

# Stay safe on Facebook

Social Media is great and allows us to connect with people instantly all over the world but it also a great tool for the fraudsters.

## Criminals love your info

Posting your holiday plans; pictures of your new car; where you work and just checking in when you're out and about gives criminals lots of details about you. And when it's put together with answers to security questions such as your first school, your mother's maiden name or your birthday, they can plan a cyber or physical "attack" against you or your employer.

## What do they do?

Their favourite trick to scour Facebook for details you've posted about yourself and use them to craft a seemingly innocuous email. The email looks genuine – after all, it's personalised to you – but in fact it's well disguised phishing attack. And if you click the link in the email they can deliver malicious software, infect your machine and even attack our network/and or systems.

## What can I do?

There are three ways to keep you, your friends and your family safe. You can:

- Deactivate your account
- Delete your account
- Update your privacy setting.

This guide looks at each in turn and will help you keep your information private.

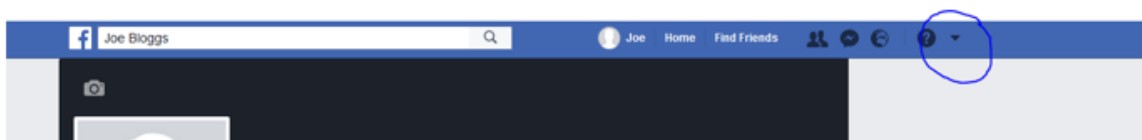
## Deactivating your account

Points to consider:

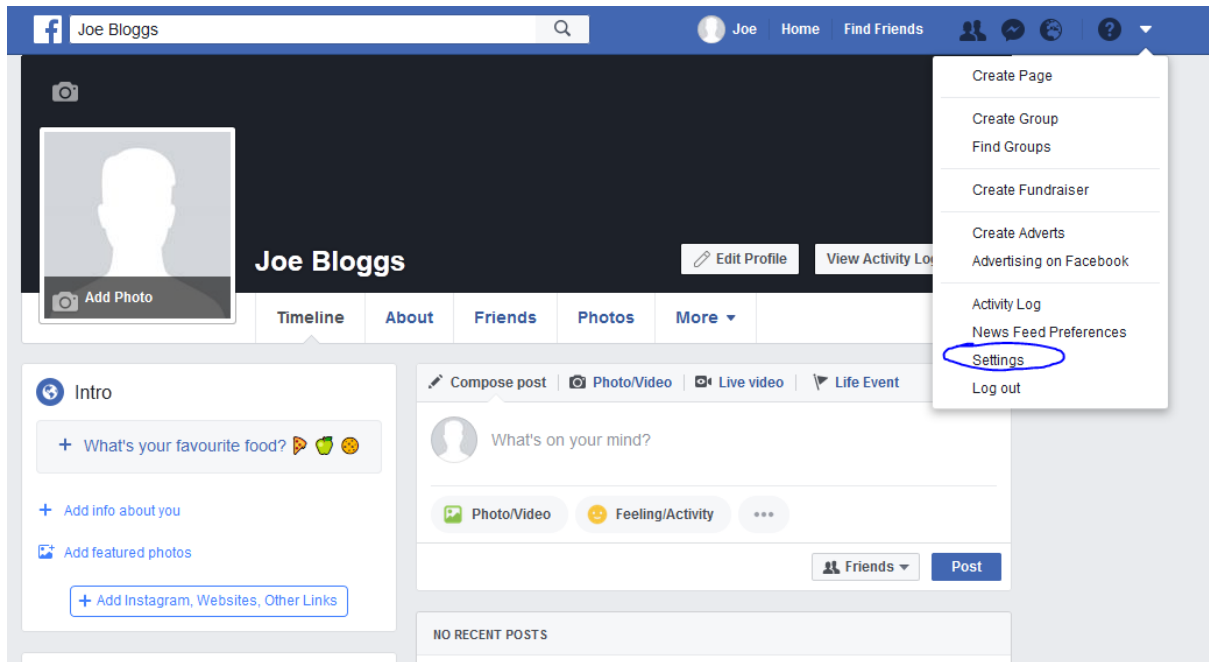
- You can reactivate whenever you want
- People can't see your timeline or search for you
- If you only deactivate your account everything you've previously posted will remain there. Your account is simply in hibernation, waiting for you to wake it up again and carry on where you left off.
- If you want to remove certain posts before you deactivate your account then you need to edit or delete them manually first.

## To deactivate your account:

1. Click the account menu at the top right of any Facebook page

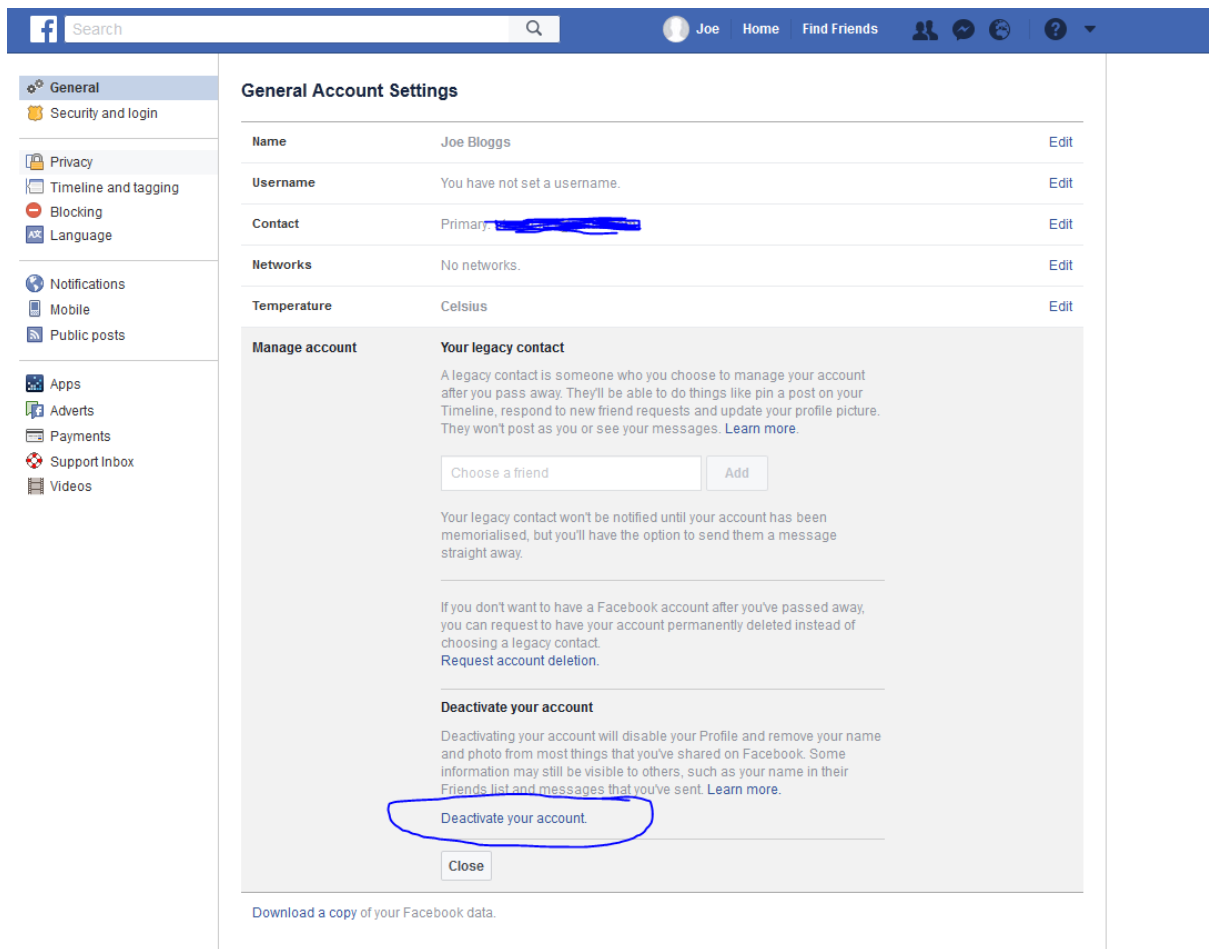


## 2. Select Settings




3. Click the edit button for “Manage account”

4. Scroll down the page & click “Deactivate your account”



5. Enter your password

**Please enter your password to continue**

 **Joe Bloggs**

The page you are trying to visit requires you to re-enter your password.

Password

[Forgotten your password?](#)

[Continue](#)

6. Click continue
7. Select the reason for deactivating your account
8. Click deactivate.

**Are you sure you want to deactivate your account?**

Deactivating your account will disable your Profile and remove your name and photo from most things that you've shared on Facebook. Some information may still be visible to others, such as your name in their Friends list and messages that you've sent.

Reason for leaving required

- This is temporary. I'll be back.
- I receive too many emails, invitations and requests from Facebook.
- I don't understand how to use Facebook.
- I spend too much time using Facebook.
- I don't find Facebook useful.
- I don't feel safe on Facebook.
- I have a privacy concern.

Please remember that you can always control the information that you share and who can see it. Before you deactivate, please take a moment to [learn more](#) about how privacy works on Facebook. If there is a specific question or concern that you have, we hope that you'll let us know so that we can address it in the future.

- My account was hacked.
- I have another Facebook account.
- Other (please explain further):

Please explain further

Email opt-out  Opt out of receiving future emails from Facebook  
Even after you've deactivated, your friends can still invite you to events, tag you in photos or ask you to join groups. If you opt out, you will NOT receive these email invitations and notifications from your friends.

[Deactivate](#) [Cancel](#)

9. At the next prompt click deactivate now
10. If it's worked you should see the following screen

**Your account has been deactivated**

To reactivate your account, log in using your old login email address and password. You will then be able to use the site as before.

We hope you come back soon.

**Log in to Facebook**

Email address or phone number

Password

[Log In](#)

or

[Create New Account](#)

[Forgotten account?](#)

## Deleting your account

Points to consider:

- You can't re-access the account
- Some things which aren't stored in your account won't be deleted. For example, a friend may have messages from you after deletion
- Copies of some details (e.g. log records) may remain in Facebook's database but they're not connected to personal identifiers.
- When you delete an account, there's a delay of a few days before the account is actually deleted requested. If you log back into your Facebook account before the account is actually deleted, your deletion request is cancelled.
- It can take up to 90 days to delete data stored in backup systems, but your info isn't accessible on Facebook during this time.

### To delete your account:

1. Click [https://www.facebook.com/help/delete\\_account](https://www.facebook.com/help/delete_account)
2. Log in (if you're not already logged in)
3. Click delete my account.



#### Delete my account

If you do not think you will use Facebook again and would like your account deleted, we can take care of this for you. Keep in mind that you will not be able to reactivate your account or retrieve any of the content or information you have added.

If you would still like your account deleted, click "Delete My Account".

[Learn more about account deletion](#)


4. Complete the captcha

#### Permanently delete account

You are about to permanently delete your account. Are you sure you want to do this?  
If so, fill in the following:

Password

**Security Check**  
Please enter the text below



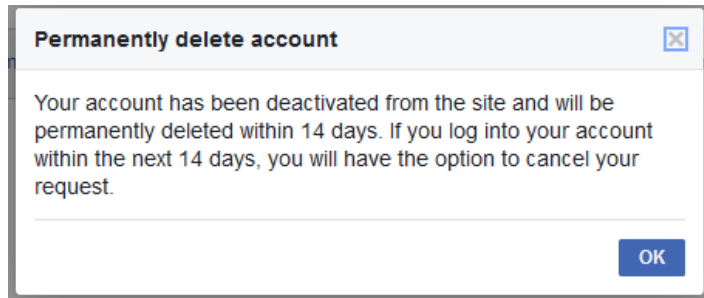
Can't read the text above?  
[Try another text or an audio CAPTCHA](#)

Text in the box:

[What's this?](#)

5. Click OK to complete the deletion

6. If it's worked you should see the following:



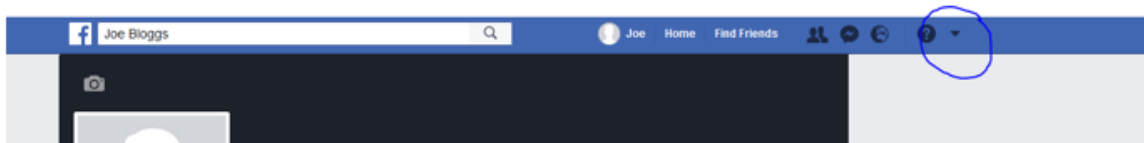
7. If you change your mind you have 14 days to log back in and cancel the deletion.

## Update your privacy settings

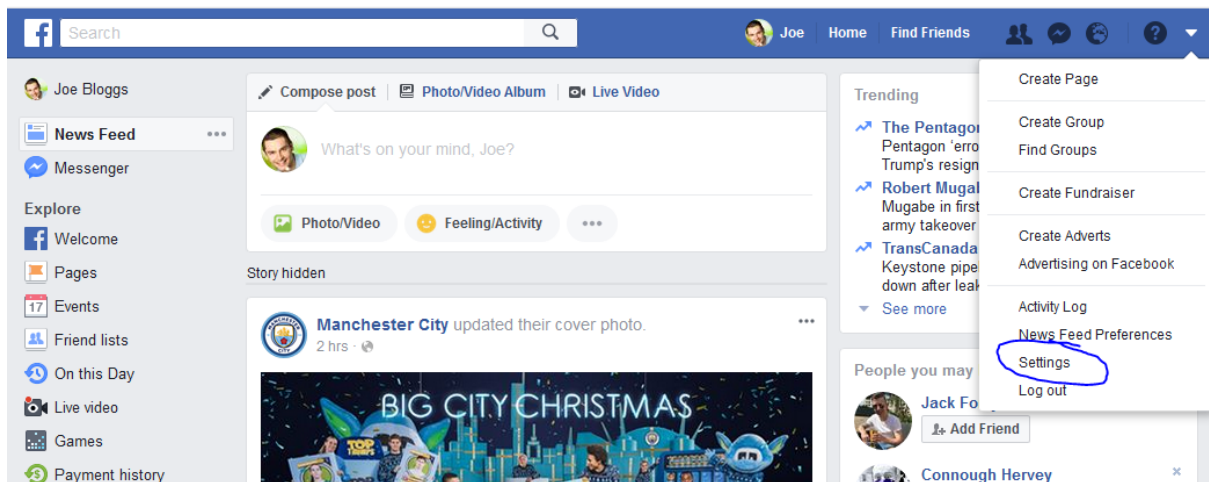
If you want to keep Facebook account and protect your personal information, you need to update your privacy settings. Unfortunately this takes some time to do because every part has to be updated separately. There are no short cuts. But it's worth it.

So here goes:

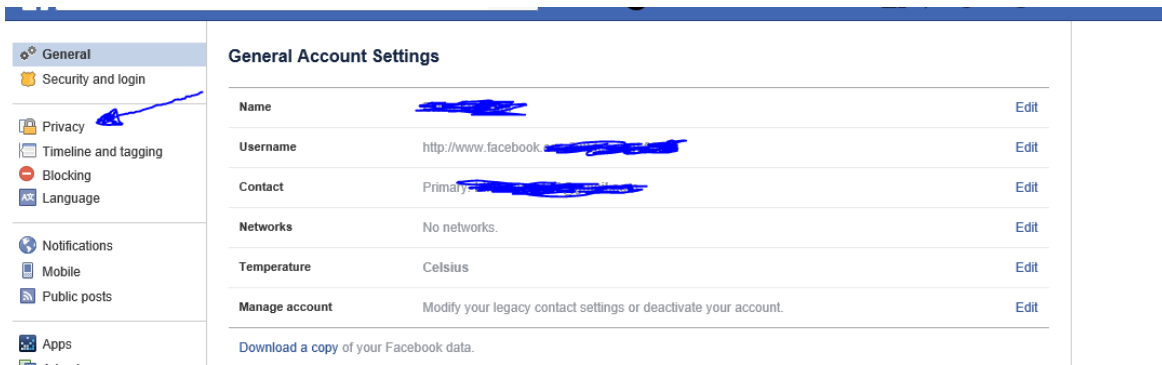
1. From any page, click the down arrow on the top right of the page



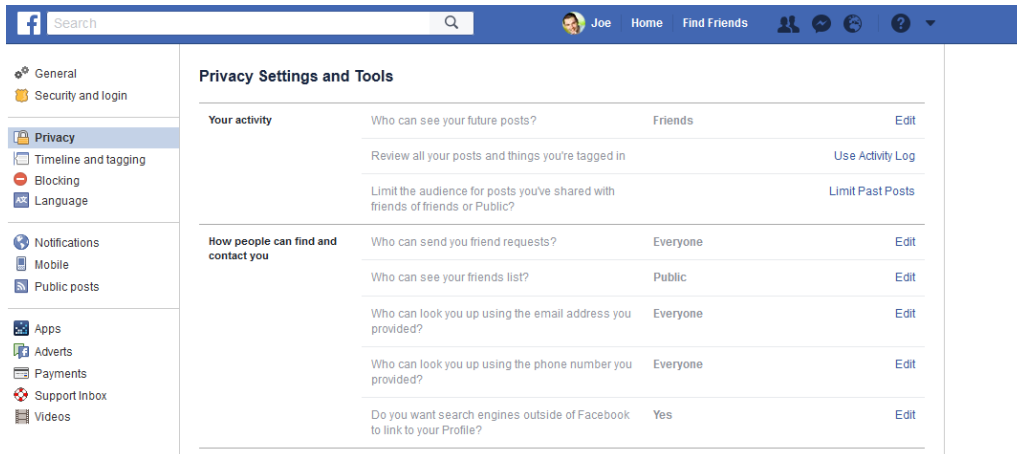
2. Click settings



3. Click privacy

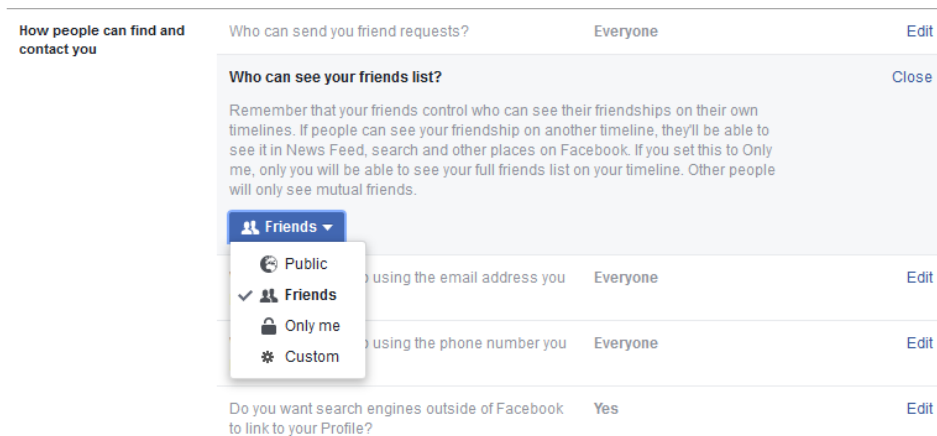


This will take you to the below page

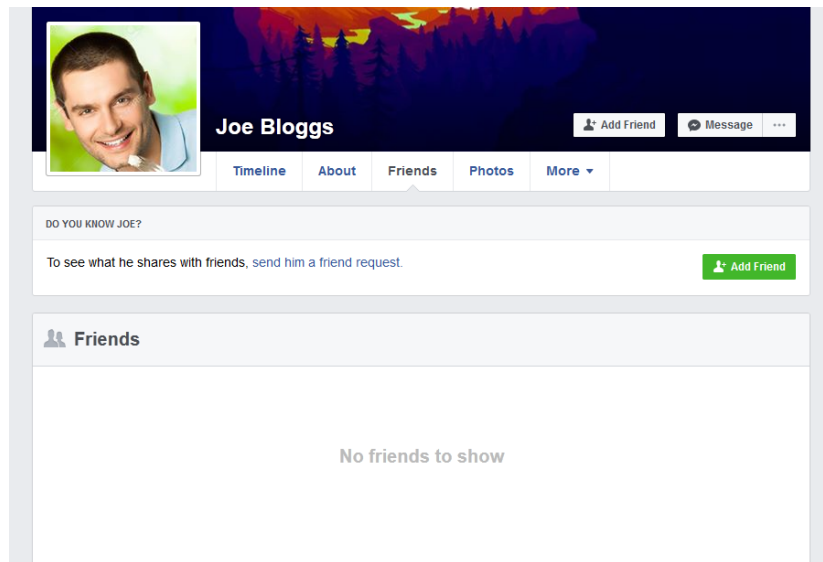


4. Click the edit button next to “who can see your friends list” and change it from public to friends. By doing this it means only your friends can see your list.

By the way, you could choose only me, but for most people that is too extreme. Remember it’s no guarantee your friends list will remain private as people can see who your friends are by other means. (More on that later in the friends section.)



This is how the profile looks to outsiders now. Much more secure.



5. Go back to privacy settings (Click the down arrow button in the top right of the page and then select privacy from the tabs on the left.)

### Privacy Settings and Tools

<b>Who can see my stuff?</b>	Who can see your future posts?	Friends	<a href="#">Edit</a>
	Who can see your friends list?	Friends	<a href="#">Edit</a>
	Review all your posts and things you're tagged in		<a href="#">Use Activity Log</a>
	Limit the audience for posts you've shared with friends of friends or Public?		<a href="#">Limit Past Posts</a>
<b>Who can contact me?</b>	Who can send you friend requests?	Friends of friends	<a href="#">Edit</a>
<b>Who can look me up?</b>	Who can look you up using the email address you provided?	Friends	<a href="#">Edit</a>
	Who can look you up using the phone number you provided?	Friends	<a href="#">Edit</a>
	Do you want search engines outside of Facebook to link to your Profile?	No	<a href="#">Edit</a>

6. On the setting “who can see future posts” click edit and change to friends. This means only friends will be able to see your future posts.
7. Then select “limit the past audience for past posts...” and click limit past posts. This will make it so only your friends can see past posts and they are no longer available to the public.
8. Now change how people find you. This applies to “who can look you up using the email address you provided” and “who can look you up using the phone number you provided”. Setting these both to friends only will make it harder for attackers who know your email and/or phone number to find you.
9. On the setting “do you want search engines outside of Facebook to link to your profile” click no. This is an added measure of security to make sure strangers can’t easily find your account. If they are true friends it shouldn’t be hard to find you.

Your privacy settings page should look like the image below once you have carried out these steps.

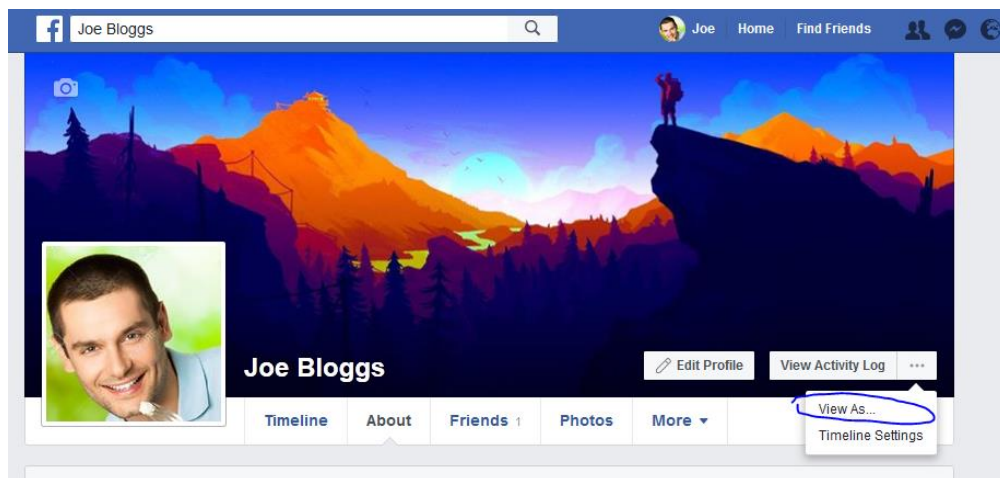
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<b>Who can contact me?</b>	Who can send you friend requests?	Friends of friends	<a href="#">Edit</a>
<b>Who can look me up?</b>	Who can look you up using the email address you provided?	Friends	<a href="#">Edit</a>
	Who can look you up using the phone number you provided?	Friends	<a href="#">Edit</a>
	Do you want search engines outside of Facebook to link to your Profile?	No	<a href="#">Edit</a>

10. Check your public profile. Click on your picture in the top toolbar

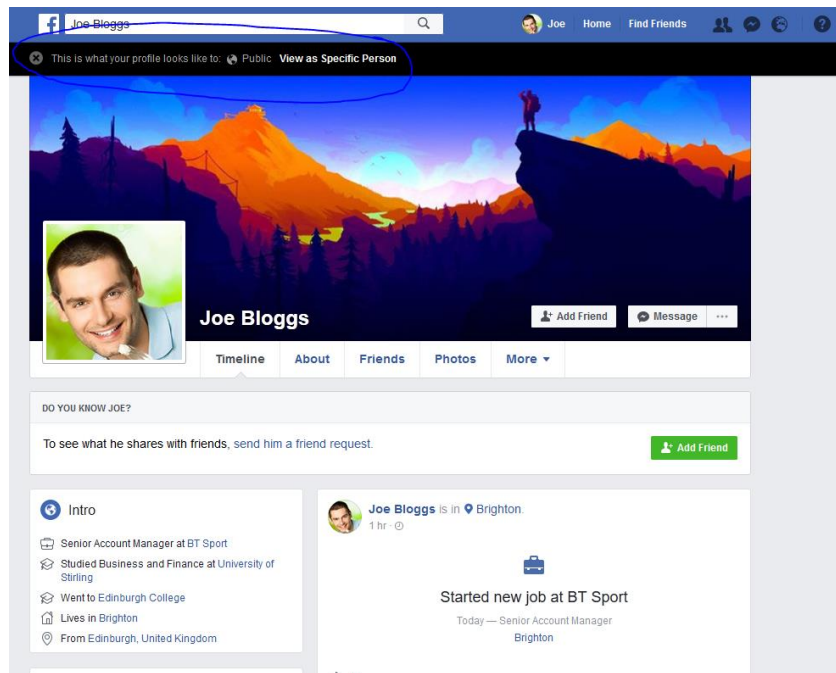


11. Click the 3 dots next to *View Activity Log* and press view as....

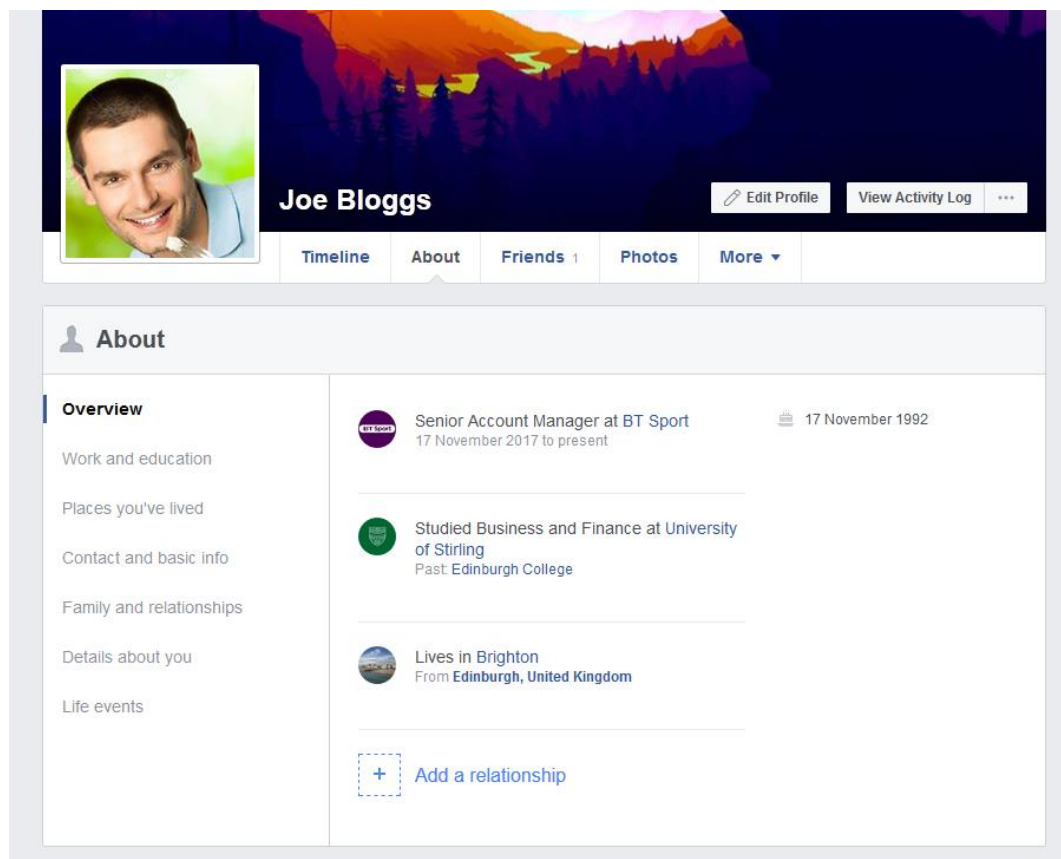


12. To close this view and go back to editing press the X in the left of the black bar that has appeared

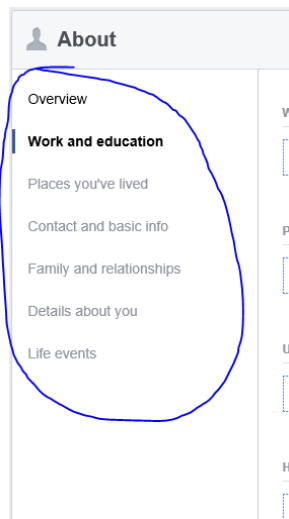




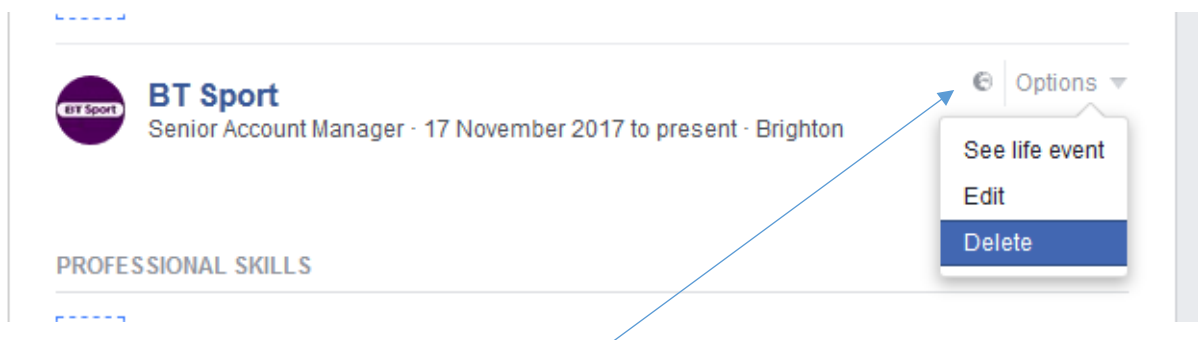
13. Update the “About you” part of your profile. After clicking the X you should see the screen below. The overview details will depend on how much information you’ve put on Facebook.



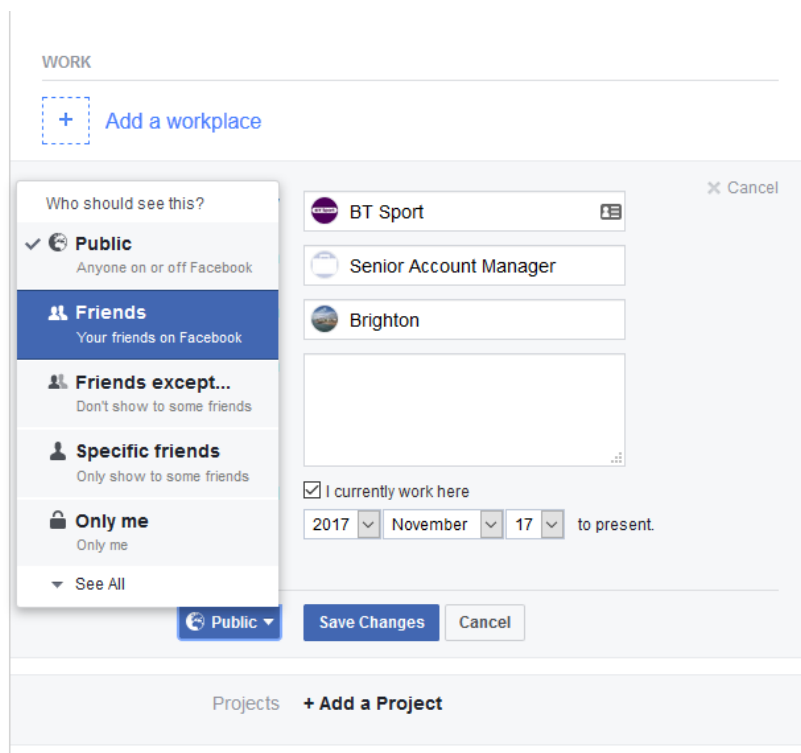
14. Go through every tab and change the information from public to friends only or delete it. To navigate through the tabs just click on their name down the left of the about page. By the way, each tab is slightly different.



15. To delete anything on the work and education tab just hover over it and press the options button that appears and then delete.

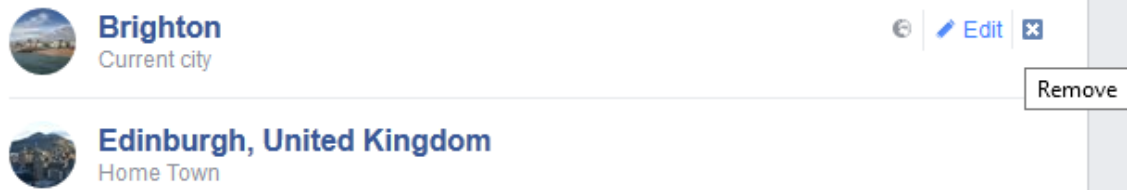


To make any of your information friends only instead of public click on the globe button to the left of the options and click friends only. Pressing the globe button for every tab will change who can see it.



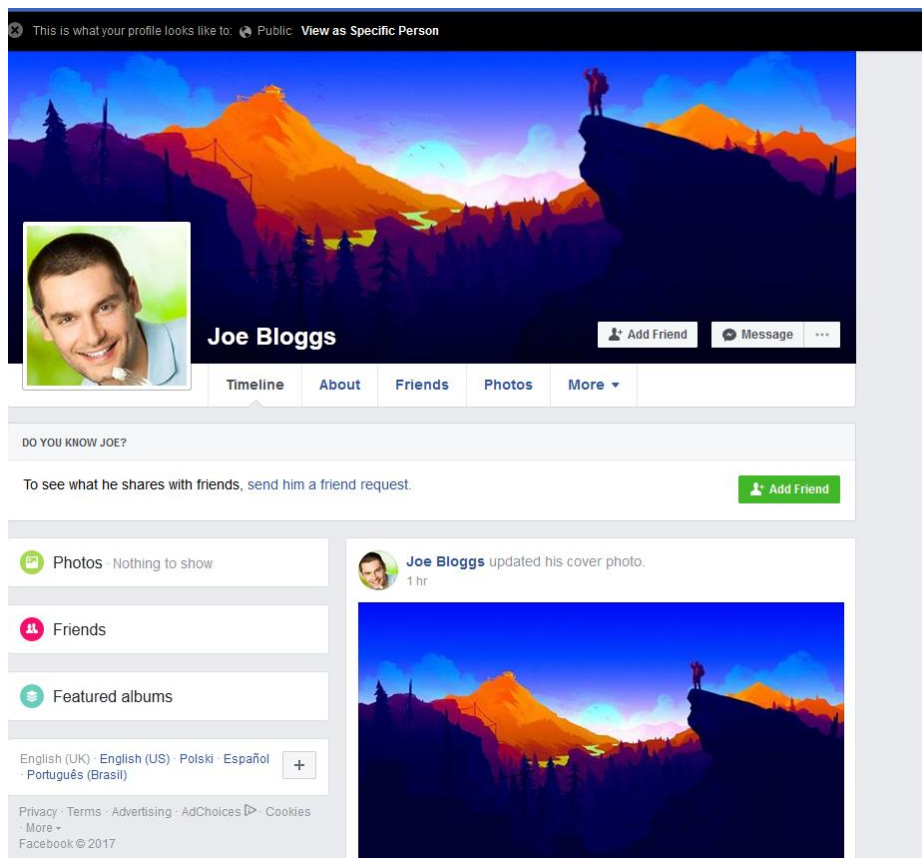
16. On the places you have lived tab, if you want to delete the place then press the x button that appears when you hover over the info

## CURRENT CITY AND HOME TOWN

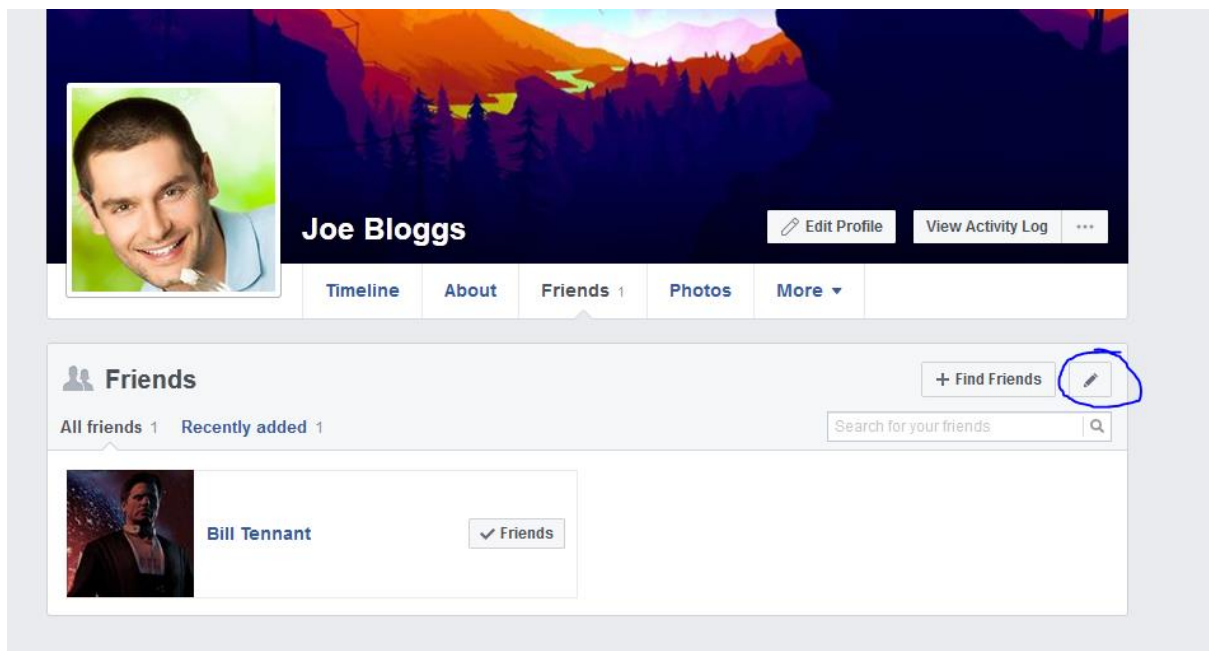


**Nothing should remain public in your “about” tab.** You can double check everything has been made private by going back to the “view as...” Button which was shown earlier.

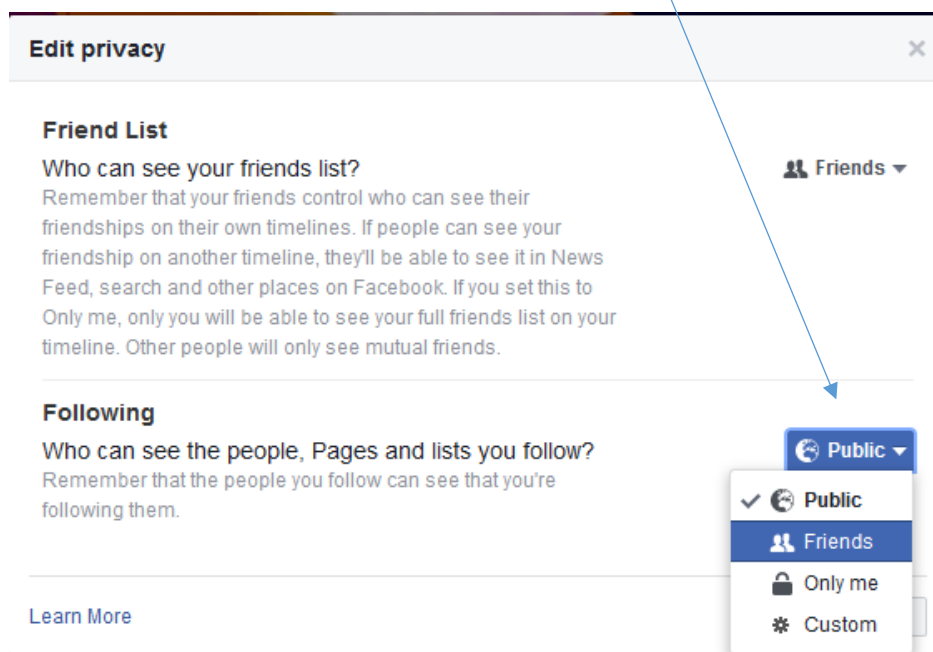
17. Recheck your public view. You should no longer have an ‘About’ tab. But your pictures, likes, groups etc. should still be visible.



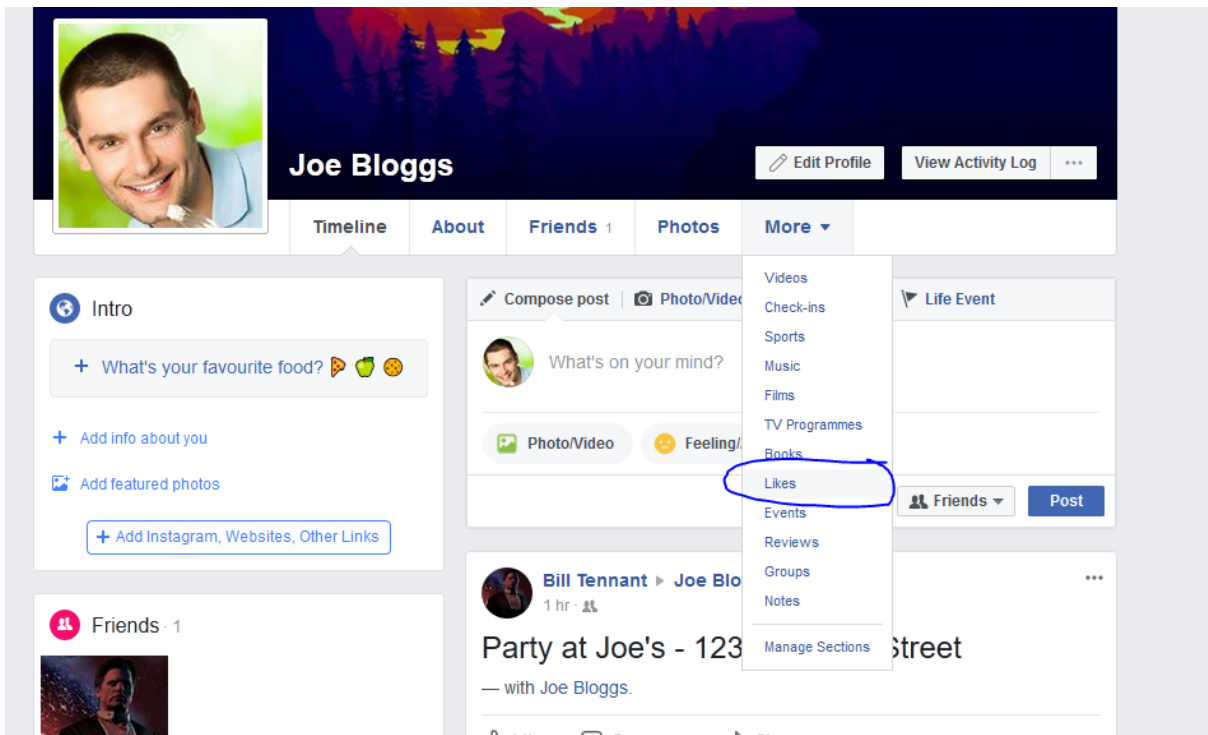
18. Make the people and pages you follow private. To do this leave view as... mode and click on the friends tab and then click on the pen in the top right.



19. Click edit privacy and this box should appear. Click on the public tab next to following and select friends.



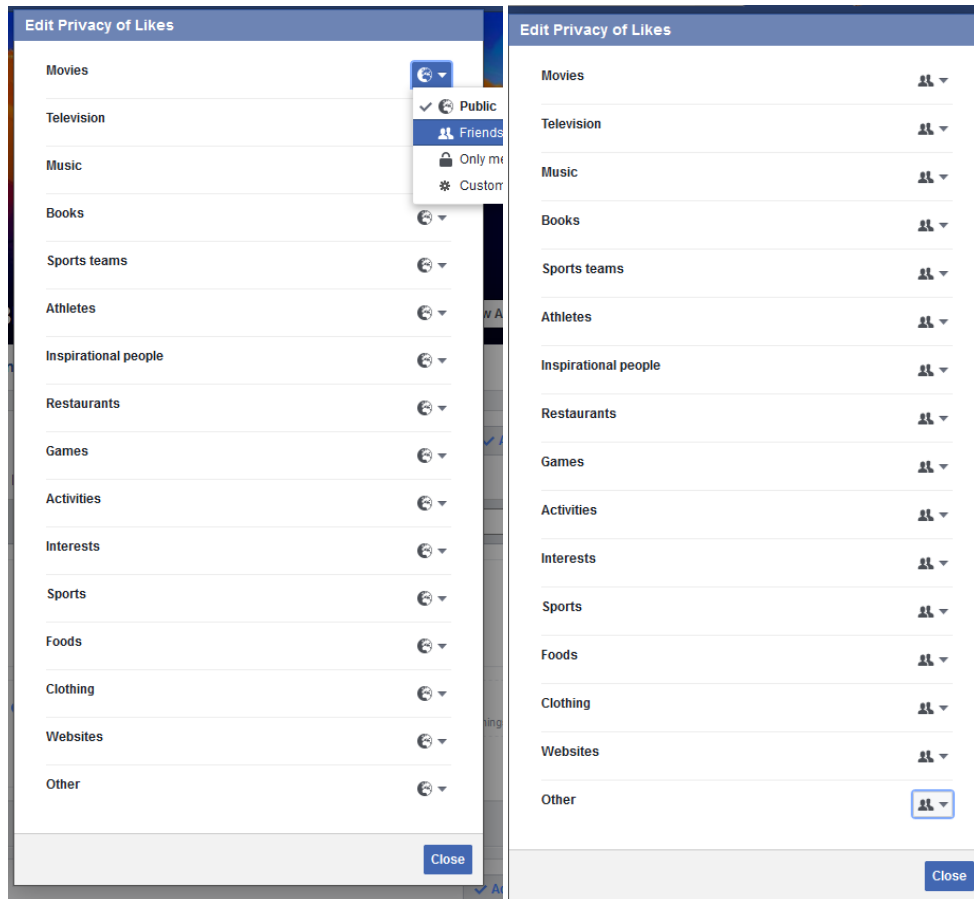
20. Now hide your likes to the public. To do this, go back to your profile, hover over the more tab, and click likes.



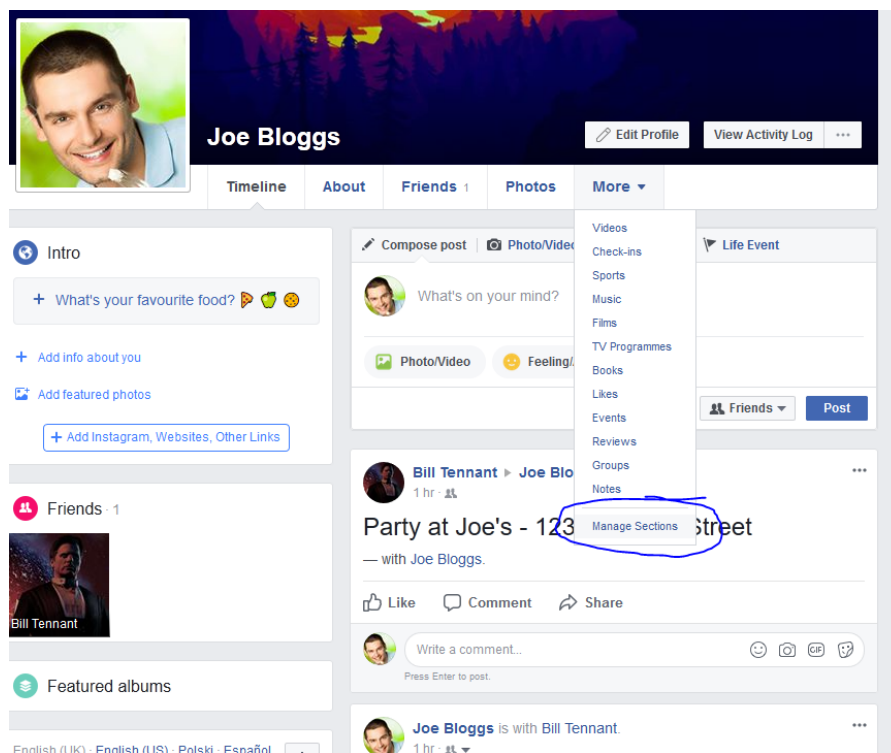
21. Click the pen and then edit the privacy of your likes



22. Set everything to 'friends only' not 'public' so it's like the image on the right

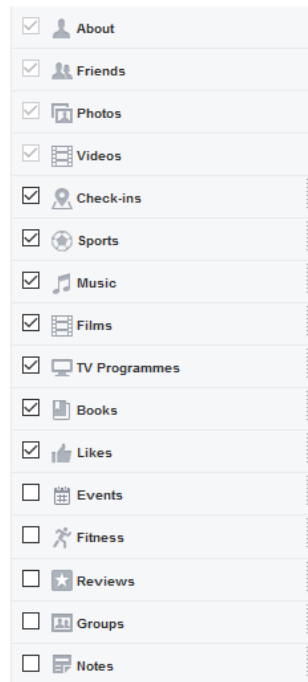


23. To hide the remainder of the about sections go back to your page, hover over more, and click manage sections.

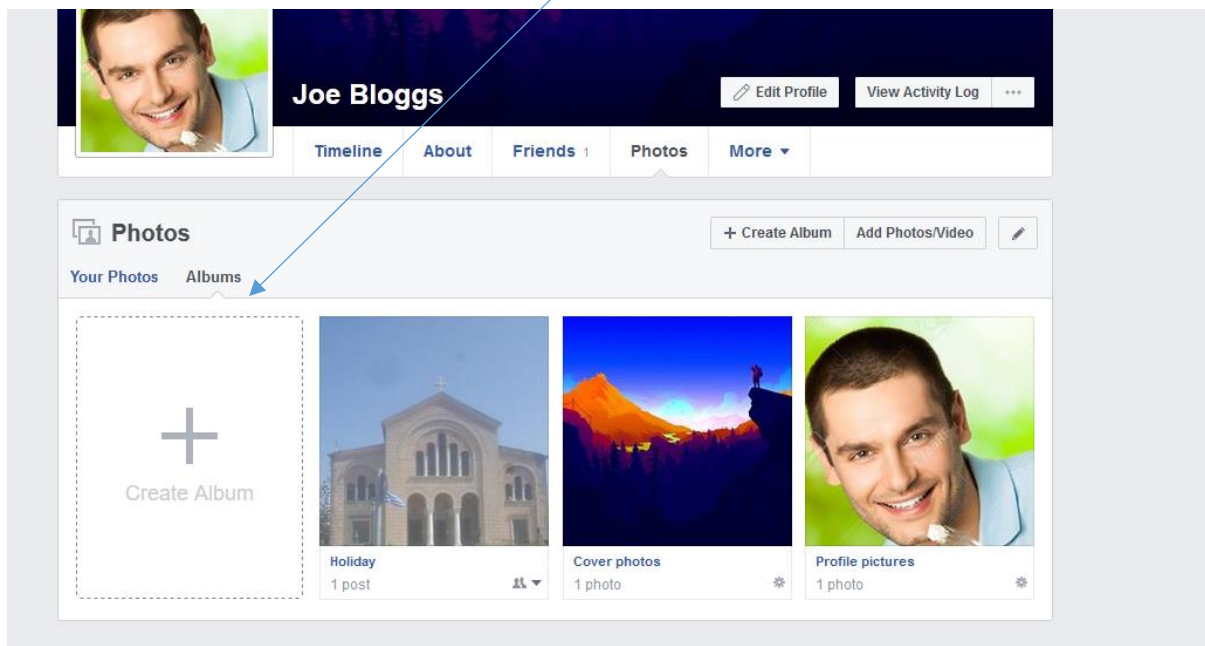


24. Uncheck everything below the "Likes" button. You'll see your reviews, groups, events and notes but nobody else will.

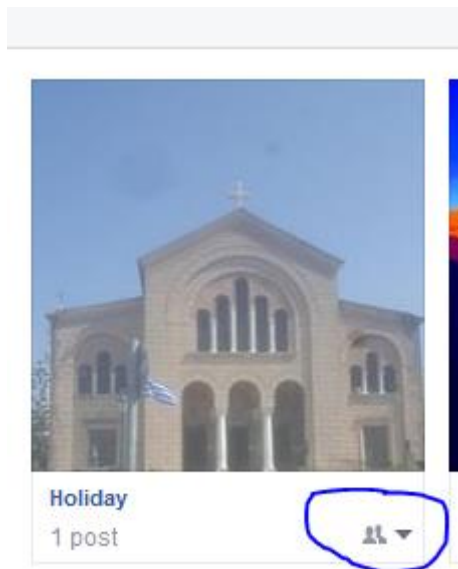
25. Leave any groups you don't use, as there are programs that can search and find what groups you are part of.



26. Make your photo albums private. Click on the photos tab on your Facebook profile and then click albums. By default your cover and profile picture albums are always visible to the public which is why it's important to make sure they are not revealing.



27. Make sure all other albums are only available to friends only by clicking the button in the bottom right of the album and changing it to friends.



## And finally.....your friends

Do you know all of your friends? Or are they friends of friends of friends?

Our last piece of advice is keep your friends group to a minimum. Having 500 friends on a private Facebook might sound good but it's like building the world's best fortress and leaving the gates open.

Go through your friends list and remove people who you don't really know. Having a large friends list could undo all the work you have done, as they may not be who you think they are.

Congratulations you should have a secure Facebook! If at any time you want to check how your account looks use the view as... button on your profile.