



WARNING!

Online social network websites can be hazardous if you don't change the default settings!

Instructions: Start with the "5 Tips" below then configure your Facebook account with the suggested Privacy and Security settings in this guide. These settings should be your "baseline". Adjust them based on your own needs and level of risk.

Please read this guide and pass it on to friends and family members!

5 Tips for using any Social Network

- 1) Set appropriate privacy and security defaults and choose a complex/unique password for your account.
- 2) Be careful installing third-party applications. Don't install applications from sources you don't trust.
- 3) Only accept friend requests from people you know directly.
- 4) Read the privacy policy carefully and limit personal information you share.
- 5) Be careful what you post. Consider all information and pictures you post as public!

The following settings are for the **Contact Information** tab:

IM Screen Name – **Only Friends**

Mobile Phone – **Only Friends ***

Other Phone – **Only Friends ***

Current Address – **Only Friends ***

Website – **Only Friends**

Email Address – **Only Friends**

* Be careful posting this type of information! Do you really want everyone on your friends list to know your phone number and address? Do you know all the people on your friends list personally?

Privacy Settings - Profile

The following is a list of suggested settings that can be found under settings at the top then **Privacy Settings**. These are for the **Basic** tab:

Profile – **Only Friends**

Basic Info – **Only Friends**

Personal Info – **Only Friends**

Status Updates – **Only Friends**

Photos Tagged of You – **Only Friends ***

Video's Tagged of You - **Only Friends**

Friends – **Only Friends**

Wall Posts – **Only Friends** (ok to allow friends to post to your wall by checking the box here)

Education Info – **Only Friends**

Work Info – **Only Friends**

* Be sure to set your Photo Album Privacy Settings to **Only Friends**. Facebook by default sets your photo albums to **Everyone**.

Privacy Settings - Search

The following settings are for the **Search** section under the privacy settings:

Search Discovery Section

Search Visibility – **Everyone** (not setting this to everyone defeats the purpose of social networking...you want your friends to find you!)

Search Result Content Section

By default Facebook lets everyone see your picture and your friend list!

Only check the following two boxes:

A link to add me as a friend

A link to send me a message

Public Search Listing Section

Deselect the checkbox under **Public Search Listing**. Enabling this setting allows anyone to search for your profile with a search engine like Google!

This is one of the most important settings because this will prevent people and data aggregators from finding out you have a profile in Facebook.





Privacy Settings – News Feed and Wall

The following settings are for the News Feed and Wall section under the privacy settings:

Actions within Facebook Tab

Actions Visible to friends

Check the following boxes:

Comment on a Photo

Comment on a Video

Comment on a Posted Item

Post on a Discussion Board

Under **Stories can be shown in your Chat conversations** you can check the box.

Finally, uncheck the box for:

Show times in my Wall *

Why not show times? You may not always want your friends to know when you are online. Again, up to you and your risk level.

Social Ads Tab

Appearance in Social Ads – **No one**

Privacy Settings – Applications

Only two settings need to be set for applications located under the **Settings** tab:

1. Uncheck all the boxes under **Share my name, networks, and list of friends, as well as the following information ***
2. Check the box to not allow **beacon websites**.

* **Why is this important?** If a friend has an application that you do not have installed it might be possible for your friends application to access information about you! If that application has a security vulnerability, your information might be exposed to someone other than your friend!

Profile Information

Your profile information is set by clicking on **Profile** near the upper left side of the main Facebook page then clicking on the **Info** tab, then **Edit Information**.

Use caution when setting your profile information!

We recommend that when putting information in your profile you consider the following:

1) **Don't show your real birthday.** Use a fake birthday instead. Birthdays are sometimes used as a means to verify your identity and could be used against you. There have also been security issues with Facebook applications in the past that have inadvertently exposed birthdays to the public.

2) It's ok to share information about your hobbies and interests but **use caution when posting your phone numbers, address and work information.** Even something as simple as political or religious views could be used against you or in a way you didn't approve of.

For example, what if a future employer found your Facebook profile and didn't like your views on a particular subject? What if your current employer found your profile? What would they think?

3) **Watch the pictures that you post!** Sure, those pictures of you drunk at that last party were cool but think about if those pictures made their way out to the entire Internet? Remember, your friends can still copy your photos and save them outside of Facebook.

4) **We advise not posting information about your current employer.** However, several factors should influence this decision:

Your risk level, the business you are in, and how your employer might perceive you and other employees letting the world know you work for them.

Finally, treat all photos and profile details as public information!

Even with the privacy settings in this guide all information you post and pictures you upload can find it's way outside of Facebook or used for a purpose you didn't approve of!

