SECURING YOUR FACEBOOK ACCOUNT **f**

⬇ THE DOWNLOAD YOUR INFORMATION TOOL

1 Facebook > inverted triangle in the top right corner

2 Settings > Download a copy of your Facebook data

3 Check the boxes for the information you want included in the report.

4 Select options for date range, format, and media quality.

5 Click Create File.

6 When the report is finished, the file will appear in the Available Files section.

🛡 SECURITY & LOGIN

1 Activate two-factor authentication.

2 Enable login notifications.

3 Set up trusted contacts in case you are ever unable to access your account.

4 Check the Where You're Logged In section for a list of devices and browsers logged into your account.

🔒 PRIVACY

YOUR ACTIVITY

Edit who sees your future posts, review and approve posts you've been **tagged** in, and limit the **audience** for things you've posted in the past.

HOW PEOPLE FIND AND CONTACT YOU

Choose whether your profile appears in **search engines** and who can send you **friend requests**, see your **friends list**, and **look you up** by email address or phone number. Restrict access to your friend list if a perpetrator might contact or impersonate a friend to gain access to your page.

🏷 LOCATION

Enable **Timeline Review** to prevent others from tagging you and checking-in without your permission. Check for and remove apps sharing your location via **Apps and Websites**.

👤⊘ UNFRIENDING / BLOCKING / REPORTING

Go to the user's profile page. Unfriend by hovering over the Friends button. Block or report by clicking the three dots to the right of the Friends button. Blocking unfriends the user and bars them from viewing your profile, tagging you, inviting you, messaging you, and adding you as a friend. Facebook does not notify the user that you have blocked them.

STAYING SAFE ON INSTAGRAM, SNAPCHAT, AND TWITTER

🚫 BLOCKING AND REPORTING

🚫👁 PRIVACY AND SECURITY

Twitter

Reporting:
Tweet > More > Report >
They're being abusive or harmful >
Send report to Twitter

Blocking:
Tweet > More > Block > Block

Settings > Security and Privacy
> Do not allow anyone to tag me
  in photos
> check Protect my Tweets
> uncheck Add a location to my Tweets
> click Delete all location information

Instagram

Reporting:
Post or User Profile > three dots >
Report > Follow instructions

Blocking:
User's profile > Menu > Block User

Profile > Settings > switch Private
Account to "on"

Snapchat

Reporting:
Press and hold content > tap flag in
lower left

Blocking:
User's name > Settings > Block or
Report

Profile > Settings > Who can...

contact me > My Friends
view my story > My Friends
see my location > Enable Ghost Mode
see me in Quick Add > Disable Show
me in Quick Add

⬇ DOCUMENTING

When reporting content on social media, be sure to document first. If the content you report violates the site's policies, it may delete the content from the platform, which may make gathering evidence later more difficult.

SNAPCHAT
Be aware that Snapchat informs the other user when you screenshot chat content or a photo on their story.

TWITTER
After reporting a Tweet, you'll see an Email report button. Click it to receive an email containing the Tweet and URL, the user's username and URL, a timestamp, your account information, and the timestamp of the report.