

# **Social Media Account Settings**

# In This Module

- What are social media account settings? Why they matter?
- What options exist for social media account settings?
- What are the best ways to update and manage your social media account settings?

# Social Media Account Settings

*Social media account settings involve a wide range of settings and options for different social media sites, including settings for account visibility, privacy, location, layout, notifications, and other preferences*

# Discussion

What social media accounts do you use? How do you like to use these accounts? To connect with friends? For professional networking? To pursue a hobby?

# Social Media Account Settings

Social media settings can shape your overall social media experience, including your privacy and security. These settings can control some of the following:

- Who can see what you post and share
- Who can find you on a social media platform
- Your location information

# Social Media Account Settings

Social media settings can shape your overall social media experience, including your privacy and security. These settings can control some of the following:

- Your name and picture
- Who can tag you in a photo
- What data is sent to places like advertisers
- Your login and security experience, including multi-factor authentication

# Best Practices for Social Media

- Familiarize yourself with account settings
- Check your settings regularly
- Pay attention to updates or changes
- Look for best practices and recommendations online

# Being Proactive and Mindful

Be mindful of what you post and share, and where you comment.

Your account settings can only do so much if you choose to disclose personal information or leave angry comments on posts. For instance, your account settings often do not stop people from viewing your replies and comments.

# Discussion

What information have you seen posted online that might make someone vulnerable?

# Managing Your Account Settings

Consider your audience:

- If possible, set who can see your posts in your social media account settings
- Think about how you want to use a site. Is this information for friends and family or is this information you want to share with the general public?

# Managing Your Account Settings

Make sure you know what “public” means on each platform:

- Note that public can often mean that even people without an account on the platform can see your post
- Make sure you understand how these terms are being defined on the platform and what you are agreeing to with different settings

# Managing Your Account Settings

Manage your location settings:

- Be sure you aren't sharing location information
- Consider turning off the check-in feature

# Managing Your Account Settings

Control your comments:

- Think about how you want to receive comments
- Think about who you want to allow to comment on your posts
- Adjust your comment settings according to how much access you want to allow
- Identify options to delete or report comments that are abusive or harassing

# Managing Your Account Settings

Mute or block other users:

- Check your settings to see your options for controlling who follows you
- Remove or mute people who you no longer wish to engage with on the platform

# Managing Your Account Settings

Control how others tag you:

- Look for options to see if you can stop others from tagging you
- Look for settings that allow you to manually remove tags

# Managing Your Account Settings

Be cautious with your personal information:

- Avoid sharing personal details that could lead to password hacks
- Consider what you share as well, such as information about your age or birthday

# Managing Your Account Settings

Manage your account security:

- Enable multi-factor authentication
- Manage your third-party apps and browser extensions
- Review the apps and services that have access to your social media accounts
- Remove apps and services liberally
- Avoiding grant third-party systems access to your account

# Activity

Use the handout provided to identify which social media accounts you use that you may wish to shore up with better privacy and security practices

# Takeaways

- Social media account settings can feel overwhelming sometimes since there are so many things to consider and options available to you
- Take time to familiarize yourself with your account settings and what is available to you. Taking some time to manage your settings can help you avoid a bad situation later (such as having your account hacked!)

# Takeaways

- Remember, most social media sites have guides and information on account setting options, and you can also find helpful suggestions from many reputable websites on best practices for social media account settings
- Finally, consider your own needs and preferences! Not all account settings will make sense for you and how you want to use your social media site

# Resources

“How to Protect Your Social Media Accounts” from McAfee ([link](#))

“5 tips for social media security and privacy” from Norton ([link](#))

“Simple Online Security for Social Media Accounts” from *The New York Times* ([link](#))

*Washington Post's* Privacy Guide ([link](#))

**Questions?**

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