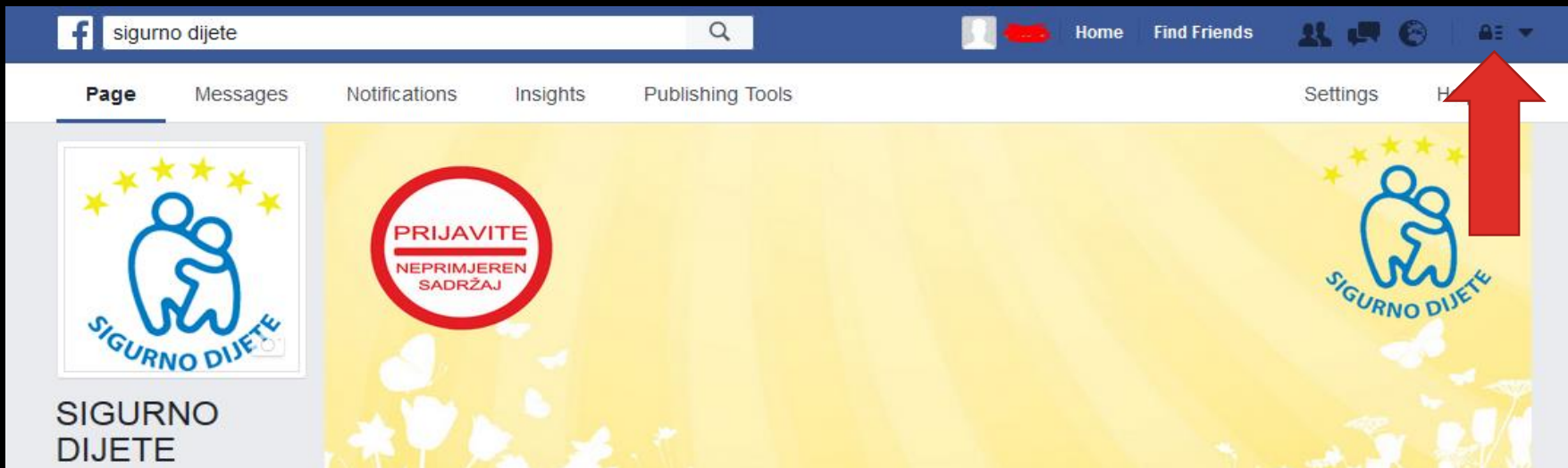


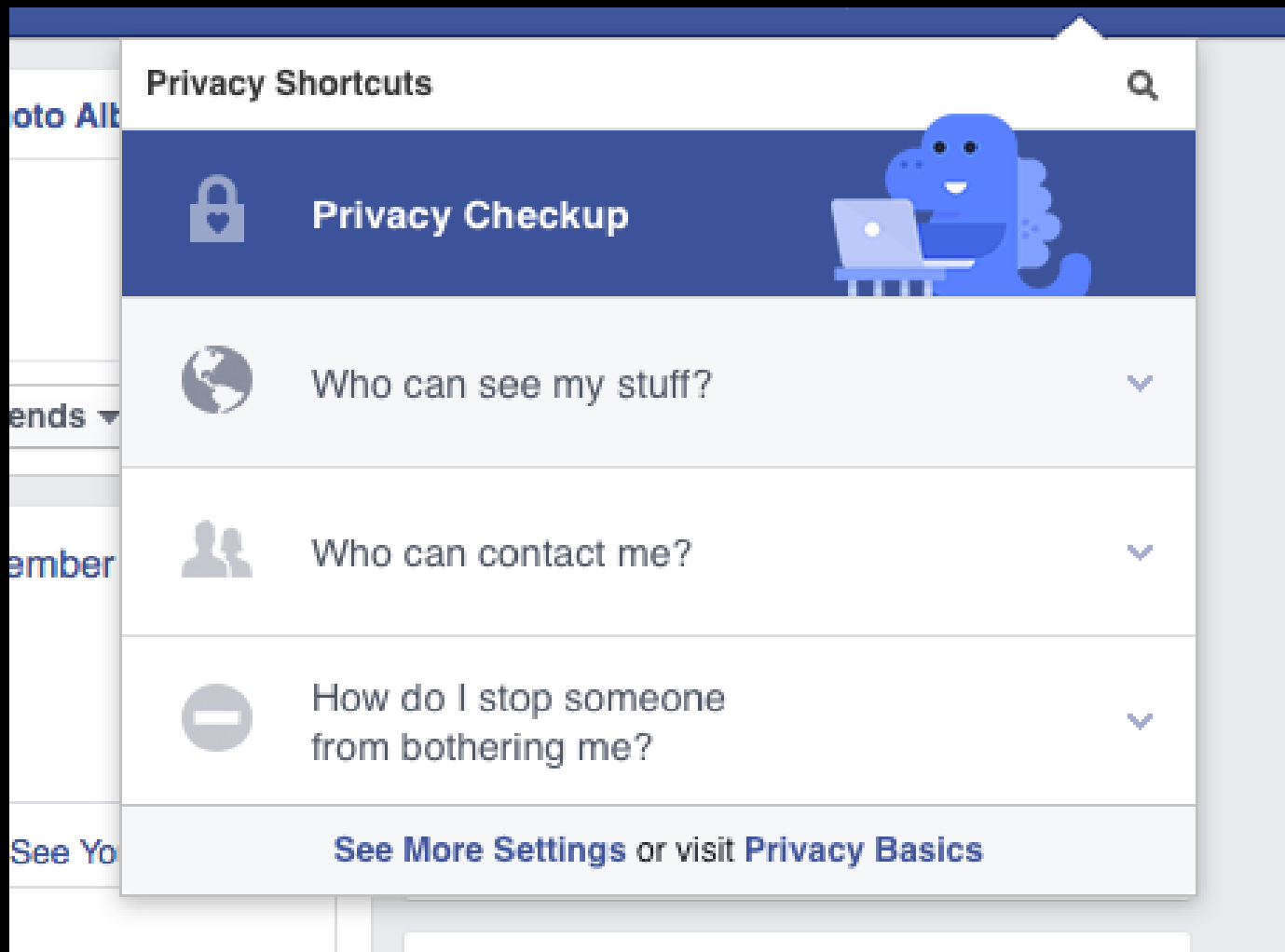


# INSTRUCTIONS FOR MANAGING YOUR FACEBOOK SECURITY AND PRIVACY SETTINGS

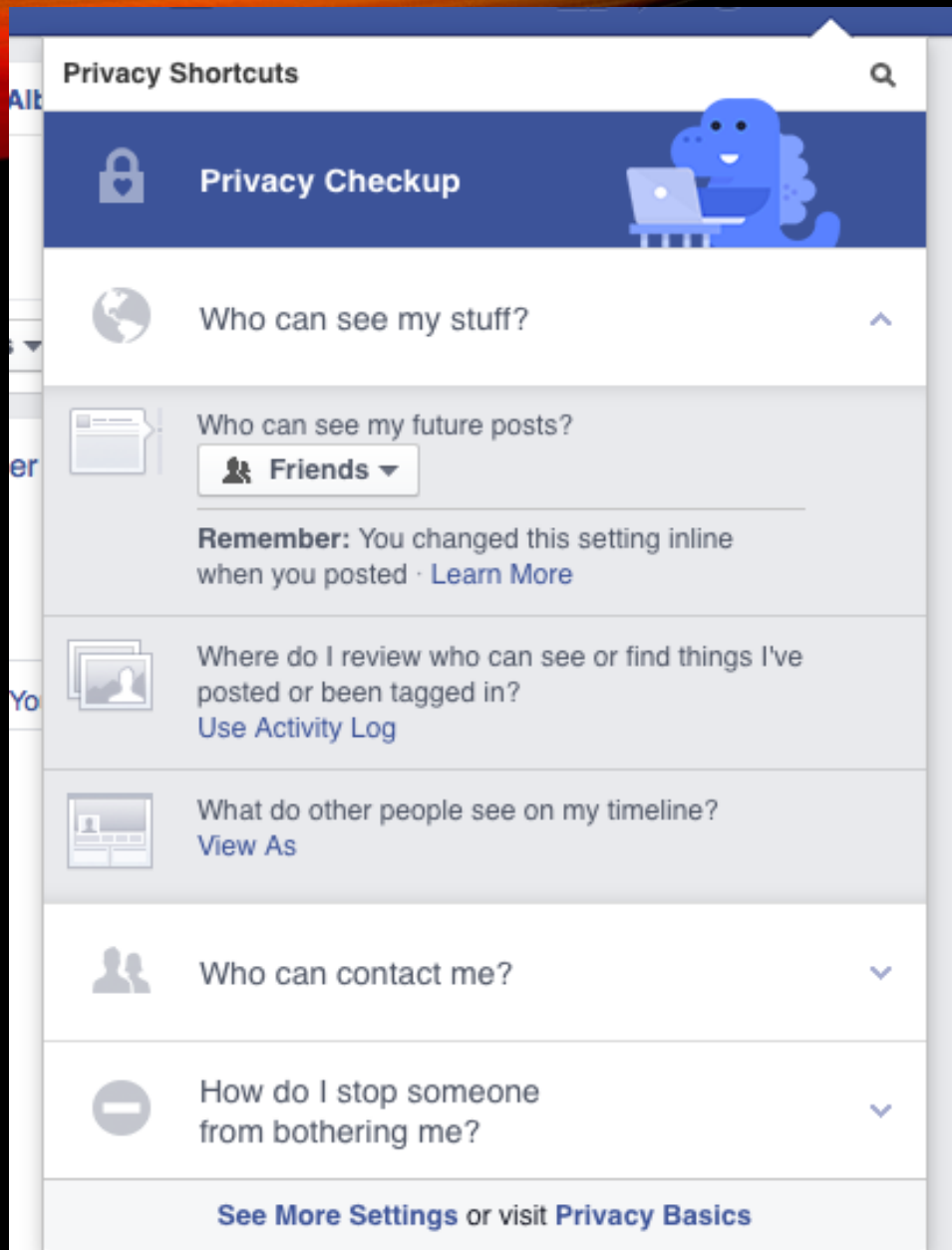
**Step 1:** Go to Facebook and log in.

**Step 2:** Click the 'padlock' icon in the top right-hand corner of your Facebook page. This will open a dropdown menu containing privacy shortcuts.

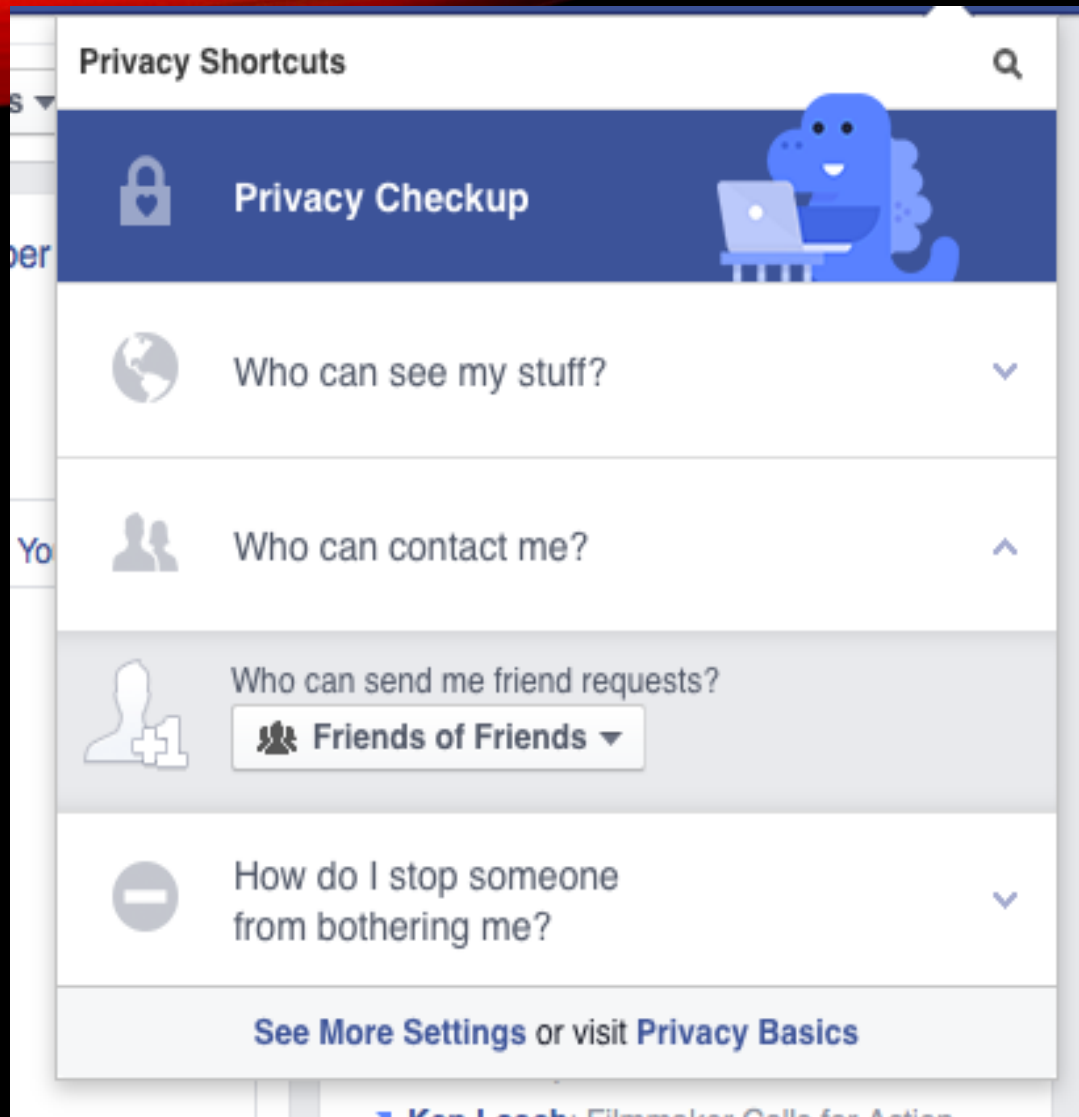




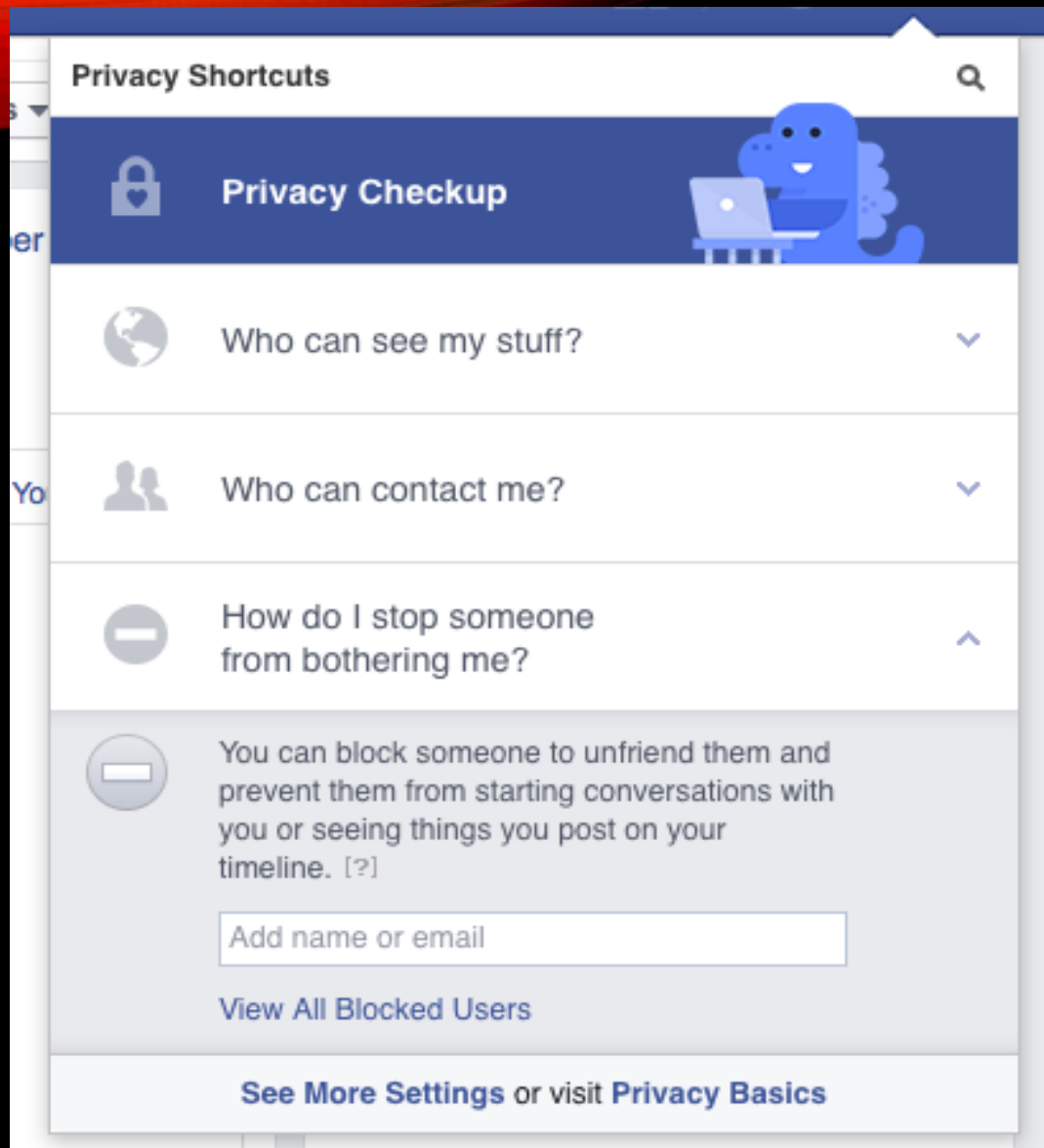
**Step 3: Click**  
**Who can see my stuff?**



You will be shown a list of options, including the ability to select whether anyone (public), friends or specific groups of friends can see your posts. You can also view your Timeline as another person (**View As**) to see how much they can see of your activity.



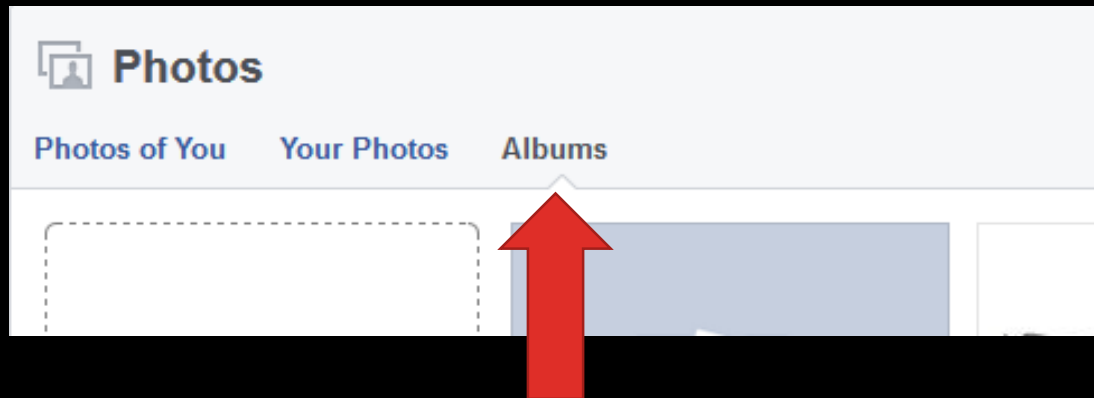
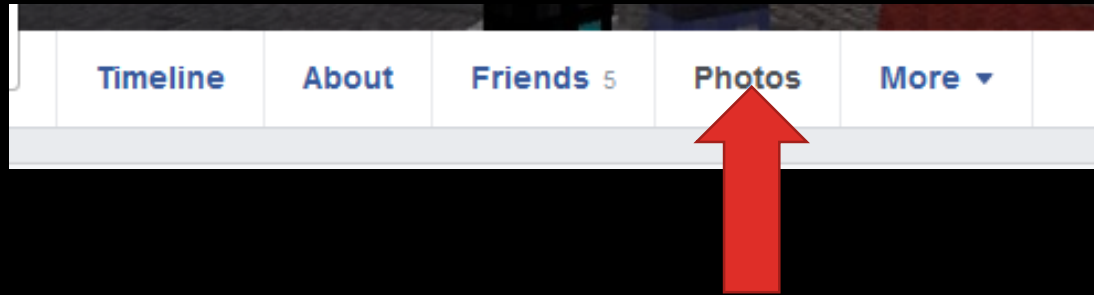
**Step 4:** Click **Who can contact me?** and you can filter which messages are sent through to your message inbox. For example, you could let anyone send you messages or you could set it so only friends can get in touch. You can also control who can send you a friend request, the default here is 'everyone'.



**Step 5:** If you ever receive unwanted messages or feel someone is bothering you through Facebook, you can select **How do I stop someone from bothering me?** and add the name or email address of the bothersome person.

**Step 6:** To control the privacy settings on your Timeline, first go to your own Timeline. Click next to Activity Log and choosing **Timeline Settings**. See our guide [What is public on my Facebook Timeline?](#) for more help with this.

# Instructions to make your pictures private or public on Facebook



1. Go to your profile and click **Photos**.

2. Click **Albums**.

3. Use the **audience selector** tool under each album to control who can see your album.

