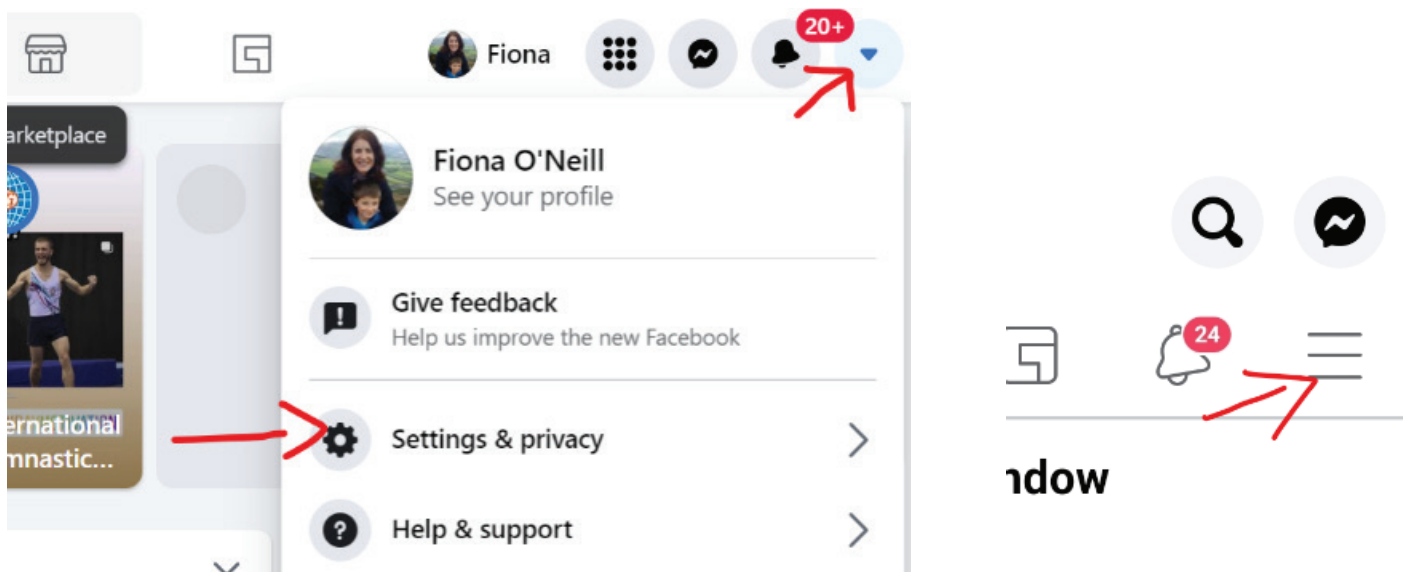




## Quick Tips Facebook Privacy

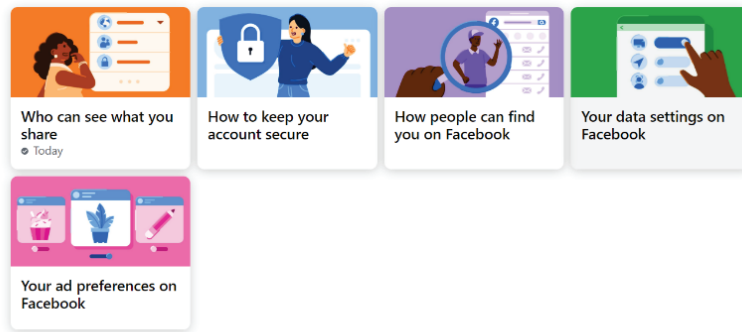
Facebook has a lot to offer and is a wonderful way to connect with others. As with all social media, it does come with some privacy and security considerations, however. The good news is that there are steps you can take to keep your personal details safe. Here you will find some quick tips on how to manage your privacy on Facebook.

1. When setting up your Facebook account, you can make the decision whether to use your own name or not. If you are happy to be found by people who know you or perhaps knew you many years ago, your own name might be best. It is a personal choice. You may be more comfortable using a nickname or a name that is only recognised by certain people.
2. Facebook now has a useful feature called a **privacy checkup**. A **privacy checkup** is a very easy way to check your privacy settings are robust. You can access this feature via an arrow (inverted triangle, really) or three lines in the right-hand corner of the screen, depending on your device.



### Privacy Checkup

We'll guide you through some settings so that you can make the right choices for your account.  
What topic do you want to start with?

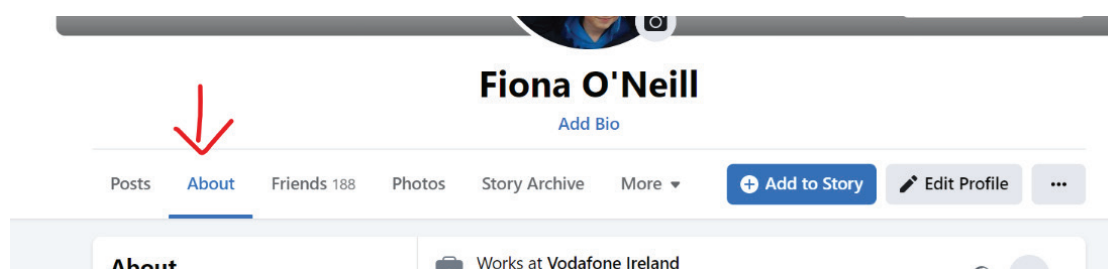


You can check more privacy settings on Facebook in [Settings](#).

3. You can control who can see what you share on Facebook by using the **privacy checkup**. There may be some special circumstances under which you are happy to share your posts publicly. For the most part, you will likely want to limit who can see what you post on Facebook.

- There are a few options for who can see your posts. The default setting is **friends** – this, of course, refers to all your Facebook ‘friends’.
- If you would like to only share with a select handful of people you can select **specific friends** — a list of all your friends will appear and you can click on the ones that you want to share your post with.
- If you want to include many friends but exclude a few you can use the option **friends except**. With this setting, you select the names of the people you do not want to see the post.
- **Blocking and restricting**: There is also the option to block people. You can type or find their name or their email address and then click “Block”. They will no longer see your future posts and will not have access to your Facebook page.
- There are other settings you can look at, including how people might find you on Facebook and advertising settings. You can go back to any of the settings mentioned here and change them at any time.

4. It’s a good idea to pay some attention to your ‘**About**’ section. When you click or tap your profile picture you will see the **About** section as one of the options under your name. You can choose who can see each piece of information in this section. You can also delete the information altogether if you like.



5. Like when you are using email or using your smartphone, it is important to be mindful that there are some scammers out there. If you get an unusual message via Facebook, don't engage with it. Don't click on any links if it doesn't look quite right. The same rules apply online as in life... if something looks too good to be true, it generally is! Also, keep an eye out for fake news. Scammers can sometimes put something scandalous out there to get you to engage or react. Don't fall for it, and don't comment as it will only give their post more exposure, as more people will see it. Just ignore it.
  
6. Don't accept friend requests from people you don't know or don't trust. Don't accept friend requests from people you are already friends with either, as this can also often be a trick. Accepting friend requests from strangers can increase the risk of scammers accessing your account.