Baby Boomers’ Guide to Facebook
People come to Facebook to share their stories, see the world through the eyes of others, and connect with friends, family and causes.

We are a community of over a billion and a half people and the opportunities to share and connect are endless. And, as with anything new, it helps to understand the basics first.
The Anatomy of Facebook:

**Profile:** Your profile is your collection of photos, stories and experiences that you use to share, connect and tell your story.

**Friends:** Friends are people you connect and share with on Facebook.

**Pages:** Pages are for businesses, brands and organizations to share their stories and connect with people. Like a Page to get updates in News Feed.

**Tag:** Tagging is a way to link to a person, Page or place to something you post, like a status update or a photo. For example, you can tag a photo to say who’s in the photo or post a status update and say who you’re with.

**Follow:** When you follow someone, you see their posts in your News Feed. You automatically follow people you’re friends with. Follow is a way to hear from people you’re interested in, even if you’re not friends.

**Timeline:** Your Timeline is the space on your profile where you can see your own posts, posts from friends and stories you’re tagged in organized by the date they were posted.

**News Feed:** Your News Feed is a constantly updating list of stories on your homepage from people and Pages that you follow on Facebook.
Ten Tips for Staying Safe on Facebook
Our community looks out for each other and we all have a role to play in keeping it safe.

Like any community we have community standards and we enforce them. We want people to feel safe. On Facebook, we don’t allow harassment, bullying, or anything that puts people in danger.

We also give individuals the tools to control their experience. You choose exactly what you see on Facebook, who sees what you post; and you have the ability to report any piece of content that you feel doesn’t belong on Facebook, wherever you see it.

Here are ten simple tips to help you safely share and connect.
Tip #1

Be your authentic self
People come to Facebook because it's a safe place to connect and share with the people and issues they care about. It’s a place to be your real self — no anonymous internet handles. Our names and reputations are visibly linked to our words and actions.

This means you know who you're connecting with and it helps keep people accountable.

If we discover that people have multiple personal profiles, we may ask them to close the additional profiles. We also remove profiles that impersonate other people.

If you believe someone has created a Facebook account pretending to be you or someone you know, please use this form to file a report: fb.me/impostor
Tip #2

Choose your friends wisely
Facebook is a place for you to connect with the people and things you care about. You are in control of whom you accept as a “Friend” on Facebook. Before accepting someone as a “Friend” you might want to take a look at the person’s profile. Do you have friends in common? Are you from the same town? Do you know them well enough that you feel comfortable accepting their friend request? It's your choice - you can confirm or deny friend requests.
**Unfriending.** To unfriend someone, go to that person's profile, hover over the Friends button at the top of their profile and select ‘Unfriend’. If you choose to unfriend someone, Facebook will not notify the person but you'll be removed from that person's friends list. If you want to be friends with this person again, you'll need to send a new friend request. To learn more about removing friends, visit [fb.me/Unfriending](http://fb.me/Unfriending)

**Unfollowing.** When you unfollow someone, you won't see their posts in your News Feed, but you'll still be friends with them. To unfollow a person, Page or group directly, hover over ‘Following’ (on a profile), ‘Liked’ (on a Page) or ‘Joined’ (in a group) near their cover photo and select ‘Unfollow’.
**Blocking.** We also enable anyone to block other people. Blocking a person automatically unfriends them so you no longer see them or their content. They also can no longer see things you post on your profile, tag you, invite you to events or groups, start a conversation with you, or add you as a friend. Blocking is reciprocal so you also won't be able to do things like start a conversation with them or add them as a friend. When you block someone, we do not notify them that you have blocked them.

**To block someone:**

- Click at the top right of any Facebook page.
- Click **How do I stop someone from bothering me?**
- Enter the name or email address of the person you want to block and click **Block.**
- If you entered a name, select the specific person you want to block from the list that appears.

To learn more, visit [fb.me/Blocking](http://fb.me/Blocking)
Tip #3

Set strong passwords

- coward
- grandchild
- hometown
- 123456
- password

- login
- password
Passwords help protect your private information and your email or social media accounts.

- Don't share your passwords with other people.
- Use passwords that are hard to guess. Make sure your password is at least 6 characters long, and uses a combination of numbers, letters, and special characters like punctuation marks.
- Avoid passwords like your name, kids’ names, your date of birth, "password" or "123456".
- Use a different password for each of your accounts. That way, if someone learns your password that person does not have access to every account you have.

For additional tips, visit fb.me/Passwords. Test sample passwords at www.howsecureismypassword.net

**Hacked Accounts**

If you believe your account has been compromised by another person or a virus, please visit fb.com/hacked to secure your account.
Tip #4

Know your audience
Whenever you update your status, share photos, or post any information on Facebook, you select who sees what you share. You can share with everyone, just your friends or even a customized audience. When you create a customized audience you can be as specific as you want about who can and cannot see what you are sharing.

Remember, when you post to another person's Timeline, that person controls who can view the post. Additionally, anyone who gets tagged in a post may see it, along with their friends.

To learn more about selecting audiences, visit fb.me/AudienceSelector

To learn more, visit fb.me/ViewAs
Tip #5

Report abusive content
Facebook includes a “Report” link for harassment, bullying, and other issues on nearly every piece of content.

When something gets reported to Facebook, we review it and remove anything that violates our Community Standards.

Our teams work in offices around the world, 24 hours a day, 7 days a week, in over two dozen languages to review things you report to make sure Facebook remains safe.

The best way to report abusive content or spam on Facebook is by using the Report link that appears near the content itself. For instance, to report a post:

1. Click in the top right of the post you want to report and select I don't want to see this. Click Why don't you want to see this?

2. Choose the option that best describes the issue and follow the on-screen instructions.

If you've reported something, you have the option to check the status of your report from the Support Inbox. Please keep in mind that only you can see your Support Inbox. (fb.me/supportInbox)

To learn more, visit fb.me/Reporting
Tip #6

Manage your location privacy
Your location can be shared in various ways: with apps, by checking-in, via private messages, or by someone else tagging you. It's important to carefully consider when you share your location and with whom and to take measures to protect your location when possible. To remove your location on a post:

1. Go to the post
2. Click ♥ and select **Edit Post**
3. Click the current location
4. Click ✗ to remove your current location
5. Click **Save**
If you’d like, you can also:

1. Remove posts from your Timeline. To remove a story from your Timeline:

- Go to your Timeline
- Hover over the story and click ✅
- Select **Delete** or **Hide from Timeline** from the dropdown menu
  - **Hide from Timeline**: Removes the story from your Timeline, not Facebook
  - **Delete**: Removes the story from Facebook entirely

2. Remove a tag at any time: To remove a tag from a post you've been tagged in, click ✅ in the top right of the post and select **Remove Tag**.
3. Turn on the option to review posts before they appear on your Timeline. To turn on Timeline review:

1. Click ▼ at the top right of any Facebook page and select Settings
2. In the left column, click Timeline and Tagging
3. Look for the setting Review posts friends tag you in before they appear on your Timeline? and click Edit to the far right
4. Select Enabled from the dropdown menu

4. Review your account settings to control who can see posts of you that appear on your Timeline. To choose who can see posts you’ve been tagged in after they appear on your Timeline:

1. Click ▼ at the top right of any Facebook page and select Settings
2. In the left-hand column, click Timeline and Tagging
3. Look for the setting Who can see posts you've been tagged in on your Timeline? and click Edit to the far right
4. Choose an audience from the dropdown menu
Tip #7

Securely login and logout
Facebook offers tools that let you know when someone is trying to log into your account from a computer or device that you have not used before, as well as tools to help you log out of browsers and devices you no longer are using.
Get alerts about unrecognized logins: Facebook will send you a notification if someone tries logging into your account from a device or browser that you haven’t used before.

To turn on login alerts:
1. Go to your Security Settings
2. Click the Login Alerts section
3. Choose the type of alert (ex: email alerts) you'd like to receive and click Save Changes

To learn more, visit fb.me/LoginNotifications.
**Two-factor authentication:** When you turn on login approvals, you’ll be asked to enter a special security code each time you try to access your Facebook account from a new computer, phone or browser.

To turn on login approvals:
1. Go to your Security Settings
2. Click the Login Approvals section
3. Check the box and click Save Changes
To learn more, visit [fb.me/LoginApprovals](https://fb.me/LoginApprovals)

**Logout of Unused Devices:** The “Where You’re Logged In” section of your “Security Settings” shows you a list of browsers and devices that have been used to log in to your account recently. To confirm that you have logged out of the browsers or devices listed, click on “End Activity.” To learn more, visit [fb.me/ActiveSessions](https://fb.me/ActiveSessions)
The Internet allows many people to be able to communicate with you. It is very likely that you will receive emails or text messages telling you that you have won money, or a prize like a mobile phone or a holiday. Or, sometimes these messages will say that someone needs your help or needs you to look after their money for them. They will usually ask you for details like your bank account or ID number. These messages are scams. It is very unlikely that you have won something, even if you did enter a competition. Some tips to avoid scams are:

- Don't open emails, attachments or click on links in emails from people you don't know.
- Before sharing any personal information like your ID or address with anyone, confirm with certainty that you know the person.
- Never give out financial info such as bank account numbers or social security numbers.
- When redirected to another login page, check the address bar in the browser to make sure you are on a trusted site and leave site immediately if this is not correct before phishing can occur.
Tip #9

Regularly review your privacy settings
Use Privacy Checkup to review and adjust your privacy settings so you know who’s seeing what you share. Privacy Checkup will help you review and adjust who sees your posts, your settings for apps you’ve logged into with Facebook and who can see info from your profile like your phone number and email address.

fb.me/PrivacyCheckup

You’re in charge! To learn more about ways to protect your privacy on Facebook visit facebook.com/about/basics/
Tip #10

Regularly check your security settings
Use Security Checkup to review and add more security to your account. Security Checkup will help you:

- Log out of Facebook from unused browsers and apps.
- Get login alerts that notify you if someone tries logging into your account from a new computer or phone.
- Learn how to protect your password.

To learn more, visit fb.me/securitycheckup