



### Social Networks – Do’s and Don’ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.



### Privacy Settings

Facebook has many different privacy and sharing options. To control how your personal information is shared you should use the settings shown below and select Only me or Friends only.

- Start by clicking the Privacy button in the Facebook bar.
- Then click See More Settings, select Privacy.
- Change settings to Friends for future posts.
- Change search engine question to no.



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#### Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	<b>Friends</b>
	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?	<b>Everyone</b>
Who can look me up?	Who can look you up using the email address you provided?	<b>Friends</b>
	Who can look you up using the phone number you provided?	<b>Friends</b>
	Do you want search engines outside of Facebook to link to your profile?	<b>No</b>



## Timeline and Tagging Settings

One of the easiest ways to protect your privacy is to change the settings to require a review on all tags and posts to your timeline. By changing this feature you will have to approve any tag or post to your timeline. You want to only give **Friends** access to viewing and posting on your timeline.

Timeline and Tagging Settings		
Who can add things to my timeline?	Who can post on your timeline?	Friends
	Review posts 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?	Friends

## Caution

Do not login to or link third-party sites (e.g. twitter, Instagram) using your Facebook account. "Facebook Connect" shares your information, and your friends' information, with third-party sites that may aggregate and misuse personal information. Also, use as few apps as possible. Apps such as Farmville access and share your personal data.



## Deactivating Your Facebook Account

To **deactivate your Facebook account**, go to **Security** and select **Deactivate Your Account**. To reactivate your account log in to Facebook with your email address and password.