

## How to Stay Safe on Facebook - Privacy

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

You can manage all of these settings through the mobile app. These settings also affect the privacy on the Messenger App

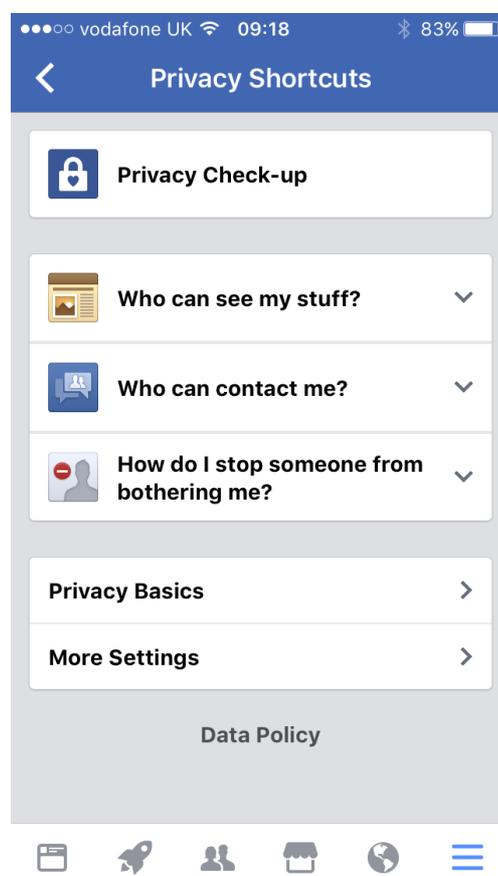
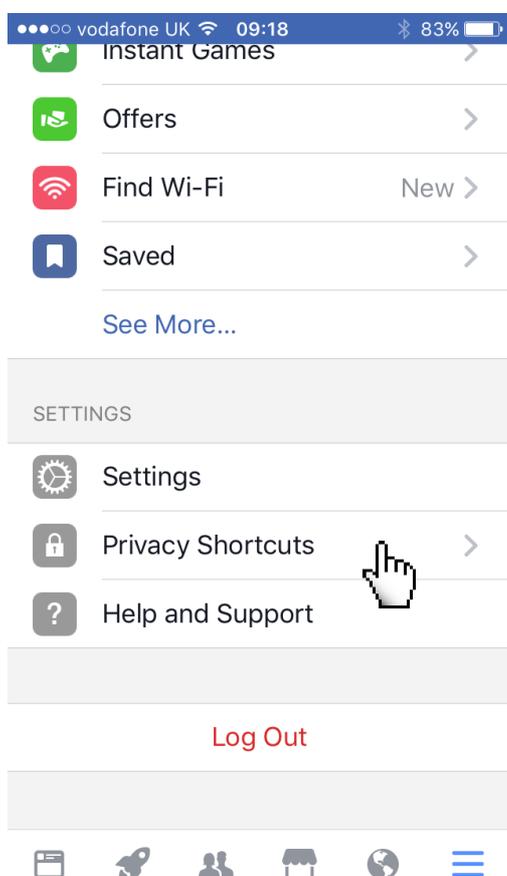


### Mobile

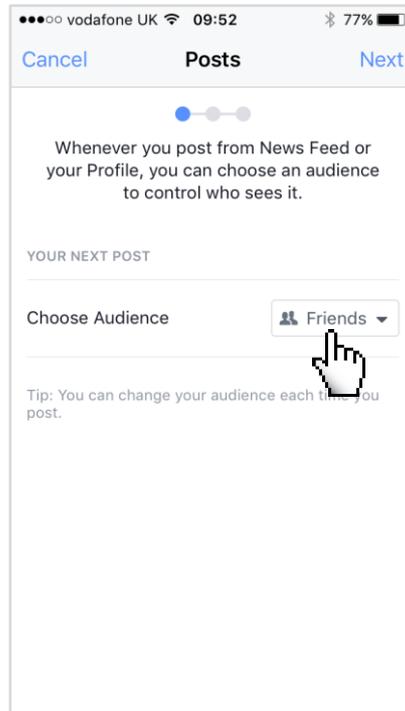
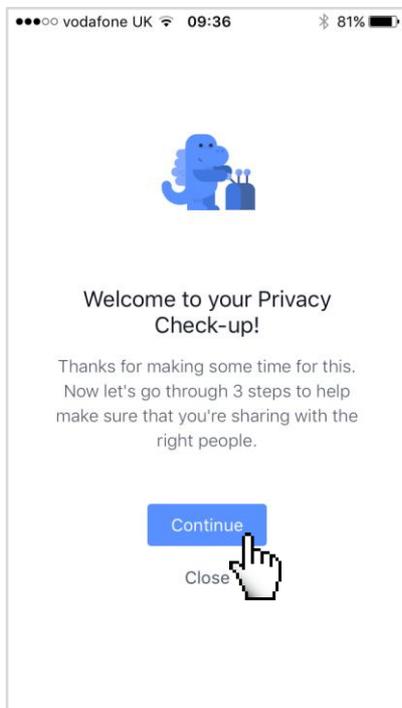
1. Load up the Facebook App and select the 3 line icon from the bottom right of the screen.



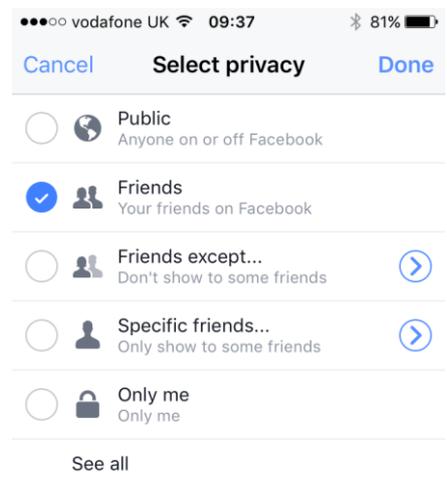
2. Scroll to the bottom of the page and select Privacy Shortcuts. This opens up the most important Privacy Settings.



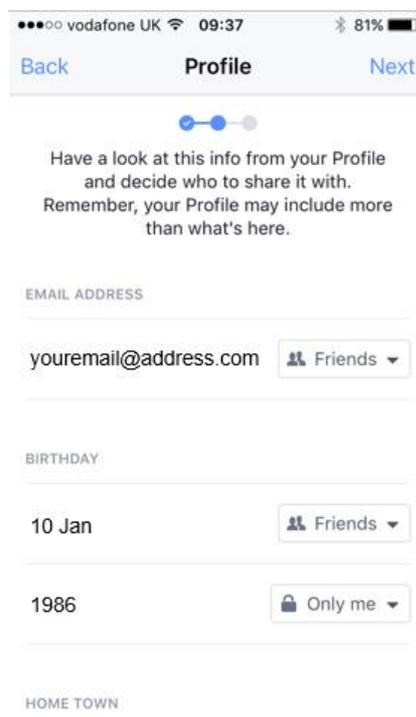
3. Select Privacy Check-Up - this will give you an overview of who has access to the main information you share on Facebook.



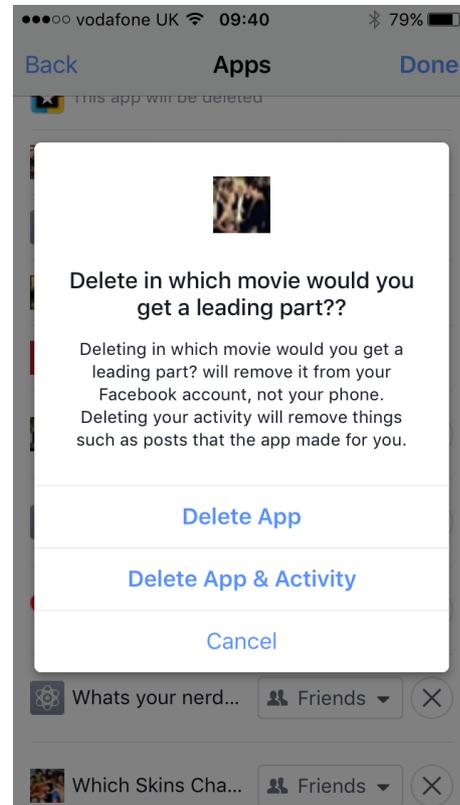
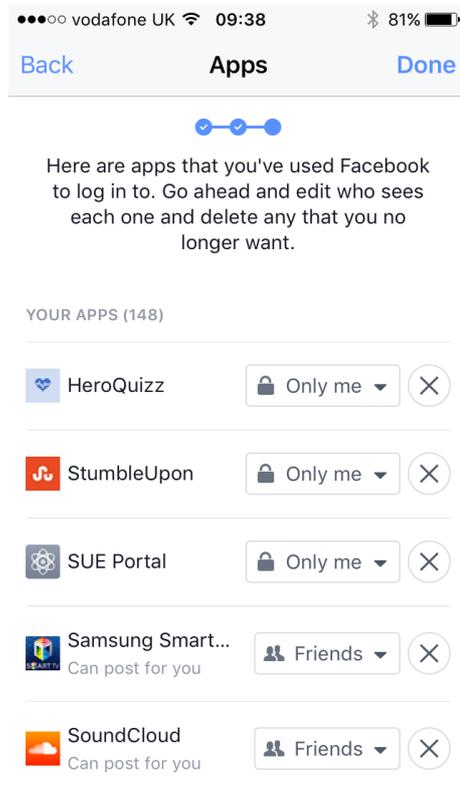
Choose the people you would like to see your status posts from the drop down menu. This will be the default setting for all new posts then click *next*



4. The next page shows you who can currently see different sections of your profile information. Use the drop down menus to change these. For full privacy select *Friends* or *Only Me* on all of them.



5. The final screen shows which apps have access to your information and who can see those. You can remove these apps from your profile using the X or change privacy using the drop-down menus

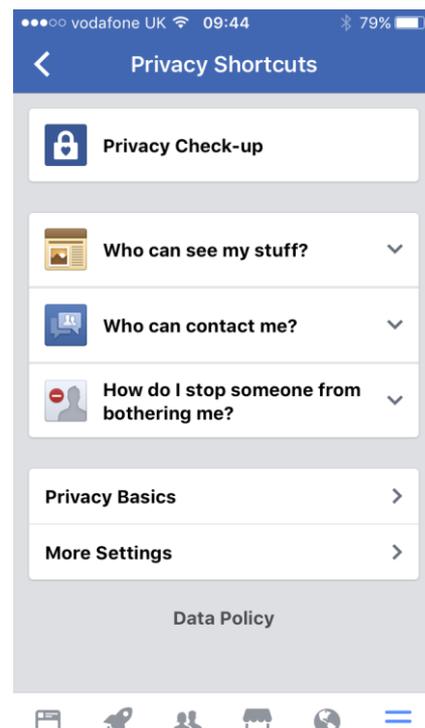


6. Click Done once you're finished. You can revisit this at any time.

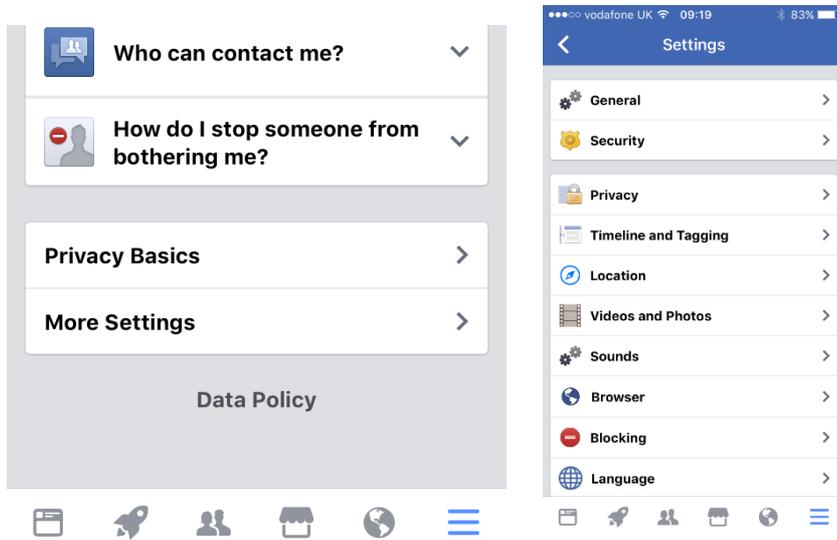
7. Work through the remaining Privacy shortcuts to change who can see which parts of your profile. Drop down each section to view current settings.

If you select a *Custom Audience*, you can type in individual names to add or remove them from seeing your posts.

You can also block people using *How do I stop someone from bothering me?*



8. Once you're happy with these settings you can access further features using *More Settings*.

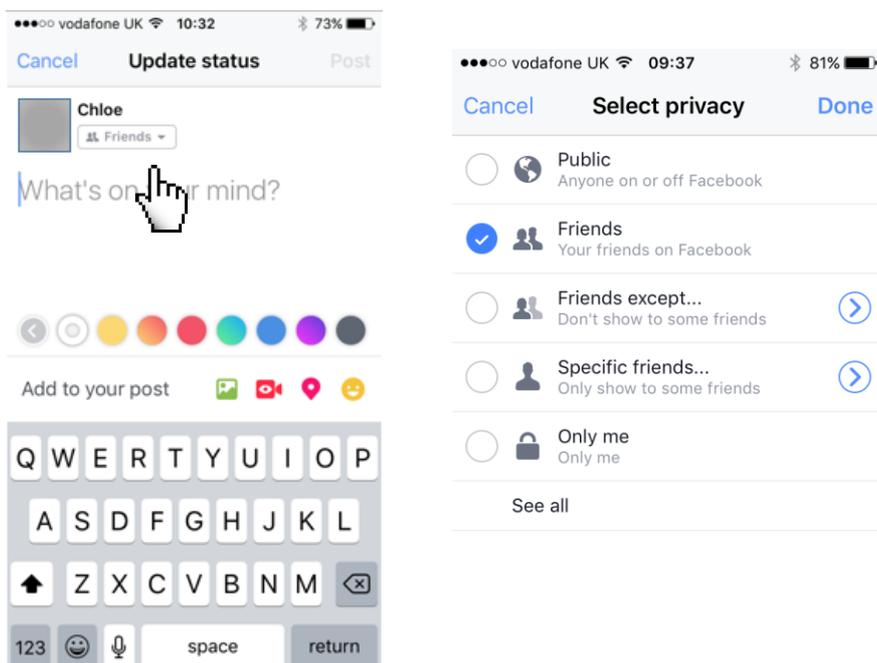


It is important to review your Privacy settings regularly to make sure they suit you.

### Privacy when making a post

As well as the default settings, we've just been through, you can also customise the privacy for every post you share straight from the news feed.

1. Create a new post and add your status, images, videos etc. before you click post click the drop-down menu below your name. Select the audience you would like for this post.



Changing the audience in this menu will only change it for this post. As soon as a post is on Facebook it will be on the internet forever regardless of your privacy settings. For example, a friend of yours with access to the post could create a screenshot or make a copy to share with other people.

Never post anything online that you may regret later. A good rule of thumb is that you should never share anything online that you wouldn't want your boss, parents or grandparents to see.

2. You can still change the privacy settings on a post once it has been posted. This will only change who can see the post in the future, not who has already seen it.

Find the post in your timeline and press the arrow in the top right hand corner of the post. Select *Edit Privacy* and select your audience

