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Adjusting Facebook Privacy Settings

(accurate as of January 2013)

1) Click on picture of the lock beside 'Home' at the top of the Facebook page.

2) At the bottom of the dropdown menu, click on 'See More Settings.'

3) The 'Privacy Settings and Tools' page will open.

4) To change who can see anything you post click on 'Edit' beside 'Who can see your future posts?'

5) Click on 'Custom' to choose who can see what you post.

6) To stop certain people from seeing your posts click 'Custom' again. Then, type their names in the empty bar under 'Don't share this with.' Click on 'Save Changes' to save your changes.

7) Click 'Edit' beside 'Who can look you up using the email address or phone number you provided?' to change that setting.

8) A box with a down arrow will appear in the grey space underneath. Click on the down arrow. Choose who you want to be able to find you. If you choose 'Friends' only people who are already your friend on Facebook will be able find you using your email address.

9) Click 'Close' when you are done.

10) To change who can find you by searching your name on Facebook click on 'Edit' beside 'Who can look up your Timeline by name?' Then, follow the same steps we gave above.