



BSQS's - Social Media Audience Privacy Settings Guides- est. February, 9th 2024

**SHIELD = Safeguarding Human  
Identity & Enabling Logical  
Defense in the Quantum Era**

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**Overall Advice for any social media:**

- Regularly review your privacy settings on all platforms to ensure they remain aligned with your desired level of privacy.
- Be mindful of the information you share in your posts, even with customized settings, to maintain your digital safety.
- Consider creating lists or groups to make audience customization quicker and more efficient for future posts.

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## **FACEBOOK AUDIENCE SETTINGS GUIDE**



**Before Posting:**

- When creating a new post, look for the audience selector button, typically located below your name. It might display as "Public," "Friends," or another custom group.
- Click on the audience selector to see your options: Public, Friends, Friends except..., Specific friends, Only me, or Custom.
- Select the desired audience for your post. For more privacy, choose "Friends" or "Only me."

#### For Existing Posts:

- Go to the post you want to edit.
- Click on the three dots in the top right corner of the post and select "Edit audience."
- Choose your new audience from the options provided.

#### Setting Default Privacy:

- To set the default privacy setting for all your posts, navigate to Settings & Privacy > Settings > Privacy > Your Activity.
  - Click "Edit" next to "Who can see your future posts?" and select your preferred default audience.
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## **INSTAGRAM AUDIENCE SETTINGS GUIDE**



### **Stories:**

- Before sharing a story, tap the "Settings" gear icon on the top left.
- Go to "Privacy" > "Story."
- You can choose to hide your story from specific people or select "Close Friends" to share with a smaller group.

### **Posts:**

- Instagram posts do not offer audience customization for each post; your profile is either public or private.
- To make your account private, go to Settings > Privacy > Account Privacy and toggle on "Private Account."

### **Comments and Tags:**

- You can control who comments on your posts under Settings > Privacy > Comments.
  - Manage who can tag you in posts and stories under Settings > Privacy > Tags.
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## **TWITTER (X) AUDIENCE SETTINGS GUIDE**



### **Protected Tweets:**

- Twitter allows you to make your tweets visible only to your followers by protecting them.
- Go to Settings and Privacy > Privacy and safety > Audience and tagging > Protect your Tweets.
- Once enabled, only your followers will see your tweets, and new followers will need your approval.

### **Direct Messages (DMs):**

- While you can't customize the audience for individual tweets (beyond the protected tweets setting), you can control who sends you direct messages.
- Go to Settings and Privacy > Privacy and safety > Direct Messages and adjust your preferences.

### **Tagging:**

- Control who can tag you in photos under Settings and Privacy > Privacy and safety > Audience and tagging > Photo tagging.