the resulting drop-down menu.



## Use Timeline review

No matter how careful you are regarding what you share on Facebook, sometimes the guilty culprit is someone else. That said, the posts that your friends tag you in, automatically appear in the News Feed, search, and other places on Facebook (including your Timeline). As part of your activity log, Facebook's Timeline review allows you to choose whether posts you're tagged in appear in your Timeline and elsewhere on the site. Although posts strangers tag you in will automatically go to Timeline review, users can enable the utility to encompass all posts – thus ensuring no tagged posts appear on your Timeline unless authorized.

To enable Timeline review, click the down arrow in the upper-right corner of the main Facebook toolbar and select Settings near the bottom of the resulting drop-down menu. Afterward, select the Timeline and Tagging tab within the left-hand navigational menu and click the blue Edit link directly to the right of Review posts friends tag you in before they appear on your Timeline? Then, select Enabled from the resulting drop-down menu.

