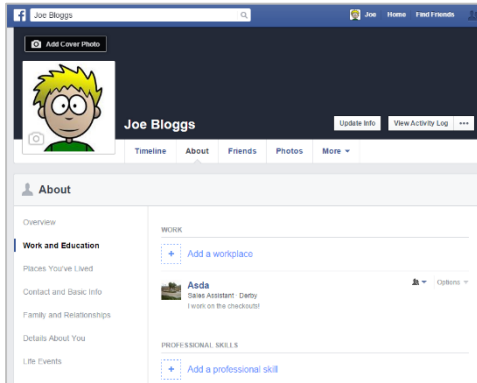


FACEBOOK PRIVACY QUICK SHEET

PAGE ONE

This page is not designed to be an exhaustive list of settings to check, but should provide an overview of some of the key things to consider.

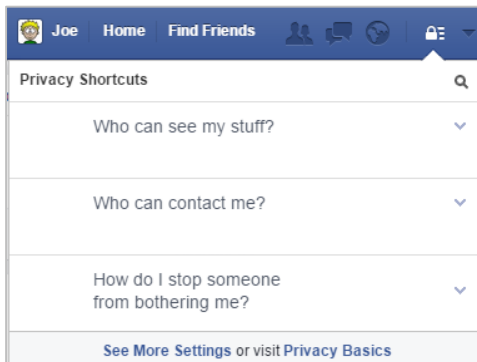
There are a lot of different parts to configuring privacy settings on Facebook. This sheet will try to cover as many as possible. A more detailed guide is available on the College website. You can find this using the link at the bottom of the page on the reverse of this sheet.



Edit Profile Settings

From the Facebook homepage, click on 'Edit Profile' in the top left corner of the page.

All of the information that you have listed on your 'About' section is listed here. Next to each option, you can choose who you would like to see that information. It is recommended that you set all information to either 'Friends' or 'Only Me'.



Privacy Settings

To access these settings, click on the padlock symbol in the top right corner. You will see some privacy shortcuts.

Who can see my stuff?

This allows you to set who (as a default) can see your future posts. This should be set to 'Friends'. When you make a post, you can change this setting on a post by post basis.

Who can contact me?

Here you can stipulate who can send you messages on Facebook (Recommended: Friends) and who can send you Friend Requests. (Recommended: Friends of Friends)

Once you have gone through these settings, click on the See More Settings link underneath.

FACEBOOK PRIVACY QUICK SHEET

PAGE TWO

Some of the settings below, you have already set. However, there are still some that need to be looked at.

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

Review all your posts and things you're tagged in

You can look through your previous posts, and change who can see them on an individual basis.

Limit the audience for posts you've shared with friends of friends or Public?

Facebook will automatically change any previous posts you've made that were set for Public or Friends of Friends and make them viewable to Friends only.

Now, on the menu on the left hand side, click on Timeline and Tagging.

Timeline and Tagging Settings		
Who can add things to my timeline?	Who can post on your timeline?	Friends
	Review posts that friends tag you in before they appear on your Timeline?	On
Who can see things on my timeline?	Review what other people see on your timeline	
	Who can see posts you've been tagged in on your timeline?	Friends
	Who can see what others post on your timeline?	Friends
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	On
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Friends
	Who sees tag suggestions when photos that look like you are uploaded? (this is not yet available to you)	Unavailable

Timeline and Tagging Settings

Here are a variety of settings that can restrict what content will appear on your Timeline.

Review posts that friends tag you in before they appear on your Timeline?

This setting will notify you when you have been tagged in content posted by a friend before it appears on your Timeline. You can then hide it or add it to your Timeline.

Who can see what others post on your Timeline?

It is recommended that you set this to 'Friends'. This will mean that only friends can see any content added to your Timeline by your friends.

Review tags people add to your own posts before the tags appear on Facebook

This setting means that you have to approve any tags made to your content before they appear.

[For more information about Staying Safe Online:](#)

Have a look at the information listed on our website at lfa.ac/esafety