



Social Network - Do's and Don'ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. Never post Smartphone photos and don't use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

General Settings

The general settings for Google+ allow you to select how your data appears and how others can interact with your profile. Using the dropdown menu from the profile page, navigate to **Settings** and apply the following options in order to increase your profile's security.

Who can interact with you and your posts

Who can send you notifications? [Learn more](#) **Custom**

Who can comment on your public posts? [Learn more](#) **Custom**

Shared Endorsements Off [Edit](#)

Hashtags

Add related hashtags from Google on my newly created posts. [Learn more](#)

Photos and Videos

Show geo location by default on newly shared albums. You can change the setting per album. [Learn more](#)

Allow viewers to download my photos and videos. **Uncheck all**

Don't feature my publicly-shared Google+ photos as background images on Google products & services. [Learn more](#)

Find my face in photos and videos and prompt people I know to tag me. [Learn more](#)

Profile

Show your Google+ communities posts on the Posts tab of your Google+ profile

Show these profile tabs to visitors (they're always visible to you): [Learn more](#)

Photos **Uncheck all**

YouTube / Videos

+1

Reviews

Allow people to send you a message from your profile **Your circles**

Help others discover my profile in search results. [Learn more](#)

Annotations:

- Google sometimes adds hashtags to your posts to make them more searchable by others. Uncheck.
- Unchecking this box prevents most search engines from indexing your profile. However, it does not prevent them from indexing any public posts or comments.
- Only allow your approved friends to view your posts, photos, and profile data

Your circles **Avoid identifying family members. Do not list individuals within the Family Circle.**

When you share posts, photos, profile data, and other things with "Your circles," you're sharing with all of your circles, except the ones you're just following.

Customize

Customize "Your circles"

When you share posts, photos, profile data, and other things with "Your circles," you're sharing with all of your circles, except the ones you're just following (they're unchecked in this list). [Learn more](#)

Choose who to include in "Your circles":

Friends

Family

Acquaintances

Following

Annotations:

- Google allows you to opt out of Google+. This does not delete your Gmail or other Google services' functionalities.

Location Settings

Enable Location Sharing **Never disclose your locations. Uncheck.**

Location Sharing allows you to share your current location from Location Reporting on your devices, with people you choose. People you share your location with can see your current location across Google products, including Google+ and Google Now. They can also see your places, such as home and work. [Learn more](#)

Disable Google+

[Delete your entire Google profile here.](#)

Account Settings

Select **Account** from the dropdown menu shown and perform the **Security Checkup** to review your logins and account permissions.

Account Settings

+Victor

Victor Delong
videlong1@gmail.com

Account - Privacy

[Change photo](#) [View profile](#)

[Add account](#) [Sign out](#)

Event

Event	Most recent	Approximate location
Signed in 4 times from Firefox (Windows)	Today at 3:35 PM	Tysons Corner, VA, USA
Signed in from Firefox (Windows)	Jan 21	Arlington, VA, USA

Annotations:

- Review your past login times to identify suspicious or unauthorized activity
- Avoid linking your account to third party services. Promptly remove any apps or websites that currently have access to your data.

Check your account permissions

Your account is connected to the following apps, websites and devices. Only keep the ones you need and trust. [Learn more.](#)

www.tripit.com	Has access to Gmail, Google Contacts, basic account info	Remove
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Profile Settings

Click the **About** tab to display the personal data fields linked to your account. Select **Edit** within each card to display the editing windows shown below. These windows allow you to adjust your personal information and the audiences who can see your information. Remember, these data fields are mostly optional and it is always best to limit the amount of personal information you share online.

Use the table to select the audience settings best suited for your profile.

Audience Setting	Who Can See Your Profile?	Privacy Strength	Recommendations
Public	Anyone	None	Not Recommended
Extended Circles	People in your circles plus individuals in their circles	Minimal	Not Recommended
Your Circles	People included in your circles	Intermediate	Minimum Setting
Custom	Allows you to designate individuals or circles from your profile	Strong	Recommended
Only You	No one	Maximum	Recommended

Story

Tagline Public

A brief description of you

Introduction Only you

Bragging rights Only you

Examples: survived high school, have 3 kids, etc.

Work

Occupation Only you

What do you do?

Skills Only you

What are your skills?

Employment Only you

Employer name Job title

Start - End Current

People

In your circles Uncheck all

Show people in All circles

Who can see this?

Public
 Your circles

Have you in circles

Show people who have added you to circles

Education

Education Only you

School name Major or Field of study

Start - End Current

Description of courses

Links

Other profiles Only you

[Add custom link](#)
[Manage connected accounts](#)

Contributor to Only you

[Add custom link](#)

Links Only you

[Add custom link](#)

Basic Information

Gender Male Only you

Looking for Only you

Friends
 Dating
 A relationship
 Networking

Birthday January 23 1990 Only you

Show birthday year Uncheck

Relationship I don't want to say Only you

Other names Only you

For example: maiden name, alternate spellings

Contact Information

Home Only you

Phone New contact info

Work

Phone New contact info

Do not enter or display phone number information

Apps with Google+ Sign-in

Show this card on your Google+ profile

change who can see your signed-in apps and activities on Google services, [change app settings](#)

Uncheck

Places

Places lived Do not enter places

type a city name Current

Useful Links

Google Privacy Policy
 Privacy Rights Clearinghouse
 Microsoft Safety and Security
 OnGuard Online

www.google.com/intl/en/policies/privacy/
www.privacyrights.org/privacy-basics
www.microsoft.com/security/online-privacy/social-networking.aspx
www.onguardonline.gov

