

TSBC TUTORIAL FOR CHECKING/MAINTAINING PRIVACY SETTINGS

ON THE HOME PAGE, CLICK THE DOWN ARROW IN THE TOP RIGHT HAND CORNER AND SELECT ACCOUNT SETTINGS.



The first screen will tell you which e-mail account all notifications for the account are sent to. You can choose "EDIT" and add another e-mail account to this setting. You can also see how recently the password was changed and change it here.

Account Settings

Name	Monica Hubbard	Edit
Username	http://www.facebook.com	Edit
Email	Primary	Edit
Password	Updated about 2 weeks ago.	Edit
Networks	No networks.	Edit
Linked Accounts	You have linked 0 linked accounts.	Edit
Language	English (US)	Edit

[Download a copy of your Facebook data.](#)

The next tab is "Security" under account settings. If you have further questions, please inquire personally, but of note, this is where you can deactivate a Facebook account.

A screenshot of the Facebook Security Settings page. The left sidebar shows navigation options: General, Security (selected), Notifications, Apps, Mobile, Payments, and Facebook Ads. The main content area is titled 'Security Settings' and contains several rows of settings, each with an 'Edit' link: 'Security Question', 'Secure Browsing', 'Login Notifications', 'Login Approvals', 'App Passwords', 'Recognized Devices', and 'Active Sessions'. At the bottom, there is a link to 'Deactivate your account.' An orange arrow points from the 'Security' tab in the sidebar to the 'Security Settings' header, and another orange arrow points from the 'App Passwords' row to the 'Deactivate your account.' link.

The next tab is NOTIFICATION SETTINGS. This is where you can have any and all facebook updates and posts sent to you. If your e-mail is changed per the steps above it should show here, and the mobile number attached (can be more than one) should show here also.

Notifications Settings

We send notifications whenever actions are taken on Facebook that involve you. You can change which applications and features can send you notifications.

Notifications are being sent to **@yahoo.com** (email) and **171** (text message). To change your text notification settings, go to [mobile settings](#).


You can also visit your [privacy settings](#).

Also on the page is "ALL NOTIFICATIONS". This is where you can set what you want e-mailed to you or sent via text from your facebook page.

Category	Count	Action
Facebook	17	Edit
Photos	8	Edit
Groups	6	Edit
Pages	4	Edit
Events	9	Edit
Questions	5	Edit
Notes	3	Edit
Links	3	Edit
Video	5	Edit
Help Center	2	Edit
Wall Comments	2	Edit
Places	2	Edit
Deals	4	Edit
Other updates from Facebook	4	Edit
Credits	2	Edit
Other Applications	20	Edit

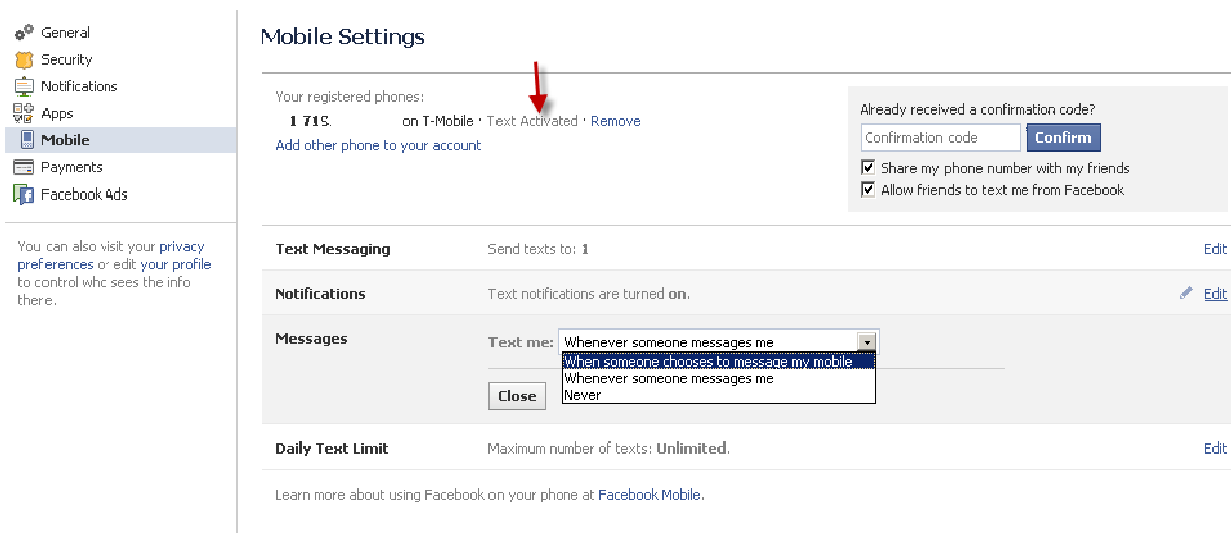
Each one of the edit tabs has many options for what you can have sent to you. Below is the first "FB" Edit tab. For every category that is checked, FB will send an e-mail and/or text message to the e-mail and phone that is listed at the top of the notifications page (as shown above). It is also interactive, in which you can reply directly from the e-mail or text without having to log-in to the Facebook page.

All Notifications

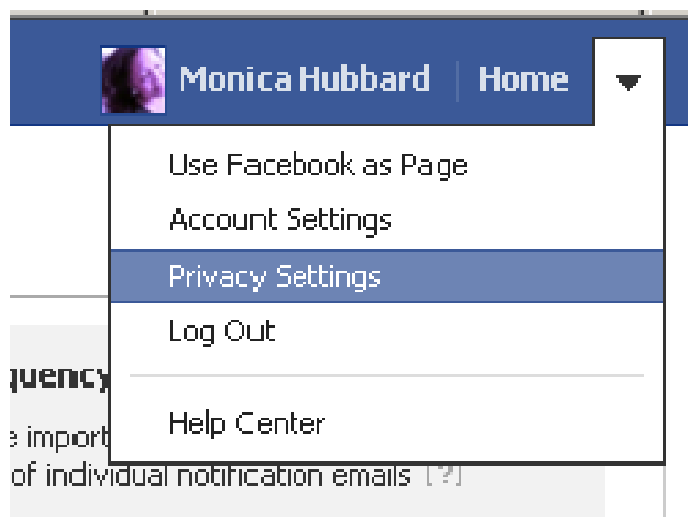
Facebook		
Sends you a message	<input checked="" type="checkbox"/>	
Adds you as a friend	<input checked="" type="checkbox"/>	
Confirms a friend request	<input checked="" type="checkbox"/>	
Posts on your Wall	<input checked="" type="checkbox"/>	
Pokes you	<input type="checkbox"/>	
Has a birthday coming up (weekly email)	<input type="checkbox"/>	
Asks to list you as family	<input checked="" type="checkbox"/>	
Suggests a friend you might know	<input checked="" type="checkbox"/>	
Adds a friend you suggested	<input checked="" type="checkbox"/>	
Joins Facebook after your invite	<input checked="" type="checkbox"/>	
Tags you on their profile	<input checked="" type="checkbox"/>	
Tags you in a post	<input checked="" type="checkbox"/>	
Mentions you in a comment	<input checked="" type="checkbox"/>	
Comments on a post you were tagged in	<input checked="" type="checkbox"/>	
Suggests a profile picture for you	<input checked="" type="checkbox"/>	
Subscribes to your public updates	<input checked="" type="checkbox"/>	
Posts content (Close Friends list only)	<input type="checkbox"/>	
Says you are with them in a post	<input checked="" type="checkbox"/>	
Likes your post	<input checked="" type="checkbox"/>	
Likes a post you're tagged in	<input checked="" type="checkbox"/>	

[Save Changes](#) [Cancel](#)

The mobile settings allows you to add your phone to the Facebook profile. You can also choose what you want to come to the phone. The notation "TEXT ACTIVATED" means text alerts are being sent to the mobile phone. Facebook is completely mobile friendly, meaning you can reply to posts, post on your page, posts pictures using text messages only without ever using the internet.

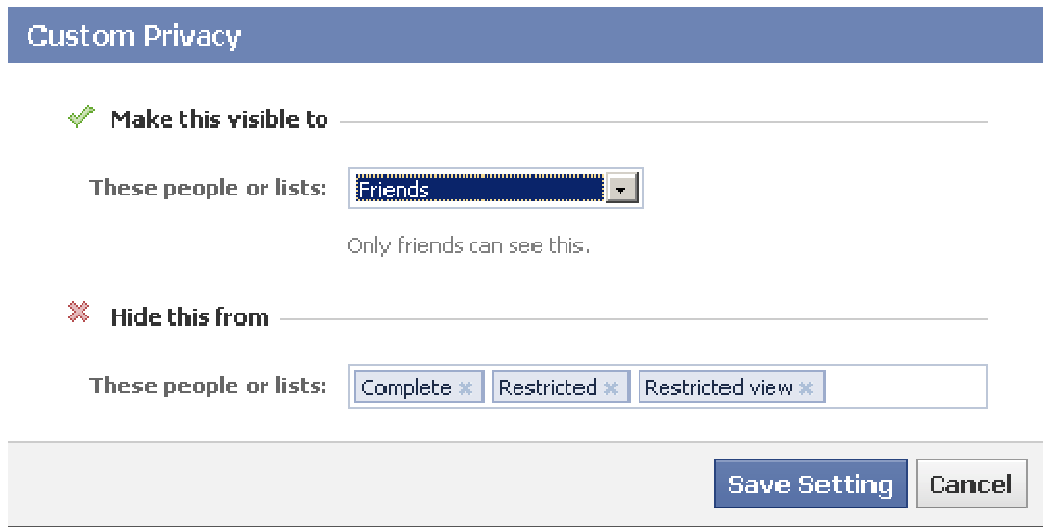


Under the same tab on the home page you can access the Privacy settings.



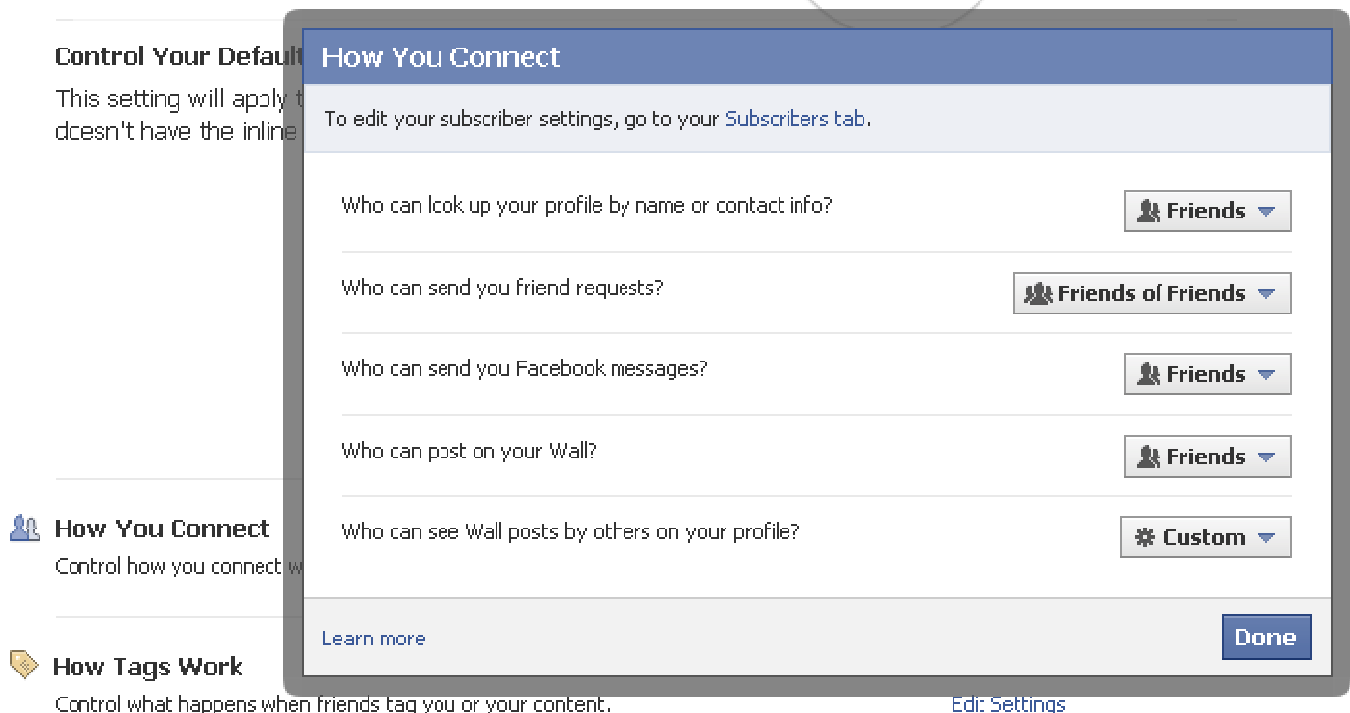
Privacy settings should be set to the CUSTOM level that you discuss. BE AWARE: These settings can be changed with every individual post. Meaning, a post can be blocked from specific people every time, but it will default to the privacy setting. This is why it is important to have the password to the profile so you can see 100% of what is being posted, not 100% of what is only intended for you to see.

Facebook also allows you to group people in different lists and grant that whole list access to what you post or not. In this example, everything posted is available to friends who are not on the "Complete, Restricted, or Restricted View" Lists.



The screenshot shows the "Custom Privacy" dialog box. At the top, it says "Make this visible to" with a green checkmark. Below that, a dropdown menu is set to "Friends", with the text "Only friends can see this." underneath. The "Hide this from" section has a red X icon and shows three lists: "Complete", "Restricted", and "Restricted view", each with a small asterisk icon. At the bottom right, there are "Save Setting" and "Cancel" buttons.

"HOW YOU CONNECT" allows you to set the default settings for basic privileges on Facebook. You can customize each one of these options also.



The screenshot shows the "How You Connect" settings page. The title is "How You Connect" in a blue header. Below the title, there's a note: "To edit your subscriber settings, go to your [Subscribers tab](#)." The settings are listed as follows:

- Who can look up your profile by name or contact info? **Friends**
- Who can send you friend requests? **Friends of Friends**
- Who can send you Facebook messages? **Friends**
- Who can post on your Wall? **Friends**
- Who can see Wall posts by others on your profile? **Custom**

At the bottom, there is a "Learn more" link and a "Done" button. On the left side of the page, there are navigation links for "Control Your Default" and "How Tags Work".

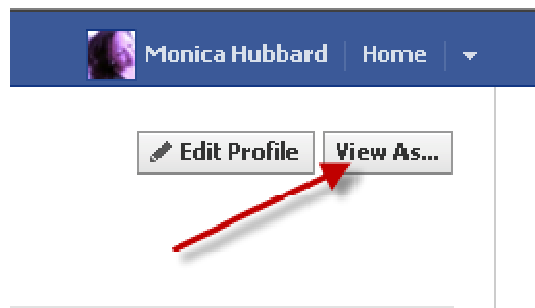
Of note: This is where you can see who has been blocked OR add people to the list of people blocked from the page.

Blocked People and Apps

Manage the people and apps you've blocked.

[Manage Blocking](#)

On the actual profile, you should visit the "VIEW AS" tab.

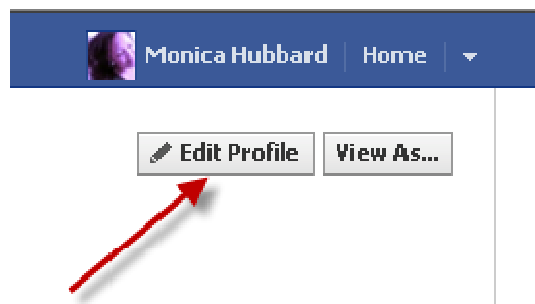


You can type in your name to see if the way the profile appears to YOU is what is actually on the profile.

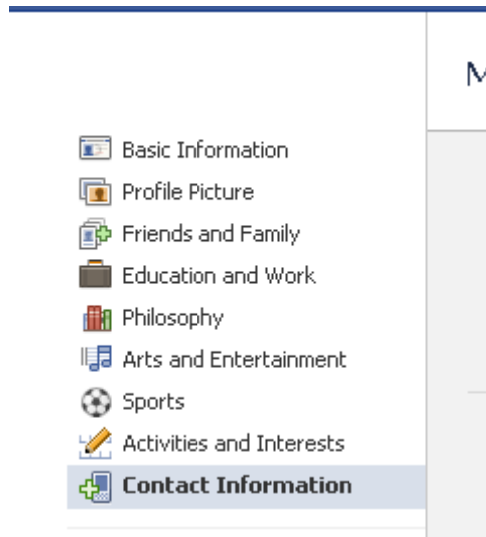
You should also select "VIEW AS PUBLIC". This will let you know what content on the page is visible to anyone.



Editing the profile is done from the personal page.



You should check each of the tabs to see what information is on here. Be cautious of the specific and identifying information that is on here. (School, city, specific clubs, affiliations, etc). Each one of these fields should be looked at and also have the option of making it visible to a select audience, or everyone.



You can also block what is seen on the "News feed".

On the main page, there is a right arrow located next to each person's posting.

If you choose "Hide Story" it will link you to another set of options.



You have the option to hide everything from the user.



Friend lists can be a useful way to control what content is seen by anybody. If you don't want a certain group of people seeing content on the page you can group them together and select the group as a whole in individual settings. Click on Lists on the home page:

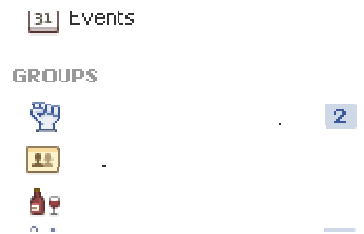
LISTS

Then you can create lists here:

Lists

+ Create a List

You will also want to be aware of "GROUPS". These groups can post content that is not public for anybody but members of the group to see.



For further information and/or questions, please contact administrator@truespiritbaptistchurch.com