

3.3 Scripts Lesson 3: Digital safety and ethics

Unit 3: Privacy Settings Tutorial

Slide 1

Welcome to the Melise Privacy Settings Tutorial. In this first video, we will deal with two-factor authentication and see how to add an extra layer of security to our Facebook account. This method is very easy, it will require us just a couple of minutes to be implemented, but it's a very strong way to protect your account from identity theft.

To start, you have to be logged in on your Facebook profile. This is mine and I logged in from a laptop, but you can follow the same passages I will do from your mobile app. So, to change your privacy settings, go to the top right corner where you see the icon of your profile picture and click on the settings and privacy, first item of the menu, and then on settings again. Now, you should see this page, facebook.com slash settings, and you have to go in the left banner here, in this box, Meta Account Center, that will finally lead you to where you can change all your account settings, which include also the password and security ones. So, click on password and security, and you will finally see the two-factor authentication tab. So now, Facebook is asking me whether I want to change my privacy settings only in my Facebook account, or also in my Instagram one, because I have both, and of course they are both Meta. I'm changing settings only on my Facebook account for this video. You will see that Facebook is now sending me temporary code in my email to check that it's really me that I want this change in my privacy settings. And that's exactly the mechanism of and the sense of two-factor authentication. So now I'm copying the code. I received in my email and if you don't find this message check also your spam filter. Sometimes this kind of emails go there. So click on continue and then Facebook will ask you which method you want to implement for your two-factor authentication. The first option and recommended one is using an authentication app which means downloading another app on our mobile phone that will generate a code. Every time we try to log in, but to keep this

tutorial as simple as possible, we will go with the text message option. That is very safe anyway, so this means that every time we try to log in on Facebook, we will have to use not only our first password, but also a temporary code that Facebook will send every time on our phone number. So, click on next. You can see that I've already saved my phone number on Facebook previously. If you haven't done it, you can add your phone number here. Finally, our method is being set in the app. And now Facebook is testing it for the first time, sending a code in my phone. Okay. So, here is the code I received and I can show it publicly because, as I said, it's temporary, so this means that, code works only at this moment while I'm recording the video. So now you have to re-enter your password, I won't show mine of course, click on continue and you finally have set up your two-factor authentication method using your phone number. This means that a person who steals your password and tries to access your Facebook account from a new device will fail the access because he will not be able to receive the temporary code on your phone number. So if you follow these passages, your Facebook account will be much safer. That was all and thank you for the attention.

Slide 2

Welcome back to the second part of our privacy settings tutorial. In this video we will show how to handle the visibility of the information in your Facebook account. So again, this is my personal page on Facebook and let's say I want to check first of all how this page appears to the general public, so how other Facebook users can see my personal information if they're not my friends.

To check this, I have to go there on the right, click on these three dots and then click "view as".

Of course, this is a desktop view of Facebook because I'm logged in from a laptop, but you can do the same passages from the Facebook mobile app if you prefer. So click on "view as" and you will see all the public content of your Facebook personal page. What does it mean? This means that everyone with an internet connection and access to Facebook can type your name and surname and find all this information about mine, which does not all include the articles I shared and my personal posts, but also some details here such as my current job places, my former university, and also my hometown. So all this information can be used against me by malicious actors. For

instance, scammers can email me pretending to be my former university in order to convince me to click on a link with a virus attached. So let's say I want to hide some of this information from my profile. What should I do? I have to go back to my profile and click here on Edit Details. So in this panel, I can set which of my personal information I want to be exposed at the top of my profile. If I want to hide my university, just switching off this button is not enough because as you can see here, I'm just hiding the information from the top section of my profile, but information is still public for a user that wants to explore my personal page. So to really change the visibility settings, I have to click there on the pen, and I will land in my about sections where I can see all my personal details listed. These are all the information you shared when you created your Facebook account about your work, education, places you left contacts and so on.

And by default all this information is public on Facebook and you can be sure of that because there is this icon of a globe. Whenever you see an icon, this means that a specific information on Facebook is completely public, and can be seen by everyone on the web. So let's say I want to hide my university from the general public, I have to click on the globe icon and decide which audience I want for that specific piece of information. I will now set it to friends only, which means that only my Facebook friends will be allowed to see my university in my Facebook profile.

As you can see, I can also specify other options. For example, I can decide exactly which of my friends will be able to see the information or I can make the information visible only by me and so on. But friends only, general friends, in this case work. So I changed the visibility of this information and you can see that the icon here changed as well and I also want to do the same process for my hometown so it will be no more public. I have to click on save and as you can see and now if I go back to my Facebook profile and click on the "view as" mode, you may have to refresh the page and you will finally see that the change worked because we have no information here about my studies and my hometown and also if we go there on the about sections you will know that there is no schools to show, no places to show and no relationship or other info to show. So this means that this information is accessible only to the person I selected as my friends on Facebook. And of course you can repeat the same process not only with these details but with all the content you published. So for instance if you want to change the visibility of one on your post you have to go back and again click on the globe icon and decide which audience feeds and the content you are publishing. And

that was all. So be careful with the personal information you publish on your Facebook profile and be aware of the audience you are sharing that information with. Thank you for the attention.