



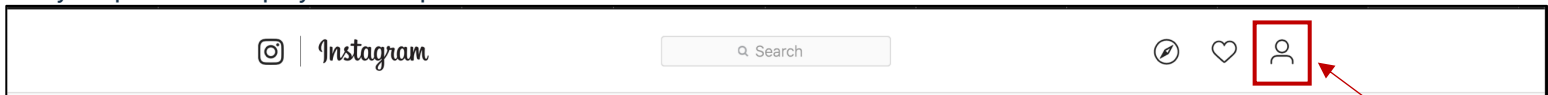
SOCIAL NETWORK DOs & DON'Ts

- 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.

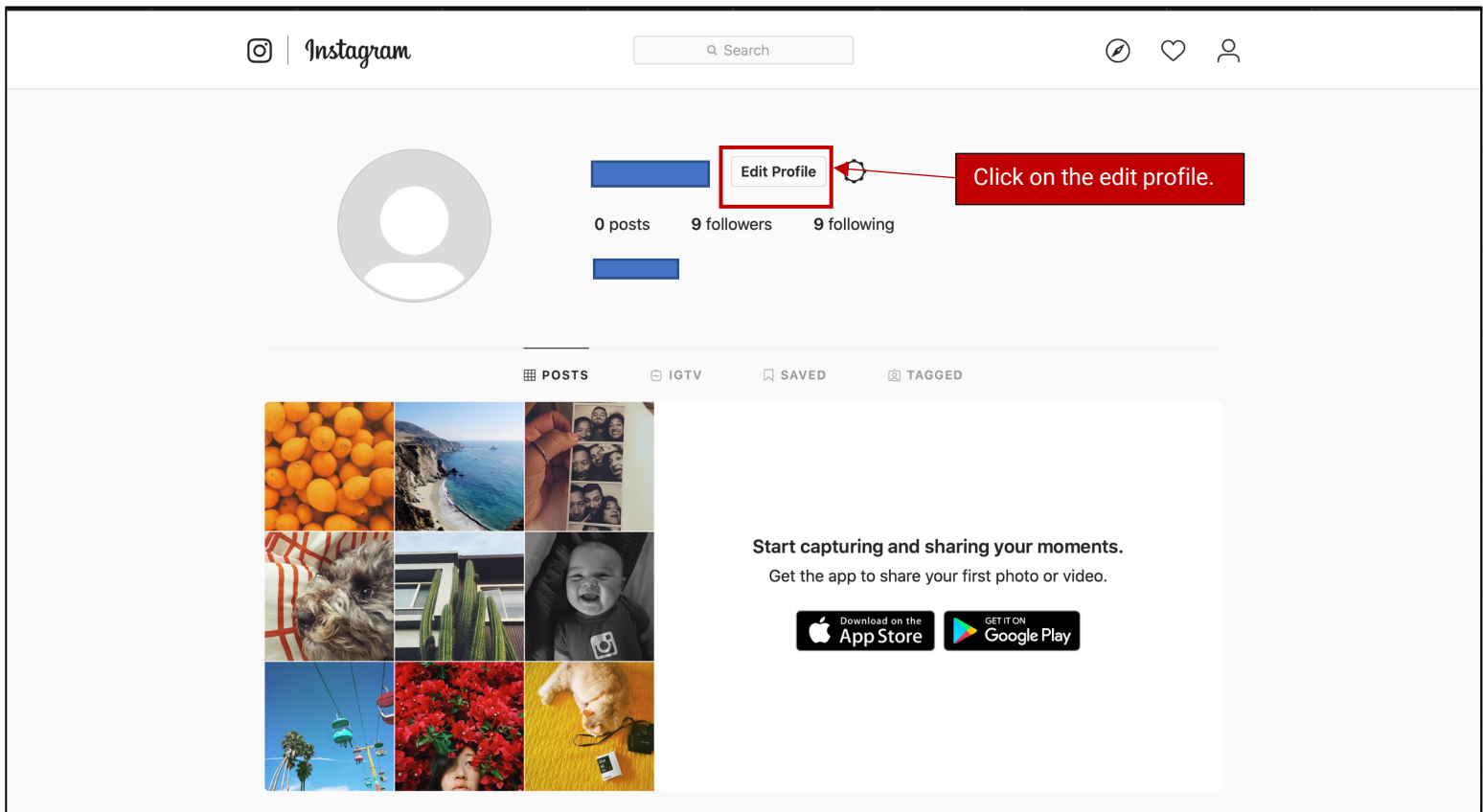
MANAGING YOUR INSTAGRAM ACCOUNT

PROTECT YOUR INSTAGRAM INFORMATION


Edit your profile to display minimal personal information.



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



PRIVACY SETTINGS



Edit Profile

Change Password

Apps and Websites

Email and SMS

Manage Contacts

Privacy and Security

Login Activity

Emails from Instagram

Account Privacy

☒ **Private Account**
When your account is private, only people you approve can see your photos and videos. Your existing followers won't be affected.

Activity Status

☐ **Show Activity Status**
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 accounts you follow.

Story Sharing

☐ **Allow Sharing**
Let people share your story as messages.

Comments

[Edit Comment Settings](#)

Photos of You

☐ Add Automatically

☒ **Add Manually**

Toggle on to keep your account private so only people you approve can see your photos and videos.

Toggle off so others cannot see when you are active on Instagram apps.

Toggle off to prevent followers from sharing your story as a message.

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

Account Data

[View Account Data](#)

Two-Factor Authentication

[Edit Two-Factor Authentication Setting](#)

Data Download

[Request Download](#)

Privacy and Security

[Support](#)

ABOUT US

SUPPORT

PRESS

API

JOBS

PRIVACY

TERMS

DIRECTORY

RECOMMENDED: Toggle on 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.

Two-Factor Authentication
We'll ask for a security code when we need to confirm that it's you logging in.

Text Message

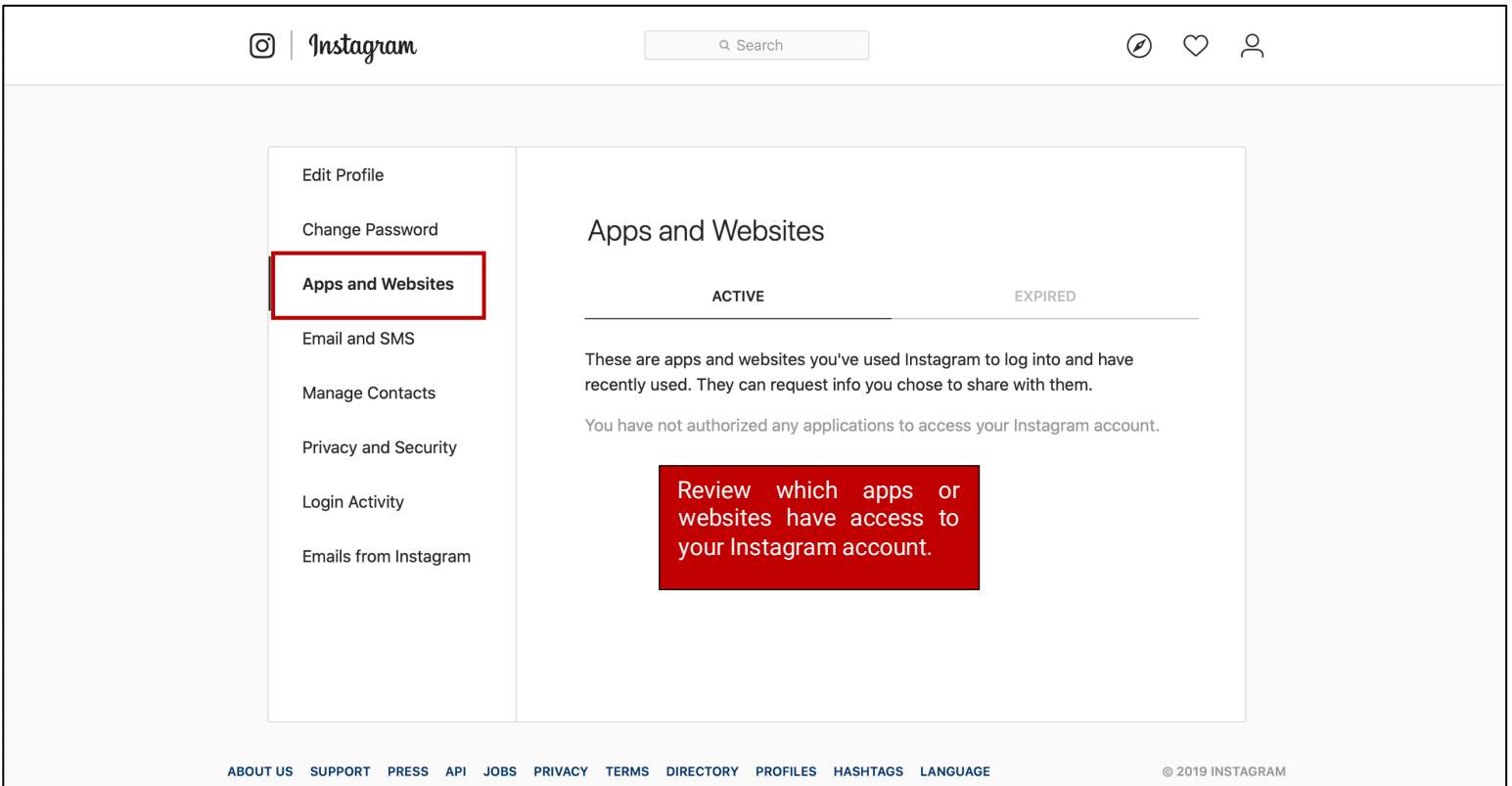
☒ **Use Text Message**
We'll send a code to ****1498.


[Get Backup Codes](#)
Backup codes are useful if you lose access to your phone number and can't receive a security code by text.

Authentication App

☐ **Use Authentication App**
You'll get a code from your security app.

APPS AND WEBSITES



 | Instagram

Search

Edit Profile

Change Password

Apps and Websites

Email and SMS

Manage Contacts

Privacy and Security

Login Activity

Emails from Instagram

Apps and Websites

ACTIVE EXPIRED

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.

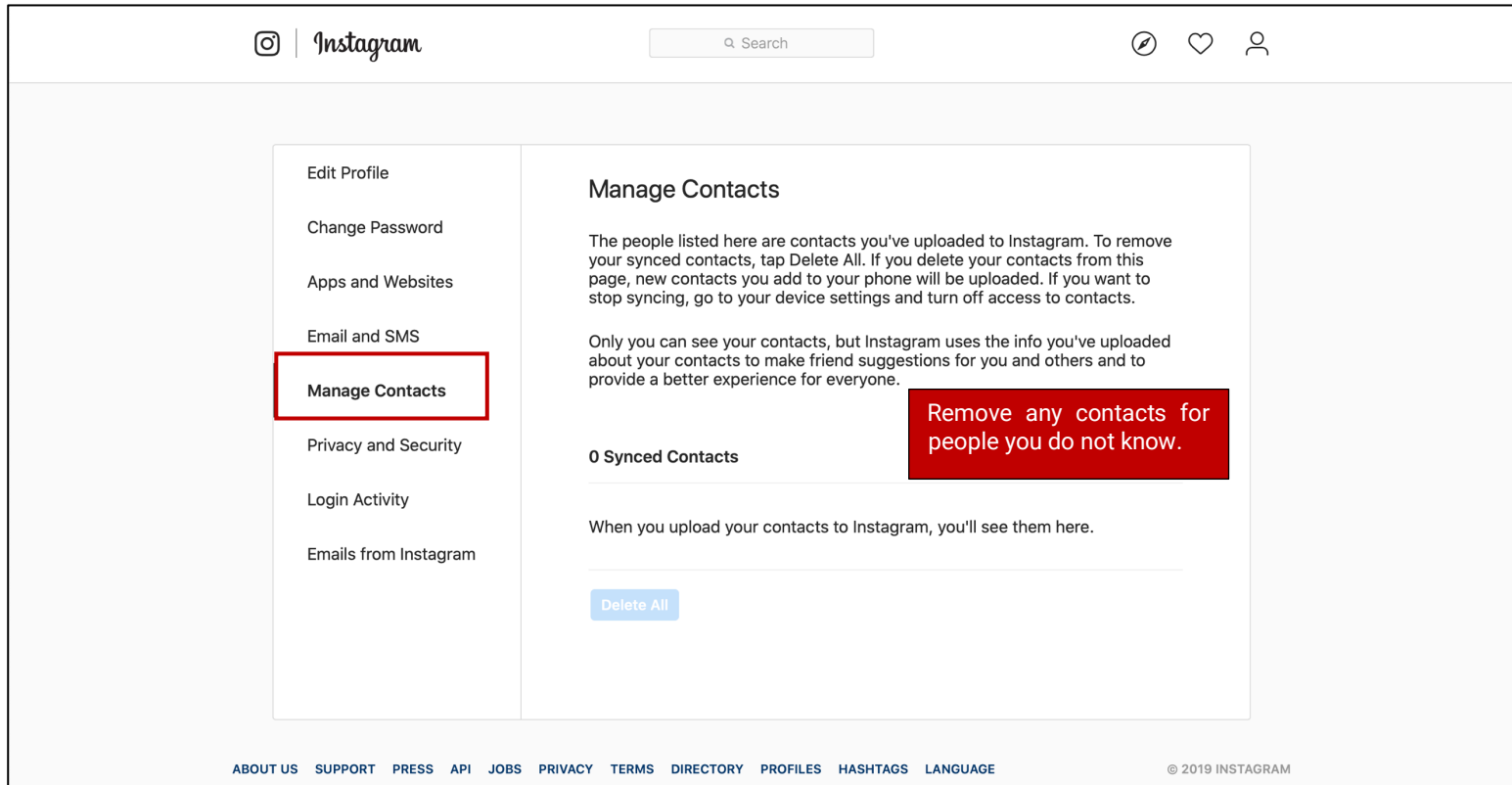
You have not authorized any applications to access your Instagram account.


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

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MANAGE CONTACTS



 | Instagram

Search

Edit Profile

Change Password

Apps and Websites

Email and SMS

Manage Contacts

Privacy and Security

Login Activity

Emails from Instagram

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.

0 Synced Contacts

Remove any contacts for people you do not know.

When you upload your contacts to Instagram, you'll see them here.

Delete All

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LOGIN ACTIVITY

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.

PASSWORD RECOMMENDATIONS

- Minimum of 8 characters is recommended.
- Use a combination of upper and lowercase letters, numbers and symbols/punctuation marks.
- Enable two-factor authentication when available.
- Should not contain your name, username, phone number, birthday, pets' names or other personal information.
- Should be unique to each app or website you use.
- Don't use common words (dictionary, iloveyou, password) or series of letters (qwerty, abcd1234).
- Using a longer passphrase or series of words may be easier to remember and more secure.

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

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

OnGuard Online

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

Instagram Privacy Settings and Information

<https://help.instagram.com/196883487377501>