

Facebook Information

Where are my privacy settings?

Your privacy settings page has a group of general controls for your Facebook account.

To view and adjust your privacy settings:

1. Click ▼ in the upper-right corner of any Facebook page
2. Select **Settings** from the dropdown menu
3. Select **Privacy** on the left
4. Click a setting (ex: **Who can see your future posts?**) to edit it

You can also quickly **view and adjust** some of the most used privacy settings and tools from your  **Privacy Shortcuts** at the top right of any Facebook page.

To control the privacy for posts, photos and other stuff you share on your Timeline, you can **choose your audience** when you post.

To **block** someone:

1. Click  at the top right of any Facebook page.
2. Click **How do I stop someone from bothering me?**
3. Enter the **name or email address** of the person you want to block and click **Block**.
4. If you entered a name, **select the specific person you want to block from the list that appears**.

People **will not** be **notified** when you block them.

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.

If you still can't find the person you want to block, it's possible that this person no longer uses Facebook or has restricted their privacy settings. Keep in mind that you can always **control the audience** of stuff you share.

Instagram information

How do I set my photos and videos to private so that only approved followers can see them?

By default, anyone can view your profile and posts on Instagram. You can make your posts private in the Instagram app so only approved followers can see them. Posts can't be set to private from a desktop computer at this time.

To set your posts to private:

iPhone/iPad

1. Go to your profile by tapping 
2. Tap **Edit Your Profile** next to your profile picture
3. Turn on the **Posts are Private** setting and then tap **Done**

Android

1. Go to your profile by tapping 
2. Tap **Edit Your Profile** next to your profile picture
3. Turn on the **Posts Are Private** setting and then tap the check mark to save your changes

Windows Phone

1. Go to your profile by tapping 
2. Tap **Edit Profile** next to your profile picture

Turn on the **Posts are Private** setting by checking the box and then tap the check mark to save your changes

To report a post:

1. Tap  (iPhone and Windows Phone) or  (Android) below the post
2. Tap **Report Inappropriate**
3. Follow the on-screen instructions

To report a profile:

1. Tap  (iPhone),  (Windows Phone) or  (Android) below the post
2. Tap **Report Inappropriate** (iPhone and Android) or **Report for Spam** (Windows Phone)
3. Follow the on-screen instructions

When you report something, **your information isn't shared** with the person who posted the photo or video. Keep in mind that the number of times something is reported doesn't determine whether or not it's removed from Instagram.

- **To report someone's account**, go to their profile and click  next to their username.
- Select **Report User**. Then click the type of account you want to report and follow the on-screen instructions.
- **To report a post**, click  below the post. Then click **Report inappropriate** and follow the on-screen instructions.

Snapchat Information

Changing Your Privacy Settings

Snapchat has two privacy settings, one for who can send you Snaps and another for who can see your Stories.

For Who Can Send Me Snaps, you have two privacy options: "Everyone" and "My Friends."

For Who Can View My Story, you have three privacy options: "Everyone," "My Friends," and "Custom."

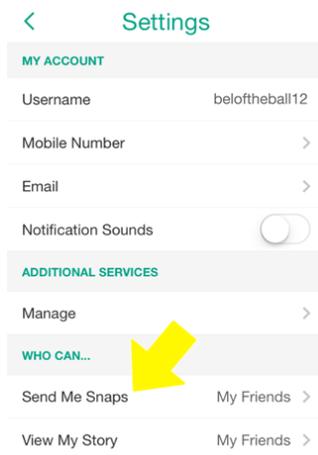
By default, only users you add to your friends list can send you Snaps. If a Snapchatter you haven't added as a friend tries to send you a Snap, you'll receive a notification that they added you, but you will not receive the Snap they sent unless you add them to your friends list.

Change who can send me Snaps

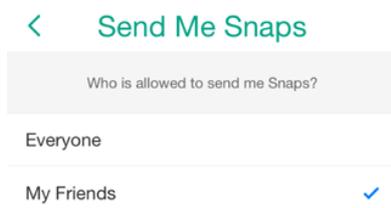
Tap the gear icon (Settings) on the upper-right corner of the feed screen.



Tap the bar that says "Send Me Snaps."

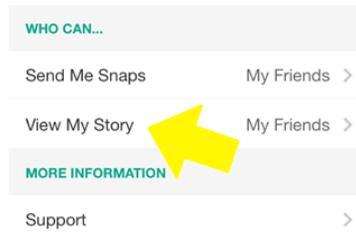


If you want everyone to be able to send you Snaps (even users that you haven't added), tap "Everyone". If you want just your added friends to be able to send you Snaps, tap "My Friends." Your changes will be saved when you press the back button.

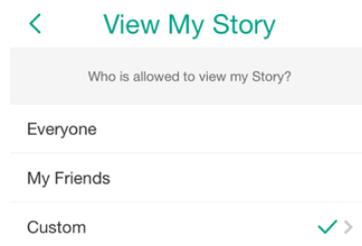


Change who can see my Stories

Tap the bar that says "View My Story."



If you want everyone to be able to see your Stories (even users that haven't added you back), tap "Everyone." If you want just your added friends to be able to see your Stories, tap "My Friends." If you want to choose who can view your Stories, tap "Custom" and select which friends you want to block from seeing your Stories. Your changes will be saved when you press the back button.

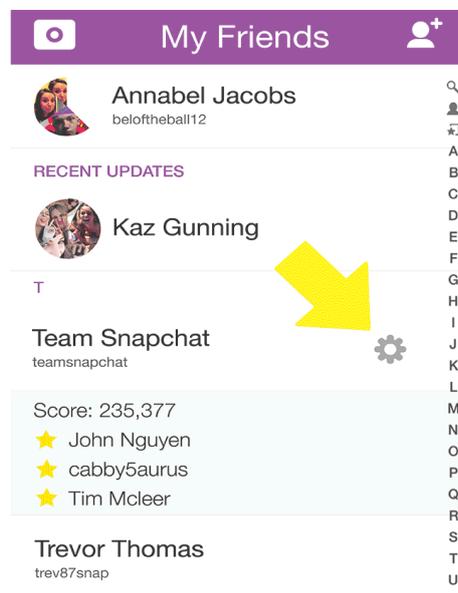


Blocking and Deleting Friends

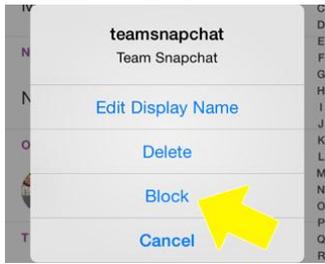
Tap the name of the friend you want to block or delete in the My Friends page.



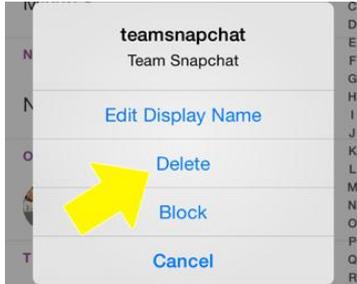
Press the gear icon that appears next to their name.



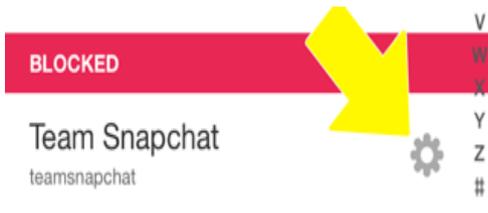
Press **Block** to prevent them from sending you Snaps or Chats or from viewing your Stories.



Press **Delete** to remove them from your friends list.



To unblock a user, scroll to the bottom of the My Friends screen. Tap the user's name you want to unblock, then tap the gear icon next to their name.



Tap "Unblock" and the user will be added back to your friends list.

