



Facebook: Beyond the Basics

Disclaimer: Facebook is being continuously changed and updated. For up-to-date assistance, visit Facebook's detailed Help Center. Go to Account and select Help or click on the link at the bottom of every Facebook page.

Privacy Settings

First, use common sense:

- Use a strong password (and use it only for your Facebook account)
- Be careful of what you reveal, regardless of your privacy settings
- Be wary of Facebook messages that ask for personal information or seem unusual (such as ones with several misspellings or odd titles).
- Regularly review your settings.
- Remember why you joined Facebook. Keep your posted information relevant to that purpose.

Manage your settings by going to the Account area at the top right of the page and selecting Privacy Settings.

Key settings:

Account > Privacy settings > Connecting on Facebook

Facebook requires that some information—your name, profile picture, gender, and networks—be visible to all Facebook members. But there is also a good deal of information that you can show to some users and hide from others. You can adjust these settings here. The 'Preview My Profile' at the top right of the page lets you see how your profile appears to other users.

Account > Privacy Settings > Sharing on Facebook

It's best to manually adjust your settings by clicking on Customize Settings.

Account > Privacy Settings > Sharing on Facebook > Customize Settings > Friends can check me in to Places

Most people don't want someone else telling the world where you are. If you want to avoid it, disable this feature.

Account > Privacy Settings > Apps and Websites > Apps You Use

Remove all of the apps you're not using and review the permissions you've given each individual app.

Account > Privacy Settings > Apps and Websites > Instant Personalization

This setting lets third-party websites personalize your experience, which allows access to your personal data. You can opt-out of on individual third-party websites. However, on Facebook you can completely disable it by leaving the checkbox before "Enable instant personalization on partner websites" unchecked.

Privacy Settings > Apps and Websites > Info Accessible Through Your Friends

Apps and websites your friends use might also be able to tap into your data (especially if your friends have lax privacy settings.) This setting can control what personal details about you your friends can share with third-party sites and services.



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Account > Privacy Settings > Apps and Websites > Public Search

If you don't want Googlers to find you on Facebook, turn this option off.

Also, keep these tips in mind:

- *Account > Account Settings > Account Security > Secure Browsing (HTTPS)*. This is a security setting which makes more difficult for someone connected to the same network (such as via a WiFi connection) to compromise your account. It makes Facebook a bit slower, and certain features like some apps don't work with it.
- You can control who sees each of your posts. Before you post a status update, link or anything else, click the lock icon to choose who can see it. What you select will override your "Posts by me."
- When you write on a friend's Wall or comment on a friend's post, that information will be subject to your friend's privacy settings.
- Facebook has a fairly extensive list of scams and threats on its site, which can be found on www.facebook.com/security.

Manage friends through groups and lists

Friends > Edit Friends > Create a List

By creating lists of your family members, close friends and work colleagues, you can finely tune the details you want to share with different people. Friend lists are useful for specifying who can view the content you share. You can also use friend lists to filter the content you view on your News Feed. When you are on your Most Recent News Feed view, click "Most Recent" to expand a drop-down menu. If you have created friend lists, they will appear in this menu. Simply select the list you'd like to see stories about exclusively.

Groups can be based around shared interest, activities or anything you like. When you create a group, you can determine the privacy settings for that group by making it open to the public or by invitation only. To create a group, click on the link on the left hand of your home page. The Facebook member who creates the group is the default administrator.

Explore apps

Applications (apps) are little programs that run inside Facebook (like games or calendars). When you find the application you want, you need to install it before you can use it. When you do, it requests permission to access information about you and your friends. This can be all right as it does this to tailor the experience of application to you. However, you want to weigh the benefits of using the application with any privacy concerns.

Sources:

Facebook Privacy: 10 Settings Every User Needs to Know (<http://mashable.com/2011/02/07/facebook-privacy-guide>)

Using Facebook by Kent Joshi, Patrice-Anne Rutledge with Scott Morley. Que Publishing, 2011.

Facebook Help Center (<http://www.facebook.com/help/>)