

Personal Information on

Everyone can see your public information – this includes your name, profile picture, cover photo, gender username and networks. However, all your other personal information can be made **private**.

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| 1. | To edit the privacy settings for your personal information:  Select **About**  from the menu below your cover photo | **My Name** |
| 2. | Select from the list:   * Work end education * Places you’ve lived * Contact and basic info * Family and relationships * Details about you * Life events   First name, last name, valid email address, password, gender and birth date are the only required items of information – the rest you only need to put in if you wish |  |
| 3. | Hover over the information you wish to change – the **audience indicator** and **edit pen** will appear on the right.  Click on **Edit**  Then use the **audience selector** to choose who you wish to share this with.  Note - It is generally a good idea to only show day and month and **not** year for your birthday as this can be used in identity theft. |  |