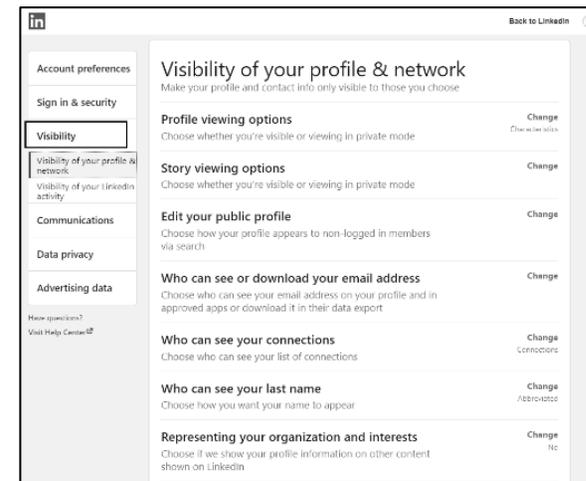
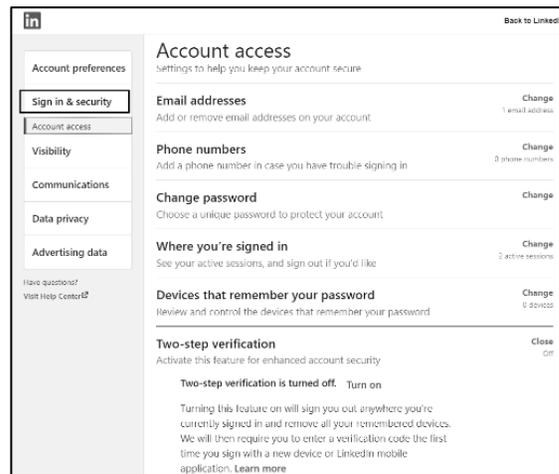
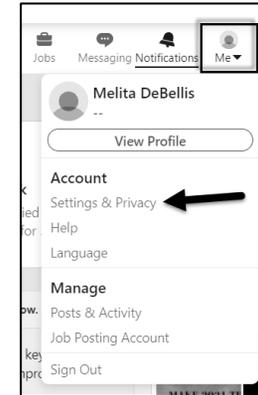


Network to Work Meeting - January 2021

RESOURCE DOCUMENT #2 – Managing your Privacy Settings in LinkedIn and Facebook

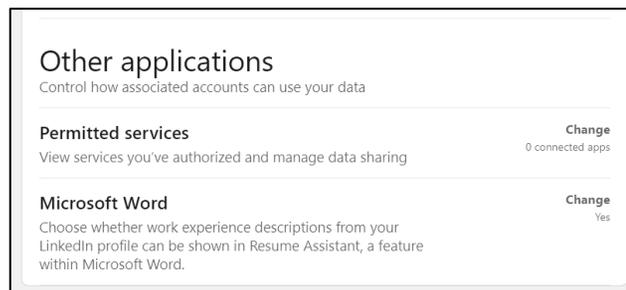
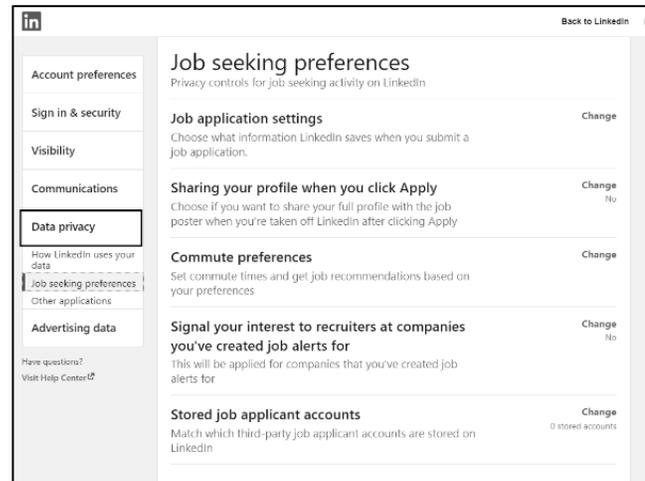
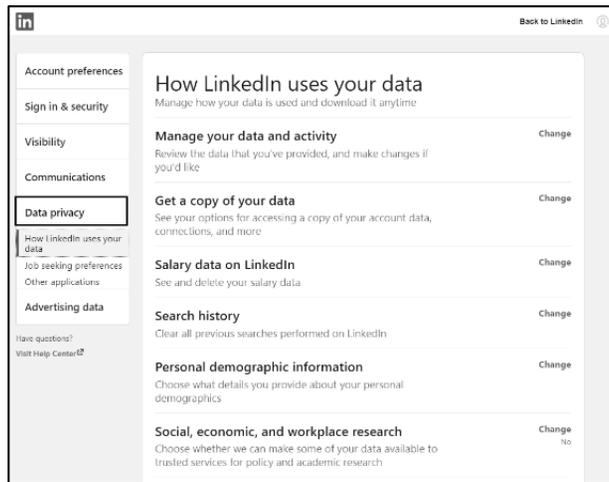
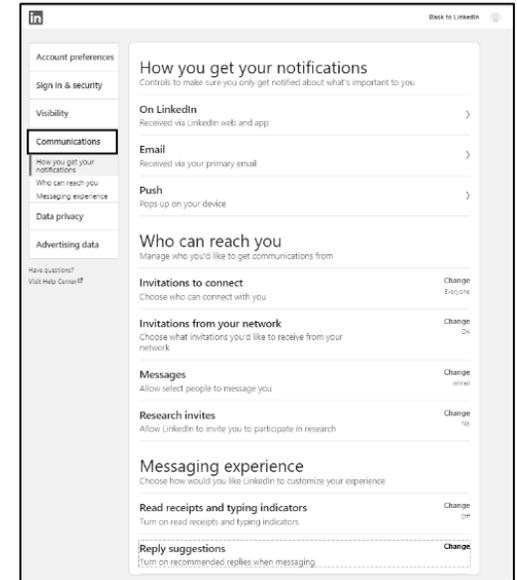
Managing your Privacy Settings in Linked In:

1. On the main menu, click on the down arrow next to the “Me” icon. Then click on “Settings & Privacy” in the menu that appears.
2. On the next page is a menu of choices. From this menu you can:
 - a. Set up your **account preferences**, including how your profile information appears;
 - b. Make decisions related to **your sign in & security** for accessing your account, including the email addresses on your account, your password, and whether to activate the added security feature called “*two-step verification*”;
 - c. Control **the visibility of your information** by deciding who can see your profile and contact information;



d. Manage who can send you **Communications** such as invitations to connect and messages;

e. Manage how LinkedIn uses your **Data Privacy**, choose the details you will share about your personal demographics, and control how other applications can use your data.



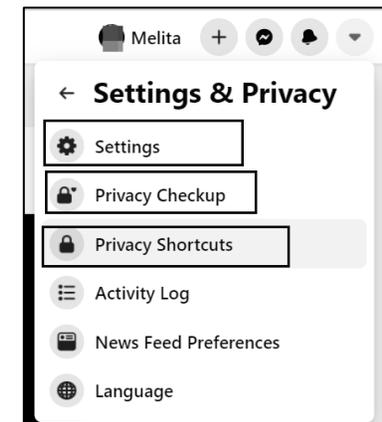
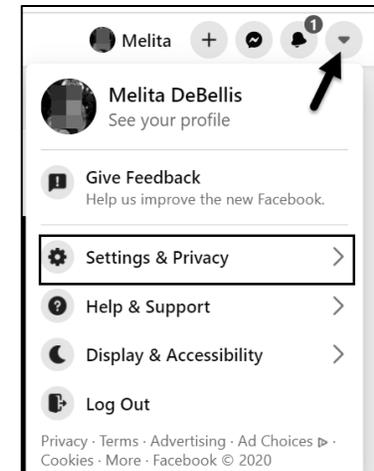
Managing your Privacy Settings in Facebook:

There are three places in Facebook where you can control your privacy settings. We will review each in detail below.

- In “Privacy Settings and Tools”
- On your individual posts
- On your profile itself

In Privacy Settings and Tools:

1. On your home page, click on the down arrow next to your name in the upper right corner. A menu drops down. Click on **“Settings & Privacy”**.
2. You will be directed to another page where you will have the ability to control your **Settings**, do a **Privacy Checkup**, or select **Privacy Shortcuts**.



SETTINGS:

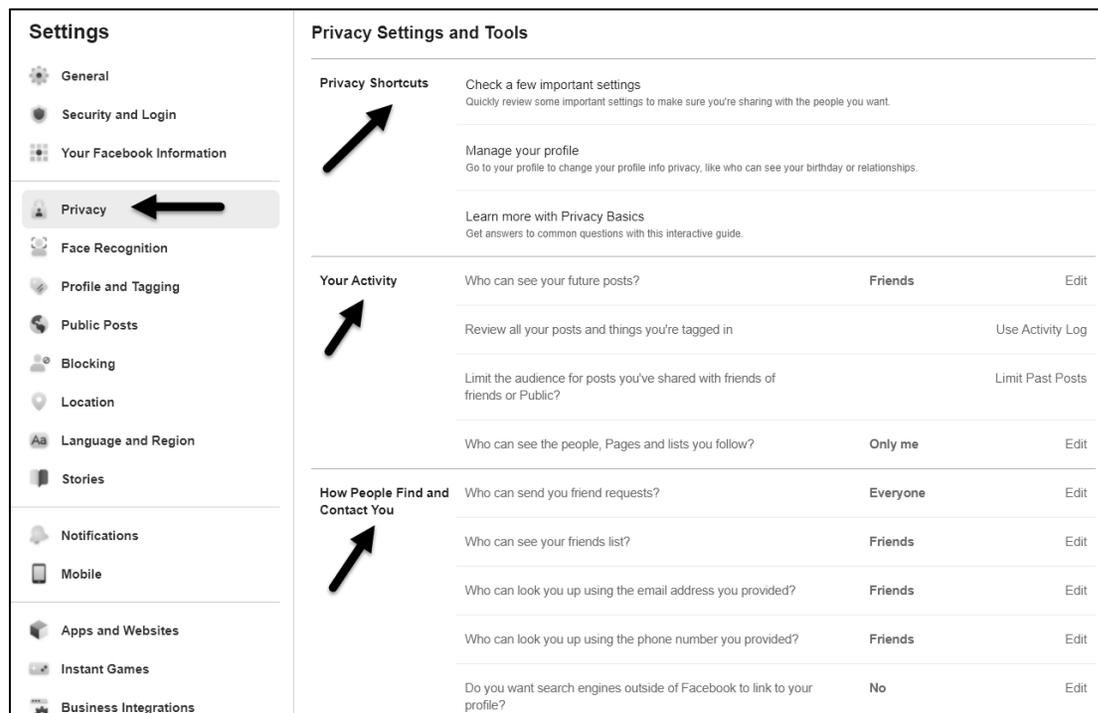
1. When you select **Settings**, you can change your General settings, as well as your **Security and Login** settings.
 - a. Here you can gather important information such as where you are logged into your Facebook account. If you don't recognize a log in, you can log out. If you select "Not You?", Facebook will take you through steps to do a security screening of your account.
 - b. You can also change your password here.
 - c. One notable security option is to set up Two-Factor Authentication, which is an extra layer of protection used to ensure the security of online accounts beyond just a username and password.

The screenshot displays the Facebook Settings interface, specifically the 'Security and Login' section. On the left, a sidebar lists various settings categories, with 'Security and Login' highlighted and an arrow pointing to it. The main content area is divided into several sections:

- Where You're Logged In:** Shows active sessions for 'Windows PC' and 'Google Pixel XL'. An arrow points to the 'Where You're Logged In' header, and another points to the 'Not You? Log Out' button next to the Google Pixel session.
- Login:** Includes options for 'Change password' and 'Save your login info'. Arrows point to the 'Change password' header and the 'Edit' button for 'Change password'.
- Two-Factor Authentication:** Includes options for 'Use two-factor authentication', 'Authorized Logins', and 'App passwords'. An arrow points to the 'Two-Factor Authentication' header.
- Setting Up Extra Security:** Includes options for 'Get alerts about unrecognized logins' and 'Choose 3 to 5 friends to contact if you get locked out'. Arrows point to the 'Get alerts about unrecognized logins' header and the 'Edit' button for 'Choose 3 to 5 friends to contact if you get locked out'.
- Advanced:** Includes options for 'Encrypted notification emails', 'Recover external accounts', and 'See recent emails from Facebook'. An arrow points to the 'See recent emails from Facebook' header.

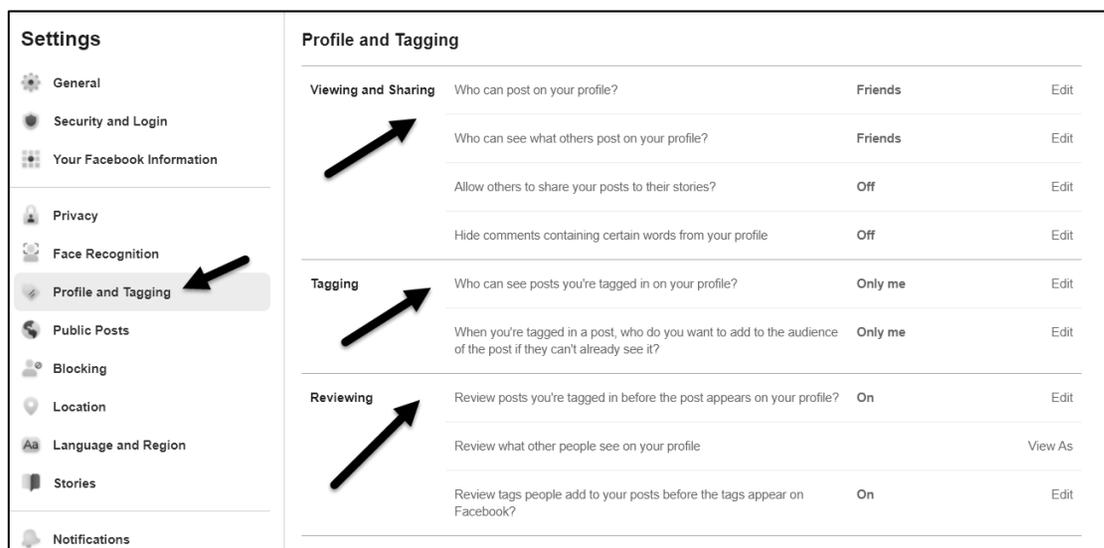
2. In the **Privacy** settings you:

- Will find Privacy Shortcuts for checking important settings and managing your profile.
- Can monitor your Activity and edit who can see your posts and pages.
- Can manage how people find and contact you.

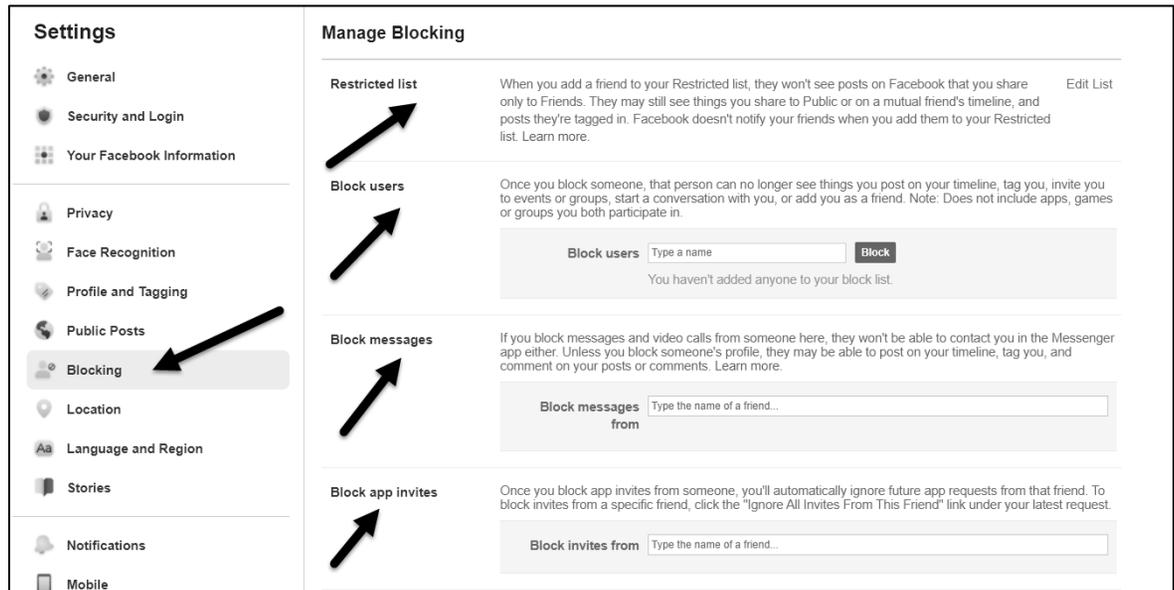


3. The **Profile and Tagging** settings let you:

- Control who can post on your profile;
- Control who can see and share your posts;
- Determine who can see posts that you are tagged in.

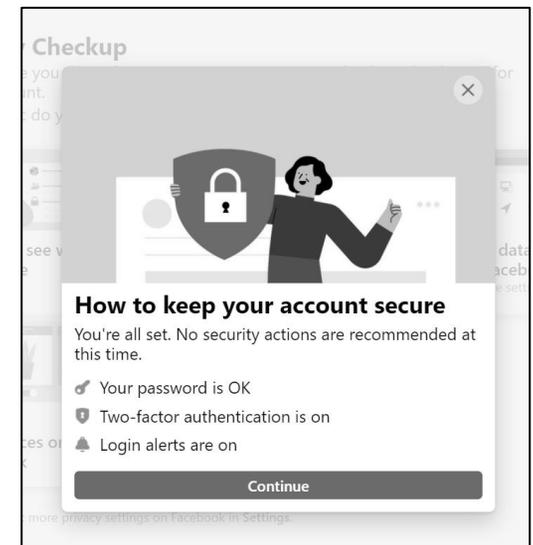
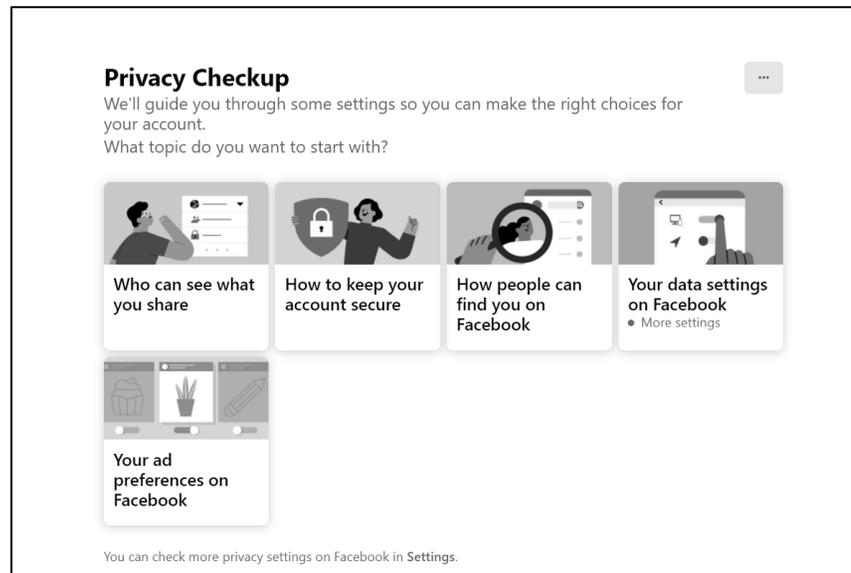
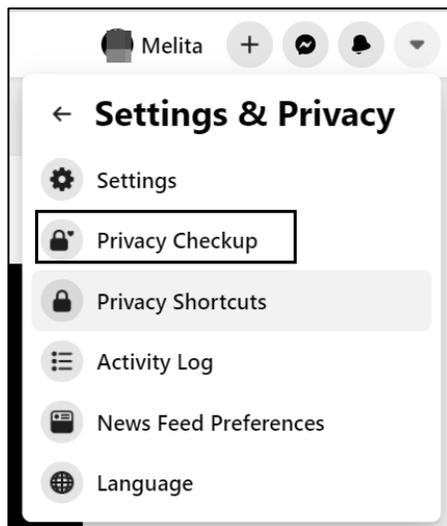


4. The **Blocking** settings allow you to:
- Restrict what users can see;
 - Block users from seeing anything;
 - Block messages from an individual;
 - Block invitations from others for third party applications.



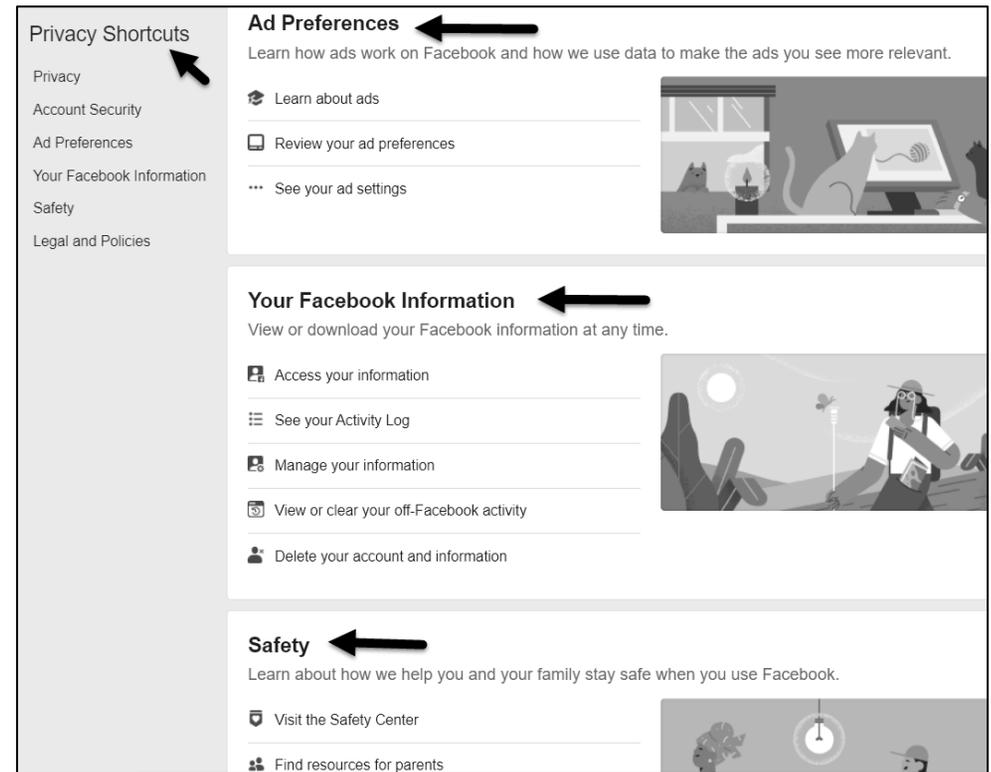
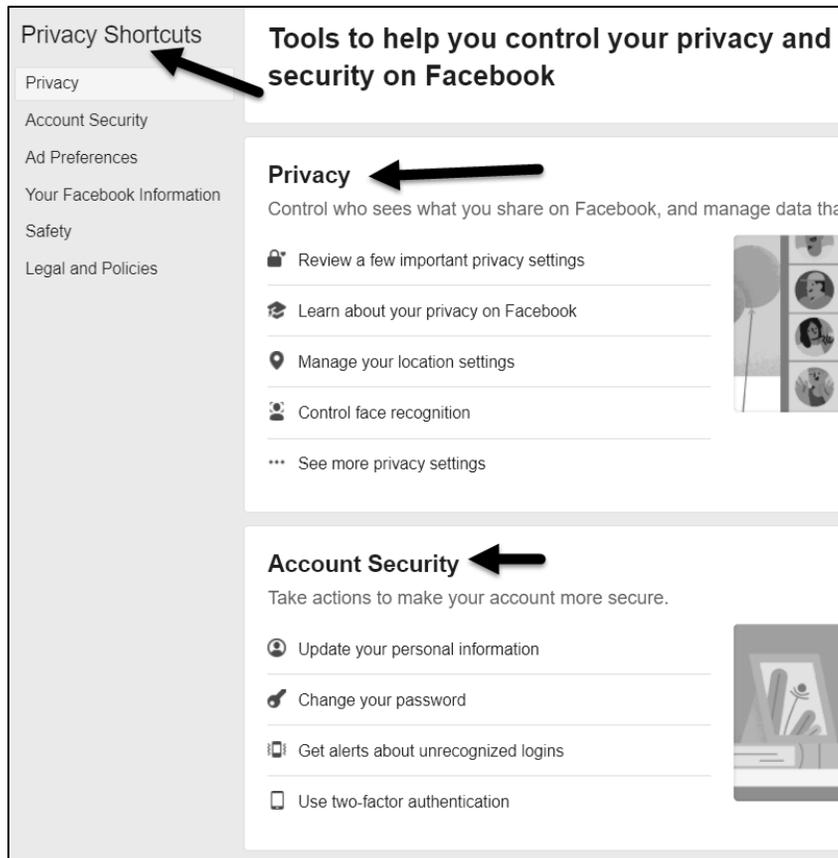
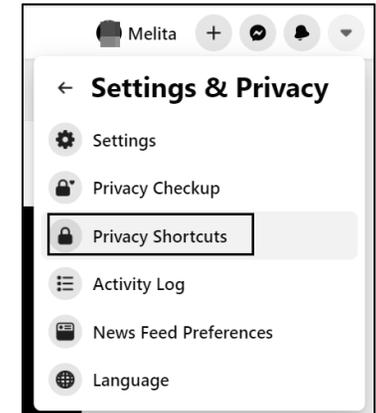
PRIVACY CHECKUP:

When you do a **Privacy Checkup**, you are guided to make selections on a number of topics. You will be notified if any security actions are recommended.



PRIVACY SHORTCUTS:

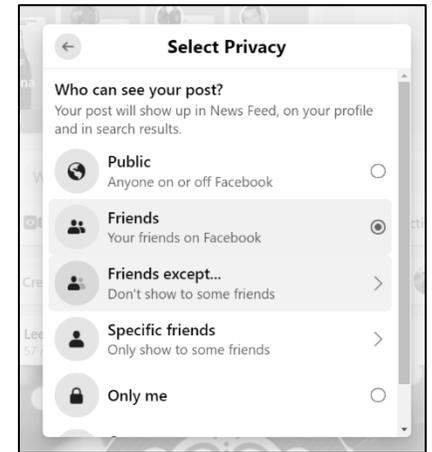
Accessing **Privacy Shortcuts** is one more way to manage your privacy settings to safeguard your information and keep your account secure. Some of these settings can also be controlled in your Settings or through a Privacy Checkup, as shown above.



On Your Individual Posts:

Another time / place where you can control your privacy is when you create a Post to share in your news feed.

1. Under your name, click on the drop down arrow. A menu appears that lets you select the privacy of the information you post.



On your Profile Itself:

Finally, you can make selections and changes to secure your account from your Profile itself.

1. On your home page, click on your photo and name. This will bring you to a page where you can edit your profile. Here you can change your profile and cover photos.
 - a. TAKE NOTE: this is where you are asked to provide a lot of optional information that could put your privacy at risk (current city, hometown, school, etc.) Even sharing your hobbies gives someone one more piece of information about you that can be used to put your identity together.

