

## HOW TO PROTECT YOUR INFORMATION ON FACEBOOK

Facebook is a great way to stay in touch with friends, learn more about events and participate in a cause you're passionate about -- but its power as a communication tool can put your personal information at risk if your privacy settings are not properly configured. This guide gives a 5 step overview on how to manage your privacy settings to best protect your information. Taking these steps does not mean you will be totally secure, but it will go some way to protecting you.

Remember that even if you set your privacy settings to "Friends Only" there is still a risk. For example, if someone has access to a friend's Facebook page, they can access all your networks, photos and private information. Therefore, it is good to encourage your friends - especially if they are engaged in sensitive work - to take a careful look at their privacy settings and Internet surfing habits. You may also decide that under the circumstances it is not appropriate for you to be on Facebook.

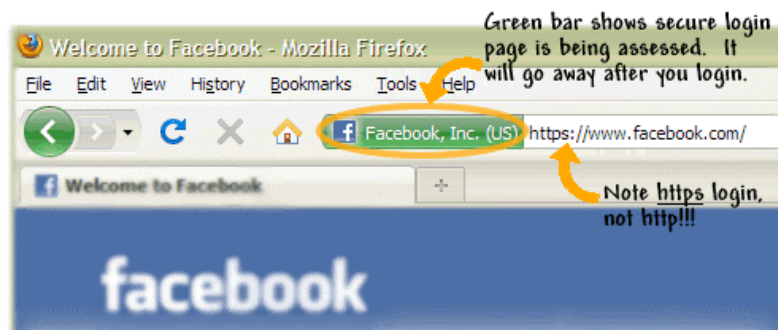
Please note these instructions are for the most recent design change as of February 9, 2010.

### STEP 1: How to keep others from hacking into your Facebook account

The best way to stop someone from breaking into your Facebook account is to use **https** not **http** when you logon to facebook:

So when you log on, use <https://www.facebook.com>, not <http://www.facebook.com>. See image.

This will keep your password from being transmitted online in plain text and make it more difficult for hackers to steal your account.



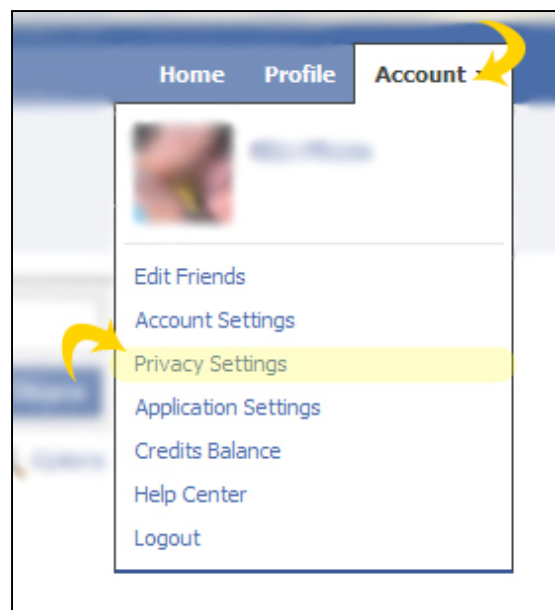
**Important:** Check the address bar for a green bar to make sure you accessed the secure login page. The green bar will disappear after you log in.

**Note:** It's a good idea to change your password regularly!

### STEP 2: How to control what is public and what is private on Facebook

If your privacy settings aren't properly set up, you may be allowing anyone to see your private information including your photos, your friends and all your personal information. To make your privacy settings more secure, take the following steps:

- 1) From your personal home page, click the "Account" menu at the top right and select "Privacy Settings" from the list that drops down (see image →)
- 2) Click "Profile Information" from the list of choices on the next page.
- 3) Here you will see a list of 12 or so items including – about me, personal info, birthday etc. All of these settings are important for your privacy.
- 4) Set the options for each area (From "about me" all the way down to "comments on posts") to "Only Friends" or if



- you only want you to be able to view it, click on customize and then click “Only Me”.
- 5) With respect to ‘Photo Albums’, click on “edit settings” and set them all to ‘Only Friends’ or ‘Only Me’ for **each** photo album. See Step 3 for more information on managing your photos.

### STEP 3: How to control the privacy of your photos and videos

Photos and videos of you can be added by yourself or your friends. They can be found on your friend’s profiles, on your wall, or your photo albums. Friends will tag photos of you which you may not even know of; albums might be uploaded by you that have images of friends, family and colleagues.

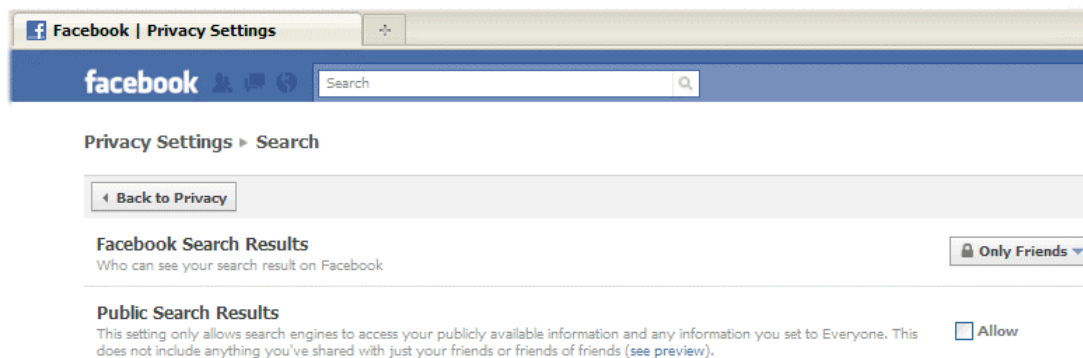
If you followed Step II (above) you will have controlled the privacy of your photos and videos. Again, here is how you manage it:

1. From your Profile page, click the “*Account*” menu at the top right and select “*Privacy Settings*” from the list that drops down
2. Click “Profile Information” from the list of choices on the next page. There are three places you need to makes changes (“Photos and Videos of Me”, “Photo Albums“ and “Posts by me”)
  - “**Photos and Videos of Me**” – this changes the privacy level of photos and videos you have been tagged in. Set it to “Only Friends” or “Only Me”
  - “**Photo Albums**“ – this changes the privacy level of your photo albums. Click on “Edit Settings”. This will take you to a new page, where you need to customize the privacy of every individual album.
  - “**Posts by me**” -- this changes the privacy settings of photos on your wall. Set it to “Only Friends” or “Only Me”.

### STEP 4: How to keep people from finding your Facebook profile through an Internet search

Your Facebook profile can be found through a simple Internet search. This can happen through two ways: (1) through the Facebook site, or (2) through an external search engine, such as Google. Both of these issues can be addressed by going to your Facebook Search Privacy settings. To do this, take the following steps:

1. From your Profile page, click the “*Account*” menu at the top right and select “*Privacy Settings*” from the list that drops down (Fig. 2)
2. Click “Search” from the list of choices on the next page.
3. To remove yourself from appearing on Facebook search results, select “Only Friends” next to “Facebook Search”. There is no “Only Me” option.
4. To remove yourself from search engine results, uncheck the “Allow” button next to the “Public Search Results”



## STEP 5: How to hide your friend list from your public listing

Your friends' Facebook profiles are an opportunity for others to find out about you. To keep people from looking through your friends list, take the following steps:

1. Go to your Profile page by clicking on "Profile" in the top right.
2. Go to your Friends list on the left side of your profile. There will be a small pencil icon in the blue bar for your Friends list. Click on this pencil to edit the privacy settings for your Friends List.
3. A new menu will open. Make sure the "Show Friend List to Everyone" is unchecked.

