# Managing Facebook Privacy Settings

Whether you're new to Facebook or an avid user, it's a good idea to routinely check your privacy settings and think about your perfect level of privacy!

Understanding Privacy and Facebook

We all use Facebook in different ways and may have different comfort levels when it comes to what we share and who sees it.

On Facebook, you control:

- Who sees your posts
- Who can contact you
- How people can find you
- Whether you link Facebook to other apps
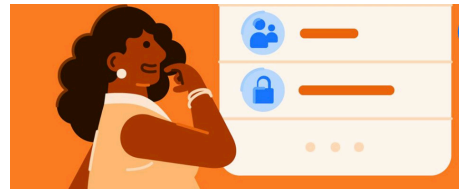
Facebook makes money from advertisers and seeks to use your activity (i.e., posts, likes, etc) to determine which ads appear in your Feed. No matter your settings, you'll always see ads on Facebook.

However, you can control:

- Whether some of your data (what you include in your profile and some of your activities) can be used to show you ads or not
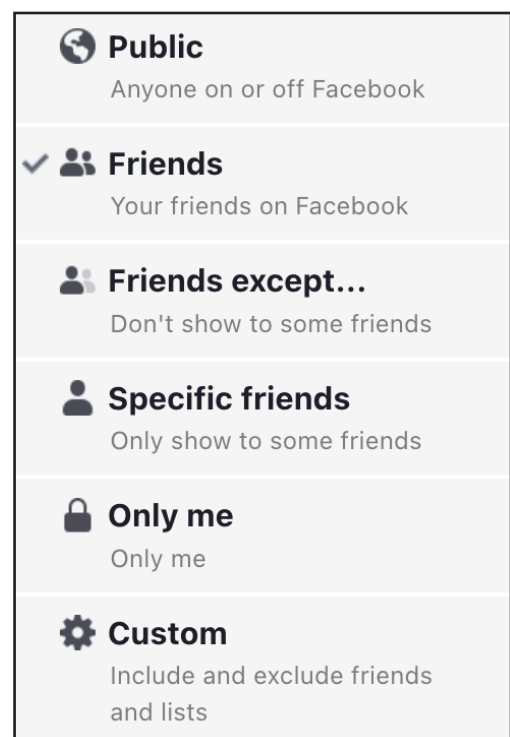
Activity: How Do You Use Facebook?

Before diving into Facebook's privacy settings, take a few minutes to think about the followig questions.

- Do you use Facebook to meet new people or primarily to stay connected to old friends?

- About how many Facebook friends do you have? Do you usually interact with all of them on Facebook?

- When you create posts, do you think about who you'd like to read them?

- Whose posts do you read? Like? Comment on?

- Do you ever get friend or message requests from complete strangers?

- Do you use Facebook to market yourself (i.e., to find a job), a small business, or a group you're involved in (i.e., neighborhood or church group, nonprofit, etc)?

Choosing Your Audience

Based on your answers to the questions above, which audience do you think you'd prefer for your Facebook posts?

We'll soon learn where to find these settings!

🌐 **Public**
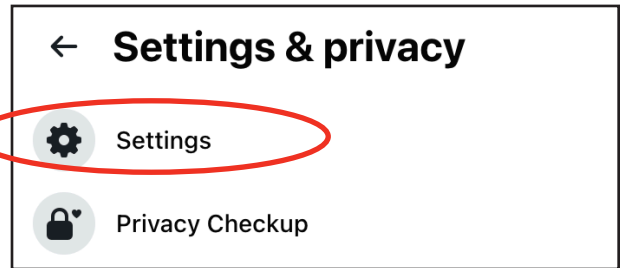Anyone on or off Facebook

✓ 👥 **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

Finding Privacy Settings

**1** After you sign in to Facebook, click on your **profile picture** in the top, right corner of the screen.

> SP Demo
>
> See all profiles
>
> ⚙ Settings & privacy ›
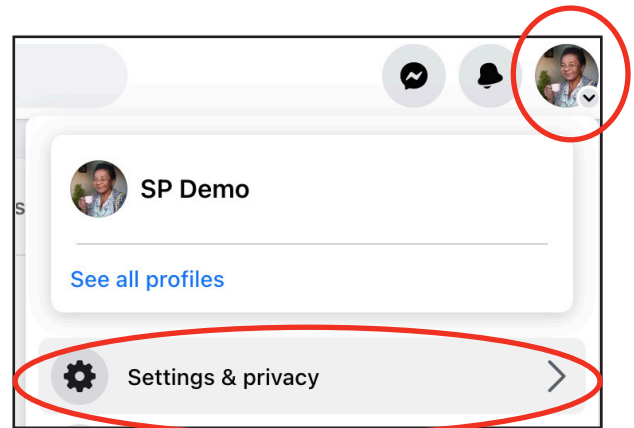
2 In the menu that opens, click **Settings and privacy**.

3 Next, click **Settings**.

> ← **Settings & privacy**
>
> ⚙ Settings
>
> 🔒 Privacy Checkup

4 On the left side of the screen, select **Privacy**. This is the central location for your Facebook Privacy Settings.
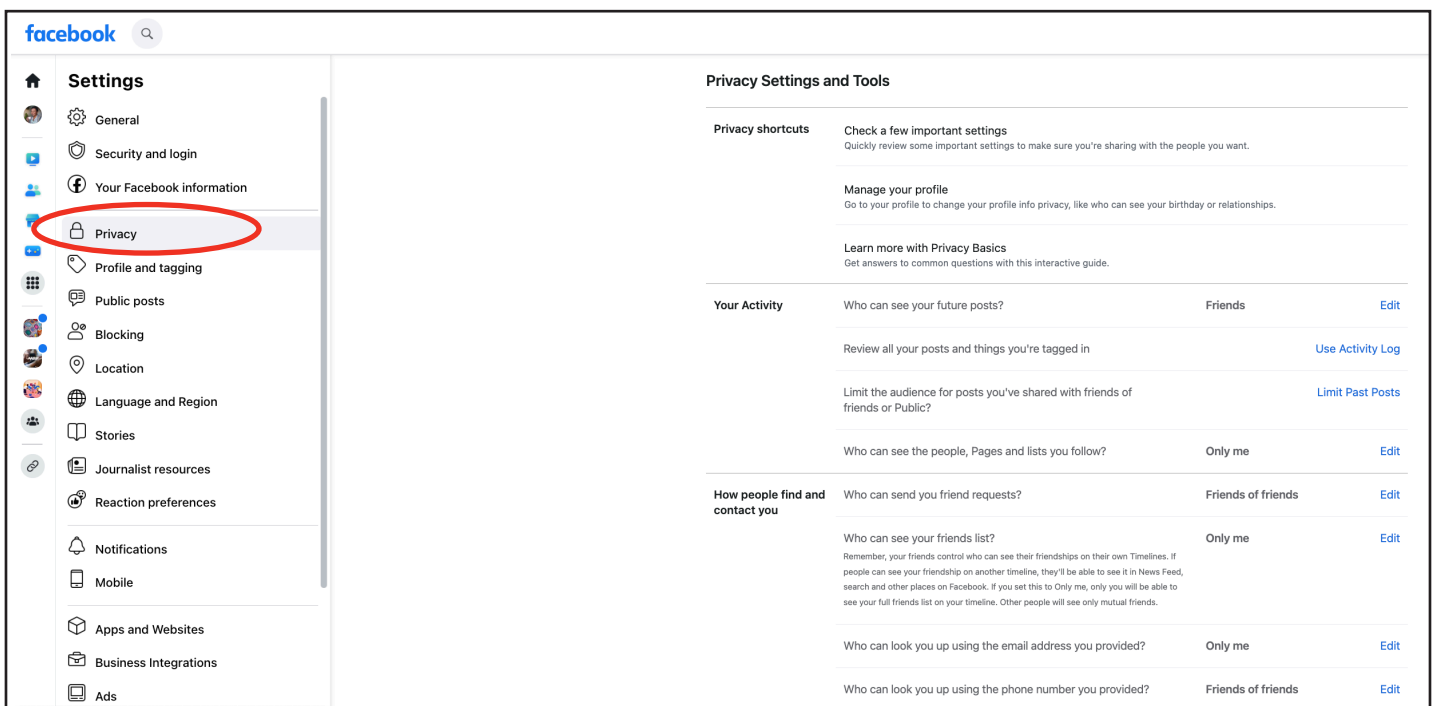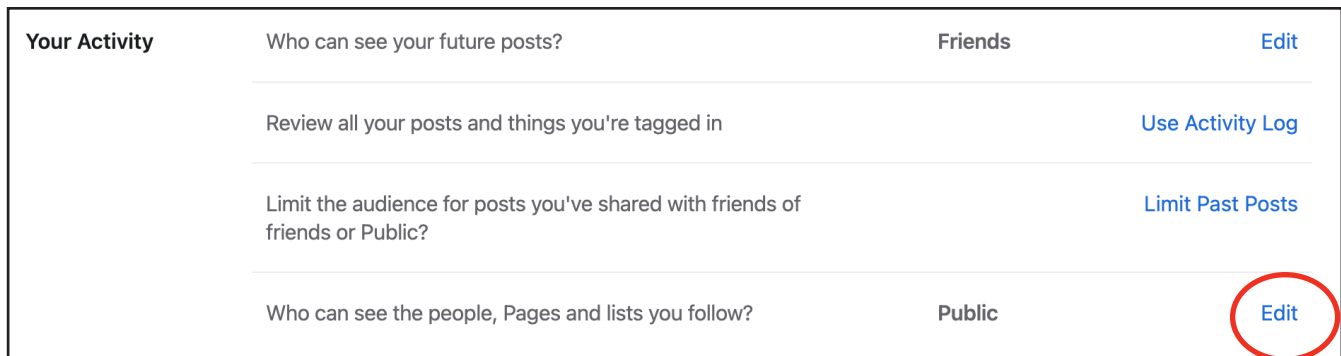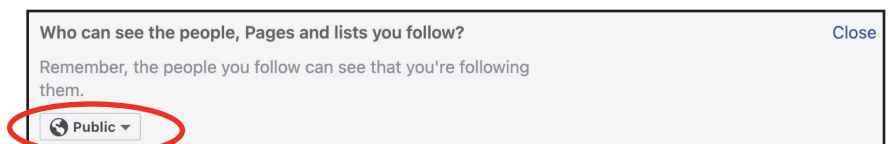
Editing Your Privacy Settings

In the Privacy Settings and Tools section, you can find the main privacy options, which control who can see **your activity**, **how people can find and contact you**, and **how you get message requests**.
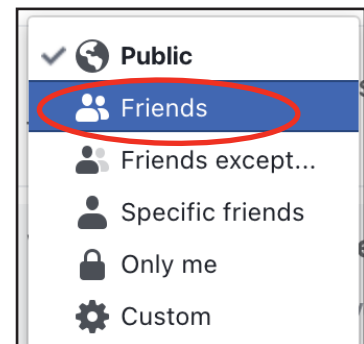
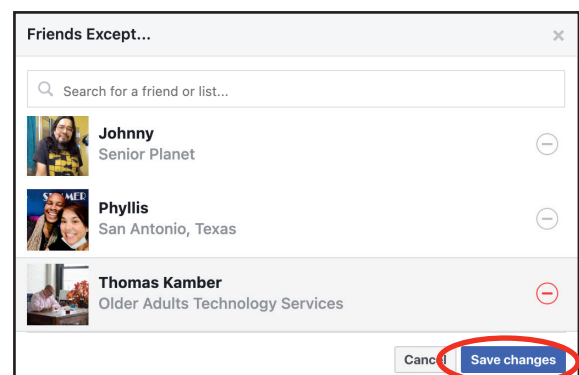**1** To edit any of the options, click **Edit** on the right side of the screen.

Your Activity	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
	Who can see the people, Pages and lists you follow?	Public	Edit

2 Click the **box with the dropdown arrow** to open your options.

Who can see the people, Pages and lists you follow?   Close

Remember, the people you follow can see that you're following them.

🌐 Public ▾

3 Depending on the setting, you may see different options. Choose your preferred setting.

✓ 🌐 **Public**
👥 Friends
👥 Friends except...
👤 Specific friends
🔒 Only me
⚙ Custom
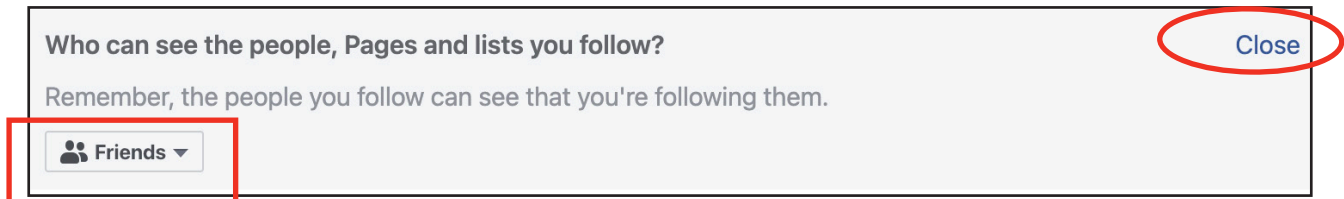
If you select **Friends except...**, **Specific friends**, or **Custom**, follow the prompts and click **Save changes** when done.

Friends Except...   ✕

🔍 Search for a friend or list...

Johnny
Senior Planet   ⊖

Phyllis
San Antonio, Texas   ⊖

Thomas Kamber
Older Adults Technology Services   ⊖

Cancel   Save changes

Editing Your Privacy Settings, Cont'd

4 You'll see the privacy setting change in the box with the dropdown arrow.

> **Who can see the people, Pages and lists you follow?**   Close
>
> Remember, the people you follow can see that you're following them.
>
> 👥 Friends ▾

Click **Close** on the right to continue adjusting your other settings.

For some settings, you may see it turn yellow as it's saving.
This is not required! Once you click Close, the setting will save whether you see the yellow message or not.

Your Activity	Who can see your future posts?	**Friends**	Changes saved
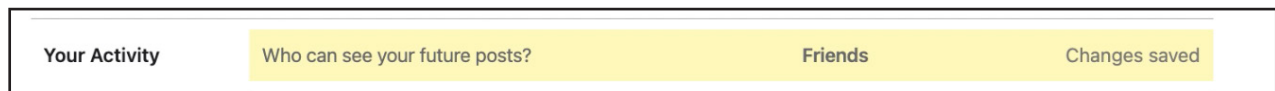
Now, adjust the following privacy settings according to your preferences!

Your Activity:
- Who sees your future posts?
- Who can see the people, Pages and lists you follow?

How people find and contact you:
- Who can send you friend requests?
- Who can see your friends list?
- Do you want search engines outside of Facebook to link to your profile?

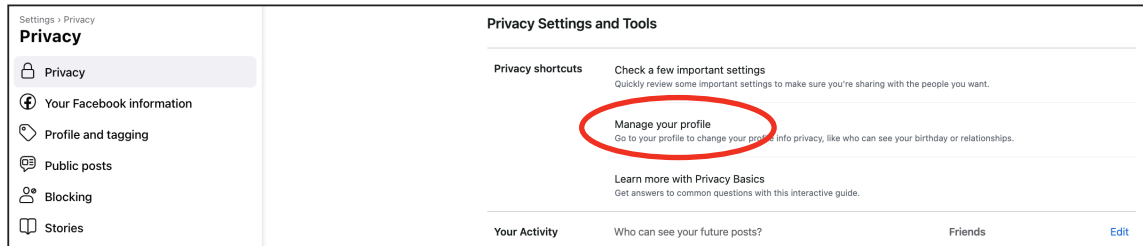**How you get message requests:**
- All of the options in this section

If you're unsure about what setting is the best for you, think about your answers to the questions on page 2 and discuss with your trainer and classmates.
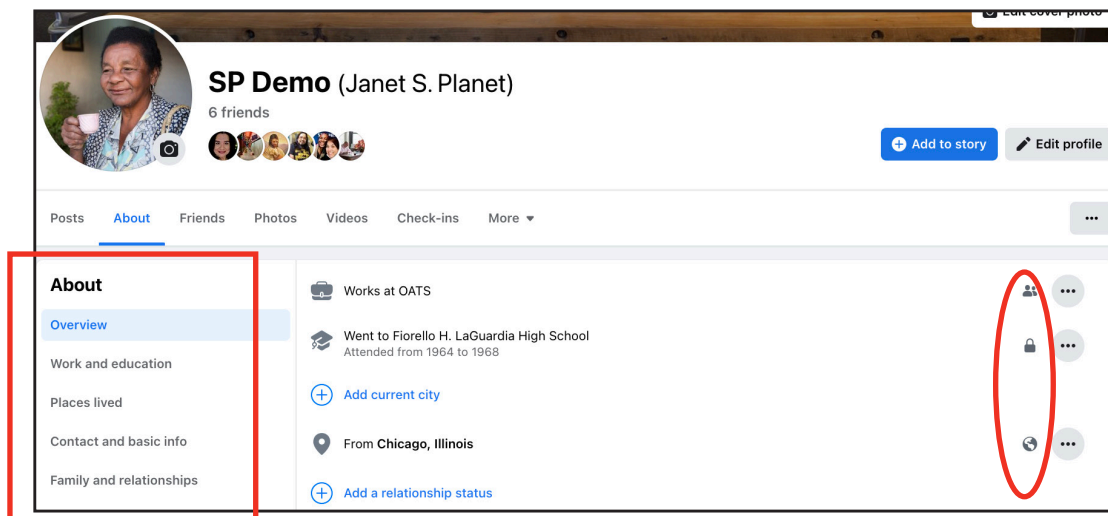
Editing the Visibility of Profile Details

**1**   On the Privacy Settings and Tools page, click **Manage your profile**.

2   Your profile page will open. You can change the visibility of any detail with an **audience icon** next to it. Click the icon to change the audience.

3   In the window that opens, choose who you want to see that detail and then click **Done**.

4   To see other details in the "About" section, click on the **categories** on the left side of the screen (highlighted in the image above.)
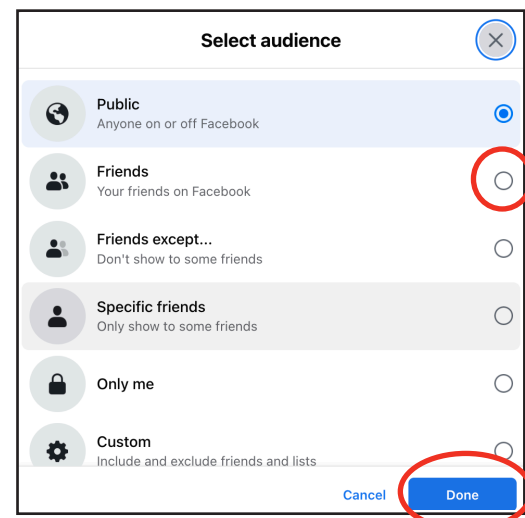
Editing the Visibility of Profile Details, Cont'd

5 Scroll down your profile to see the other sections. To check for privacy settings, click the **three dots** to the right of the section name. Select **Edit the Privacy...** of the section that you want to edit, then follow the onscreen prompts to select the audience. This option is not available for all sections.
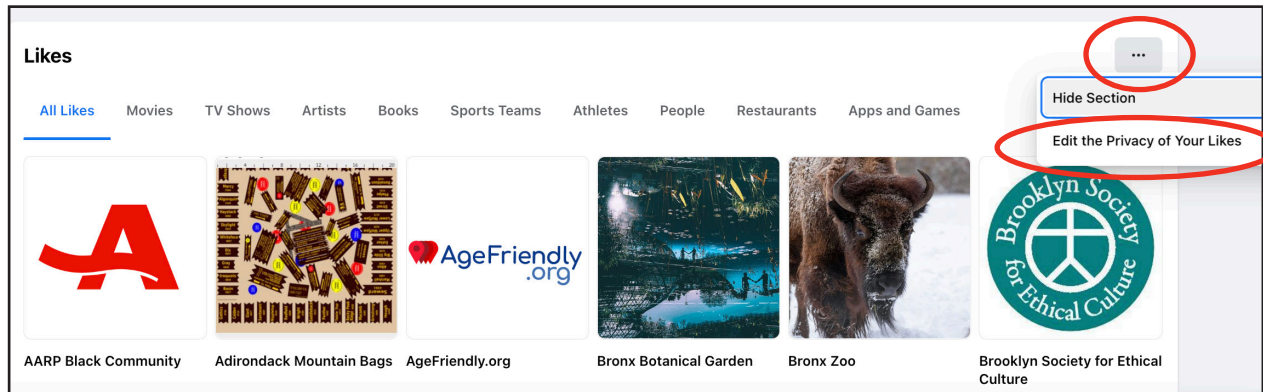
Note that your profile and cover photos are always public. If you change the privacy settings of any other photos on your profile, that automatically changes who can see the post associated with that photo as well.
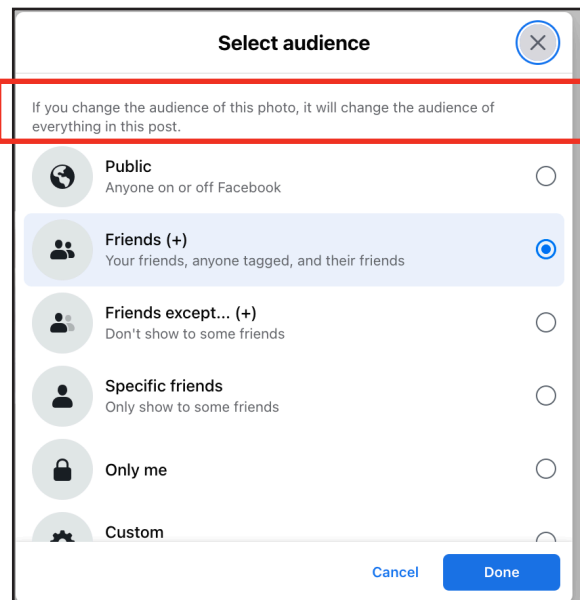
Settings for Tags, Public Posts, & Stories

Facebook also has settings to control who can post on your profile, who sees posts that you're tagged in, who can comment on your public posts, and who can share your public stories.

1 On the left side of the Settings page, click **Profile and tagging**.
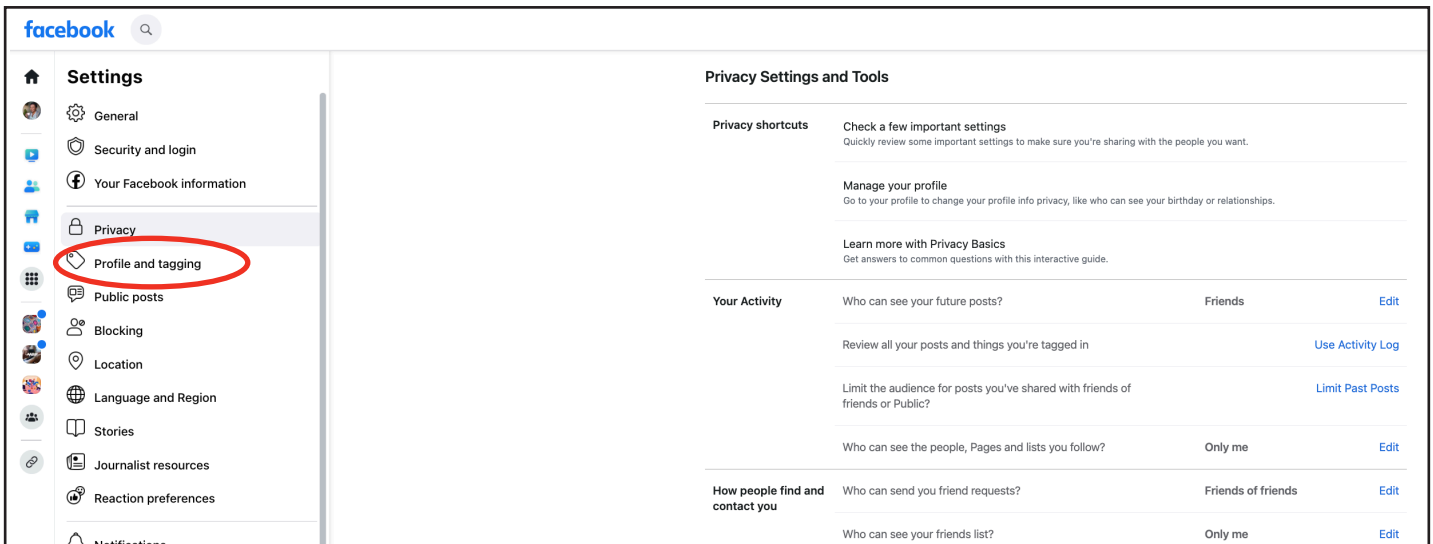
2 From here you can decide who can post on your profile, who can see posts you're tagged in, and more!

Click each **audience setting** to edit it according to your preference.

Blue means ON!

Settings for Tags, Public Posts, & Stories, Cont'd

3   Click **Public Posts** in the menu on the left side of the screen.

 Public posts

4   Decide who can follow you and who can comment on your public posts and public parts of your profile.
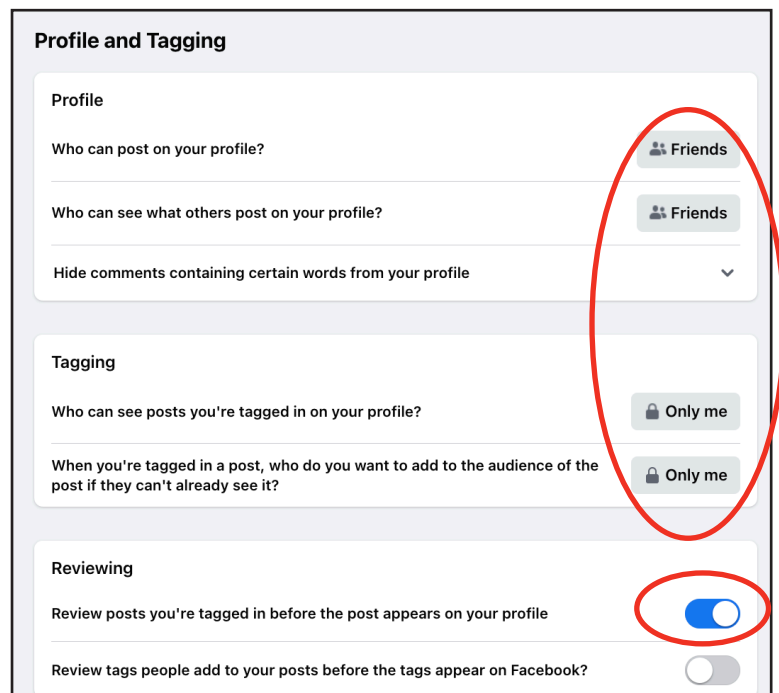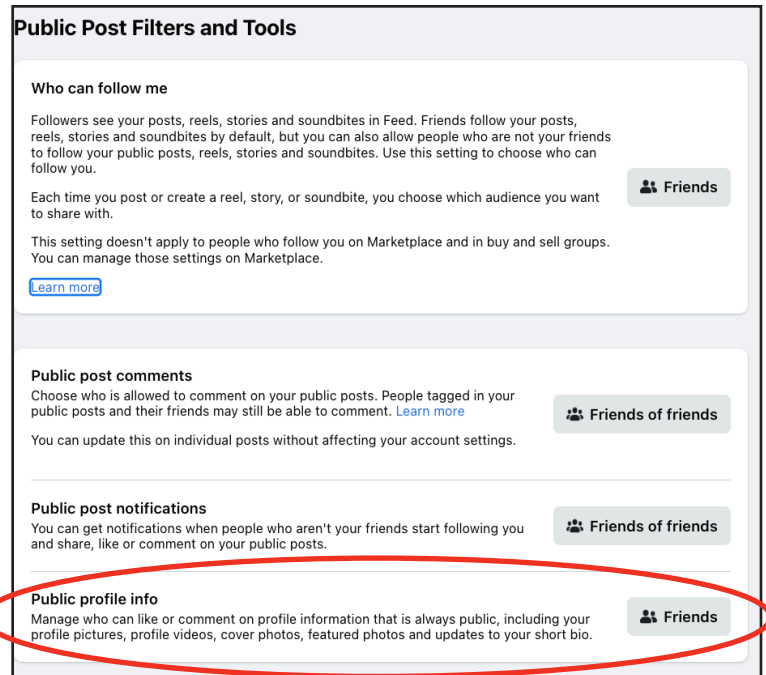

Public Post Filters and Tools

Who can follow me
Followers see your posts, reels, stories and soundbites in Feed. Friends follow your posts, reels, stories and soundbites by default, but you can also allow people who are not your friends to follow your public posts, reels, stories and soundbites. Use this setting to choose who can follow you.

Each time you post or create a reel, story, or soundbite, you choose which audience you want to share with.

This setting doesn't apply to people who follow you on Marketplace and in buy and sell groups. You can manage those settings on Marketplace.

Learn more   👥 Friends

Public post comments
Choose who is allowed to comment on your public posts. People tagged in your public posts and their friends may still be able to comment. Learn more

You can update this on individual posts without affecting your account settings.   👥 Friends of friends

Public post notifications
You can get notifications when people who aren't your friends start following you and share, like or comment on your public posts.   👥 Friends of friends

Public profile info
Manage who can like or comment on profile information that is always public, including your profile pictures, profile videos, cover photos, featured photos and updates to your short bio.   👥 Friends
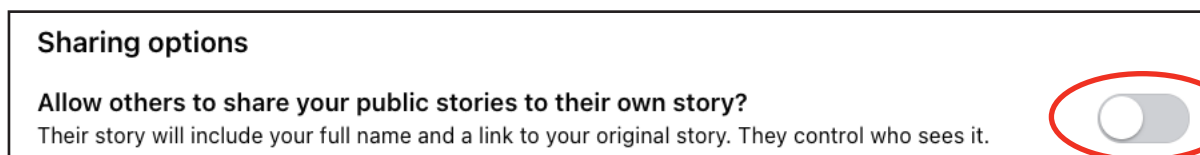
Even if you never create public posts, remember that your profile pictures, cover photos, and bio are always public! To control who may comment on those, adjust the audience for **Public profile info**.

5   If you ever make any of your stories public, you can control whether others can share them in Settings. Click **Stories** on the left side of the screen.

 Stories

6   Click the **button** to toggle it on (blue) or off (gray).

Sharing options

Allow others to share your public stories to their own story?
Their story will include your full name and a link to your original story. They control who sees it.

Understanding Blocking

Facebook allows you to block more than just people. Click **Blocking** under Settings to learn more.

 Blocking

- If you **block** another user, they will no longer be able to see posts on your Timeline, tag you, invite you to events or groups, or friend you. They will not be notified when you block them.
- Add friends to your **Restricted List** if you want to be their friend on Facebook, but don't want them to see everything you share with friends.
- You can **block specific actions** from a user, instead of blocking the user. For example, if you no longer want to receive messages or event invites from someone, you can block just those actions.

Limiting Other Apps' Access

Best practice is not to use Facebook to sign in to other apps or websites because they can then access information from your Facebook profile. If you have ever used Facebook to log in to other apps or connected apps to your Facebook account, you can review and remove their access in Settings!

1 From Settings, click **Apps and Websites** on the left side of the screen.

 Apps and Websites
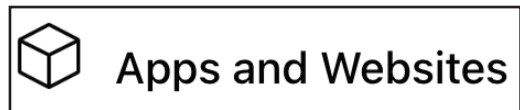
2 For each app or website listed, click to **View and Edit** what profile information they can access or **Remove** their access entirely.

Pinterest
Added on Dec 5, 2022 • Active   View and Edit   Remove

Managing Data Used for Ads

You can't get rid of ads in your Feed, but you can set preferences for ads you don't want to see. You can also see and manage some of the data (from your activity on and off of Facebook) that is used to show you ads (on and off of Facebook).

1 From Settings, click **Ads** on the left side of the screen.

2 In the center of the next screen, you'll see a list of advertisers that Facebook recently showed you. If you don't want to see ads from those advertisers anymore, click **Hide Ads**.
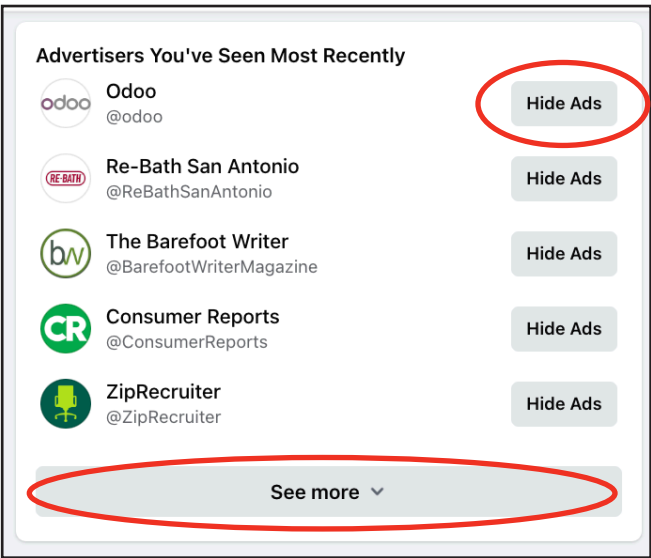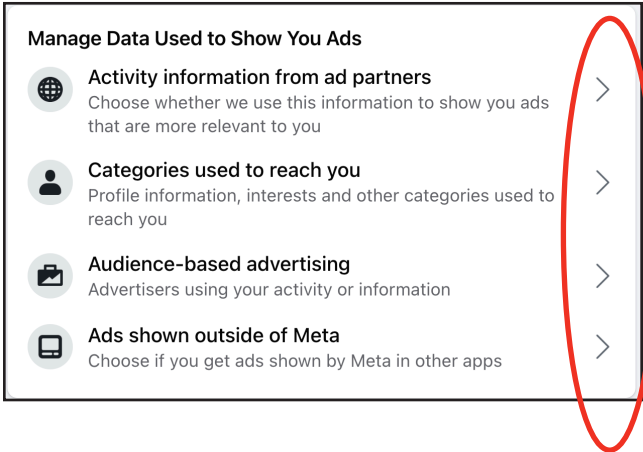
To see more advertisers, click **See more**.

3 Next, click **Ad settings** on the left side of the screen.

4 Scroll down to see the options for managing what data Facebook uses to show you ads.

When you click each **arrow**, a pop-up window will appear. Follow the prompts to learn more and edit the settings.

SENIOR PLANET
FROM AARP