Setting FaceBook privacy settings

Get your pens out!

5 Steps

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1. Go to Privacy Settings

Before you begin, log into your account.

**STEP ONE:**

Begin by clicking on the ACCOUNT link (upper right hand corner of the screen).

This drop-down menu will appear. CLICK ON “PRIVACY SETTINGS.”
Step Two:

Begin by setting access to the directory information by clicking on VIEW SETTINGS.

Set the “level” you want for each type of information. For example, “search for me on Facebook” is set by default to “everyone” (meaning that anybody can search for you).

When you’re done, click on BACK TO PRIVACY (upper left corner).
3. Set Sharing Permissions

**Step Three:**

Decide how you want to share your data by clicking on a setting (such as “Friends only”). The dots indicate the setting for type of data. You can have all data under the same setting (e.g., “Friends only” or “Friends of Friends”) or you can customize the settings.

Don’t forget the check box at the bottom!

4. Set Apps Settings

**Step Four:**

Time to set up the privacy of applications and websites that are used within FaceBook.

To begin, click on EDIT YOUR SETTINGS.
You may want to pay attention particularly to the setting for **INFO ACCESSIBLE THROUGH YOUR FRIENDS**.

Click on **EDIT SETTINGS**.

This window will pop up.

This controls which types of YOUR information are available to the applications and games that YOUR FRIENDS use. For example, if your friend uses Game A, then Game A has access to YOUR information because you are on your friend’s Friend List (unless you change your settings).

**Step Five:**

Your Block List contains the people you have blocked. Just give it a quick check to make sure it’s listing the right people.