

Seniors' Guide to Facebook



People come to Facebook to share their stories, see the world through the eyes of others, and connect with friends, family, and causes.

We are a community of over two billion people and the opportunities to share and connect are endless. And, as with anything new, it helps to understand the basics first.

The anatomy of Facebook



Profile: Your profile is your collection of photos, stories, and experiences that you use to share, connect and tell your story.



Friends: Friends are people you connect and share with on Facebook.



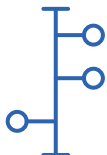
Pages: Pages are for businesses, brands, and organizations to share their stories and connect with people. Like a Page to get updates in News Feed.



Tag: Tagging is a way to link to a person, Page or place to something you post, like a status update or a photo. For example, you can tag a photo to say who's in the photo or post a status update and say who you're with.



Follow: When you follow someone, you see their posts in your News Feed. You automatically follow people you're friends with. Follow is a way to hear from people you're interested in, even if you're not friends.



Timeline: Your Timeline is the space on your profile where you can see your posts, posts from friends and stories you're tagged in organized by the date they were posted.



News Feed: Your News Feed is a constantly updating list of stories on your homepage from people and Page that you follow on Facebook.

Ten Tips for Staying Safe on Facebook

Our community looks out for each other and we all have a role to play in keeping it safe.

Like any community, we have Community Standards and we enforce them. We want people to feel safe. On Facebook, we don't allow harassment, bullying, or anything that puts people in danger.

We also give individuals the tools to control their experience. You choose exactly what you see on Facebook, who sees what you post; and you can report any piece of content that you feel doesn't belong on Facebook, wherever you see it.

Here are ten simple tips to help you safely share and connect.

Tip #1

Be your authentic self



People come to Facebook because it's a safe place to connect and share with the people and issues they care about. It's a place to be your real self – no anonymous internet handles. Our names and reputations are visibly linked to our words and actions.

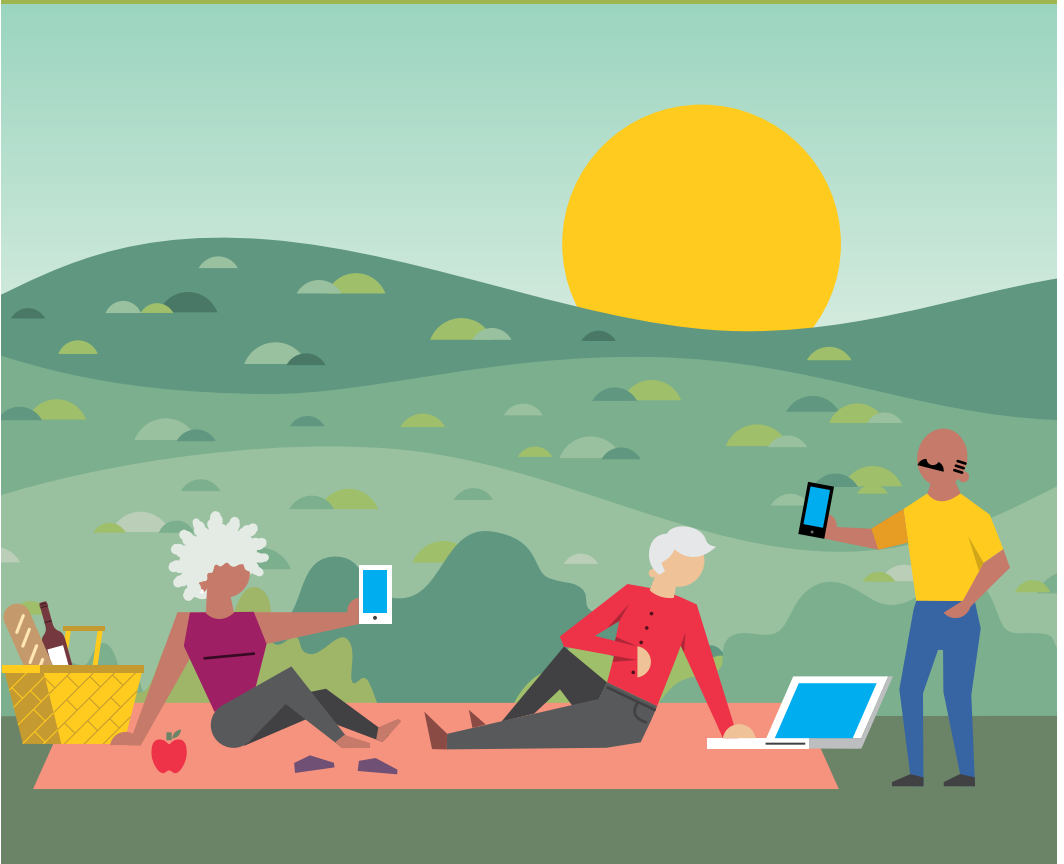
This means you know who you're connecting with and it helps keep people accountable.

If we discover that people have multiple personal profiles, we may ask them to close the additional profiles. We also remove profiles that impersonate other people.

If you believe someone has created a Facebook account pretending to be you or someone you know, please use this form to file a report: fb.me/imposter

Tip #2

Choose your friends wisely

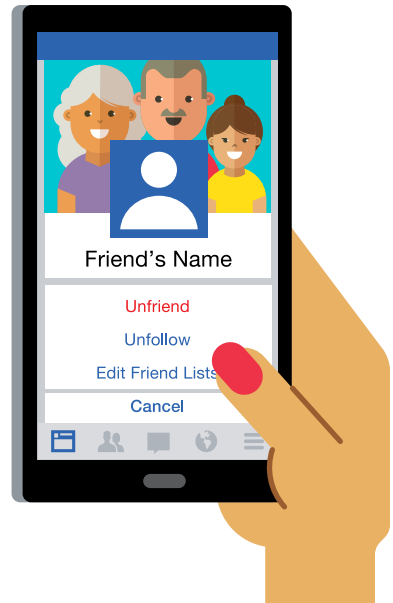


Facebook is a place for you to connect with the people and things you care about. You are in control of who you accept as a “friend” on Facebook. Before confirming someone as a “friend” you might want to take a look at the person’s profile. Do you have friends in common? Are you from the same town? Do you know them well enough that you feel comfortable confirming their friend request?

It’s your choice – you can confirm or delete friend requests.

Unfriend: To unfriend someone, go to that person's profile, hover over the Friends button at the top of their profile and select **'Unfriend'**. If you choose to unfriend someone, Facebook will not notify the person but you'll be removed from that person's friends list. If you want to be friends with this person again, you'll need to send a new friend request.

To learn more about removing friends, visit fb.me/Unfriending



Unfollowing: When you unfollow someone, you won't see their posts in your News Feed, but you'll still be friends with them.

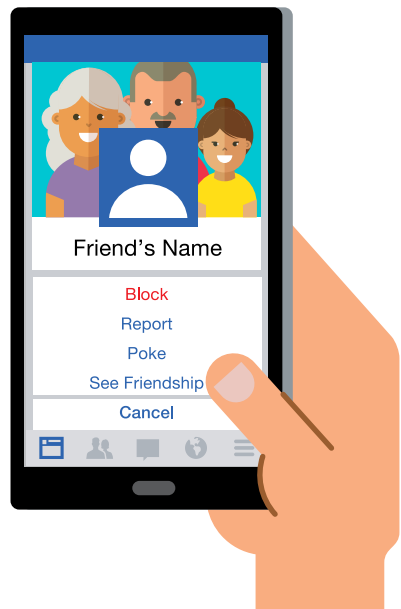
To unfollow a person, Page or group directly, hover over **'Following'** (on a profile), **'Liked'** (on a Page) or **'Joined'** (in a group) near their cover photo and select **'Unfollow'**.



Blocking: We also enable anyone to block other people. Blocking a person automatically unfriends them so you no longer see them or their content. They also can no longer see things you post on your profile, tag you, invite you to events or groups, start a conversation with you, or add you as a friend. Blocking is reciprocal so you also won't be able to do things like start a conversation with them or add them as a friend. When you block someone, we do not notify them that you have blocked them.

To block someone in your blocking settings:

1. Click ▼ at the top right of Facebook and choose **Settings**
2. Go to the left side of Facebook and click **Blocking**
3. Click **Blocking** in the left side menu
4. Enter the name of the person you want to block and click **Block**
5. Select the specific person you want to block from the list that appears and click **Block > Block [name]**

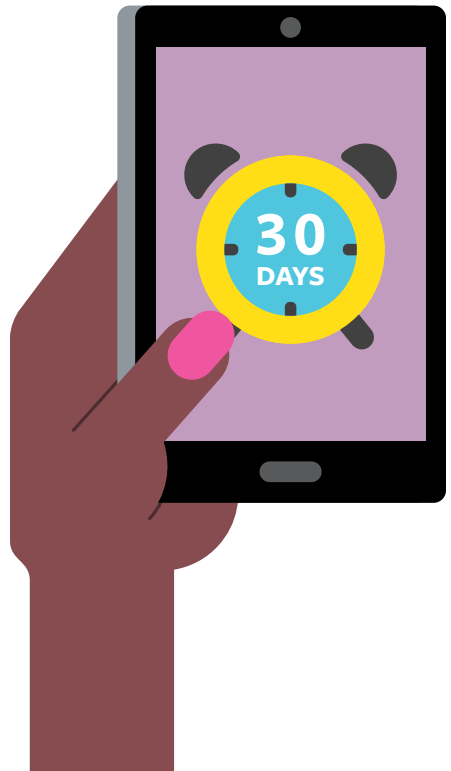


If you can't find someone using this method, try going to the person's profile and selecting **Block** from the ●●● menu on their cover photo.

To learn more, visit fb.me/Blocking

Snooze: People often tell us they want more say over what they see in News Feed. Today, we launched Snooze, which gives people the option to hide a person, Page or group for 30 days, without having to permanently unfollow or unfriend them. This will give people more control over their feed and hopefully make their experience more positive.

To learn more, visit [fb.me/...](#)



Take a break: Millions of people break up on Facebook each week, changing their relationship status from “in a relationship” to “single.” Research on peoples’ experiences after breakups suggests that offline and online contact, including seeing an ex-partner’s activities, can make emotional recovery more difficult. To help make this experience easier, we built a tool called Take a Break, which gives people more centralized control over when they see their ex on Facebook, what their ex can see, and who can see their past posts.

To learn more, visit [fb.me/...](https://fb.me/takeabreak)



Tip #3

Set strong passwords



Passwords help protect your private information and your email or social media accounts.

- Your password should be easy for you to remember but difficult for others to guess
- Your Facebook password should be different than the passwords you use to log into other accounts, like your email or bank account
- Longer passwords are usually more secure
- Your password should not be your email, phone number or birthday

For additional tips, visit fb.me/passwords.

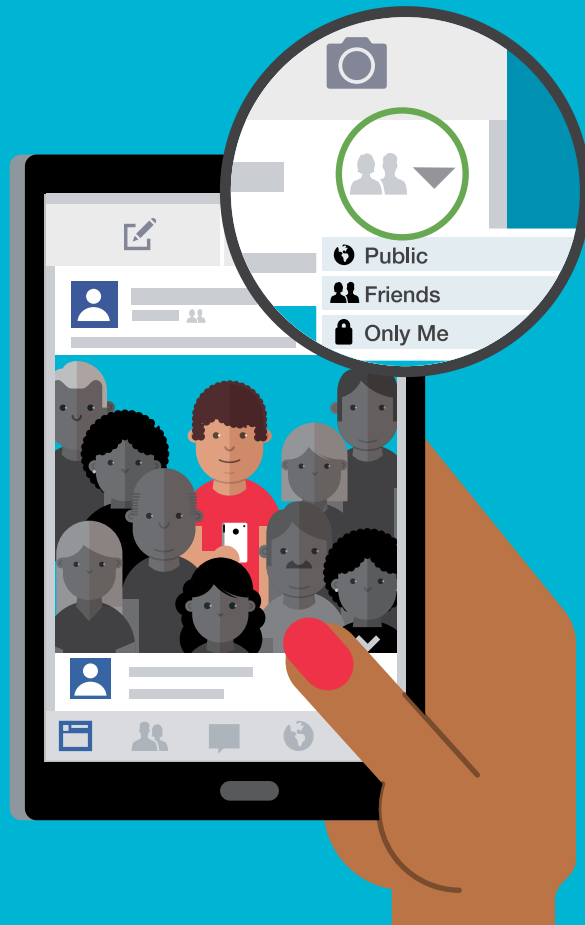
Test sample passwords at
www.howsecureismypassword.net

Hacked accounts

If you believe your account has been compromised by another person or a virus, please visit fb.me/hacked to secure your account.

Tip #4

Know your audience



Whenever you update your status, share photos, or post any information on Facebook, you select who sees what you share. You can share with everyone, just friends or even a customized audience. When you create a customized audience you can be as specific as you want about who can and cannot see what you are sharing.

Remember, when you post to another person's timeline, that person controls who can view the post. Additionally, anyone who gets tagged in a post may see it, along with their friends.

To learn more about selecting audiences, visit fb.me/AudienceSelector

To learn more, visit fb.me/ViewAs



Tip #5

Report abusive content



Facebook includes a “Report” link for harassment, bullying, and other issues on nearly every piece of content. When something gets reported to Facebook, we review it and remove anything that violates our Community Standards.

Our teams work in offices around the world, 24 hours a day, 7 days a week, in over two dozen languages to review things you report to make sure Facebook remains safe.

The best way to report abusive content or spam on Facebook is by using the Report link that appears near the content itself. For instance, to report a post:

1. Click in the top right of the post you want to report and select **I don't want to see this**. Click **Why don't you want to see this?**
2. Choose the option that best describes the issue and follow the on-screen instructions

If you've reported something, you have the option to check the status of your report from the Support Inbox. Please keep in mind that only you can see your Support Inbox. fb.me/SupportInbox

To learn more, visit fb.me/Reporting



Tip #6

Manage your location privacy



Your location can be shared in various ways: with apps, by checking-in, via private messages, or by someone else tagging you. It's important to carefully consider when you share your location and with whom and to take measures to protect your location when possible.


To remove your location on a post:

1. Go to the post
2. Click  and select **Edit Post**
3. Click the current location
4. Click  to remove your current location
5. Click **Save**


If you'd like, you can also:

- **Remove posts from your timeline**

To remove a story from your timeline:

1. Go to your timeline
2. Hover over the story and click 
3. Select **Delete** or **Hide from timeline** from the dropdown menu
 - **Hide from timeline:** Removes the story from your timeline, not Facebook
 - **Delete:** Removes the story from Facebook entirely

- **Remove a tag at any time**

To remove a tag from a post you've been tagged in, click  in the top right of the post and select **Remove Tag**

- **Turn on the option to review posts before they appear on your timeline.**

To turn on timeline review:

1. Click ▼ at the top right of any Facebook page and select **Settings**
2. In the left column, click **Timeline and Tagging**
3. Look for the setting **Review posts friends tag you in before they appear on your timeline?** and click **Edit** to the far right
4. Select **Enabled** from the dropdown menu

- **Review your account settings to control who can see posts of you that appear on your timeline.**

To choose who can see posts you've been tagged in after they appear on your timeline:

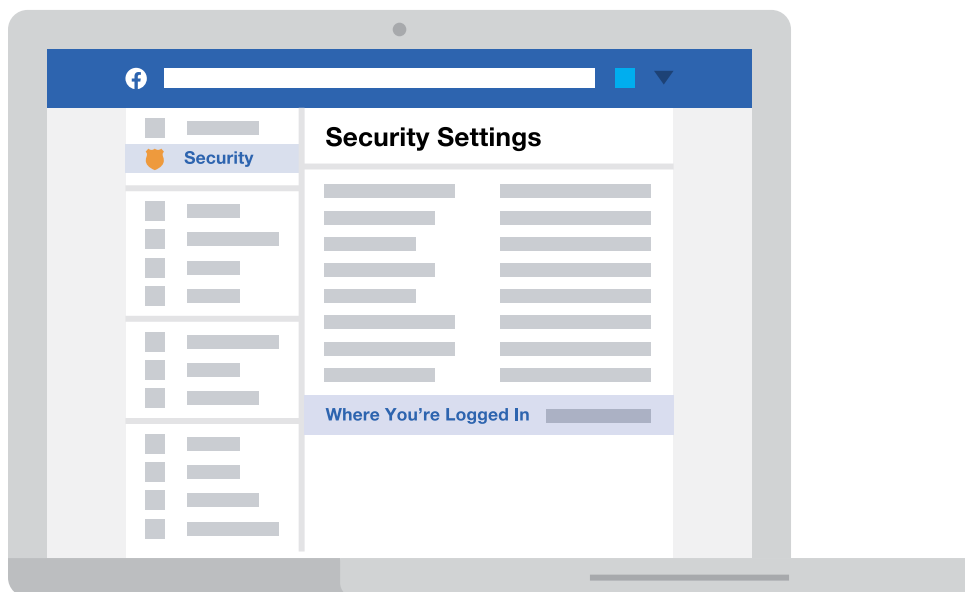
1. Click ▼ at the top right of any Facebook page and select **Settings**
2. In the left-hand column, click **Timeline and Tagging**
3. Look for the setting **Who can see posts you've been tagged in on your timeline?** and click **Edit** to the far right
4. Choose an audience from the dropdown menu

Tip #7

Securely login and logout



Facebook offers tools that let you know when someone is trying to log into your account from a computer or device that you have not used before, as well as tools to help you log out of browsers and devices you no longer are using.

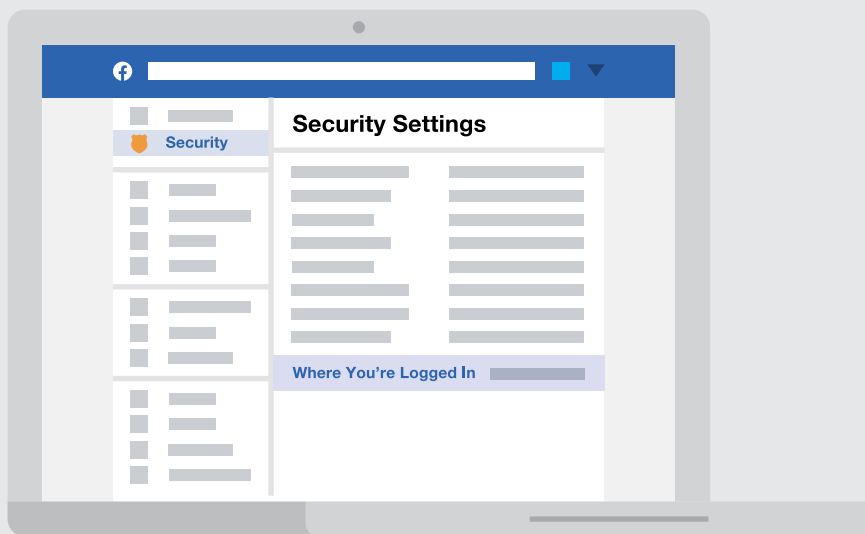


Get alerts about unrecognized logins:

Facebook will send you a notification if someone tries logging into your account from a device or browser that you haven't used before.

To turn on Login Alerts:

1. Go to your **Security Settings**
2. Click the **Login Alerts** section
3. Choose the type of alert (ex: email alerts) you'd like to receive and click **Save Changes**



To learn more, visit fb.me/LoginNotifications

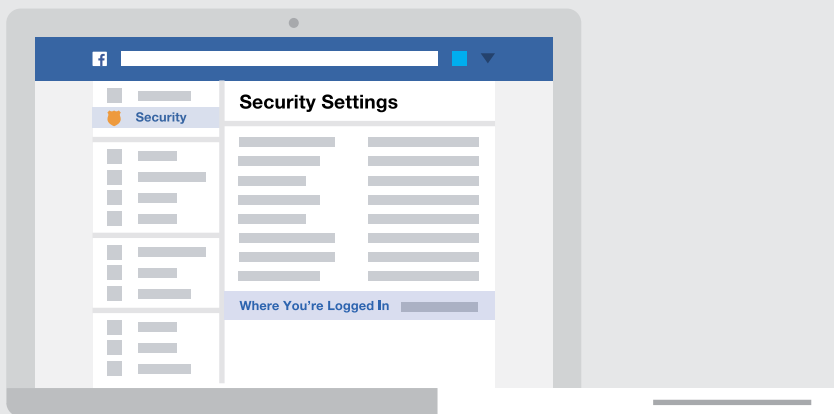
Two-factor authentication:

When you turn on Login Approvals, you'll be asked to enter a special security code each time you try to access your Facebook account from a new computer, phone or browser.

To turn on Login Approvals:

1. Go to your **Security Settings**
2. Click the **Login Approvals** section
3. Check the box and click **Save Changes**

To learn more, visit fb.me/LoginApprovals

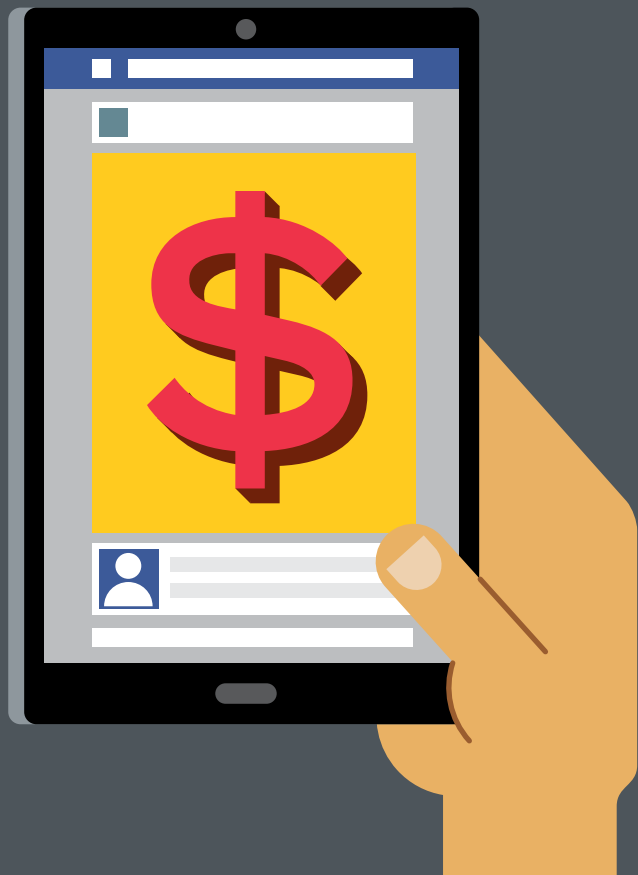


Logout of Unused Devices:

The “Where You’re Loggin In” section of your “Security Settings” shows you a list of browsers and devices that have been used to log in to your account recently. To confirm that you have logged out of the browsers or devices listed, click on “End Activity”. To learn more visit fb.me/ActiveSessions

Tip #8

Be aware of scams



The internet allows many people to be able to communicate with you. You will likely receive emails or text messages telling you that you have won money or a prize like a mobile phone or a holiday. Or, sometimes these messages will say that someone needs your help or needs you to look after their money for them. They will usually ask you for details like your bank account or ID number. These messages are scams. It is very unlikely that you have won something, even if you did enter a competition.

Some tips to avoid scams are:

- Don't open emails, attachments or click on links in emails from people you don't know
- Before sharing any personal information like your ID or address with anyone, confirm with certainty that you know the person
- Never give out financial info such as bank account numbers or social security numbers
- When redirected to another login page, check the address bar in the browser to make sure you are on a trusted site and leave the site immediately if this is not correct before phishing can occur.

Tip #9

Regularly review your privacy settings



Use Privacy Checkup to review and adjust your privacy settings so you know who's seeing what you share.

Privacy Checkup will help you review and adjust:

- Who sees your posts
- Your settings for apps you've logged into with Facebook
- Who can see info from your profile like your phone number and email address

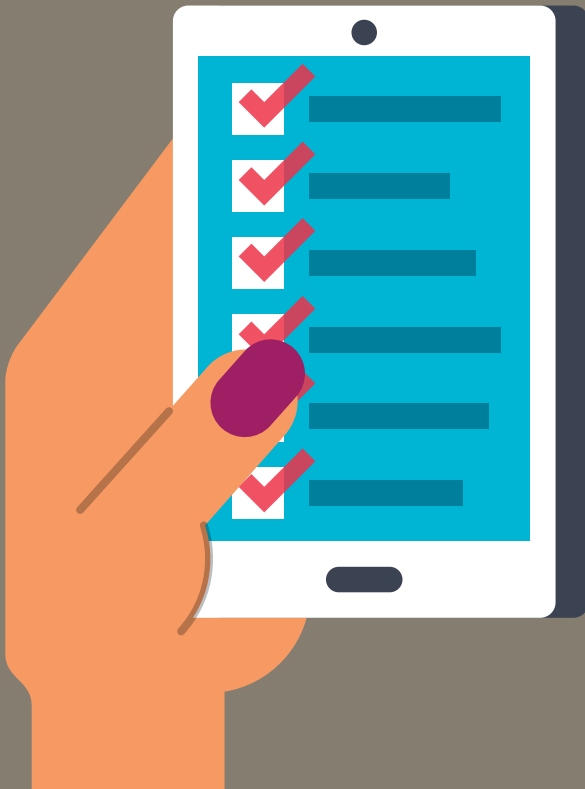
To learn more, visit fb.me/PrivacyCheckup

You're in charge!

To learn more about ways to protect your privacy on Facebook visit facebook.com/about/basics

Tip #10

Regularly check your security settings



Use Security Checkup to review and add more security to your account

Security Checkup will help you:

- Log out of Facebook from unused browsers and apps
- Get Login Alerts that notify you if someone tries logging into your account from a new computer or phone
- Learn how to protect your password

To learn more, visit fb.me/SecurityCheckup

facebook.com/safety

