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[TELUS Wise online basics]

[14. Social media privacy settings]

[A laptop appears on the screen, displaying a padlock symbol.]

[Voice of a woman] Most social networks have privacy settings that give you a bit more control over who sees what you post.

[A mobile phone appears on the screen. A finger taps on the menu and the Settings screen is displayed. The finger taps on "Who can see your posts" and then on "Friends" in the drop-down menu. The other two options are "Public" and "Only Me".]

You can change the default privacy settings, so that all your posts are viewed by more or fewer people than usual. While you can choose settings that allow people who aren't your friends to see your posts, this isn't recommended.

[The "Create post" screen is displayed. The finger clicks on the three little dots, taps "Me only" in the "Who can see your posts" drop-down menu, and then taps "Post".]

Many social networks also let you choose different privacy settings for each post so you can make some public, some that can be seen by a specific group of people and others that can be seen only by you. This can be a good choice if you find you sometimes post things you wish you hadn't.

[The finger taps on "Friends" in the "Who can see your posts" drop-down menu.]

Set your default to only me and a few hours later you can go back and decide if you want your friends to see the post, after all. It can also be helpful if you want to post something only so you can remember it in the future and don't necessarily want others to see it.

[The Facebook Settings page is displayed on a computer. The finger taps on "Privacy" on the left side menu, then on the "Edit" link in the "Your activity – Who can see your future posts" section, and then on "Me only".]

To change your settings on Facebook, click Settings, then click on "Privacy" on the left side menu. Find "Who can see your future posts" and click "Edit".

[The "Create Post" window is displayed. The finger taps on "Photo/video" and then on "Tag Friends".]

A lot of social networks let you tag a post or photo with someone's name. Others can tag you in their posts, in the same way.

[A "Tag Friends" list appears. The finger clicks on Melissa's name.]

What this means is that anybody looking for you on that network will see the posts in which you have been tagged.

[The "Profile and Tagging" page is displayed. The finger taps "Edit" in the "Tagging" section and a drop-down menu is displayed. The options are: Everyone, Friends of friends, Friends, Friends except..., Specific friends, Only me and Custom.]

If you go to the "Profile and Tagging" settings, you can decide who can see posts tagged with your name. That means you can keep friends of friends from seeing them.

[The "Notifications Settings" page is displayed. The finger checks the following options: Get notifications when you are tagged by - Anyone; Where you receive these notifications: Push – Active, SMS – Active.]

You should also set the app to notify you anytime you are tagged in a post or photo and ask for your approval before it gets added to your profile. It's harder to control who sees what you post on an open network, like Twitter or YouTube, but most platforms offer ways to limit your audience.

[Twitter is displayed on a mobile phone. The screen scrolls down to display several Tweets. The finger taps on "Settings and privacy" then, "Privacy and safety" and checks "Protect your Tweets".]

On Twitter, you can require other users to seek permission to view your tweets, by selecting "Settings and privacy", from your profile, then, "Privacy and safety" and then switching on "Protect your Tweets".

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