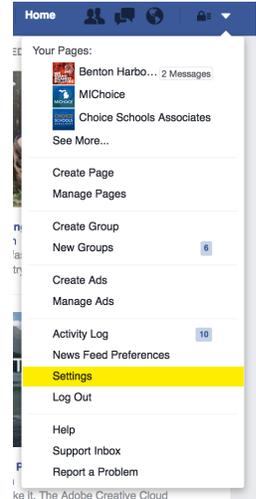


Follow the steps below to protect your information on social media.

FACEBOOK INSTRUCTIONS

1. Log in to your Facebook account.
2. Click on the down arrow icon near the upper right corner of your profile page, then click "Settings."
3. Find "Privacy" on the left side and click it.
4. Have your settings mimic the image below.



Privacy Settings and Tools	
Who can see my stuff?	Who can see your future posts? Friends Edit
	Review all your posts and things you're tagged in Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public? Limit Past Posts
Who can contact me?	Who can send you friend requests? Everyone Edit
Who can look me up?	Who can look you up using the email address you provided? Friends Edit
	Who can look you up using the phone number you provided? Friends Edit
	Do you want search engines outside of Facebook to link to your profile? No Edit

5. Click "Timeline and Tagging" on the left side of the screen to edit your settings to ensure your posts are only being shown to your friends.

Timeline and Tagging Settings	
Who can add things to my timeline?	Who can post on your timeline? Friends Edit
	Review posts friends tag you in before they appear on your timeline? Off Edit
Who can see things on my timeline?	Review what other people see on your timeline View As
	Who can see posts you've been tagged in on your timeline? Friends Edit
	Who can see what others post on your timeline? Friends Edit
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook? Off Edit
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it? Friends Edit
	Who sees tag suggestions when photos that look like you are uploaded? Friends Edit

 **INSTAGRAM INSTRUCTIONS**

1. Log in to your Instagram account via mobile phone (private post settings are only accessible via mobile device).
2. Go to your profile by touching the button on the lower right-hand corner.
3. Tap the gear in the upper right corner.
4. Look for the "Private Account" option near the bottom for iPhone/iPad.
5. Switch to ON.

 **TWITTER INSTRUCTIONS**

1. Log in to your Twitter account.
2. Click on your photo icon at the top right hand corner of the screen and select "Settings."
3. On the left menu, find the menu labeled "Security and Privacy." Check the "Protect my Tweets" box in the "Privacy" area to make your account private.
4. Scroll down to the bottom of the settings page and click on "Save changes." Going forward, all of the tweets you publish will be protected and can only be seen by your current Twitter followers.

 **PINTEREST "SECRET BOARDS" INSTRUCTIONS**

1. When using Pinterest from the web, go to your profile page by clicking the person icon in the upper right corner.
2. Select "Create Board."