

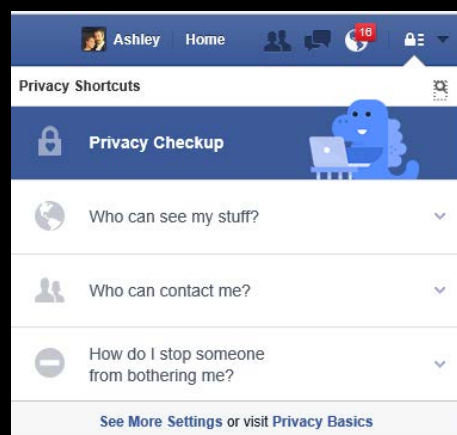
## Black Paper

# Social Media – Your Privacy and Security

December 22, 2015

## Purpose of the Black Paper

Social media is a new frontier. Your information is out there for better or for worse. Here are some smart tips to keep your information private from prying eyes.



## Facebook

Facebook has just released a new privacy tool. It makes the process very fast and easy. Log into [Facebook](#) click on the “lock” icon and click “Privacy Checkup.”

## Google+

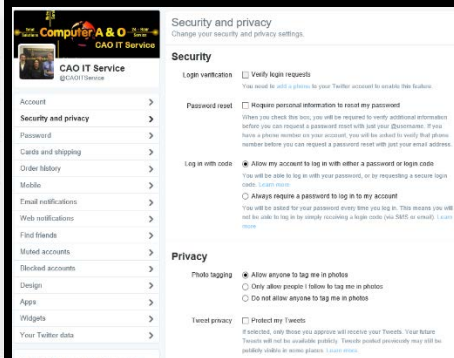
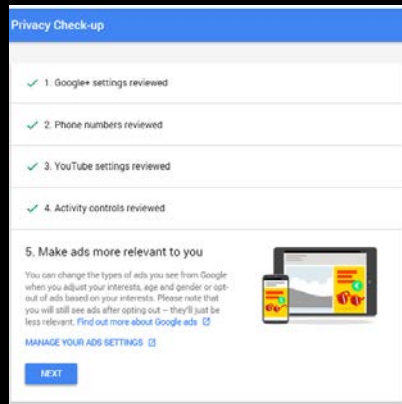
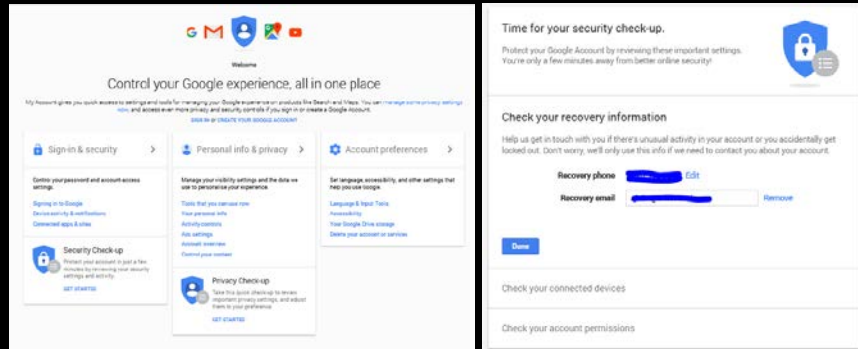
Google has a very robust interface for managing your security, privacy, and account settings. Check out the link below for the page. Please note you must be logged in with your google account in order to change settings.

<https://myaccount.google.com/>

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## Twitter

To access your security and privacy settings on Twitter, just log in, then click on your profile picture in the top right, then “Settings”, then “Security and Privacy” on the toolbar on the left.

**Security and privacy**  
Change your security and privacy settings.

### Security

**Login verification**  Verify login requests  
You need to [add a phone](#) to your Twitter account to enable this feature.

**Password reset**  Require personal information to reset my password  
When you check this box, you will be required to verify additional information before you can request a password reset with just your @username. If you have a phone number on your account, you will be asked to verify that phone number before you can request a password reset with just your email address.

**Log in with code**  Allow my account to log in with either a password or login code  
You will be able to log in with your password, or by requesting a secure login code. [Learn more](#)

Always require a password to log in to my account  
You will be asked for your password every time you log in. This means you will not be able to log in by simply receiving a login code (via SMS or email). [Learn more](#)

### Privacy

**Photo tagging**  Allow anyone to tag me in photos  
 Only allow people I follow to tag me in photos  
 Do not allow anyone to tag me in photos

**Tweet privacy**  Protect my Tweets  
If selected, only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. [Learn more](#).

**Tweet location**  Add a location to my Tweets  
When you tweet with a location, Twitter stores that location. You can switch location on/off before each Tweet. [Learn more](#)

[Delete all location information](#)

## Conclusion

Keeping your data safe and private has been made easier by most social media companies through easy to use wizards and interfaces. Please use the information in this Black Paper to find and go through the settings.

We hope you found the information in this Black Paper useful!

Your CAO IT Service team,

**Michael Schulz**  
Owner

**Ashley Fulks**  
IT Technician

**Chris Jeberg**  
Office Manager