

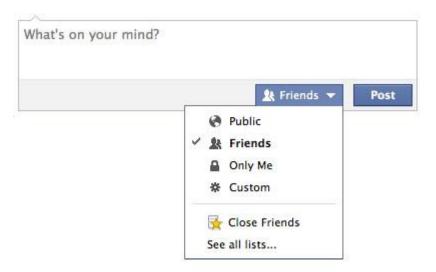


Basic Privacy Settings & Tools

Selecting an Audience for Stuff You Share

When I share something, how do I choose who can see it?

You'll find an audience selector tool most places you share status updates, photos and other stuff. Just click the tool and select who you want to share something with.



The tool remembers the audience you shared with the last time you posted something, and uses the same audience when you share again unless you change it. For example, if you choose Public for a post, your next post will also be Public unless you change the audience when you post. This one tool appears in multiple places, such as your privacy shortcuts and privacy settings. When you make a change to the audience selector tool in one place, the change updates the tool everywhere it appears.

The audience selector also appears alongside things you've already shared, so it's clear who can see each post. If you want to change the audience of a post after you've shared it, just click the audience selector and select a new audience.

Remember, when you post to another person's timeline, that person controls what audience can view the post. Additionally, anyone who gets tagged in a post may see it, along with their friends.

How can I use lists to share to a specific group of people?

<u>Lists</u> give you an optional way to share with a specific audience. When writing a post or sharing a photo or other content, use the <u>audience selector</u> to pick the list you want to share it with.

Learn more about:

- Creating a new custom list
- Close friend, acquaintance and restricted lists
- Editing a list

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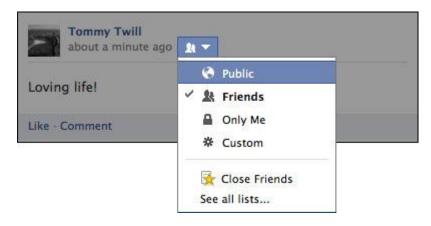






Can I change the audience for something I share after I share it?

Yes, you can use the <u>audience selector</u> to change who can see stuff you share on your timeline after you share it. Keep in mind, when you share something on someone else's timeline, they control the audience for the post.



How do I control who can see what's on my timeline?

Here's an overview of who can see what's on your timeline and tools you can use to control what you share on your timeline.

Overview

- You can share basic information like your hometown or birthday when you edit your timeline. Click **Update** Info (under your cover photo) and then click the **Edit** button next to the box you want to edit. Use the
 <u>audience selector</u> next to each piece of information to choose who can see that info.
- Anyone can see your public information, which includes your name, profile picture, cover photo, gender, username, user ID (account number), and networks (<u>learn why</u>).
- Only you and your friends can post to your timeline. When you post something, you can control who sees it by using the <u>audience selector</u>. When other people post on your timeline, you can control who sees it by choosing the audience of the <u>Who can see what others post on your timeline setting</u>.

Tools

- As you edit your info, you can control who sees what by using the audience selector.
- Before photos, posts and app activities that you're tagged in appear on your timeline, you can approve or
 dismiss them by turning on timeline review. Keep in mind, you can still be tagged, and the tagged content (ex:
 photo, post) is shared with the audience the person who posted it selected other places on Facebook (ex:
 News Feed and search).
- Set an audience for who can see posts you've been tagged in on your timeline.
- To see what your timeline looks like to other people, use the <u>View As tool</u>.

What is my activity log?

Your <u>activity log</u> is a tool that lets you review and manage what you share on Facebook. Only you can see your activity log.

Was this answer helpful? Yes No

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Manage Settings for How You Connect

Where are my privacy settings?

To view and adjust your settings:

- 1. Click in the upper-right corner of many pages
- 2. Select **Privacy Settings** from the dropdown menu
- 3. Click on a privacy setting to edit it or use the left-hand column to view your other settings

You can also quickly view and adjust some of the most widely used privacy settings and tools from your **Privacy Shortcuts** at the top of many pages.

To control the privacy for posts, photos and other stuff you share on your timeline, you can <u>choose your</u> audience right when you post.

What are my privacy shortcuts?

Your privacy shortcuts give you quick access to some of the most widely used privacy settings and tools. Click at the top of the page to see shortcuts that help you manage:

- Who can see my stuff?
- Who can contact me?
- How do I stop someone from bothering me?

This is also where you'll find the latest privacy updates and other helpful tools.

Who can send me friend requests?

By default, anyone on Facebook can send you a friend request. If you'd like to change who can send you friend requests:

- 1. Click at the top of the page.
- 2. Click Who can contact me?
- 3. Choose an option from the dropdown menu below Who can send me friend requests?

How do I change my filter preferences for my messages?

You can change your filter preferences right from your inbox:

- 1. Go to your Other Inbox
- 2. Click Edit Preferences
- 3. Select Basic or Strict filtering
- 4. Click Save

Messages that are filtered out of your inbox will appear in your Other folder. If a message you're not interested in gets delivered to your inbox, select **Move to Other** from the **Actions** menu.

Keep in mind, anyone on Facebook can send you a message, and anyone can email you at your <u>Facebook email</u> <u>address</u>.

Learn how messages work for minors.

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Who sees my profile picture?

When you add a new profile picture, here's what happens:

- The photo is added to your timeline and appears in your Profile Pictures album.
- A thumbnail version of the photo is made and appears next to your name around Facebook. This helps friends identify your posts and comments on Facebook.
- Your current profile picture is <u>public</u>. You can <u>change who can see</u> likes or comments on the photo.

Reviewing Stuff Others Tag You In

How do I remove a tag from a photo or post I'm tagged in?

Hover over the story, click and select **Report/Remove Tag** from the dropdown menu. You can then choose to remove the tag or ask the person who posted it to take it down.

You can also remove tags from multiple photos at once,

- 1. Go to your activity log
- 2. Click **Photos** in the left-hand column
- 3. Select the photos you'd like to remove a tag from
- 4. Click Report/Remove Tags at the top of the page
- 5. Click Untag Photos to confirm



Remember, when you remove a tag, that tag will no longer appear on the post or photo, but that post or photo is still visible to the audience it's shared with other places on Facebook, such as in News Feed and search.

What is timeline review? How do I turn timeline review on?

Posts you're tagged in can appear in news feed, search and other places on Facebook. Timeline review is part of your activity log and lets you choose whether these posts also appear on your timeline.

When people you're not friends with tag you in a post, they automatically go to timeline review. If you would also like to review tags by friends, you can turn on timeline review for tags from anyone:

- 1. Click at the top right of any Facebook page and select **Account Settings**
- 2. In the left-hand column, click **Timeline and Tagging**

through the virtual world.

3. Look for the setting Review posts friends tag you in before they appear on your timeline? and click Edit to the far right

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4. Select **Enabled** from the dropdown menu

How do I review tags that people add to my posts before they appear?

Tag review is an option that lets you approve or dismiss tags that people add to your posts. When you turn it on, then anytime someone tags a photo or post you made, that tag won't appear until you approve it.

To turn on tag review:

- 1. Click at the top right of any Facebook page and select **Account Settings**
- 2. In the left-hand column, click Timeline and Tagging
- 3. Look for the setting **Review tags friends add to your own posts on Facebook?** and click **Edit** to the far right
- 4. Select **Enabled** from the dropdown menu

When tag review is **on**, you'll get a notification when you have a post to review. You can approve or ignore the tag request by going to the content itself.

Remember: When you approve a tag, the person tagged and their friends may see your post. If you don't want your post to be visible to the friends of the person tagged, you can adjust this setting. Simply click on the audience selector next to the story, select **Custom**, and uncheck the **Friends of those tagged and event guests** box.

How do I control who sees posts and photos that I'm tagged in on my timeline?

To choose who can see posts you've been tagged in after they appear on your timeline:

- 1. Click at the top right of any Facebook page and select Account Settings
- 2. In the left-hand column, click Timeline and Tagging
- 3. Look for the setting **Who can see posts you've been tagged in on your timeline?** and click **Edit** to the far right
- 4. Choose an audience from the dropdown menu

You can review photos and posts you're tagged in before they appear on your timeline by turning on <u>timeline</u> <u>review</u>. Keep in mind, photos and posts you hide from your timeline are visible to the audience they're shared with other places on Facebook, such as in news feed and search.

How can I turn off tag suggestions for photos of me?

To choose who sees suggestions to tag you in photos:

- 1. Click at the top right of any Facebook page and choose Account Settings
- 2. Click **Timeline and Tagging** from the left-hand column
- 3. Under the How can I manage tags people add and tagging suggestions? section, click Who sees tag suggestions when photos that look like you are uploaded?
- 4. Select your preference from the dropdown menu

When you turn off tag suggestions, Facebook won't suggest that people tag you when photos look like you. The template that we created to enable the tag suggestions feature will also be deleted. Note that friends will still be able to tag photos of you.

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Before you opt out of using this feature, we encourage you to consider how tag suggestions benefit you and your friends. Our tagging tools (including grouping photos that look similar and suggesting friends who might be in them) are meant to make it easier for you to share your memories and experiences with your friends.

Useful Link

Facebook Privacy settings - https://www.facebook.com/help/privacy