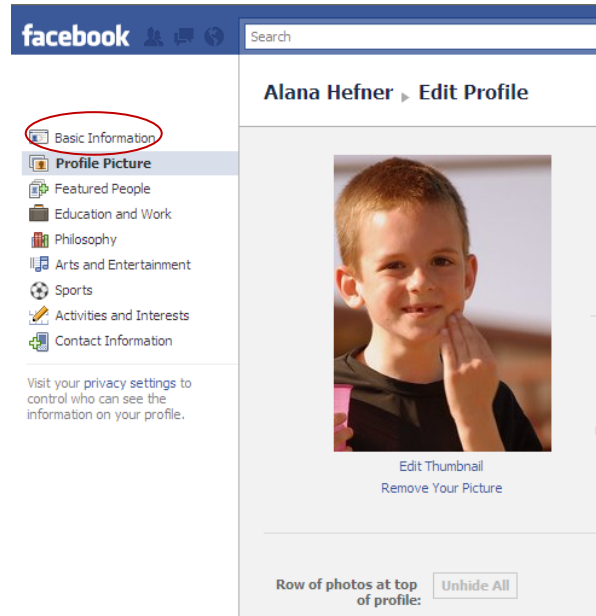


Facebook Privacy HOW TO's

1. Edit your Profile

To add and update or take out information about yourself,

- Click on "Profile"
- "Edit Profile" button...look at fields on your left
- Click on "Basic Information"
- Edit Date of Birth

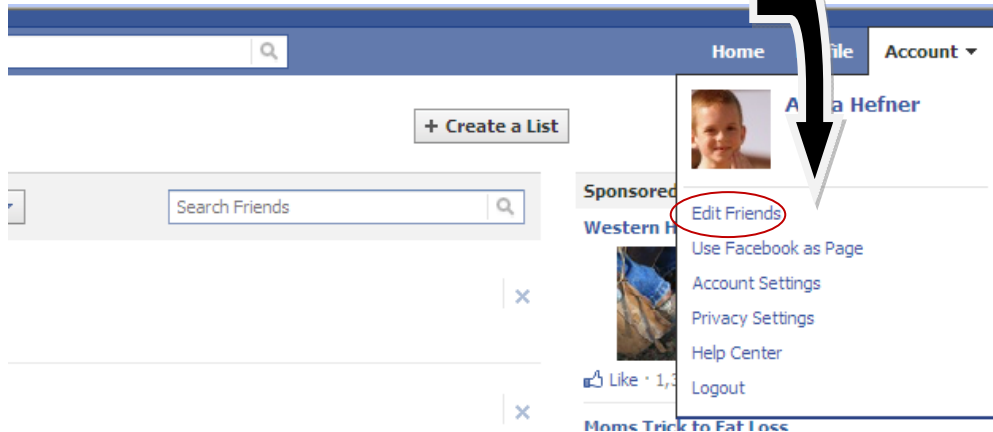
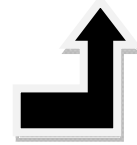


2. Edit Profile pic (and string of pics at top of screen).

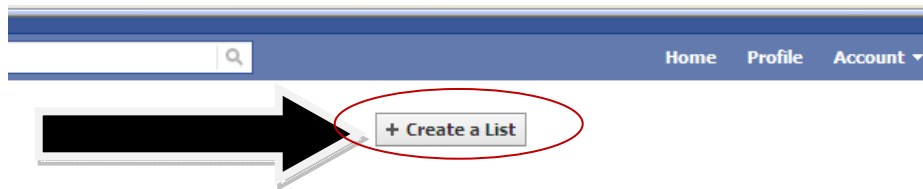
- Profile Picture on left, "Hide All"

3. Create groups:

- Click on "Account"
- Click on Select "Edit Friends"



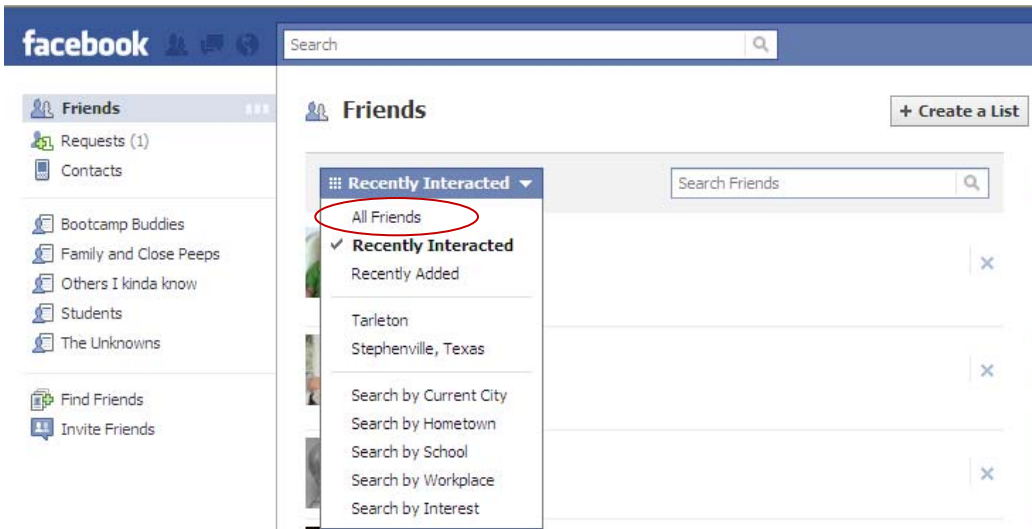
- Then click on "Create list"



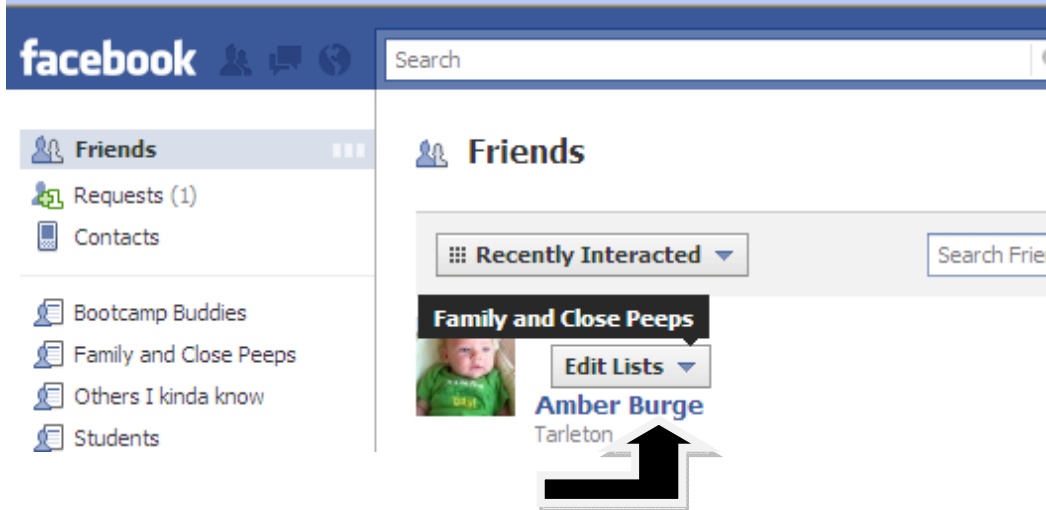
- Name the list and then select people to go into the list.
- Once you have made all of the lists that you want and have grouped everyone in a particular group,
 - Click on "Account",
 - "Edit Friends" and
 - Make sure all of your friends are showing,

Facebook Privacy HOW TO's

- Select “All Friends” in drop-down menu.



- Once your list is created, you can look at your friends and scroll over to see what “list” they are associated with, may be multiple. Scroll over each friend to see their label and check that all have been assigned a group.



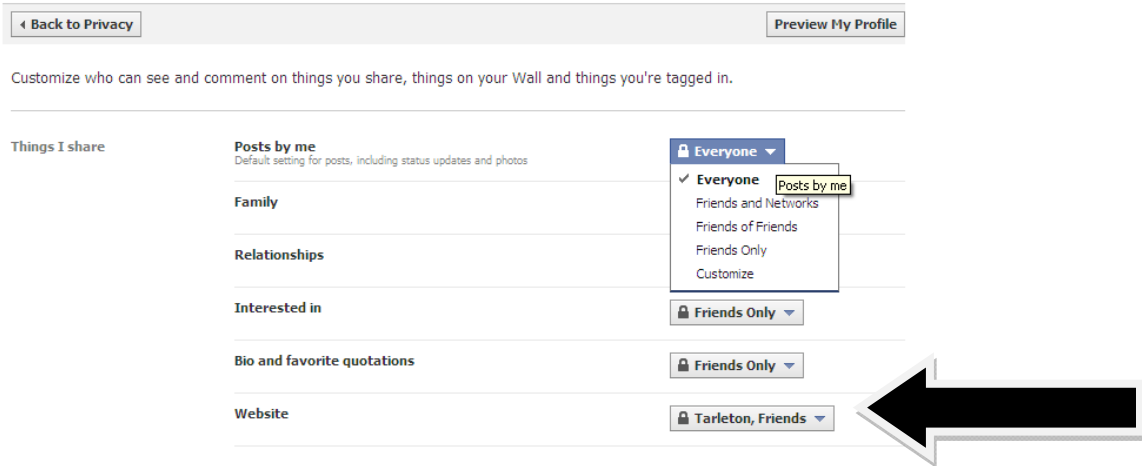
4. Customize Groups

Now that you have your friends grouped then you can customize what information you want each group to see.

- Click on “Account” then “Account Settings”
- Click on “manage” next to PRIVACY
- At the bottom of the box, select “Customize Settings”.
- Then go through and customize each section. From each drop down menu, select “Customize” unless you are comfortable with the selections in the drop-down menu provided to you by face book.

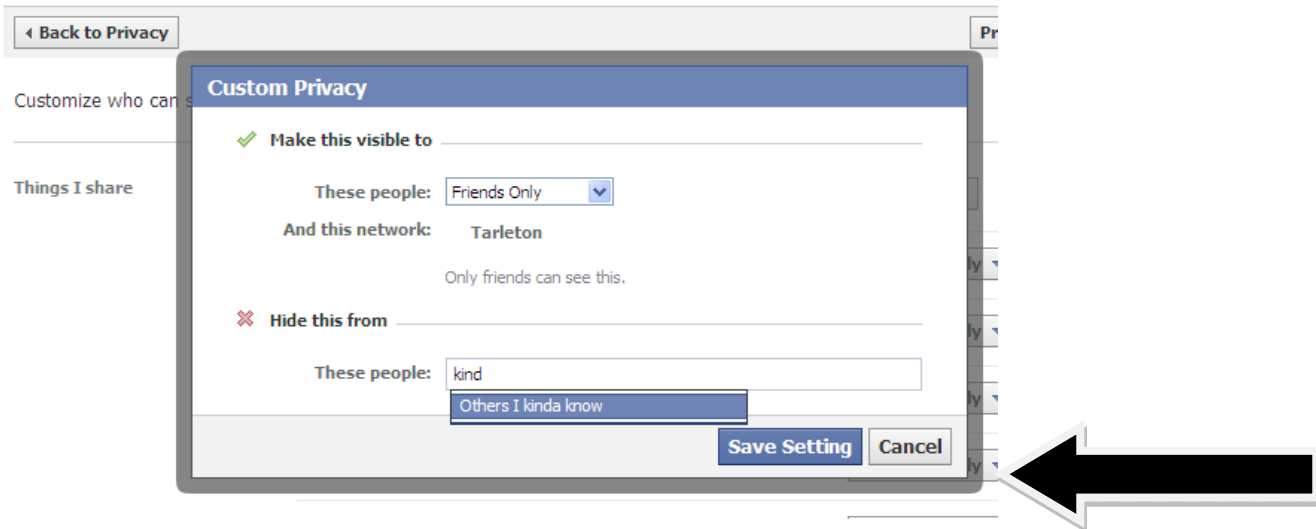
Facebook Privacy HOW TO's

Choose Your Privacy Settings ▶ Customize settings



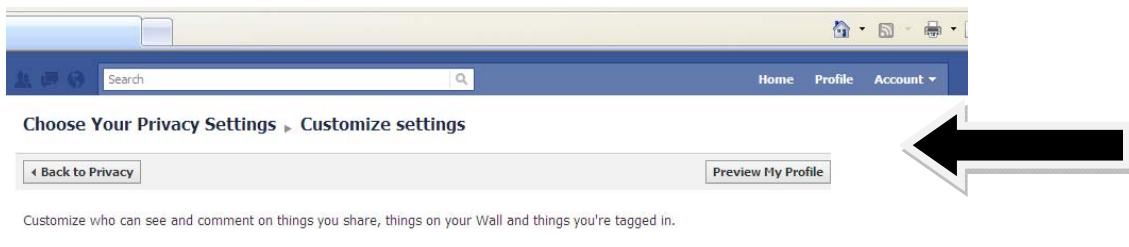
- In the "Hide this from" box, start typing one of the groups as seen below

Choose Your Privacy Settings ▶ Customize settings



5. Test out your settings

- Click on Account
- Privacy Settings
- Then click on the button "Preview My Profile".



- This will show you what your FB page looks like to users unknown to you, and then you can view it from the eyes of people on your friend list:

Facebook Privacy HOW TO's

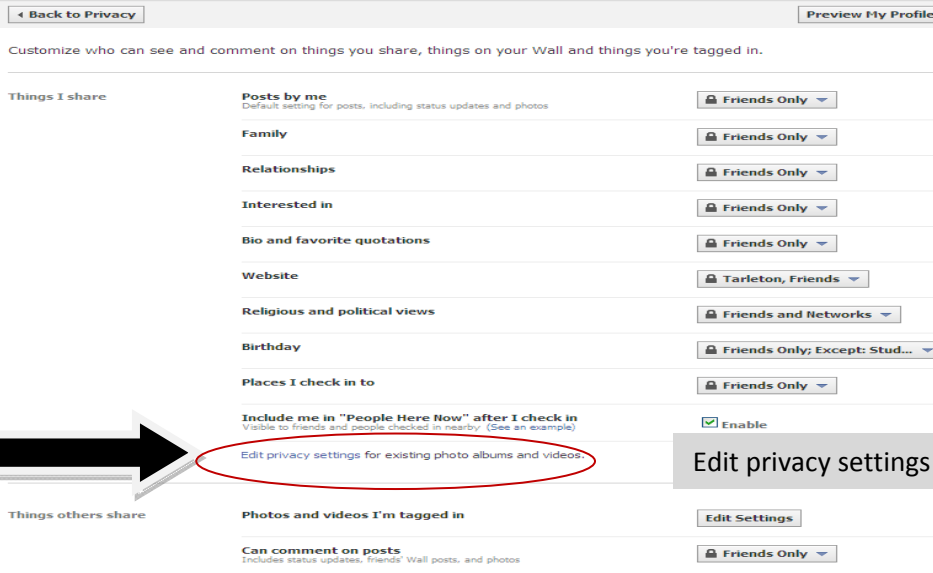


6. Control Photo Albums

- Select who can see each of your albums by selecting “Customize”. Then go through and customize each section. From each drop down menu, select “Customize” unless you are comfortable with the selections in the drop-down menu provided to you by face book.

In the “Hide this from” box, start typing one of the groups as seen below

Choose Your Privacy Settings > Customize settings



Facebook Privacy HOW TO's

7.Restrict apps , games, websites

ACCOUNT → PRIVACY

Connecting on Facebook
Control basic information your friends will use to find you on Facebook. [View Settings](#)

Sharing on Facebook
These settings control who can see what you share.

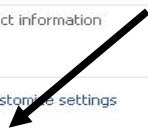
Everyone	Your status, photos, and Bio and favorite quotation	Only	Other
Friends of Friends	Family and relationships		
Friends Only	Photos and videos you're		
Recommended	Religious and political view		
Custom ✓	Birthday		
	Permission to comment on your posts		
	Places you check in to. [?]		
	Contact information		
	Customize settings		✓ This is your current setting.

Apps and Websites
Edit your settings for using apps, games and websites.

Block Lists
Edit your lists of blocked people and apps.

Controlling How You Share
Learn more about your privacy on Facebook.

Go to Apps and Websites



ACCOUNT → PRIVACY SETTINGS → APPS AND WEBSITES

[← Back to Privacy](#)

On Facebook, your name, profile picture, gender and networks are visible to everyone ([Learn Why](#)). Also, by default, apps have access to your friends list and any information you choose to share with everyone. You can change what you share with apps using these settings:

Apps you use	You're not currently using any apps, games or websites. Visit the apps dashboard or games dashboard to get started. Turn off all platform apps.	Edit Settings
Info accessible through your friends	Control what information is available to apps and websites when your friends use them.	Edit Settings
Game and app activity	Who can see your recent games and app activity.	Only Me
Instant personalization	Lets you see relevant information about your friends the moment you arrive on select partner websites.	Edit Settings
Public search	Show a preview of your Facebook profile when people look for you using a search engine.	Edit Settings

Facebook Privacy HOW TO's

8. Increase online security

ACCOUNT → ACCOUNT SETTINGS → SETTINGS → ACCOUNT SECURITY

The screenshot shows the Facebook Account Settings page with the following options and their corresponding actions:

- Name**: Your real name. [change](#)
- Username**: Your username. [change](#)
- Email**: Set your email contact information. [change](#)
- Password**: What you use to log in. [change](#)
- Linked Accounts**: Use other accounts to log in. [change](#)
- Security Question**: To identify you as the account owner. [change](#)
- Privacy**: Control what information you share. [manage](#)
- Account Security**: Set up secure browsing (https) and login alerts. [change](#)

9. Restrict the use of your information in Facebook ads

ACCOUNT → ACCOUNT SETTINGS → FACEBOOK ADS

The screenshot shows the Facebook Facebook Ads settings page with the following sections and options:

- Settings**, **Networks**, **Notifications**, **Mobile**, **Language**, **Payments**, **Facebook Ads** (circled in red)
- A Note About Your Personal Information**: Despite what you may have heard, Facebook does not give your personal information to advertisers—including your name, profile picture or any of your photos.
- Ads shown by third parties**: Facebook does not give third party applications or ad networks the right to use your name or picture in ads. If we allow this in the future, the setting you choose will determine how your information is used. You may see social context on third party sites, including in ads, through Facebook social plugins. Although social plugins enable you to have a social experience on a third party site, Facebook does not share your information with the third party sites hosting the social plugins. [Edit third party ad settings](#)
- Ads and friends**: Everyone wants to know what their friends like. That's why we pair ads and friends—an easy way to find products and services you're interested in, based on what your friends share and like. Here are the facts:
 - Social ads show an advertiser's message alongside actions you have taken, such as liking a Page
 - Your privacy settings apply to social ads
 - We don't sell your information to advertisers
 - Only confirmed friends can see your actions alongside an ad
 - If a photo is used, it is your profile photo and not from your photo albums[Edit social ads setting](#)

10. Don't use Facebook to log into or comment on other sites.