



Facebook Smart Card



Social Networks - Do's and Don'ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts. The wrong sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. Consider not posting smartphone photos and using your face as a profile photo, instead, use cartoons or
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Minimizing your Facebook Profile



Facebook has hundreds of privacy and sharing options. To control how your personal information is shared, you should use the settings shown below (such as *Only Me*, *Friends Only*) for (1) **Privacy**, (2) **Connecting**, (3) **Tags**, (4) **Apps/Websites**, (5) **Info Access through Friends**, and (6) **Past Posts**.

Control Your Default Privacy **1**

This setting will apply to status updates and photos you post to your profile from a Facebook app that doesn't have the inline audience selector, like the Facebook App for iPhone.

Change to "Friends Only"

Public Friends Custom

How You Connect

Control how you connect with people you know. [Edit Settings](#)

How Tags Work

Control what happens when friends tag you or your content. [Edit Settings](#)

Apps and Websites

Control what gets shared with apps, games and websites. [Edit Settings](#)

Limit the Audience for Past Posts

Limit the audience for posts you shared with more than friends. [Manage Past Post Visibility](#)

Block Lists

Manage your lists of blocked people and apps. [Manage Block Lists](#)

How You Connect **2**

Who can look up your profile by name or contact info? **Friends**

Who can send you friend requests? **Friends of Friends**

Who can send you Facebook messages? **Friends**

Who can post on your Wall? **Friends**

Who can see Wall posts by others on your profile? **Only Me**

[Learn more](#) [Done](#)

How Tags Work **3**

Profile Review of posts friends tag you in before they go on your profile (note: tags may still appear elsewhere on Facebook) **On**

Tag Review of tags that friends want to add to your posts **On**

Profile Visibility of posts you're tagged in once they're on your profile **Friends**

Tag Suggestions when friends upload photos that look like you **Off**

Friends Can Check You Into Places using the mobile Places app **Off**

[Done](#)

Choose Your Privacy Settings > Apps, Games and Websites **4**

Apps you use: You're using 1 app, game or website: **Yahoo!** [Edit Settings](#)

Remove unwanted or spammy apps. Turn off all platform apps.

Limit Use of Apps

How people bring your info to apps they use: People who can see your info can bring it with them to apps. Use this setting to control the categories of info that can bring with them. [Edit Settings](#)

Uncheck ALL Boxes

Instant personalization: Lets you see relevant information about you arrive on select partner websites. [Edit Settings](#)

Disable Personalization

Public search: Show a preview of your Facebook profile using a search engine. [Edit Settings](#)

Disable Public Search

Info accessible through your friends **5**

Use the settings below to control which of your information is available to applications, games and websites when your friends use them. The more info you share, the more social the experience.

<input type="checkbox"/> Bio	<input type="checkbox"/> My videos
<input type="checkbox"/> Birthday	<input type="checkbox"/> My links
<input type="checkbox"/> Family and relationships	<input type="checkbox"/> My notes
<input type="checkbox"/> Interested in	<input type="checkbox"/> Photos and videos I'm tagged in
<input type="checkbox"/> Religious and political views	<input type="checkbox"/> Hometown
<input type="checkbox"/> My website	<input type="checkbox"/> Current city
<input type="checkbox"/> If I'm online	<input type="checkbox"/> Education and work
<input type="checkbox"/> My status updates	<input type="checkbox"/> Activities, interests, things I like
<input type="checkbox"/> My photos	<input type="checkbox"/> Places I check in to

[Save Changes](#) [Cancel](#)

Limit The Audience for Old Posts on Your Profile **6**

If you use this tool, content on your profile you've shared with more than your friends (ex: Public posts) on your Wall will change to Friends. Remember: people who are tagged and their friends may see those posts as well.

You also have the option to individually change the audience of your posts. Just go to the post you want to change and choose a different audience.

[Learn about changing old posts](#) **Limit Old Posts to Friends Only** [Limit Old Posts](#) [Cancel](#)



Facebook Smart Card



Do not login to or link third-party sites (e.g. twitter, bing) using your Facebook account. "Facebook Connect" shares your information, and your friends' information, with third party sites that may aggregate and misuse personal information. Also, use as few apps as possible. Apps such as Farmville access and share your personal data.

Profile Settings

Apply and save the **Profile** settings shown below to ensure that your information is visible to only people of your choosing.

Jason Smith
Born on May 25, 1978

Work and Education
Employer: Where have you worked? **Change to Only Me**
College/University: Where did you go to college/university?
High School: Where did you go to high school?

Arts and Entertainment
Share Your Interests: Add Music, Add Books, Add Movies, Add TV Shows, Add Games

Activities and Interests
Other: Salon, NPR Music, Words With Friends

Basic Information
Sex: Male

Contact Information
Emails: jason.smith7825@yahoo.com **Change to Only Me**
IM Screen Names: AIM **Change to Only Me**
Phones: Mobile **Change to Friends Only**
Address: **Change to Only Me**
City/Town: **Change to Only Me**
Zip: **Change to Only Me**
Neighborhood: **Change to Only Me**
Website: **Change to Friends Only**

Music: What music do you like? **Change to Friends Only**

Books: What books do you like? **Change to Friends Only**

Movies: What movies do you like? **Change to Friends Only**

Television: What TV shows do you like? **Change to Friends Only**

Games: What games do you like? **Change to Friends Only**

Activities: What do you like to do? **Change to Friends Only**

Interests: What are your interests? **Change to Friends Only**

Current City: **Change to Only Me**

Hometown: **Change to Only Me**

I Am: Male **Show my sex in my profile**

Birthday: May 25 1978 **Show my full birthday in my profile. Show Birthday**

Interested In: Women Men **Change to Friends Only**

Languages: **Change to Friends Only**

About Me: **Change to Friends Only**

Deactivating / Deleting Your Facebook Account

Security Settings

- Secure Browsing: Secure browsing is currently disabled. Edit
- Login Notifications: Login notifications are disabled. Edit
- Login Approvals: Approval is not required when logging in from an unrecognized device. Edit
- Recognized Devices: No recognized devices. Edit
- Active Sessions: Logged in from New York, NY, US and 2 other locations. Edit
- Deactivate your account.

To **deactivate your Facebook account**, go to **Account Settings** and select **Security**. To reactivate your account log in to Facebook with your email address and password.

To **delete your Facebook account**, go to **Help Center** from the account menu. Type **Delete** into the search box. Select **How do I permanently delete my account** then scroll down to submit your request here. Verify that you want to delete your account. Click **Submit**. FB will remove your data after 14 days post security check.

Useful Links

Facebook Help Center
Air Force Social Media Guide
DoD Social Media Hub Online
Air Force Instruction 10-701, OPSEC

<https://www.facebook.com/help/379220725465972>
<http://www.af.mil/Portals/1/documents/SocialMediaGuide2013.pdf>
<http://www.defense.gov/socialmedia/>
http://static.e-publishing.af.mil/production/1/af_a3_5/publication/afi10-701/afi10-701.pdf