

## Facebook - Managing Your Online Presence and Protecting Your Identity

**Social networking sites such as Facebook can be an excellent way to communicate and share with your friends. But have you ever thought about who else can see you, your profile and your social network content beyond the people want to see your information?**

Most of us would hate the idea of accidentally leaving our personal photo albums in a public space. Who will get to see me, my children and my personal family memories? Are we as careful and thoughtful when it comes to Facebook and other social media?

It is definitely worth spending a little time and effort to ensure that we protect ourselves from unwanted prying eyes in the online world. However, managing our photos and their privacy settings within Facebook is not always a straightforward task.

This document has some useful tips for students and parents at Wood Green Academy, about how to make sure that you only share with the people you want to.

### Cover Photos and Profile Pictures

Cover Photos and Profile Pictures are automatically made public to **EVERYONE ON THE INTERNET.**

#### Can I change my setting?

Cover photos and your current profile picture will always be seen by everyone. To hide old profile pictures from prying eyes you have to either: Delete them from your account (there is an option to download them first).

Or

Change the “view” settings for each individual photo. To do this use the instructions found within the [Facebook Help pages](#)



### Managing Photo Albums

Photos in other albums can be managed differently.

You can either create albums and set each album's privacy settings (selecting *Everyone*, *Friends* or *Just Me*) OR you can create *Friend Lists* so that photos you add to Facebook can be allocated to very specific lists of people that you wish to have access. Use the instructions and links below for support on how to create lists and manage your photo albums.

# Creating Friends Lists

You can make as many “Lists” of friends as you like. These lists can then be used to manage who sees your Facebook photo albums. (See instructions below).

Facebook has instructions on how to create “Lists” here: [How to create friends lists on Facebook](#)

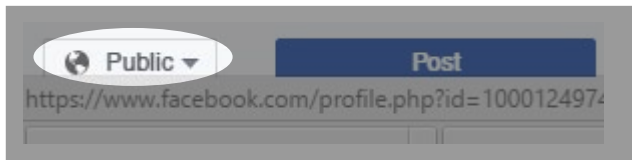
# Creating Albums and Setting Their Privacy

Go to your personal page in Facebook and select the “Photos” tab.

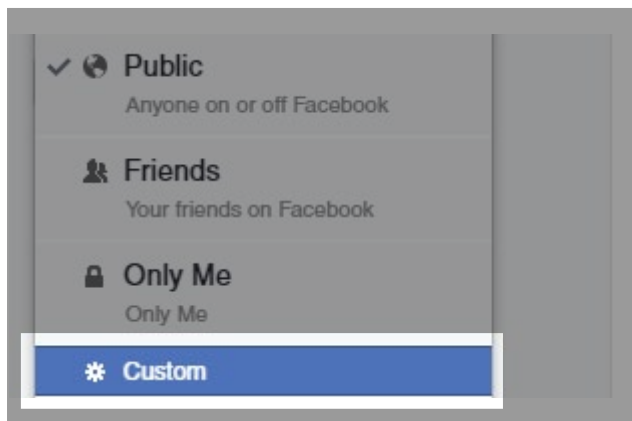
When you click on the “Create Album” option you will be directed to upload a photo to start this album.

Once you have selected and uploaded your first album photo you will be given the options to manage this album.

Select the icon at the bottom left of this window to manage privacy.



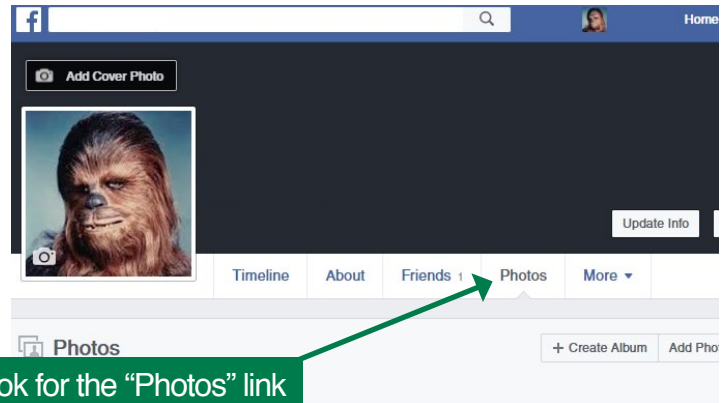
Select “More Options” from the list that appears. Then chose the option “Custom”



This window will appear. By clicking in the top options box you will be given options of who to share with, such as “Friends of friends” and any “Friend Lists” you have set up.

In the *Don't Share* with area you can select “Friend Lists” or individuals from your “Friends” that you do not want to see your images. To add friends to this area simply start typing their name and Facebook will give you the relevant options to select. Remember to save your changes.

Access your personal page by clicking on your name.



Look for the “Photos” link



Create a new album is here

