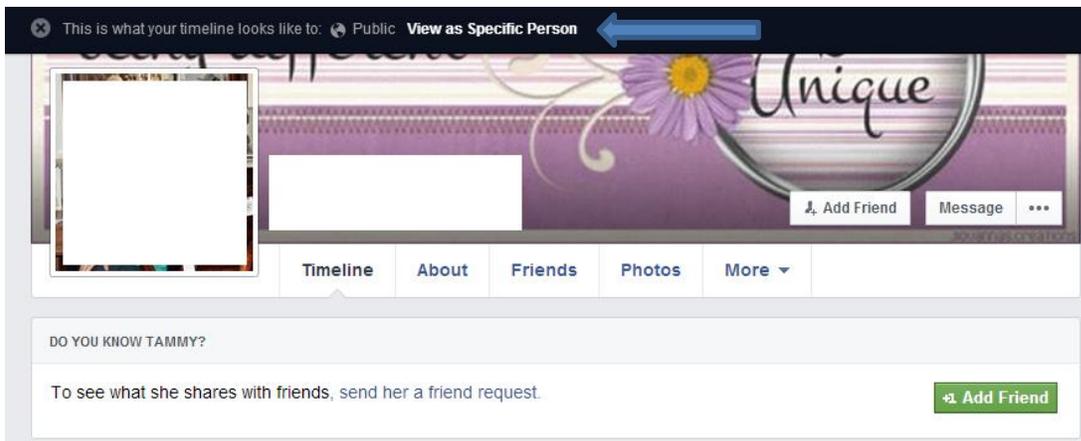# Facebook Privacy
Tammy Hudgin
Email: tammy@tammyhudgin.com
www.facebook.com/tammyhudgincreating

How does your profile look to the public?

(1) Go to your profile
(2) To the right of the box "activity log", click on the 3 dots ...
(3) This will show you how the public sees you (those who are NOT on your friends' list)

**UPDATED
You may now have a box that reads "View as" instead of being under the 3 dots, so check that first.

This will give you a good idea of what you need to fix on your privacy settings

To change your privacy settings, click on the arrow at the top right of Facebook, then Settings

PLEASE see page 4-6 for list of recommendations for each tab
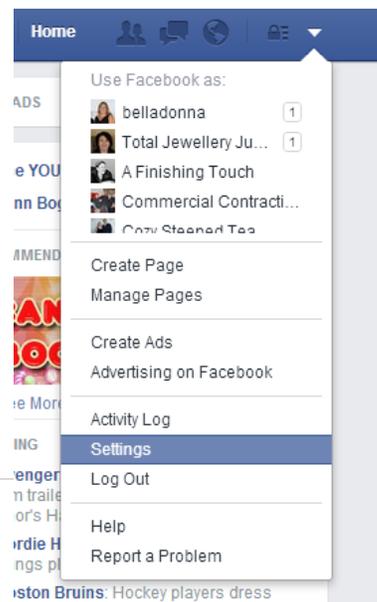
Once you go into the Settings Tab, you will find a list of options down the left hand side that you need to go in and look at and make sure they are set properly

These are my recommended settings that you should be looking at:

(1) Privacy
- Who can see your future posts (this should be set to "friends)
(2) Timeline and Tagging
- If you want control over what gets posted on your wall, turn on the option for "Review posts friends tag you in before they appear on your wall"
- Also check the options "Who can see posts you have been tagged in on your timeline" and "Who can see what others post on your timeline"…..these should be set to "friends"
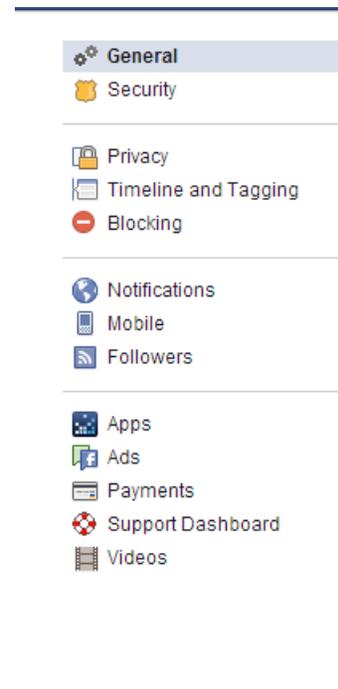
IMPORTANT!!!!   When your friends use different Apps on FB, without realizing, they are allowing those Apps to access their friends' info. YOU NEED to do these steps to fix it.

(1) Click on the "arrow" in the top right hand corner of FB
(2) Go to "settings/account settings"
(3) Click on "Apps" listed down the left hand side
(4) Click on "edit" to the right of "Apps others use"
(5) UNCHECK ALL the boxes and Save Changes

**This privacy setting has officially been removed by Facebook….yayyyyyy
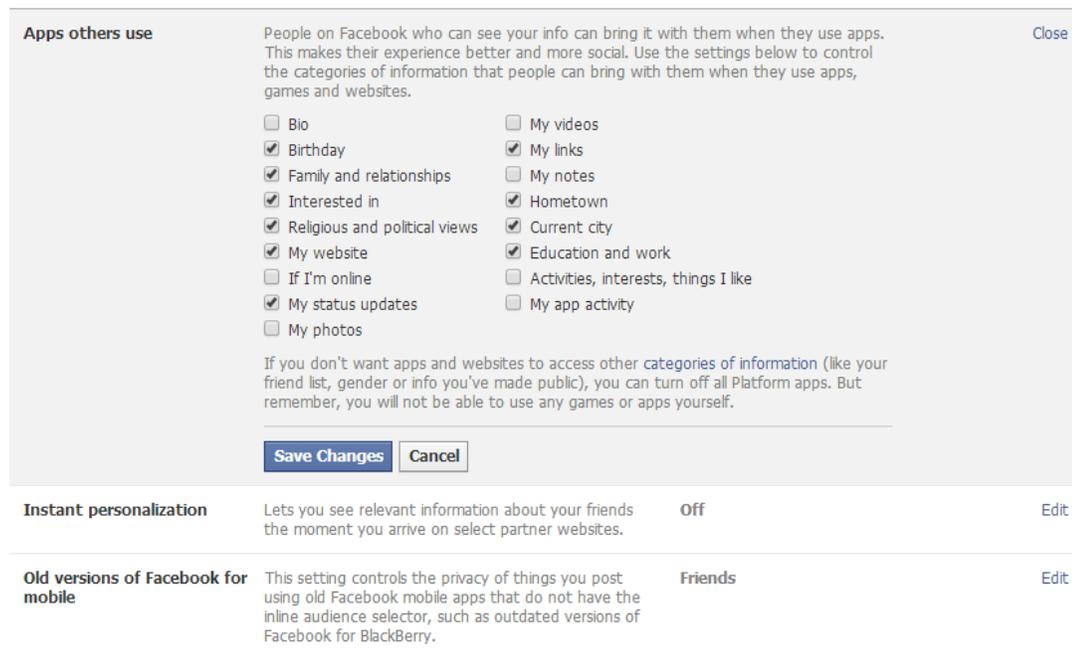
Another avenue that you need to go through and review, is the tab "About" on your timeline.
You need to go through each element listed and check to see if you have the privacy set to "friends" (in most cases it is set to "public"). Make sure that you scroll down and check ALL elements that are showing in the About Section. ** You may want to set some of these elements to "only me" instead of "friends"
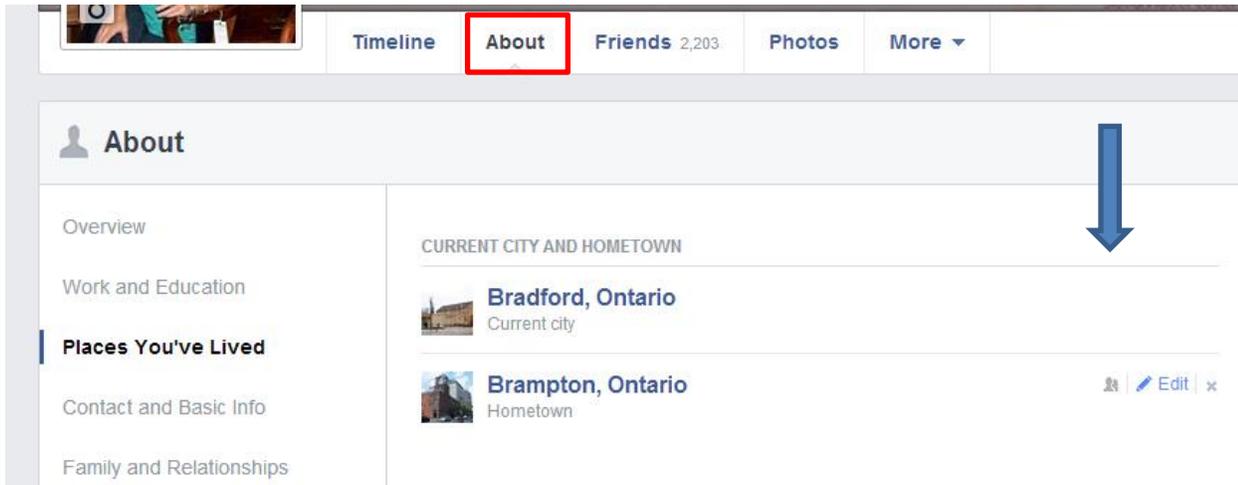
Your Friends' list should NOT be made public. Please make sure to go in and change the setting to either "Friends" or "Only Me". If you choose "Only Me", then people will only be able to see mutual friends.
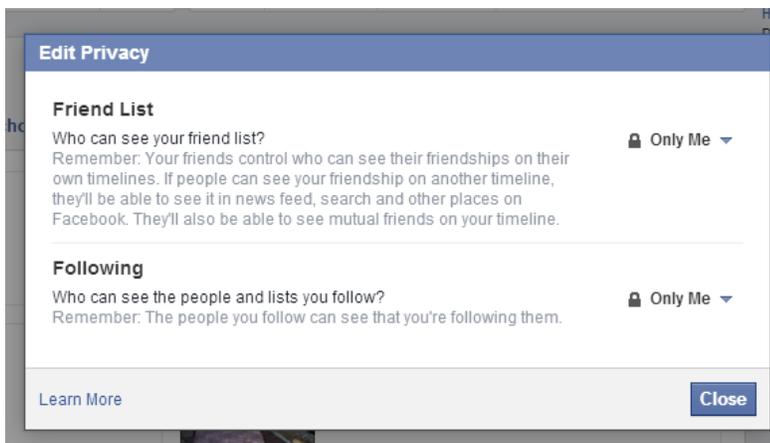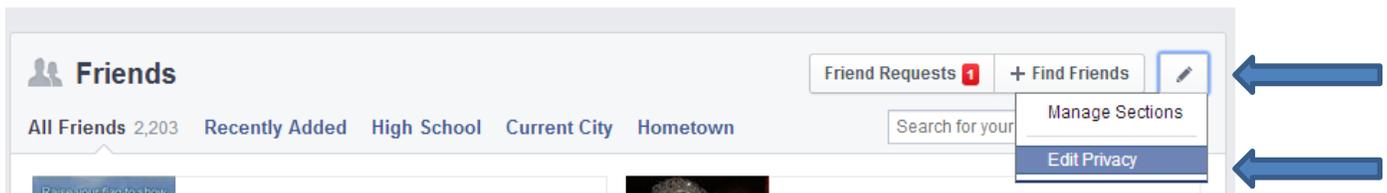
When adding photos to your profile, are you making sure they are set to "friends"? You need to do some homework and go into each photo that you currently have and make sure you have set the privacy properly (especially your profile pictures). Please note: Current cover photos are "public"

Click on the photo you want to check and to the right, under your name, to the right of the date, there is a drop down arrow
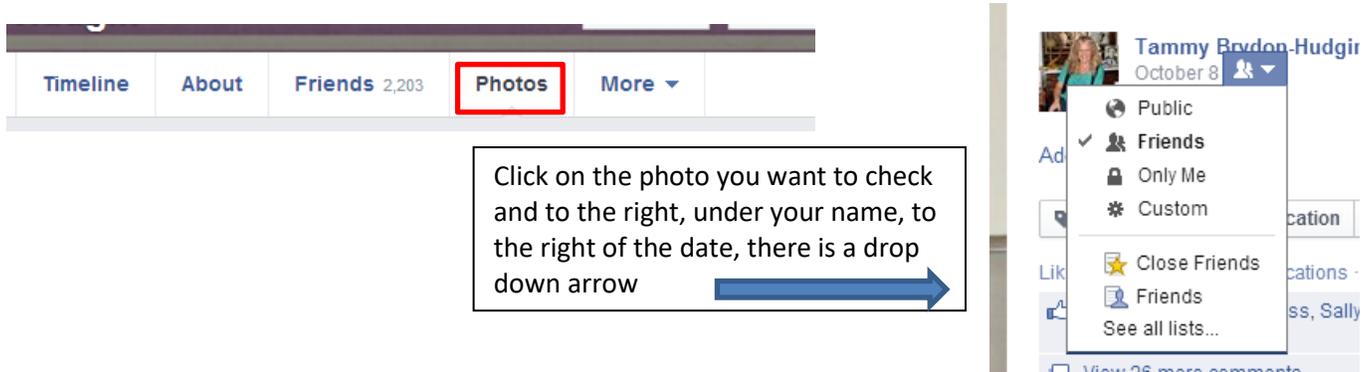
Recommended Privacy Settings:

Click on the drop down arrow at the top right hand corner of Facebook, and click on "Settings"

Under the "Security" Tab:

The one element you need to make sure you are doing, on a regular basis, is changing your password. There are many hackers out there and even though we will never be 100% protected, you can take some steps for added security. When working with passwords, I suggest starting your password with a symbol of some kind, for example: ? or # or !

Under the "Security" Tab:

The main element that you need to keep your eye on, is "Where You're Logged In". Under here, you will see a list of all the sources (Laptop, Tablet, Phone, Desktop) that you have logged into Facebook. Have a look at the location and if you see a location that is not familiar to you, you need to click the 3 dots to the right and choose "not you". At that point, Facebook will walk you through some steps to secure your account. I also recommend that you change your password for extra security. Also if you are travelling and using a computer that does not belong to you, make sure when you come home, to log in from your desktop and check this setting again.

Under the "Privacy" Tab:

"Who can see your future posts" – I recommend that you have this set to "friends". You are able to change this right where you type your statuses, however this is another avenue. There are more privacy options available, but friends is the most recommended.

"Limit the audience for posts you've shared with friends of friends or public" – If at any time, you posted on your timeline with something that was set to friends of friends or public, you can

do this quick step to have Facebook automatically default it back to friends. Click on "Limit Past Posts" then "Limit Old Posts"

"Who can send you friend requests" – I recommend you have this set to "everyone", especially if you are trying to build a business on Facebook. You can always refuse any friend request you receive. As a side note, please review all friend request profiles, to make sure you are comfortable with adding that person.

"Who can look you up using the email address you provided" – If you are publicizing your email address, then I recommend you choose "everyone", otherwise set to "friends.

"Who can look you up using the phone number you provided" – This is a personal preference, I have mine set to "friends".

"Do you want other search engines to link to your timeline" – I recommend you have this set to yes IF YOU ARE A BUSINESS OWNER, as it could potentially help you with your SEO (Search Engine Optimization). Click on "edit" and make sure there is a check mark in the little box.

Under the "Timeline and Tagging" Tab:

"Who can post on my timeline" – I recommend that you have this set to "friends" however, if you are travelling and will not be accessing Facebook, you can change this to "only me" and will shut down your wall until you change the setting back

"Review posts friends tag you in before they appear on your timeline" – This is one of my favourite features!! When you get tagged in a post on your timeline, on someone else's status or even in pictures, you can review it BEFORE you allow it to go on your timeline. You will have a choice to either "allow" or "hide" it. Click on "edit", then change "disabled" to "enable"

"Who can see posts you've been tagged in on your timeline" – Defaulted to be set to "friends"

"Who can see what others post on your timeline" – Defaulted to be set to "friends"

"Review tags people add to your own posts before the tags appear on Facebook" – When someone wants to tag themselves in a photo, for example, you will have the power to approve that tag before it goes out to their timeline. Click on "edit", then change "disabled" to "enable"

Under the "Blocking" Tab:

You have a few blocking options (1) users (2) app invites (3) event invites (4) apps (5) pages. This is completely a personal option if you wish to use these features. However, I would like to mention that if you do not wish to receive any more invites from different Apps, then you can block the App by typing the name of the App here and selecting it

Under the "Notifications" Tab:

Under the "Email" Tab, if you do not wish to receive ANY emails from Facebook, select the option "Only notifications about your account, security and privacy". Otherwise, if there are certain emails you do wish to receive, you would need to select "All notifications, except the ones you unsubscribe from". As the emails come in, you can scroll to the bottom of each email and unsubscribe from the ones you do not wish to receive emails for and that will turn that specific function/element off.

Under the element that reads "On Facebook", these are the notifications you get on Facebook (at the top, in red, above the world). We will go through each one of these.

"Activity that involves you" – On
"Close Friend Activity" – Personally I would have this turned Off
"Birthdays" – Personally I would have this turned Off as you can find all birthdays listed under the "events" tab
"Your friends' life events" – Personally I would have this turned Off
"Tags" – Anyone
"Pages you Manage" – This is only seen if you have a business page and you can set your preferences based on what works best for you
"Group Activity" – This is only seen if you belong to any groups. You can click on "edit" and choose if you want to receive any notifications from any of the groups you belong to.
"App requests and activity" – Leave this one for now, it will be in another step
"On this day" – This is a personal setting that you need to decide on

Under the "Public Posts" Tab:

"Who Can Follow Me" option: I recommend that you have this feature only set to friends unless you are posting statuses that are public and want them to be seen by those who are not your friend but have chosen to "follow" you

For the other options available, if you are not doing anything in the "public" environment, these features won't be applicable to you, however, I recommend that you read each element, click the "edit" button, so you have an understanding of how these features apply.

Under the "Apps" Tab:

When you go into this tab, you will see a list of Apps that at some point, you have had interaction with. You will probably see Apps that you have no idea what they are. At that point, I would suggest that you remove the App by clicking the "x" to the right of the App (you will see the "x" when you hover your mouse over the App Name).

If there is an App you would like to keep, I suggest you do the following:
Click on the "pencil" to the right of the App, when you hover your mouse.
First: Choose "App Visibility" privacy setting. If you do not want anyone to see things posted on your wall with regards to this App, you can change the setting to "only me"

Second: Scroll down for each element and if you see a bright blue check mark, I recommend that you uncheck these elements (read each element to see what that App has access to)

Third: Scroll down and look for "Send you notifications". If you do not want to receive notifications for this App, choose "No" from the drop down menu.

ADDITIONAL THINGS TO CONSIDER

- When you choose to attend a "public" event, that will show up in Google
- You can put people on "Restricted" lists, so that they can not see what you are posting on your timeline, unless you make it "public". To do this, go to the person's profile and click on the "Friends" button and then click "Add to another list" and choose "Restricted"
- If you want to hide additional elements, like "Groups", "Likes", "Movies", etc. go to your timeline (click on your name at the top of Facebook), then under the cover photo, click on the "more" button and "manage sections". You can then uncheck the boxes you do not want to show up on your timeline/profile
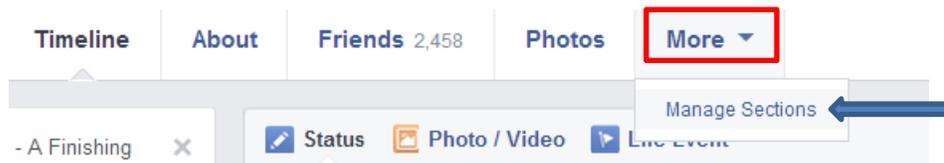
Please note: By unchecking these boxes, they will also be hidden from your friends, so if you wish to keep the boxes, then you need to go into the "About" Section, scroll down to each box section and make sure the privacy setting is set to "friends".
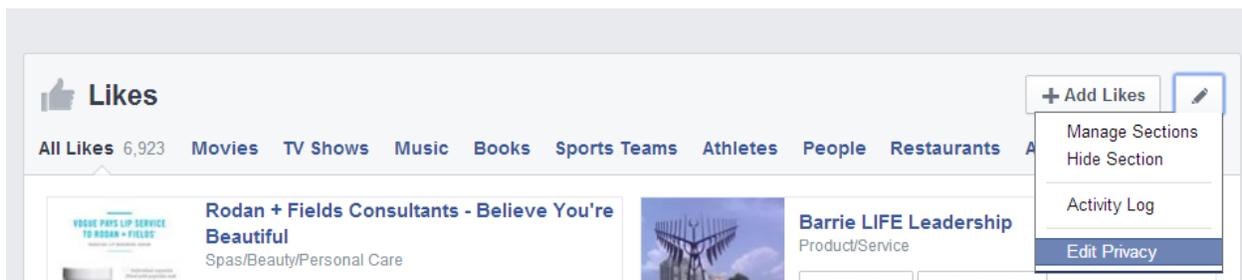
This should help you to feel more comfortable as you move forward with Facebook. When you see a "pencil", "drop down arrow" or a "gear", click them as they will give you more options to work with (like hiding elements in your news feed).

Privacy Settings:
- A "world" icon means the post is public
- "2 heads" icon means the post is set to friends
- A "lock" icon means the post is set to "only me"