Protecting Yourself on Facebook

Account and Privacy Settings

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Profile Settings

The first thing that you should change is your profile settings. This is so that you can control who can see the information that you have about yourself on Facebook.

To change these settings:

1. Go to your profile by clicking on your name at the top of the page.

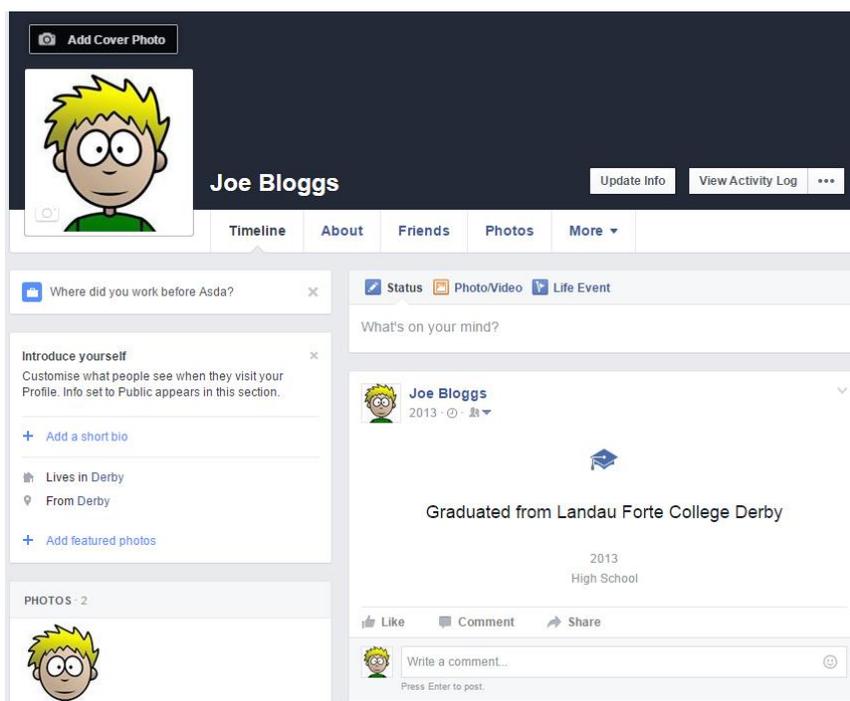2. Go to the '**About**' section using the tabs at the top of your profile. (*Fig 1.0*)

Fig. 1.0 - The About section can be accessed through the tabs next to your profile photo

All of your personal information is available to edit here. If you hover over each piece of information, a blue link will appear to edit the informations settings. (*Fig 1.1*)

1. It is recommended that all of the settings are set to '**Friends**' or '**Only Me**' as this will protect you as much as possible.

2. Once each section has been changed, click on the blue '**Save Changes**' button.

Fig 1.1 - Settings can be edited by clicking on the icons to the right of the options.

3. You will need to go through each of the tabs on the left of the page. Make sure to save any changes that you make on a section before you change to another tab.

Changing Settings

1. To access your Facebook Privacy and Account settings click on the **Lock icon** in the top right corner. This will be located next to the **notifications icon**. (*Fig 2.0*)

2. This will give some privacy shortcuts which allow you to set some basic options.

3. To set more comprehensive privacy options, click on '**See More Settings**'.
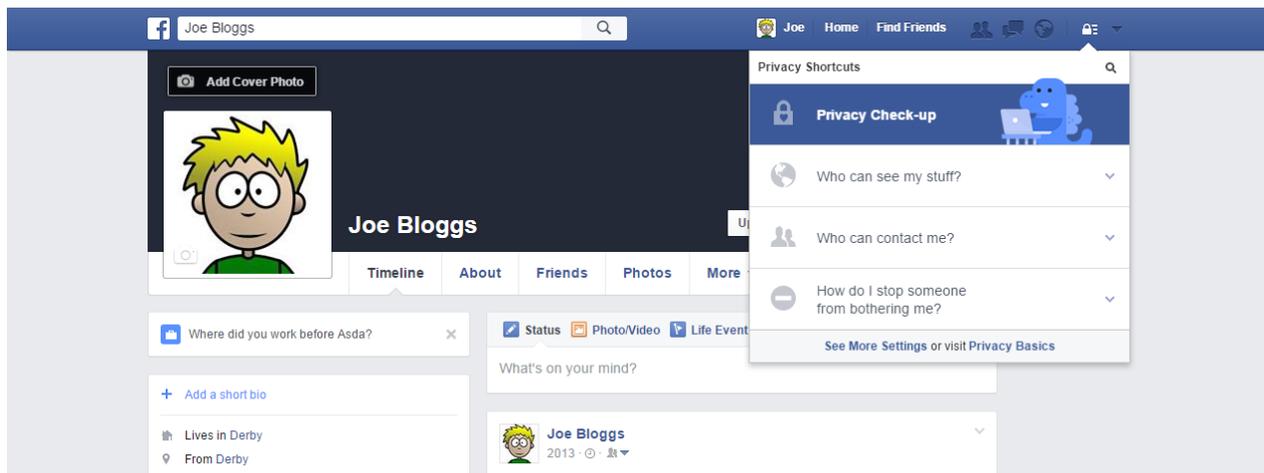

Fig 2.0 – A drop down box should appear in the top right giving you different options.

Privacy Settings and Tools

1. The privacy settings and tools page has a list of settings to improve your privacy on Facebook. (*Fig 3.0*)
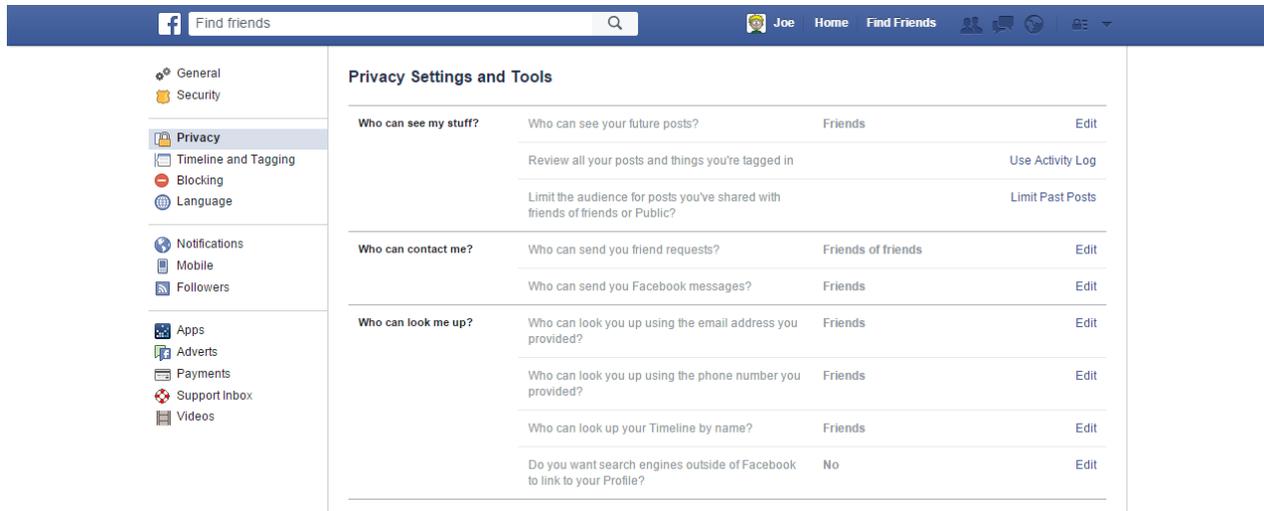

Fig 3.0 – The privacy settings and tools allow you to secure your profile in various ways.

Who can see your future posts?

This option allows you to manage who can view things that you post in future. You can change this on a post by post basis, but this option allows you to set the default. It is recommended to be set to 'Friends'.

Review all your posts and things you're tagged in

If you have enabled Timeline Review (see page X), you can use this section to view anything that you need to review before it appears on your timeline.

Limit the audience for past posts

Confirming this option will change all of your past posts that have been set to Friends of Friends or Public to Friends. This option can't be reversed but is highly recommended.

Who can send you friend requests?

This option lets you set who is able to send you a friend request. It is recommended that this is set to 'Friends of Friends'.

Who can send you facebook messages?

This option lets you set who is able to send you messages. It is recommended that this is set to 'Friends'.

Who can look you up using the email address you provided?

This options asks you who can look you up using your email address. This doesn't enable people to view your email address, this is set on your profile (See Page 3). It is recommended that you set this to 'Friends'.

Who can look you up using the phone number you provided?

This option asks you who can look you up using your phone number. This doesn't enable people to view your phone number, this is set on your profile (See Page 3). It is recommended that you set this to 'Friends'.

Who can look up your timeline by name?

This option asks you who can look you up using your Full Name. It is recommended that you set this to 'Friends'.

Do you want search engines outside of facebook to link to your profile?

This option asks if you want your profile to appear in Google, Bing and other search results. It is recommended that you set this to 'No'.

Security Settings

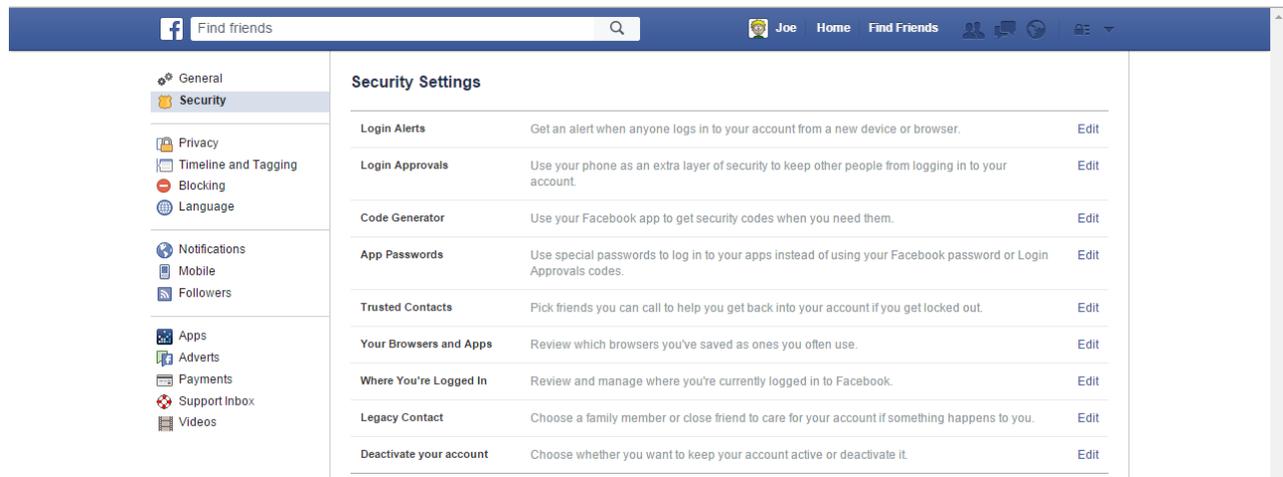In Settings there is also a page for '**Security**'. (*Fig 4.0*)

Fig 4.0 – The security settings allow you to better manage access to your account.

Login Alerts

With login alerts enabled, you will be alerted whenever anyone logins to your account from a new device or browser. This will allow you to see if anybody else has gained access to your account.

You can set this to alert you via Facebook Notification, Email or Text Message. It is recommended that you turn this feature on.

Login Approvals

With login approvals enabled, you will be required to enter a code you will receive via text message before accessing your account on a new device or browser. You will not be able to login without entering this code.

App Passwords

This feature follows on from login approvals, which doesn't always work effectively on Apps such as Skype, Spotify and Xbox. If you still want to secure access to these apps, you can generate App passwords for use with these apps.

Trusted Contacts

You can choose friends that you trust that can help you to get back into your account if you ever get locked out of it. You should only ever choose close friends that you know you can call for help if you have trouble accessing your account. They can generate security codes to allow you access into your account.

It would be recommended to choose a family member if you wish to set this up, such as a parent or sibling.

Your Browsers and Apps

This will show you a list of trusted devices and apps that you have used your Facebook account with. The devices and apps in this list won't verify your identity when being used. Do you recognise all of the devices and apps listed? If you are unsure on any, remove them, and they will get re-added when you next use Facebook on that device or app.

Where you're logged in

This will show you where you are currently logged into Facebook. The location shown may not be exact (it may show the location of your Internet Service Provider, rather than your exact location). If there are any sessions that you do not recognise, end them, and you can re-login if it is a genuine session that you are using.

Deactivate your Account

This will deactivate your account so that your profile no longer appears on Facebook. It does not permanently delete your profile, so it will still exist, however it will be hidden and you will not have access to Facebook whilst it is deactivated. You can undo this process by simply logging back into your account again.

Blocking Users

In **Settings** there is an option called '**Blocking**'. (*Fig 5.0*) This option allows you to block and restrict access to those that you do not wish to be able to see your information or contact you.

1. To begin, click on '**Manage Blocking**' to the right of the '**Blocked People and Apps**' option.
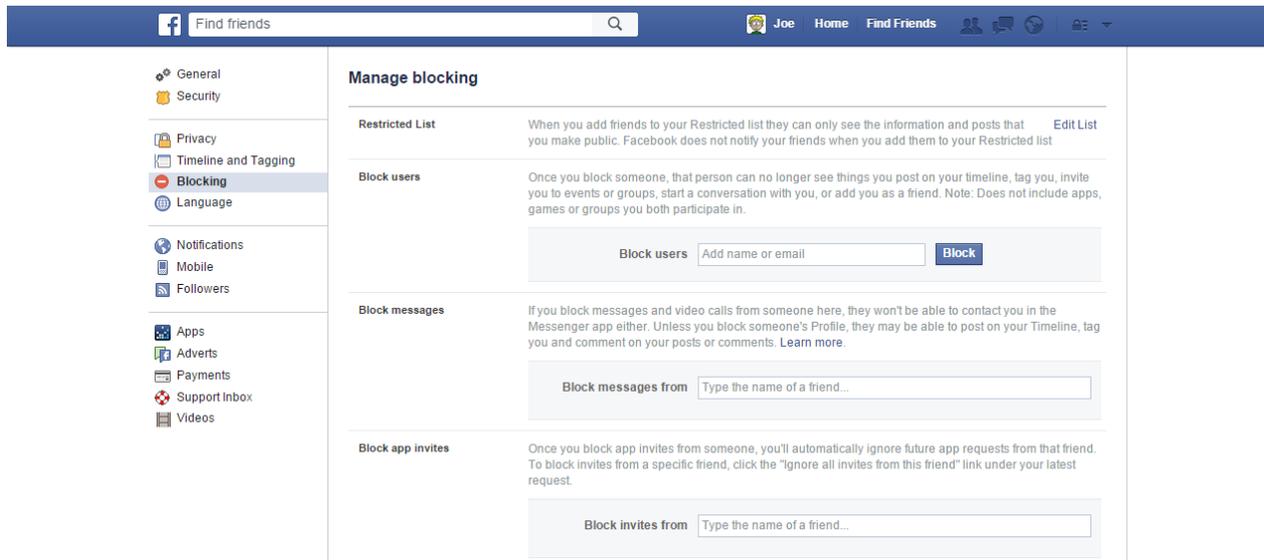

Fig 5.0 – Blocking people will stop them from seeing you on Facebook at all.

The first option is called '**Restricted List**'. This is a list of people that you have added as a friend but have a limited view of what you post and what information they can see. To add people to this list, click on '**Edit List**' and enter the names of those that you wish to add on the next screen. Click the blue '**Finish**' button when you are done.

The next option is called '**Block users**'. A person does not have to be on your friends list for you to block them. When blocked, a person cannot see you on Facebook and can no longer search for you; view your profile, or view any posts or comments that you have posted.

You can block users by entering their name or email address into the box provided and clicking the blue '**Block**' button. A list will appear and you can select the person that you wish to block and click on the silver '**Block**' button next to their name. Click on the blue '**Block X**' button once complete and their name should appear under the '**Block users**' option on the '**Manage blocking**' page.

The final settings allow you to be able to block people from sending you App or Event invitations.

To block somebody from doing this, search for their name in the box and select the person that you wish to block invitations from. Click on their name and it will block them.