



Notes from the Virtual Classroom:

Setting Up Facebook Security and Privacy

Facebook is THE social media program for connecting with friends and colleagues and meeting new people. People share photos, inspirational quotes, details about meetings. Businesses are starting to use Facebook to offer discounts and daily specials.

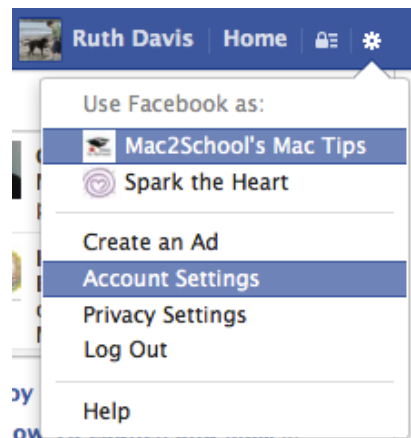
You can participate as much or as little as you want to.

But it's important to set your privacy settings and notifications so that YOU have control over who sees what and what you see.

Account Settings

After you've created your Facebook account, you need to check the settings.

In the top right corner you'll see your name, the word HOME and a gear. Click the gear and click on Account Settings.





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In the left column, click on General and confirm the information listed.
If the email showing is a Facebook email address, click the Edit button and change it.

The screenshot shows the Facebook interface with the 'General' tab selected in the left sidebar. The main content area is titled 'General Account Settings' and contains a table of account information.

Setting	Value	Action
Name	Ruth Davis	Edit
Username	http://www.facebook.com/RuthRDavis	Edit
Email	Primary: ruth@mac2school.com	Edit
Password	Updated about 4 months ago.	Edit
Networks	No networks.	Edit
Language	English (US)	Edit

Below the table is a link: [Download a copy of your Facebook data.](#)

Next click on Security in the left column.

The screenshot shows the Facebook interface with the 'Security' tab selected in the left sidebar. The main content area is titled 'Security Settings' and contains a table of security options.

Setting	Value	Action
Security Question	Setting a security question will help us identify you.	Edit
Secure Browsing	Secure browsing is currently enabled.	Edit
Login Notifications	Login notifications are disabled.	Edit
Login Approvals	A security code is not required when logging in from an unknown browser.	Edit
App Passwords	You haven't created app passwords.	Edit
Recognized Devices	No recognized devices.	Edit
Active Sessions	Logged in from Los Angeles, CA, US and 2 other locations.	Edit

Below the table is a link: [Deactivate your account.](#)

Click the edit buttons to make these changes:
Turn ON Secure Browsing
Turn ON Login Notifications if you want to know when any of your devices
logs in to your account



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Next, click on Privacy in the left column. This section determines who can see what you've posted. Click the Edit buttons to make changes.

The screenshot shows the Facebook interface with the 'Privacy' tab selected in the left sidebar. The main content area is titled 'Privacy Settings and Tools'. It contains a table with settings for 'Who can see my stuff?' and 'Who can look me up?'. The 'Who can see my stuff?' section has two rows: 'Who can see your future posts?' set to 'Public' and 'Review all your posts and things you're tagged in' with a 'Limit Past Posts' link. The 'Who can look me up?' section has two rows: 'Who can look you up using the email address or phone number you provided?' set to 'Everyone' and 'Do you want other search engines to link to your timeline?' set to 'On'. Each row has an 'Edit' button.

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 look me up?	Who can look you up using the email address or phone number you provided?	Everyone	Edit
	Do you want other search engines to link to your timeline?	On	Edit

Next click on the Timeline and Tagging. Click the Edit buttons to make changes.

Your Timeline is where all of the things you post appear. You can give others permission to post on your Timeline, to leave you messages, share information. This is also where you set who can see the things you post.

Tagging is identifying a person in a photo or in a post. So this is where you can control who can tag you.

The screenshot shows the Facebook interface with the 'Timeline and Tagging' tab selected in the left sidebar. The main content area is titled 'Timeline and Tagging Settings'. It contains a table with settings for 'Who can add things to my timeline?', 'Who can see things on my timeline?', and 'How can I manage tags people add and tagging suggestions?'. The 'Who can add things to my timeline?' section has two rows: 'Who can post on your timeline?' set to 'Friends' and 'Review posts friends tag you in before they appear on your timeline?' set to 'Off'. The 'Who can see things on my timeline?' section has two rows: 'Review what other people see on your timeline' with a 'View As' link, and 'Who can see posts you've been tagged in on your timeline?' set to 'Friends of Friends'. The 'How can I manage tags people add and tagging suggestions?' section has three rows: 'Review tags people add to your own posts before the tags appear on Facebook?' set to 'Off', 'When you're tagged in a post, who do you want to add to the audience if they aren't already in it?' set to 'Friends', and 'Who sees tag suggestions when photos that look like you are uploaded?' set to 'Friends'. Each row has an 'Edit' button.

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

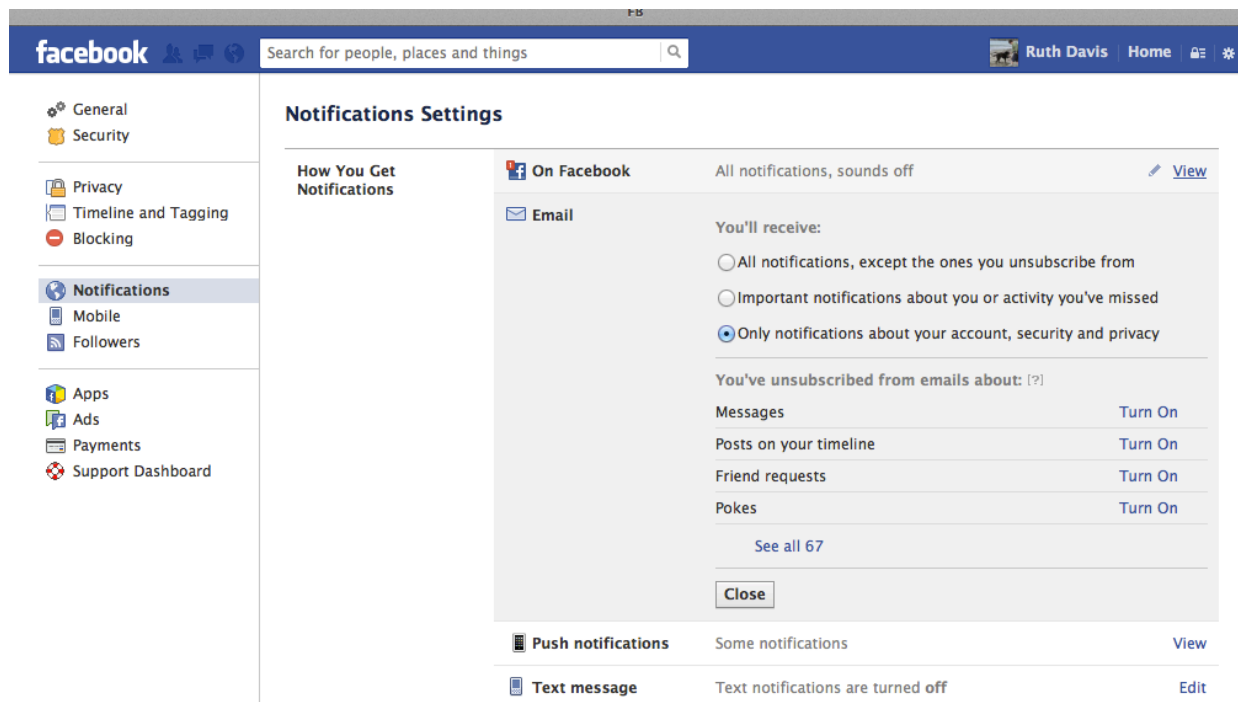


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Next, click on Notifications. You don't need to hear a sound every time something happens on Facebook. You certainly don't need to receive an email every time someone posts something on your Timeline.

Take the time to turn off all Notifications and just click on the Notifications icon in the top bar to see the activity.



Click Home to return to Facebook's main screen.

Now you can join in on the Facebook fun, knowing your connection is safe and as private as you want it!

For more great tips and training options
visit
www.mac2school.com

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