



**Grandma's
Little Book
of
Better
Facebook
Security**

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Facebook is very popular. You need to manage it, however, or many of your posts will be **public and viewable by your grandmother and/or your boss.** Facebook accounts can also be hacked or blocked. Following these hints will help to secure your account and keep you in control.

Log in to FACEBOOK

Right click on the little downwards arrow at top right

Choose **SETTINGS** and then choose **GENERAL** at top left:

GENERAL

Check the **EMAIL** address is correct. You can add another email by clicking **EDIT**. Adding a second email gives you an extra way to access your account if you get blocked. **Unclick the two boxes** so that no one uses your email.

If your **PASSWORD** is more than one year old, you should change it, even if just by adding an extra number or letter. The more change, the better. You should not use the same password as on other sites. Especially, **DO NOT USE YOUR FACEBOOK PASSWORD FOR YOUR ONLINE BANKING, OR FOR WORK ACCOUNTS.** Really.

Notice the sentence *“download a copy of your Facebook data”* at the base of the page. It is a good idea to do this once a year or so, to keep the posts and photos in your Facebook. Sometimes, accounts are lost or blocked. Having a copy will also be a way of proving you own the account.

Click **SAVE CHANGES** and then choose **SECURITY** at top left:

SECURITY

LOGIN ALERTS: click EDIT and click **GET NOTIFICATIONS**

If you also want email notifications, click that too. You can also, or alternatively, connect your phone number and get text alerts. This means you will be more likely to know if someone has hacked into your account. You can easily turn these off if they bother you.

In **LOGIN APPROVALS**, you can add an extra step if your facebook is accessed from another computer.

Go to **TRUSTED CONTACTS** and choose 3-5 close friends so that if you get blocked from your account, they can help you get it back.

Go to **LEGACY CONTACT**. This is a new feature which may not be available to under 18s. If you pass away or are incapacitated, the person you choose here will be able to operate your Facebook account on your behalf. Choose a close family member or a trusted friend. If you prefer, you can choose for your account to be deleted instead. Your chosen friend will be notified when you choose their name.

You will notice at the base of the SECURITY SETTINGS page the words, “deactivate your account”. You can do this any time. The account will not be permanently deleted; you can reactivate it, but **it will no longer be visible or searchable** on Facebook (You can do this if you want to go quiet for a while; it can be good to have a break every now and then).

Go to **PRIVACY** at top left

PRIVACY

Open “**Who can see my stuff**” and choose who will see your **FUTURE POSTS**. Unless you want total strangers monitoring you, which is creepy and sometimes dangerous, restrict this to your **FRIENDS**. You can even choose specific friends or restrict it to yourself if needed from time to time.

Go to **USE ACTIVITY LOG**. In the left hand menu, choose **POSTS YOU'RE TAGGED IN**. Go through the tags that other people have created for you. If there are any you don't want to be tagged in, click the pencil icon and remove the tag.

Under “Who can see my stuff” choose **LIMIT PAST POSTS** and click on limit old posts if you want to restrict old posts , too.

Under “**who can contact me?**” you can choose Everyone or Friends of Friends. The second option is safer.

Under “whose messages” choose basic or strict filtering

Under, “who can look me up?”

Email: choose Friends

Phone Number: Choose friends

SEARCH ENGINES: unclick the box, so that strangers don't find you with random searches.

Go to **TIMELINE AND TAGGING** at top left

TIMELINE AND TAGGING

Who can post: choose *only me*. **Review posts:** choose enabled

Who can see..?

Click **VIEW AS** to see what the general public can see on your timeline. It should be quite limited by now if you have followed these steps.

Who can see posts tagged in: choose friends or only me.

Who can see others' posts: choose friends or only me

MANAGE TAGS. Review tags: choose ON. **Audience:** choose Friends or only me. **Looks like you:** Choose no-one

Go to **BLOCKING** at top left

BLOCKING

Restricted List: you can add 'friends' to this list and then they will NOT see your new posts. Seriously, though, you probably want to unfriend them if you are doing this.

BLOCK USERS: anyone who annoys you can be blocked. It is effective both ways: you won't see each other. **Block App invites.:** If you are getting lots of annoying game and other app invitations from a particular friend, add their name here. You could just unfriend them of course. **Block Event invites:** same deal. **Block Apps/ Pages:** specific apps and pages can also be blocked.

Go to **NOTIFICATIONS and MOBILE** at top left

NOTIFICATIONS and MOBILE

Mobile: if you add a mobile number it allows you to regain access if you are blocked from your account. Notice, too, the question, “lost your phone?” in case you need to change the number.

Go to **FOLLOWERS** at top left

FOLLOWERS

Who can follow me?” Choose **FRIENDS**, unless you want anyone to see your posts.

Go to **APPS, ADS AND PAYMENT SETTINGS** at top left

APPS, ADS AND PAYMENTS SETTINGS

APPS. Delete any you don’t actually use on Facebook. You can easily add them back when you need them, if ever.

ADVERTS. Third party sites: choose no-one. Adverts and Friends: choose no-one.

Check **PAYMENTS SETTINGS**: make sure you are not paying Facebook money on a regular basis, unless you want to.

Last but not least; **FRIENDS**.

FRIENDS

Go to your profile page by clicking on your name at the top. Click on **FRIENDS** in the top menu. Go through your friends list

Some friends are forever. Some aren't: let them go.

Having lots of friends on Facebook isn't the same as being popular. It actually sounds pretty lame when people boast about how many Facebook friends they have. You may also find some people in the friends list who you don't actually know. Facebook seems to allow some people to slip through onto others' friends lists. Clean the list up occasionally and make sure that everyone there is, in fact, a friend of yours.

OK. Close Facebook: Never leave it open and **never save your password** in the machine or device –it's too risky.

Oh, and one more thing...

As a rule (in life, not just on Facebook), never do, say or post anything that you wouldn't want your grandma to know about.



Just sayin'.