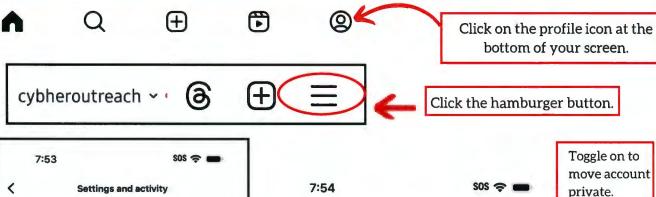


MANAGING YOUR INSTAGRAM ACCOUNT

MAKE YOUR ACCOUNT PRIVATE



account

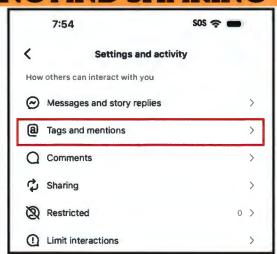


When your account is public, your profile and posts can be seen by anyone, on or off Instagram, even if they don't have an instagram

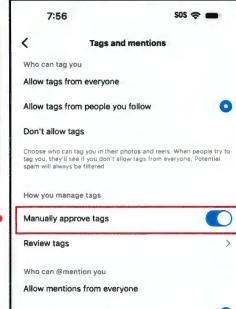
Account privacy

When your account is private, only the followers you approve can see what you share, including your photos or videos on hashtag and location pages, and your followers and following lists

TAGGING AND SHARING



Toggle on to manually review any photos or videos before they are added to your account by other users.





Don't allow mentions

Allow mentions from people you follow





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Toggle off to prevent followers from sharing your story as a message, sharing your posts, embedding your posts in websites or featuring your posts in shops.





SECURITY SETTINGS - ACTIVITY STATUS





Toggle off so others can't see when you are active on Instagram.

8:00

Activity Status

Show Activity Status
Allow accounts you follow and anyone you message to see when you were last active or are currently active on instagram apps. When this is turned off, you won't be able to see the activity status of other accounts. Learn More

You can continue to use our services if active status is off.

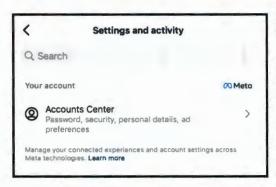








MULTI-FACTOR AUTHENTICATION

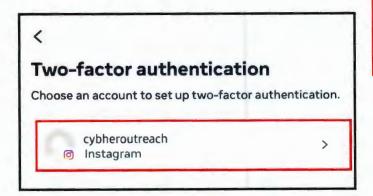


Touch the Accounts Center to access Account settings, then Password and security



Password and security Login & recovery Manage your passwords, login preferences and recovery methods. Change password Two-factor authentication 0) > Saved login Security checks Review security issues by running checks across apps, devices and emails sent. Where you're logged in Login alerts (O) > Recent emails Security Checkup @ >

RECOMMENDED: Turn on **Two-factor authentication (2FA)** to receive a code to ensure you are the one logging into your account. This prevents others from logging in to your account without your knowledge. Using an **Authentication app** is more secure than **Text message** and is the recommended **2FA** method.



Review the Security checks to see

- · devices you're logged into.
- · login alerts you would like to receive.
- recent emails that have been sent.
- run a Security Checkup to help secure your account.







THINGS TO REMEMBER

MAKE YOUR ACCOUNT PRIVATE - Instagram accounts are accessible to the public; therefore, anyone can view your profile, photos, videos, and stories and comment on them. To allow only approved followers to be able to view your posts, set your account to private.

HIDE ACTIVITY STATUS – Individuals you follow or have direct conversations with can by default see when you were last active on Instagram. Turn off the visibility of your status.

REMOVE FOLLOWERS – Remove individuals or followers from your friends list if you no longer want them to see your new posts. This can work for both public and private accounts.

HIDE STORIES/RESTRICT DIRECT MESSAGING AND SHARING – If you don't want to share photos or videos with all followers select specific individuals e.g. family.

BLOCK COMMENTS - If you are annoyed by the constant inappropriate comments on your posts, you can stop this by blocking individuals from commenting.

REMOVE TAGS – Remove or disable your tagging option in settings to prevent posts you are tagged in from automatically being added to your Instagram profile by default.

USEFUL LINKS

Safe Search Kids

https://www.safesearchkids.com/

Microsoft Safety & Security

https://support.microsoft.com/en-us/help/4091455/windows-protect-privacy-internet

OnGuard Online

https://www.consumer.ftc.gov/features/feature-0038-onguardonline

Instagram Help

https://help.instagram.com

