Managing Facebook settings



Facebook is a world-wide community and you need to make sure you are not sharing your posts and photos with a whole host of strangers.

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| 1. | To **manage** your  **Timeline and tagging** and **Privacy** Settings:  Click the down arrow on the far right at the top of any page  Select **Settings** |  |
| 2. | Select from the list:  **Privacy**  or  **Timeline and tagging** |  |
| 3. | In **Privacy** settings you can edit:   * Who can see my stuff? * Who can contact me? * Who can look me up? |  |
| 4. | To change the settings:  Select **Edit**  Then use the **Audience Selector** to choose |  |

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| 5. | In **Timeline and tagging** settings you can edit:   * Who can post on your timeline * Who can see what others post on your timeline * Who can see posts that you’re tagged in * Review posts that you're tagged in before the posts appear on your timeline? * Review tags that people add to your posts before the tags appear on Facebook? |  |
| 6. | For the posts and tagging you select **Edit** and  Use the **Audience selector**  (For who can post on your timeline there only 2 options Friends or Only me)  For the Review options you can select:  **Enable/Disable**  to turn this option On or Off  You can also use the *Review what others can see on my Timeline* to **View As** and see what your Timeline looks like to the public or to a specific friend. |  |