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Introduction

Facebook's success and popularity are mainly due to the wide range of possibilities to meet, play, share and connect with family, friends and interesting people from around the globe.

Facebook do have many opportunities for fun and discovery, but without a good and solid privacy setting to keep you guarded from pests it may well become a disaster.

Nowadays, everyone has a facebook account and out of the 600 million out there it is not a surprise that there are some sour apples here and there.

Luckily, facebook have gone to great lengths to improve the flexibility and compatibility of their privacy settings to ensure that you are safe and free to enjoy your social networking activities.

In this guide I will take you step by step through the easy modifications you could make in your own account so you could socialize with confidence.

You will discover how easy it is and what you can do today to make sure your personal information won't fall into the wrong hands.

This guide is mainly built of live screenshots that you could immediately use to take action with.

In the first section we will cover the number #1 thing most people forget to do when their on facebook.

In the second part of this guide we will cover the best privacy settings and how to set them up.

And lastly we will give you insider tips and useful resources you could use to keep maintaining your privacy settings.

Part #1 - The Number 1 Mistake

This may come as a surprise but the number #1 mistake most people make is **Not** logging out of their account after their done.

You may already know, but many people never log out of their facebook account, they just close the window and leave the computer.

I want to emphasize this – Not logging out when you're done is worse than not setting up correct privacy settings.

When you forget to log out facebook leaves you're account open until you manually log out.

Facebook could be open for days and days without automatically logging you out. This is especially important when you're using a public computer that other people other than you use.

This means that **Not** logging out can basically let anyone that types <u>www.facebook.com</u> do anything they want on your account (something none of us want to happen!).

So before we go deeper into privacy settings let's see how to quickly log out of your facebook account.



1 – In your facebook account, click on $\underline{\textbf{Account}}$ on the top right of the screen.

2- Now click on Logout.

facebook 🔬 💷 🛇	Search Q	Home I	Profile Find Friends Account -
John Smith Edit My Profile	News Feed Top News • Most Record Share: Status Squestion Photo I Link Video What's on your mind?	Upcomin What's th	John Smith Edit Friends Use Facebook as Page Acrount Settions
Image: Second	VENUE MARSE avalability of the superfood daily shake boosts his energy and balances his brain. It includes raw cacao, undenatured whey protein, flax seeds, gogi berries, maca powder, acai berries and PGX. Read more in Venus On Fire Mars On Ice: http://dld.bz/Umrh		Priver C. Wago Help Center Logout
Golden Doodles Create Group See All	Amazon.com: Venus on Fire, Mars on Ice: Hormonal Balance - The Key to Life, Love and Energy (9780978279738): John Gray Ph.D.: Books dl.bz Amazon.com: Venus on Fire, Mars on Ice: Hormonal Balance - The Key to Life, Love and Energy (9780978279738): John Gray Ph.D.: Books		AndStasia H. Smithiova 1 mutual friend ④ Add as friend

3- Congratulations you're now logged out of your account!

It may sound simple and unimportant but by logging out regularly you can be confident that your information is safe.

facebo	ok	Email Keep me logged in	Password Login Forgot your password?
	Heading out? Stay connected Visit facebook.com on your mobile phone.	Sign Up It's free and alv	vays will be.
-		First Name:	
	Get Facebook Mobile	Last Name:	
		Your Email:	
		Re-enter Email:	
		New Password:	
		I am:	Select Sex:
		Birthday:	Month: Day: Year: Why do I need to provide this?
			Sign Up
		Create a P	Page for a celebrity, band or business.

Part #2 - Understanding & Mastering Privacy Settings

In this part we will cover controlling how much information you share and who is allowed to have access to that information.

We will explore the various privacy settings available and also cover how to choose the best settings for you.

Let's Begin!



1- Click on Account

2- Now let's click on Privacy Settings



3- This is your **Privacy Settings** page

Choose Your Privacy Set	tings				
Connecting on Facebook	will use to find you on Facebook. View Settings				
Content of the settings on Facebook These settings control who can see w	hat you share.				
Everyone		Everyone	Friends of Friends	Friends Only	
riada africada	Your status, photos, and posts			۰	
Friends of Friends	Bio and favorite quotations		۰		
Friends Only	Family and relationships		٠		
	Photos and videos you're tagged in		•		
Recommended	Religious and political views			٠	
Recommended	Birthday			•	
Custom 🗸	Permission to comment on your posts			•	
	Places you check in to [?]			•	
	Contact information			٥	
	🖋 Customize settings		🛷 This is yo	our current setting.	
👺 Apps and Websites	Block Lists	-	Controlling How Yo	u Share	

4- Here you will be able to control the way you *Connect* On Facebook

facebook	& I () S	earch		Q		Home	Profile	Find Friends	Account 🔻	
	Choose You	ur Privacy Settin	igs							
	🗊 Connecting	g on Facebook				-				
	Control basic ir	nformation your friends will	use to find you on Fa	acebook. View Settings						
	Content of the setting of the settings	Facebook s control who can see what	you share.							
	Everyon	e			Everyone	Friends of Friends	Friend	ls Only		

5- And how you *Share* on Facebook.

E	Connecting on Facebook Control basic information your friends wi	l use to find you on Facebook. View Settings			
L .	Sharing on Facebook These settings control who can see wha	t you share.			
	Everyone		Everyone	Friends of Friends	Friends Only

6- We'll start with understanding the settings of how you connect on facebook, by clicking on **<u>View Settings</u>**.

facebook 🙏 🗐 🛞 Search	Home	Profile	Find Friends
Choose Your Privacy Settings			
Control basic information your friends will use to find you on Fakebook. View Settings			
Pacebook			

This is the Connecting On Facebook Settings page, this page mainly focuses on how visible, you and you're information are to other people on facebook.

Choose Your Privacy S	Settings 🕨 Connecting on Facebook				
Back to Privacy		Preview My Profile			
Your name, profile picture, gender and networks are visible to everyone (learn more). We also recommend setting the other basic settings below open to everyone so friends can find and connect with you.					
Search for you on Facebook	This lets friends and family find you in Facebook search results. Set this to Everyone or you could miss friend requests.	Everyone 🔻			
ද්පු Send you friend requests	This lets you receive friend requests. Set this to Everyone to avoid missing out on chances to connect with people you know.	Everyone 🔻			
Send you messages	This helps you make sure you know people before adding them as friends.	Everyone 🔻			
🎎 See your friend list	This lets you connect with people based on friends you have in common. Your friend list is always available to applications and your connections to friends may be visible elsewhere.	Everyone 🔻			
See your education and work	This helps you connect with classmates and colleagues, and discover new professional opportunities.	Everyone 🔻			
See your current city and hometown	This helps you get in touch with neighbors and old friends. Note: you can separately control how you share places you check in to on the main privacy page.	Everyone 🔻			
See your likes, activities and other connections	This lets you express your interests and experiences, and connect with people who like the same things you do.	Everyone 🔻			

Here you could really customize specific categories like – Who could send you a message, see your work and education details or even who could find you on facebook.

Another great feature is being able to "hide" certain information from specific people (I will show you how to get that done in a bit).

By default facebook set all categories to share with everyone.

From facebook's point of view the more you share the easier it is to find and connect with you.

But for logical reasons there may be information that you'd rather keep to yourself and not share with the world.

That's where this page comes in and here is the place to specify exactly what you want other people to have access to.

Ready...set...let's begin!

To understand the specific areas let's go over each option and explain what it means.

1 – **Search for you on Facebook :** Here you could control who can search for you on facebook.

Q Search for you on Facebook This lets friends and family find you in Facebook search results. Set this to Everyone or you could miss friend requests. ▲ Everyone ▼

If you set it to **Everyone** it means that anyone could find you.

It's a good option to leave open because people that aren't on your friends list will be able to find you, especially if you just signed up for a new account or if you have a business account.

If you prefer to keep your account more private go for Friends of Friends, this way only people that know you or know your friends will be able to find you.

2- **Send you friend requests:** Here you could control who could send you a friend request.

In this lets you receive friend requests. Set this to Everyone to avoid missing out on chances to connect with people you know. ■ Everyone ▼	រុំភ្ល Send you friend requests	This lets you receive friend requests. Set this to Everyone to avoid missing out on chances to connect with people you know.	Everyone 🔻
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I recommend that you set this to **Everyone** as well, this way you don't miss out on any interesting friend requests.

Worst case if someone you don't know will request friendship; you could always refuse by clicking on the **Not Now** option. The person asking will never know that you rejected their friend request, so you don't have to feel guilty about it.

3- **Send you messages** – Here you could control who could send you messages.

🗟 Send you messages	This helps you make sure you know people before adding them as friends.	🔒 Everyone 🔻
	IT NUT NAME	✓ Everyone
1 See your friend list	This late you connect with people based on friends you have in	Friends of Friends
📉 see your menu list	common. Your friend list is always available to applications and your connections to friends may be visible elsewhere.	Friends Only Send you messages

In this option I'd recommend setting it at **Friends of Friends**, this way you'll avoid junk messages and commercials that you aren't interested in.

If a certain person wants to chat with you they could always send you a friend request with a private message, but it's up to you.

4- **See your friend list** – Here you could control who could see your friends list. To remind you, your friends list is the list on the bottom left of your profile with your friend's names and pictures.

See your education and work This helps you connect with classmates and colleagues, and discover new professional opportunities.	See your friend list	This lets you connect with people based on friends you have in common. Your friend list is always available to applications and your	🔒 Friends Only 🔻		
See your education and work This helps you connect with dassmates and colleagues, and discover new professional opportunities. ✓ Friends Only Customize See your friend list		connections to friends may be visible elsewhere.	Everyone Friends of Friends		
	See your education and work	This helps you connect with classmates and colleagues, and discover new professional opportunities.	✓ Friends Only Customize	See your friend list	

Here I'd go for Friends Only.

By setting it to **Friends only** you make sure that random people you don't know, won't have the freedom to browse you're less protected friend's photos and information...

*In this option you will also see the **<u>Customize</u>** option. I go into greater detail of this on my book which I added a link to in the end of this guide.

5- **See your education and work –** This option let's you control who could see your educational details and your former and current work details.

See your education and work	This helps you connect with classmates and colleagues, and discover new professional opportunities.	Everyone 🔻

Choosing who to show these details depends on what you're using your using your account for.

If you are still looking for a job or are looking for people that worked with you so leaving this on **Everyone** could be a good option.

But if you don't want people that you work with, or have worked with, to have access to your account choose the **Friends Only** option to be on the safe side.

6-**See Your current city and hometown** – Here you could choose who could see your city, hometown and any other details you filled in your account settings page.

La See your current city and	This helps you get in touch with neighbors and old friends. Note: you can separately control how you share places you check in to on the	🔒 Friends Only 🔻
Indirectoria	main privacy page.	Everyone
		Friends of Friends
🖋 See your likes, activities	This lets you express your interests and experiences, and connect	✓ Friends Only
and other connections	with people who like the same things you do.	Customize See your current city and hometown

When it comes to personal information like where you live, you're better off keeping that info open to people you trust.

With that in mind set this option to $\underline{\mbox{Friends Only}}$.

This way you are making sure that only the people you actually added are the ones that have access to where you live.

And last but not least ...

7-See your likes, activities and other connections – Control what information like you're hobbies, favorite movies and basically anything you put on your **Edit Profile** page that you like, other people will have access to.

See your likes, activities and other connections	This lets you express your interests and experiences, and connect with people who like the same things you do.	Everyone V
--------------------------------------------------	----------------------------------------------------------------------------------------------------------------	------------

You could leave this one open as **<u>Everyone</u>** because there isn't anything here that is potentially dangerous information, unless there is something you like and you don't want the whole world to know about.

Other than that leaving it open to Everyone could be a good way for people that share the same interests to connect with you.

They won't be able to see any private stuff, so its up to you if you want to "friend" them or not.

Now that you're done it's time to click on the **<u>Preview Profile</u>** to see how the changes you made affected you're account.

Choose Your Privacy Settings > Connecting on Facebook	
	Preview My Profile

It's also a great way to see how other people will see your account

Lets see how our profile looks now...



As you can see some of my details are visible and some are not!

Phew...

Now that we've covered all of the ways to control how other people see you, and what you prefer to share, you are ready to start learning and modifying how you **Share on Facebook!**

Ready or not here we come!

Part #3 - Control How You Share

Great, now let's get back to our privacy settings page so we could start setting up the next part of your privacy settings.

1-First, lets click on the **<u>Back to Privacy Settings</u>** button on the top right,

facebook 🛦 💷 🛞	Search Q	Home	Profile	Find Friends	Account 🔻
	This is how your profile looks to most people on Facebook Preview how your profile appears to a specific person: Start typing a friend's name	((B	ack to Privacy S	Settings
	John Smith				
🔟 Info	Education and Work				
Share Profile Report/Block This Person	Employers Random House Temp · May 2006 to Jun 2006 (RTELISMAN) General derical duties.				

2- This will bring us back to the privacy settings page.

facebook	🛓 📮 🌍 🛛 Search	Q		Home	Profile	Find Frie
	Choose Your Privacy Setting	IS				
	Connecting on Facebook Control basic information your friends will u	se to find you on Facebook. View Settings				
	Call Sharing on Facebook These settings control who can see what you	ou share.				
	Everyone	Eve	eryone Friend	s of Friends	Friend	ds Only
		Your status, photos, and posts				•
	Friends of Friends	Bio and favorite quotations		•		
	Friends Only	Family and relationships		•		
		Photos and videos you're tagged in		•		
		Religious and political views				•
	Recommended	Birthday				•
	Custom 🗸	Permission to comment on your posts				•
		Places you check in to [?]				•
		Contact information				•
		Customize settings		🛷 This is y	your currer	nt setting.
	🗟 Apps and Websites	Block Lists	🗭 Control	ling How Y	ou Shar	e
	Edit your settings for using apps, games an	d Edit your lists of blocked people and apps.	Learn mor	e about your p	privacy on	Facebook.
	websites.					
	1					

3- In this part we will focus on Sharing on Facebook, Let's start with understanding what this screen tells us about our current privacy settings.



Facebook give you 4 pre-customized settings that you could choose from.

Everyone, Friends of Friends, Friends only, Recommended and Custom.

You could easily change between options by clicking on them with your mouse.

Let's go over each option and see what make them different, and what the most recommended option for optimum safety is.

4- By clicking on **Everyone** you will see that you actually have no privacy whatsoever, all your details are shared with anyone that casually drops by... of course this is the worst and most dangerous option you could choose.

Evervone			Everyone	Friends of Friends	Friends Only
		Your status, photos, and posts			
Friends of Friends		Bio and favorite quotations			
Friends Only		Family and relationships			
		Photos and videos you're tagged in			
P		Religious and political views	0		
Recommended		Birthday	0		
Custom	\checkmark	Permission to comment on your posts			
		Places you check in to [?]			
		Contact information			
		Customize settings		Apply Ti	nese Settings

5- The next option is **Friends of Friends**

Everyone		Everyone	Friends of Friends	Friends Only
		Your status, photos, and posts		
Friends of Friends		Bio and favorite quotations	•	
Friends Only		Family and relationships	•	
		Photos and videos you're tagged in		
Decommended		Religious and political views		
Recommended		Birthday		
Custom 🔗		Permission to comment on your posts		
		Places you check in to [?]		
		Contact information		
		Share a tagged post with friends of the friend I tag	-	
		✔ Customize settings	Apply 1	hese Settings

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Here you will see a mixture of Friends of Friends options and Friends Only.

Looking at the image above you will see that your photos, status, posts, relationships, family etc are open to anyone that is a friend of your friend and more personal info like your birthday, commenting on your posts and contact information are shared only with friends.

This one's a bit tricky, because you could never know who your friends are accepting requests from plus you also don't know how protected your friends accounts are.

That's why this option is not recommended.

Everyone		Everyone Friends of Friends	Friends Only
		Your status, photos, and posts	
Friends of Friends		Bio and favorite quotations	
Friends Only		Family and relationships	•
		Photos and videos you're tagged in	0
Pocommondod	<	Religious and political views	
Recommended		Birthday	
Custom		Permission to comment on your posts	
		Places you check in to [?]	
		Contact information	0
		Share a tagged post with friends of the friend I tag	
		Customize settings	These Settings

6-The third option is Friends Only, this is my favorite option.

By choosing this option you are confident that only people you actually added to your friends list will be able to access the information above.

There is also a way to customize your privacy settings, I go into great detail about it in my eBook **You Can facebook** (find the link below for more information)

7-The fourth option is **<u>Recommended</u>**. Here you will get a combination of all 3 options.

Everyone		Everyone	Friends of Friends	Friends Only
	Your status, photos, and posts			
Friends of Friends	Bio and favorite quotations			
Friends Only	Family and relationships			
	Photos and videos you're tagged in		•	
Pacammandad	Religious and political views		•	
Keconiniended	Birthday		•	
Custom 🔗	Permission to comment on your posts			•
	Places you check in to [?]			
	Contact information			
	Share a tagged post with friends of the	friend I tag		
	Customize settings		Apply	These Settings

*This **is Not Recommended** since you don't have any control or customization on your sharing preferences.

8-The last option is the **<u>Custom</u>** option which gives you a lot more options to customize your privacy settings.

To start customizing your settings click on **<u>Customize Settings</u>**

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9- This will open the Customize Settings screen. I go over the best settings in depth in **"You Can facebook".**

Back to Privacy		Preview My Profile
Customize who can see	and comment on things you share, things on your Wall and things	you're tagged in.
Things I share	Posts by me Default setting for posts, including status updates and photos	🔒 Friends Only 🔻
	Family	Friends of Friends 🔻
	Relationships	Friends of Friends 🔻
	Interested in	Friends of Friends 🔻
	Bio and favorite quotations	Friends of Friends 🔻
	Website	Friends of Friends 🔻
	Religious and political views	🔒 Friends Only 🔻
	Birthday	Friends Only 🔻
	Places you check in to	Friends Only 🔻
	Include me in "People Here Now" after I check in	Fachle

10- To save your new privacy settings and change them to Friends only,Click on the Friends only option and click on Apply These Settings.

Everyone			Everyone	Friends of Friends	Friends Only
		Your status, photos, and posts			•
Friends of Friends		Bio and favorite quotations			•
Friends Only		Family and relationships			•
		Photos and videos you're tagged in			
Pacammandad		Religious and political views			
Recommended		Birthday			
Custom	\Diamond	Permission to comment on your posts			
		Places you check in to [?]			
		Contact information			
		Share a tagged post with friends of the fr	iend I tag		
		Customize settings		Apply Th	ese Settings

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11- Now you will see that a White *Tick* appeared right next to the **Friends Only** option and the **Apply These Settings** button turned into **This is your current setting.**

	Everyone	Everyone Frien	nds of Friends Friends Only
		Your status, photos, and posts	
	Friends of Friends	Bio and favorite quotations	
	Friends Only 🛛 🗸	Family and relationships	0
		Photos and videos you're tagged in	0
	Recommended	Religious and political views	0
		Birthday	0
		Permission to comment on your posts	0
		Places you check in to [?]	0
		Contact information	0
		$\overline{\mathbb{V}}$ Share a tagged post with friends of the friend I tag	
		✓ Customize settings	\checkmark This is your current setting.

That's it for today!

In this guide you learned -

- ✓ The number 1 privacy control everyone forgets
- \checkmark About the various types of privacy settings
- ✓ How to control the way you Connect
- \checkmark How to control the way you Share

Congratulations and thanks for picking up this guide!

I hope you found the information here useful.

Feel free to share this knowledge with friends and family.

If you have any questions about facebook privacy feel free to contact me at – contact@youcanfacebook.com

I'd love to hear from you.

The information in this mini guide alone is enough to get very good results in maintaining privacy.

If you are looking for a more in depth guide that covers facebook from A-Z feel free to check out my new eBook **You Can Facebook – Absolutely Everything You Need To facebook : A-Z Guide For The Over 50's**

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