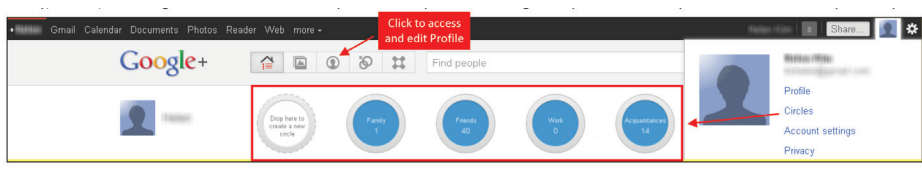


SOCIAL NETWORK DO'S & DON'TS

- 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.

G+ MANAGING YOUR GOOGLE+ PROFILE

Google+ provides privacy and sharing options using Circles. Circles are groups that users create for different types of connections, such as family, friends, or colleagues. Content is shared only with circles you select. Google+ requires that users provide real names - no pseudonyms.



G+ PROFILE SETTINGS

Apply the Profile settings shown with arrows below to ensure that your information is visible only to people of your choosing.

Annotations:

- Name & Profile Picture are PUBLIC**: Points to the profile name and picture area.
- This box is PUBLIC. Do not fill out additional information**: Points to the 'Introduction' field.
- Change to Your Circles**: Points to the 'Your circles' dropdown menu.
- Change to Only You**: Points to the 'Only you' privacy option.
- Change to Your Circles**: Points to the 'Your circles' dropdown menu for a specific field.
- Uncheck**: Points to the 'Show this tab on your profile' checkbox.
- Uncheck top button**: Points to the 'Show people in' dropdown.
- Uncheck both**: Points to the 'Show this tab on your profile' and 'Show photo geo location information' checkboxes.
- DO NOT add links to other online presences, such as a webpage, Facebook, Twitter, or LinkedIn**: Points to the 'Links' field.
- To share information on this page with specific people, select Custom then choose appropriate Circles**: Points to the 'Who can see this?' dropdown.
- Search visibility**: Points to the 'Search visibility' checkbox.

G+ ACCOUNT SETTINGS & MINIMIZING YOUR ACTIVITIES

Apply the Account settings shown with arrows below to ensure that your information is shared in a limited fashion.

Account overview

Profile and privacy

Google+

Language

Data liberation

Connected accounts

Change as indicated

Google+

◀ Back to Google+

Who can interact with you and your posts

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

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

Who can start a Messenger conversation with you?

Notification delivery

Email: itshelen@gmail.com

Phone: Add phone number **Don't Add Phone Number**

via Push notifications Don't notify me

Manage email subscriptions **Uncheck**

Occasional updates about Google+ activity and friend suggestions

- Account settings can be accessed under **Account Settings > Google+**.
- Maintain a small Google+ "footprint". Select only important Google+ notifications as shown in the box to the left.
- Limit notifications to email as opposed to text.
- **Do not** connect your mobile phone to Google+ or use the Google+ mobile application, and **Disable +1** on non-Google Websites
- **Do not** allow contacts to tag you then automatically link to your profile
- **Disable** your circles from accessing your photo tags prior to you

Google +1

+1 on non-Google sites Off Edit **Change to "Off"**

Google+ Pages

Automatically add a Google+ page to my circles if I search for + followed by the page's **Uncheck**

Photos

Show photo geo location information in newly uploaded albums and photos. **Uncheck**

Allow viewers to download my photos **Uncheck**

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

People whose tags of you are automatically approved to link to your Profile:

[+ Add circles or people to share with...](#) **Remove Everyone**

When a tag is approved, it is linked to your profile, and the photos appear in the "of you" section.

Receive notifications **Check as indicated**

Notify me by email or SMS when someone...

Posts and mentions of my name Email Phone

Mentions me in a post

Shares a post with me directly

Comments on a post I created

Comments on a post after I comment on it

Circles Email Phone

Adds me to a circle

Photos Email Phone

Tags me in a photo

Tags one of my photos

Comments on a photo after I comment on it

Comments on a photo I am tagged in

Comments on a photo I tagged

Messenger Email Phone

Starts a conversation with me

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Connected accounts

You can improve your Google experience by connecting your accounts from other services.

Twitter Yes this is me No **Do not add outside accounts** **Uncheck**

Add this link to my public Google Profile, too

Connecting your accounts

- When you search, you can see relevant content your friends share on the web.
- You make it easier for them to find the stuff you share on the web.
- You can choose which accounts to show on your public Google Profile.

Remember, Google won't share your searches or other private information with third-party services without your consent.

Use my Google contact information to suggest accounts from other sites. **Uncheck**

By default, Google+ uses your Google contact information to link your accounts from other online services, aggregating your online identity in one location. To disable this feature:

- Go to **Account Settings > Connected Accounts**
- Click "No" to Google-suggested 3rd-party accounts
- Disable Google+ access to your contact information
- Do not manually connect other online accounts using Google+

Deleting Your Google+ Profile Information or Account

Account overview

Account overview

Services

Delete profile and Google+ features **Go to Account Settings > Account Overview**

Delete entire Google account

View, enable, or disable web history

Delete profile and remove associated Google+ features

Close entire account and delete all services and info associated with it

Go to web history

- **Delete Google+ Content** removes Google+ related information such as circles, +1's, posts, and comments
- **Delete your entire Google profile** removes all user data from Google services, including your Gmail
- **Disable web history** to prevent accumulation of your digital footprint

USEFUL LINKS

A Parent's Guide to Internet Safety
www.fbi.gov/stats-services/publications/parent-guide
 Wired Kids
www.wiredkids.org/

Microsoft Safety & Security
www.microsoft.com/security/online-privacy/social-networking.aspx
 OnGuard Online
www.onguardonline.gov/topics/social-networking-sites.aspx