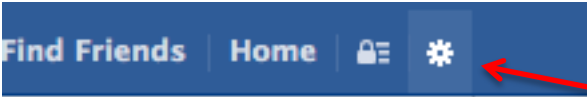


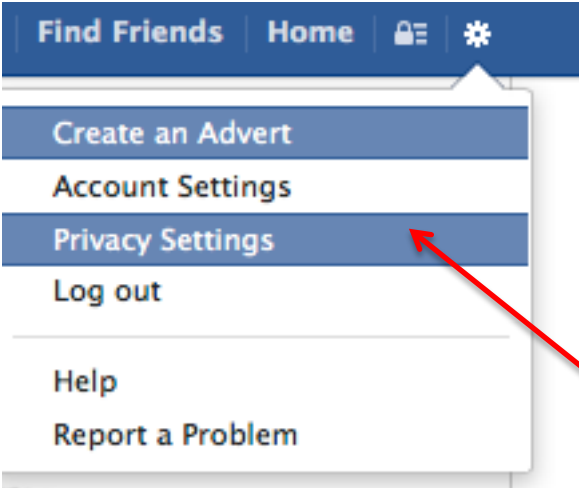


# PRIVACY SETTINGS GUIDE

## How to set your profile as private



Click the Settings button (the cog top right)



Click Privacy Settings

### Privacy Settings and Tools

|                              |   |                    |                                  |                           |
|------------------------------|---|--------------------|----------------------------------|---------------------------|
| <b>Who can see my stuff?</b> | Who can see your future posts?  | Friends            | <a href="#">Edit</a>             | Set to Friends            |
|                              | Review all your posts and things you're tagged in                             |                    | <a href="#">Use Activity Log</a> |                           |
|                              | Limit the audience for posts you've shared with friends of friends or Public? |                    | <a href="#">Limit Past Posts</a> |                           |
| <b>Who can contact me?</b>   | Who can send you friend requests?   | Friends of friends | <a href="#">Edit</a>             | Set to Friends of Friends |
|                              | <b>Who can send you Facebook messages?</b>                                    |                    | <a href="#">Close</a>            |                           |
|                              | <input type="button" value="Friends"/>  |                    |                                  | Set to Friends            |
| <b>Who can look me up?</b>   | Who can look you up using the email address or phone number you provided?     | Friends            | <a href="#">Edit</a>             | Set to Friends            |
|                              | Who can look up your Timeline by name?  | Friends            | <a href="#">Edit</a>             | Set To Friends            |
|                              | Do you want other search engines to link to your Timeline?                    | Off                | <a href="#">Edit</a>             | Set to Off                |

# How to make all past posts private

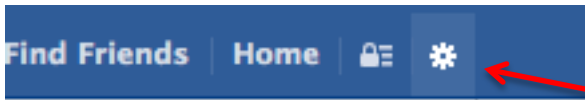
## Privacy Settings and Tools

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

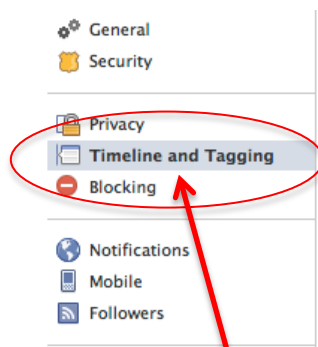
Click limit past posts and follow the instructions to set all previous posts and activity by you to friends only

# What does my profile look like in public view?

(to people who are not your friends)



Click the Settings button (the cog top right)



Click Timeline and Tagging

## Timeline and Tagging Settings

|                                    |  |         |         |
|------------------------------------|--|---------|---------|
| Who can add things to my timeline? | Who can post on your timeline?                                       | Friends | Edit    |
|                                    | Review posts friends tag you in before they appear on your timeline? | On      | Edit    |
| Who can see things on my timeline? | Review what other people see on your timeline                        |         | View As |
|                                    | Who can see posts you've been tagged in on your timeline?            | Custom  | Edit    |

Click View As

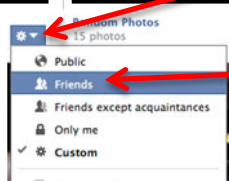
You will now be able to see anything that is visible in public view, if you do find any information/images/posts you will be able to go back to your profile and edit the item to make it private/friends only

# Photos

Remember to set photo albums to friends only, including your profile pictures.



Go to your profile (click your name)  
Click on Photos and then Photo Albums  
Click the settings (cog) button bottom right



Select Friends

Remember to check mobile uploads album, by default these are usually public and are tagged with the location they were taken!

Remember to check your profile pictures album