

Guide to Facebook Account and Privacy Settings

Facebook Settings

It is important that you preset your Privacy and check your Account settings.

Account Settings

The Account Settings option allows you to edit your password, username and email details.

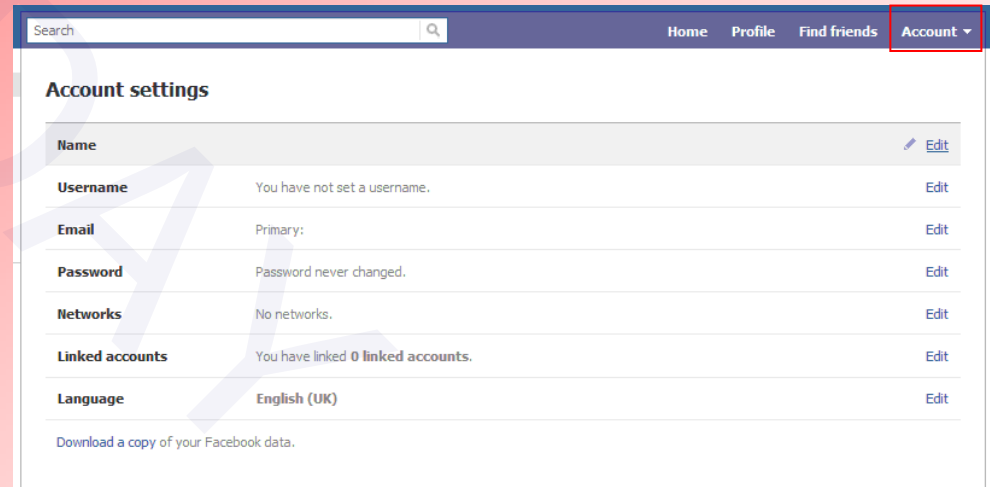
Privacy Settings

The Privacy Settings option allows you to see what Profile details are visible to others. You have the right to edit these settings and should do so to ensure that only what you want others to see (Status, Comments, Photos etc.) are visible and everything else is hidden.

Step 1

Account Settings

1. Click the **Account** tab in the (top right hand side of the blue bar) > a drop down box appears
2. Click **Account Settings**.
3. Click the **Edit** option for the required setting to make changes.



Step 2

Privacy Settings

1. Click on the **Account** tab > from the drop down list > **Privacy Settings**.
2. Click the **Customise settings** button to open the Privacy Settings window.

Choose your privacy settings

Connecting on Facebook
Control basic information your friends will use to find you on Facebook. [View settings](#)

Sharing on Facebook
These settings control who can see what you share.

	Everyone	Friends of friends	Friends
Your status, photos and posts	•		
Bio and favorite quotations	•		
Family and relationships	•		
Photos and videos you're tagged in		•	
Religious and political views		•	
Birthday		•	
Permission to comment on your posts			•
Places you check in to [?]			•
Contact information			•

Let friends of people tagged in my photos and posts see them.

[Customise settings](#) ✔ This is your current setting.

 [Customise settings](#)

Step 3

6. Click on the button with the padlock symbol for each group.
7. Edit the settings as required.
8. Click **Preview my Profile** > a preview of your Facebook Profile is displayed.

Choose your privacy settings > Customise settings

[← Back to privacy](#) [Preview my Profile](#)

Customise who can see and comment on things you share, things on your Wall and things you're tagged in.

Things I share

Posts by me <small>Default setting for posts, including status updates and photos</small>	🔒 Everyone
Family	🔒 Everyone
Relationships	🔒 Everyone
Interested in	🔒 Everyone
Bio and favorite quotations	🔒 Everyone
Website	🔒 Everyone
Religious and political views	🔒 Friends of friends
Birthday	🔒 Friends of friends
Places you check in to	🔒 Friends of friends

[Preview my Profile](#)

Step 4

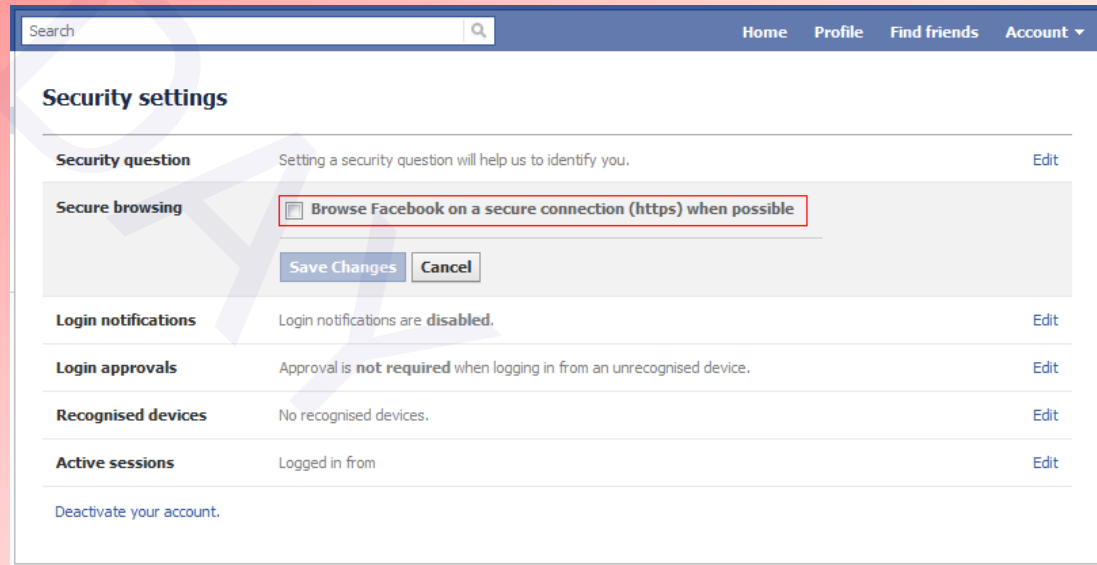
9. Once all changes have been completed click the **Account** tab to return to Account Settings.



Step 5

Secure the Facebook URL from <http://www.facebook.com/profile.php> to https:// - the letter 's' denotes that your site is secured and less vulnerable to hacking etc.

1. Click on **Account Settings > Security Settings**.
2. Click **Edit** on the Secure Browsing option.
3. Click the tick box for Browse Facebook on a secure connection (https) when possible.



Step 6

4. Click **Save Changes**.
5. The screen is refreshed and **https://** appears at the beginning of the web address in the URL address bar.
6. In future when you log into Facebook your site should show '**https**' at the beginning of the address indicating that it is fully secured for browsing.

A rectangular button with a light blue gradient and a white border, containing the text "Save Changes" in white.A screenshot of a browser's URL address bar. It shows a Facebook icon, the text "facebook.com", and "https://www.facebook.com/". The "https://" portion is highlighted with a red rectangular box.

**We hope you found this
Facebook tutorial useful.
Look out for more from
2DAY.**