**LOGIN ACTIVITY**

Review logins for your account. Log out of any locations you do not recognize. Change your password to ensure no one else is logged into your account without your knowledge.

**MANAGING YOUR INSTAGRAM ACCOUNT**

Click on the profile icon at the top of your screen.

Click on Edit Profile.
Set to Add Manually to review any photos or videos before they are added to your profile by other users.

Account Privacy

- Private Account (on)
  - When your account is private, only people you approve can see your photos and videos on Instagram. Your existing followers won’t be affected.

Activity Status

- Show Activity Status (off)
  - Allow accounts you follow and anyone you message to see when you were last active on Instagram apps. When this is turned off, you won’t be able to see the activity status of other accounts.

Story Sharing

- Allow Sharing (off)
  - Let people share your story as messages

Set to Add Manually to review any photos or videos before they are added to your profile by other users.

Comment Settings

Photos of You

- Add Manually (on)
  - Choose how you want photos of you added to your profile. Learn more about Photos of You.

Account Data

Two-Factor Authentication

- Edit Two-Factor Authentication Setting

Data Download

- Request Download

Privacy and Security Help

- Support

Two-Factor Authentication

We’ll ask for a security code when we need to confirm that it’s you logging in.

- Text Message (on)
  - We’ll send a code to ****.

- Authentication App (off)
  - You’ll get a code from your security app.

RECOMMENDED: toggle on to receive a code to ensure you are the one logging into your account. This prevents others from logging into your account without your knowledge.

EFFECTIVE ON: 01/13/2022
### APPS AND WEBSITES

<table>
<thead>
<tr>
<th>Edit Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Password</td>
</tr>
<tr>
<td><strong>Apps and Websites</strong></td>
</tr>
<tr>
<td>Email and SMS</td>
</tr>
<tr>
<td>Push Notifications</td>
</tr>
<tr>
<td>Manage Contacts</td>
</tr>
<tr>
<td>Privacy and Security</td>
</tr>
<tr>
<td>Login Activity</td>
</tr>
<tr>
<td>Emails from Instagram</td>
</tr>
</tbody>
</table>

#### Apps and Websites

<table>
<thead>
<tr>
<th>ACTIVE</th>
<th>EXPIRED</th>
<th>REMOVED</th>
</tr>
</thead>
</table>

These are apps and websites you've used Instagram to log into and have recently used. They can request info you chose to share with them.

You have not authorized any applications to access your Instagram account.

- Review which apps or websites have access to your Instagram account.

### MANAGE CONTACTS

<table>
<thead>
<tr>
<th>Edit Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Password</td>
</tr>
<tr>
<td><strong>Apps and Websites</strong></td>
</tr>
<tr>
<td>Email and SMS</td>
</tr>
<tr>
<td>Push Notifications</td>
</tr>
<tr>
<td><strong>Manage Contacts</strong></td>
</tr>
<tr>
<td>Privacy and Security</td>
</tr>
<tr>
<td>Login Activity</td>
</tr>
<tr>
<td>Emails from Instagram</td>
</tr>
</tbody>
</table>

#### Manage Contacts

The people listed here are contacts you've uploaded to Instagram. To remove your synced contacts, tap Delete All. If you delete your contacts from this page, new contacts you add to your phone will be uploaded. If you want to stop syncing, go to your device settings and turn off access to contacts.

Only you can see your contacts, but Instagram uses the info you've uploaded about your contacts to make friend suggestions for you and others and to provide a better experience for everyone.

- Remove any contacts for people you don't know.

**EFFECTIVE ON: 01/13/2022**
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

A Parent’s Guide to Internet Safety
www.fbi.gov/stats-services/publications/parent-guide

Wired Kids
www.wiredkids.org

Microsoft Safety & Security

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

Instagram Help
https://help.instagram.com