

Last Updated: 2019

Social networks were meant for sharing, but it is important to understand the audience with which you are sharing the information.

Facebook is the biggest social network on the planet. Much of its success is due to the amount of information it has on each of its users. Though they do have some tools to help you <u>understand privacy basics</u>, their settings can be complicated.

Below we have illustrated a complete walk-through to controlling your privacy settings. You can jump to individual sections or review the entire thing.

NOTE: Since each device's interface is different, we have used images from the desktop version of Facebook. This said, we highly recommend you use **the desktop version** to update settings because they are easier to access and have more options.

Facebook Privacy

- Audience Options
- · About Basic Information, Workplace, and Location
- Friend List
- Photos
- Tags
- Likes and More Pages, Videos, Movies, Events, Review, & Groups
- Verifying What Others See

Audience Options

For almost all pieces of information you can choose which audience it goes to. The options are as follows:

Public: Anyone with a Facebook Account regardless of relationship to you

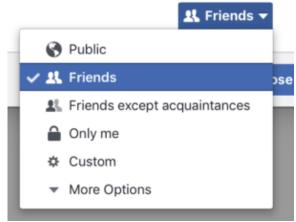
Friends: Anyone you have added as a Friend

Friends Except Acquaintances: All friends except those who you have *manually* marked as acquaintances. This needs to be done within your Friend List by selecting individuals and then changing your relationship with them

Only Me: No one but you can see this.

Custom: Any kind of group you create. For example, you can create a "Family members" group, or a group for people who all attended an event together.

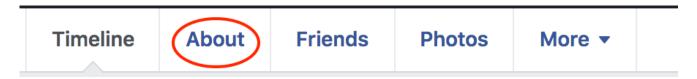




NOTE: Both your current profile picture and your current cover photo are always public. To change settings on old profile photos or to hide comments, see Photo section below.

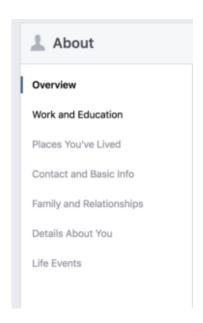
About - Basic Information, Workplace, and Location

Your *About* information can be found in the menu across your personal profile.



This section includes your personal information that identifies who you are, where you live, and how to contact you.

TIP: For safety reasons, ensure that you know who the audience is for each section. Change the audience on anything you do not want seen publicly or by others.





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