

## Facebook Privacy Settings

The biggest question I get about facebook is regards controlling access to pictures and information.

So the first thing I suggest is configuring your profile so only your friends can see the details. This will set the overall privacy configuration. The next step will be to adjust the privacy settings for specific applications, such as PHOTOS. This explanation should give you enough information to configure your privacy settings however you like later on.

1. login to Facebook
2. Hover your mouse over the *Settings* link (upper right hand corner)
3. Click on *Privacy Settings*
4. Click on *Profile*
5. You will now be faced with a series of options for viewing your information.

Personally, I have everything set so only my friends can see my info, except for my school history, work, and websites.

The next thing is to adjust photo settings. The best way to do this is to create different photo albums and adjust the privacy setting for each album. That way if you had too much fun at a party, your boss or nephew won't see the pictures! I've assumed that you have already

created photo albums. If not, let me know and I can explain how to do that as well. By the way, you can actually adjust the privacy settings of an album when you first create it.

So let's assume you've already created some albums and now you need to adjust their privacy settings.

1. First get to your home page, click on "*home*" on the upper right hand corner.
2. Hover over the "Applications" link.
3. click on "Photos"
4. Click on "My Photos"
5. Click on "Album Privacy"

Now you will see drop down menus for each of your photo albums. We are going to configure the settings so only specific people can see the album.

6. Click on the drop down menu for an album and select "Customize"

Now you have a pop up window with easy to follow instructions. You can probably figure things out from here. **REMEMBER TO SAVE SETTINGS.**

A neat feature under the privacy settings is the ability to see what information specific friends can see. This way you can verify that your

nephew, indeed can't see those silly pictures from the weekend in Vegas!

To do so, go back to your home page, and follow the instructions at the beginning of this tutorial until you get to your profile privacy settings. You will then see the option to view your profile as one of your friends.

Hope this is helpful. Let me know if it is!