



Facebook is a social networking service where millions of people go to interact with others. Facebook has over one billion active users, more than half of them use Facebook on a mobile device. The user can create a personal profile with photos, lists of personal interests, contact information, and other personal information which is shared among their chosen friends.

Facebook users have the ability to interact with a wide range of individuals. Through Facebook's news feed, users have the ability to interact in public conversations with people who are not within their friends list.

## How to make your Facebook profile private

### Step 1

- 1 Click on the three parallel lines at the bottom right corner of the screen.
- 2 Scroll to the bottom and click the 'Settings & Privacy' tab and click 'Settings'.
- 3 Click on the Timeline and Tagging option. You can control everything with regards to who gets to post and tag on your Timeline and also who can see it. Go through all seven options and customise it for you. Activating Timeline review is also recommended. Once you've done this your Timeline will only be viewable to the people you choose to look at it.

### Step 2

Go to the 'Privacy' tab in the settings page. Facebook offers you several different options so you can adjust exactly how private you want to be. Check your privacy settings regularly. Often when Facebook updates the settings may go back to public by default.

### Other Privacy Settings

To manage your privacy on Facebook (on a computer), access the privacy settings by clicking on the downward facing arrow in the upper right-hand side of the page and select 'Settings'. In the left hand column, click on 'Privacy'.

To access these settings on a mobile device select the three lines on the bottom right of your screen. Scroll down to 'Settings & Privacy'. Here you can change a number of settings: Restricting who can see the users profile and timeline.

Under the 'Who can see my stuff?' section, users can manage who is able to access their timeline and profile. Next to 'Who can see your future posts?', click on 'Edit' to ensure that 'Friends' is selected.

### How can I report a fake profile?

If you have a Facebook account and want to report someone that's pretending to be you or someone you know:

- Go to the profile of the impersonating account.
- Click on the cover photo and select Report.
- Follow the on-screen instructions for impersonation to file a report.

### How do I block another user on Facebook?

- Click at the top right of any Facebook page.
- Click Privacy Shortcuts.
- Click 'How do I stop someone from bothering me?'
- Enter the name of the person you want to block and click Block.
- Select the specific person you want to block from the list that appears and click Block again.

App Fact Sheets available from the Carly Ryan Foundation. Please email: [info@carlyryanfoundation.com](mailto:info@carlyryanfoundation.com)