Log in to your Facebook account and click on the icon in the top right corner. Select **Settings** from the drop down menu.

On the lefthand side of the screen is the Main Menu for **Settings**. Click on **Privacy**.
From here, you can change your **Privacy** settings in 3 different ways:

- **Who can see my stuff?**
- **Who can contact me?**
- **Who can look me up?**

If you have selected **Public** under ‘Who can see your future posts?’ your status updates etc can be seen by anyone. Even if they aren’t a friend.
You can ‘Limit past posts’ so that older posts can be hard to find. This is handy if you posted anything embarrassing or inappropriate in the past couple of years.

![Privacy Settings and Tools](image)

You have some say over who can send you friend requests – it can either be ‘Everyone’ or ‘Friends of friends’.

![Privacy Settings and Tools](image)
There are 2 options for filtering what can be sent to your Inbox – either **Strict Filtering** (only people you are friends with on facebook can message your inbox) or **Basic Filtering** (anyone on facebook can send you a message).

If you select **Strict Filtering**, messages sent by anyone who isn’t your facebook friend go directly to a folder called ‘Other’, which will appear next to your Inbox. You don’t get Notification if a message goes into ‘Other’.

You can control who can use your email or phone number to search for your profile. If you click on ‘Everyone’, you make it very easy for people to find you with your email address or phone number.
Facebook pages can appear in Search Engines. If you don’t want people to find your facebook profile when they Google your name, turn this option off by un-clicking this box.