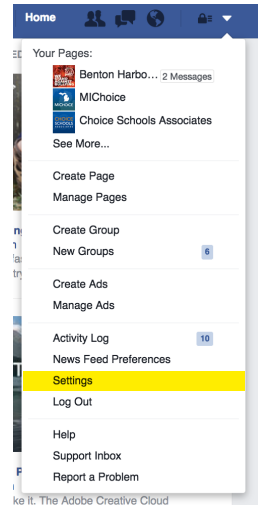


Follow the steps below to protect your information on social media.

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

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

## 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."