

How to Stay Safe on Facebook

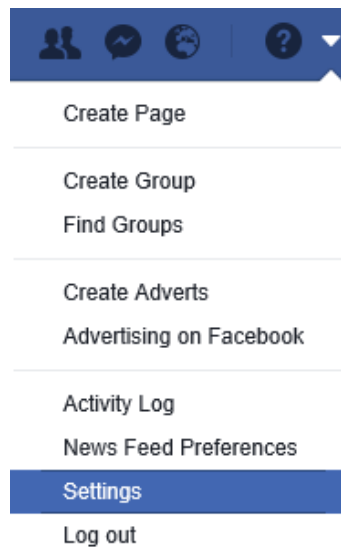
In order to control who can access your profile and information, you will need to adjust your privacy settings.

Desktop

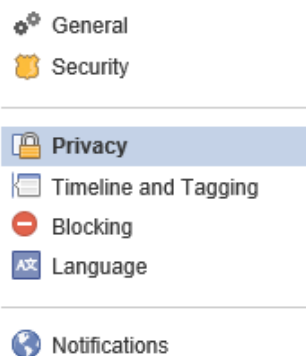
1. Load up the Facebook website on your browser and select the down arrow in the top right corner of the page.



2. Select Settings from the drop down menu.



3. Click on Privacy from the sub menu.



1. Click on Edit next to each option to amend its privacy. You will notice that there are various options available depending on which item you choose to edit.

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Friends of friends	Edit
Who can look me up?	Who can look you up using the email address you provided?	Friends	Edit
	Who can look you up using the phone number you provided?	Friends	Edit
	Do you want search engines outside of Facebook to link to your Profile?	No	Edit

In this example, you can see that all future posts are visible only to Friends, but Friends of Friends are able to send friend requests.

You may be able to choose between:


Public/Everyone – visible to anyone on or off Facebook.

Friends – visible to your Facebook friends.


Friends of friends – visible to friends of your Facebook friends.


Only Me – no one else can see it but you.

Custom – select specific people to share with.

 Friends ▼
Post

Who should see this?

 **Public**
Anyone on or off Facebook

 **Friends**
Your friends on Facebook

[More Options](#)

If you choose Custom, you can then type in the names of your friends that you wish or do not wish to share your content with. Select **Save Changes** to apply your choices.

Custom privacy ×

+ Share with

These people or lists

Friends of tagged

Anyone tagged will be able to see this post.

× Don't share with

These people or lists

Anyone you include here or have on your restricted list won't be able to see this post unless you tag them. We don't let people know when you choose not to share something with them.

Take some time to familiarise yourself with all of your current privacy settings, and review them from time to time to make sure they suit your preferences.