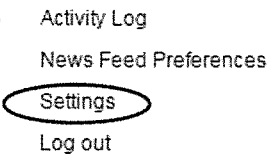# FACEBOOK PRIVACY SETTINGS AND TOOLS

This is a basic guideline to assist people in changing their privacy settings on Facebook if they choose to do so. Please note that the screen and placement of icons may differ when using different devices, apps or older versions of Facebook e.g. PC, Android, iOS devices can all slightly differ. PC is recommended when changing setting as it is a larger screen and can be easier to navigate.

Who can see my stuff?

1. Click the drop down **arrow** (top right corner of the page).

2. Click **Settings.**

   Activity Log

   News Feed Preferences

   Settings

   Log out

3. Click **Privacy.** 🔒 Privacy

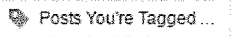4. Go to **Who can see my stuff?** click on **Edit** (right side).

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

Choose from the following options:

Who should see this?

🌐 **Public**
Anyone on or off Facebook

👥 **Friends**
Your friends on Facebook

👥 **Friends except...**
Don't show to some friends

👤 **Specific friends**
Only show to some friends

🔒 **Only me**
Only me

⚙ **Custom**
Include and exclude friends and lists

5. To review past posts and photos you have been tagged in, go to **Who can see my stuff?** click on **Use Activity Log.**

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

6. Click on **Posts You're Tagged In** 🏷 Posts You're Tagged...
   There are more options which allow you to "untag" yourself from photos. These photos won't be deleted but will not show up on your timeline.

7. To see how other people view your Facebook page, go to your Profile and click on ••• next to View Activity Log on the right side of your screen.
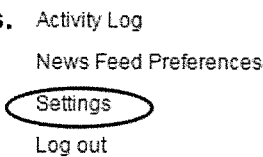
8. Now click **View As...**
   This will allow you to see if you need to make further changes to your privacy settings.

Who can send me Friend Requests?

1. Click the drop down **arrow** [icons] (top right corner of the page).
2. Click **Settings.**   Activity Log

   News Feed Preferences

   ⟨Settings⟩

   Log out

3. Click **Privacy.** 🖾 Privacy
4. Go to **Who can contact me?** click **Edit** (right side).

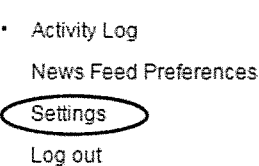| Who can contact me?	Who can send you friend requests?	Friends of friends	Edit

Limit by clicking one of the following options:

🌐 Everyone

👪 Friends of friends

How do I block someone?

1. Click the drop down **arrow** [icons] (top right corner of the page).
2. Click **Settings.**   Activity Log

   News Feed Preferences

   ⟨Settings⟩

   Log out

3. Click **Blocking.** ⊜ Blocking
   Enter the person's name or email address in the space provided.

   Block users | Add name or email | **Block**

   You haven't added anyone to your block list.

OR

Go to the person's timeline by clicking their name and click on ...
A drop down box will appear with the options **Report** and **Block**

Who can look me up?

1. Click the drop down **arrow** (top right corner of the page).
2. Click **Settings.** Activity Log

   News Feed Preferences

   Settings

   Log out

3. Click **Privacy.** Privacy
4. Go to **Who can look you up using the email address you provided?** Click on **Edit** (right side).

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

   Choose from the following options:

   Everyone

   Friends of friends

   Friends

5. Follow step 3 in the **Who can look you up using the phone number you provided?** section, if you have provided Facebook with your number. Remember you **Do Not** have to put your number on Facebook even if they ask for it.
6. Next to **Do you want search engines outside of Facebook to link to your profile?** click on **Edit** (right side).
   Tick or un-tick the box provided. Ticking the box means your name can be searched on a search engine such as Google and appear as a Facebook account. Not ticking the box means you don't want your Facebook account to be found in a search.