



## HOW TO SECURE YOUR INSTAGRAM ACCOUNT.

How secure is your Instagram account?

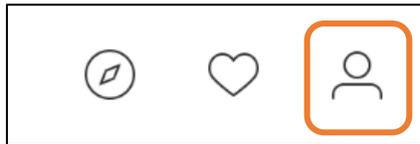


The Yorkshire and Humber Regional Cyber Crime Unit (RCCU) protect team have produced this documentation regarding public Instagram safety. This document demonstrates the options available to users. There are step-by-step instructions on how to view and change your preferences throughout your account settings. The options you choose are personal preference. This document contains recommendations for your settings and shows you how to access them.

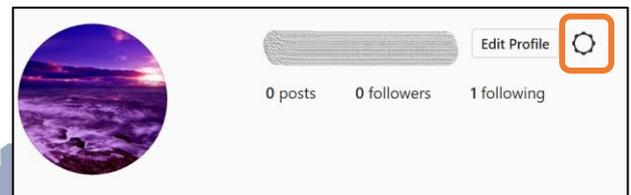
*\*Please note: the following screenshots were taken at the Instagram.com site. These instructions may differ on a mobile or tablet application.*

## General Account:

- 1 | Sign in to your Instagram account [here](#).
- 2 | Upon logging into Instagram, in the top right corner, Please select the following:

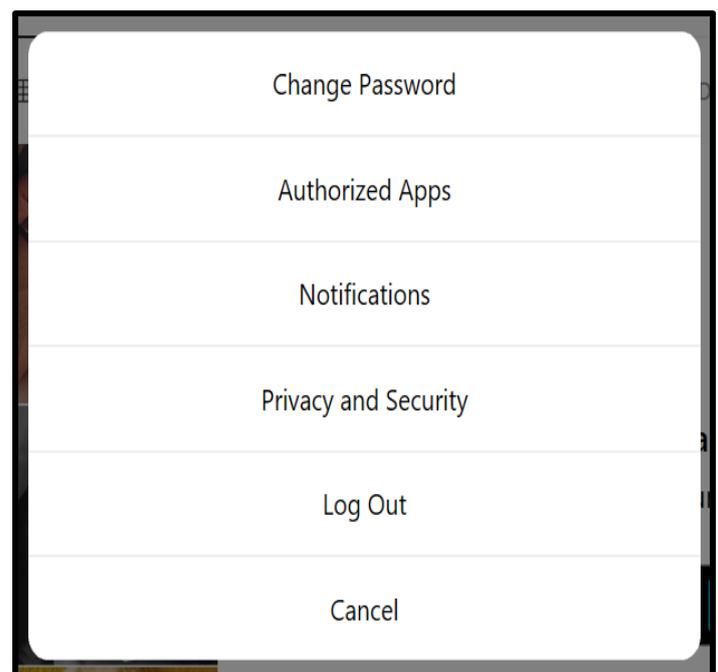


- 3 | You will be directed to your Profile. Please click the **settings button** shown in the orange outline:



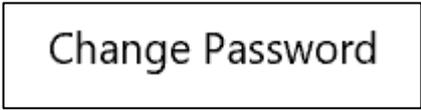
The following drop-down menu will be displayed after clicking the settings button:

Using these options, we will navigate through the various security settings available for you to editing.



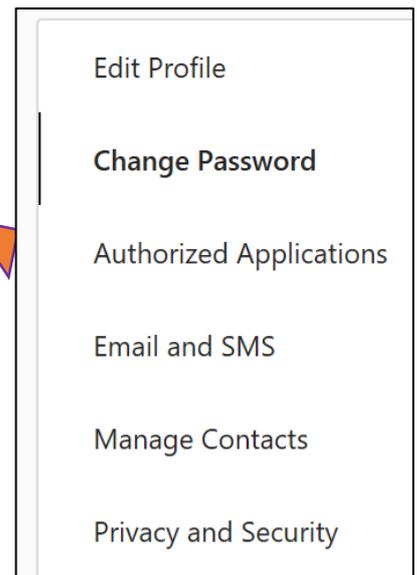
## Change Password:

1 | Choose the following option in the drop-down [settings](#) menu:



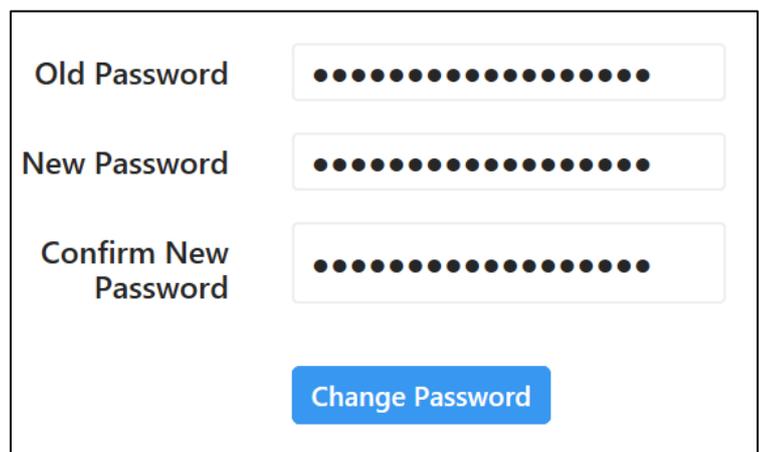
2 | This section can be edited by you! Below we have covered the ‘Change Password’ option and our suggestions for you and your cyber safety.

3 | The following menu will be displayed at the **left side** of the page and will be used to navigate through the settings mentioned in this document.



The ‘**Change Password**’ option is highlighted in **black** because it is the page which is currently displayed to you.

4 | Here are the input fields available to change your password. You are required to know your old password to create a new one.



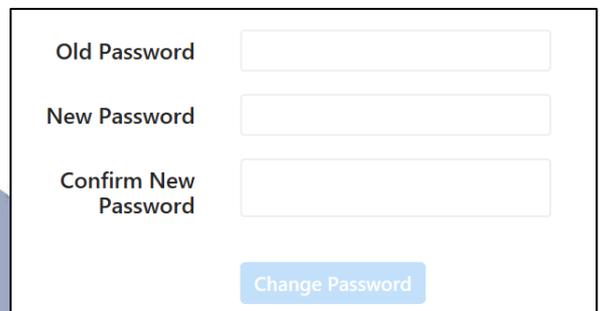
## Password Guidance!

The password guidance suggested by the **NCSC** is:

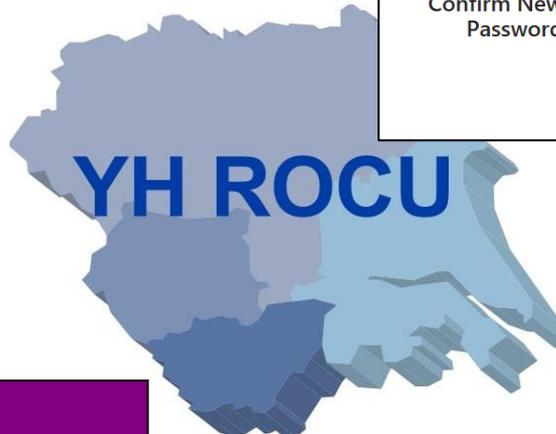
### THREE RANDOM WORDS

Use unrelated words which are not in relation to you, your hobbies and your life.

- 5 | The page will refresh with empty input boxes and a small box will pop-up at the bottom of the screen saying, 'Password has changed'.



A screenshot of a password change form. It contains three input fields labeled 'Old Password', 'New Password', and 'Confirm New Password'. Below the fields is a blue button labeled 'Change Password'.



### Authorized Applications:

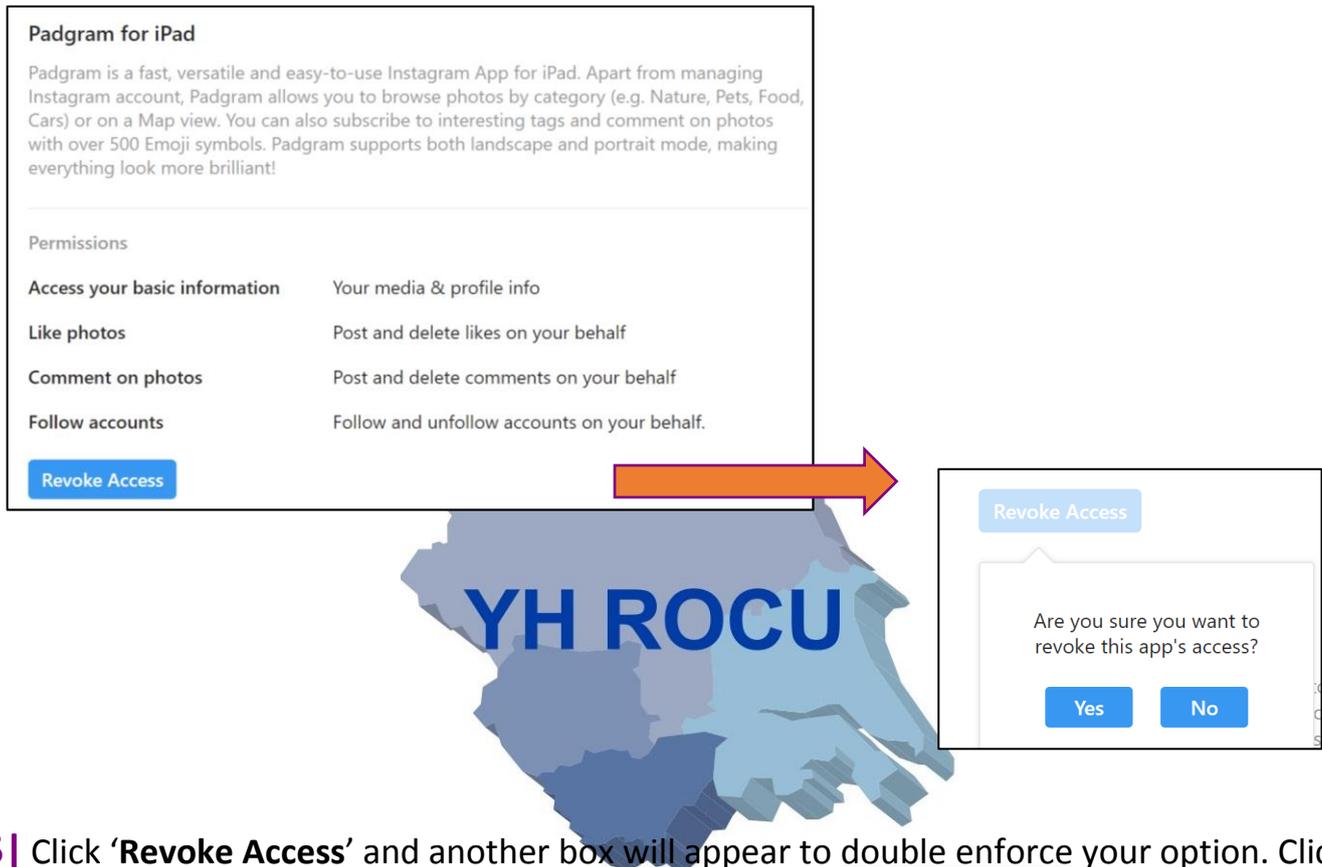
- 1 | Choose the following option in the drop-down [settings](#) menu:

Authorized Applications

- 2 | This section can be edited by you! Below we have covered the 'Authorized Applications' option and our suggestions for you and your cyber safety.



3 | You can remove any applications you do not want to provide permissions. For example, it will not allow an unauthorized application to make any changes such as posting or deleting likes and comments.



5 | Click **'Revoke Access'** and another box will appear to double enforce your option. Click **'Yes'** or **'No'** to revoke an application's access.

## Email and SMS:

- 1 | Choose the following option in the drop-down [settings](#) menu:

Email and SMS

- 2 | This section can be edited by you! Below we have covered the 'Email and SMS' option and our suggestions for you and your cyber safety.

- 3 | You can choose the options you are subscribed to:

Subscribe to:

- News emails  
Find out first about new products.
- Reminder emails  
Stay up to date with things you may have missed.
- Product emails  
Get tips on using Instagram's tools.
- Research emails  
Provide feedback and participate in research studies.
- Text (SMS) Messages  
Get reminder notifications delivered by text message.

You can **untick** any box depending on the information you want to receive.

- 4 | For example, if you no longer wish to receive 'News emails' then untick the box.

News emails  
Find out first about new products.

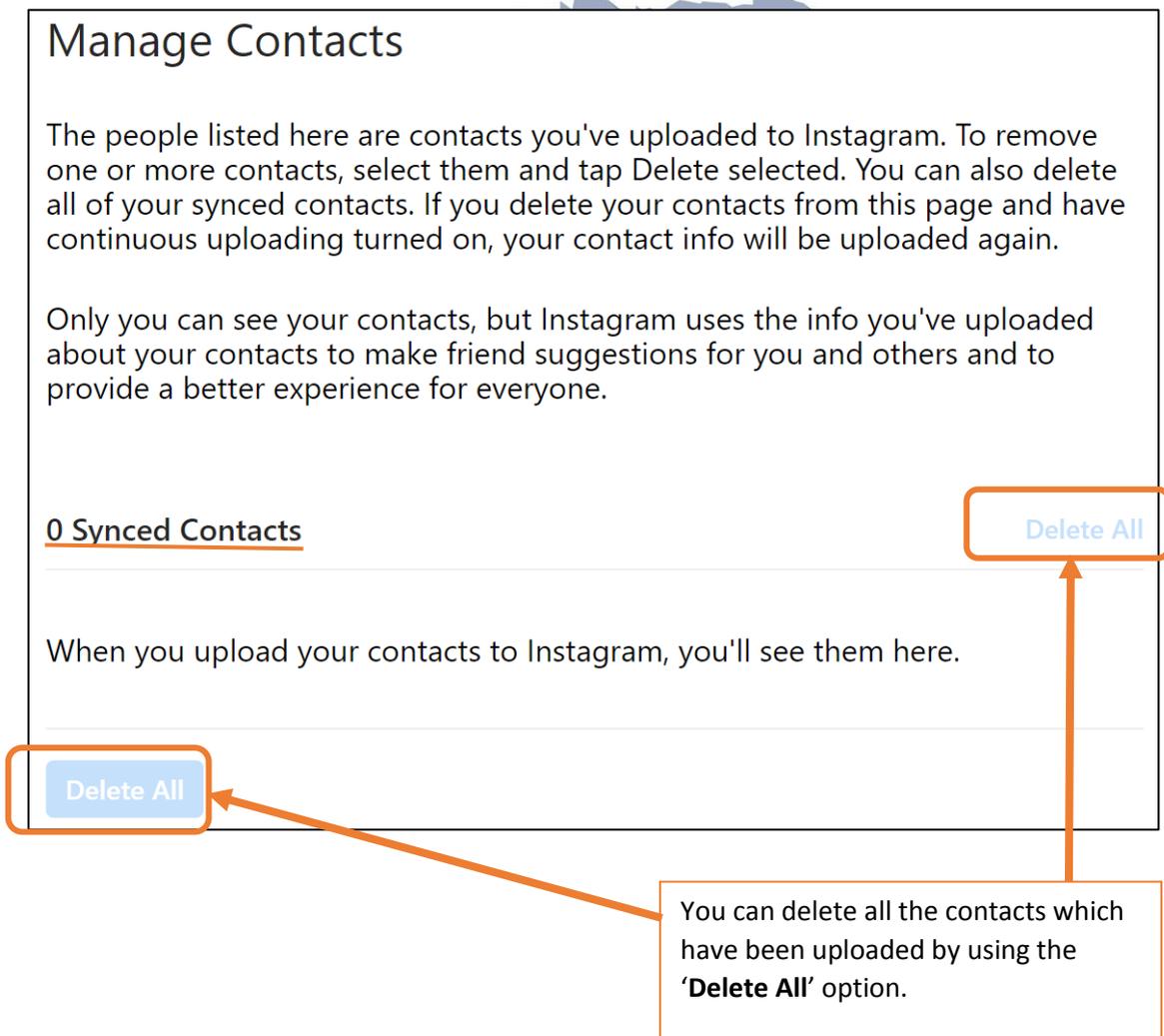
## Manage Contacts:

1 | Choose the following option in the drop-down [settings](#) menu:

Manage Contacts

2 | This section can be edited by you! Below we have covered the 'Manage Contacts' option and our suggestions for you and your cyber safety.

3 | Any people listed in this section are contacts which have been previously uploaded to your Instagram account. It is advisable not to store contacts on Instagram.



**Manage Contacts**

The people listed here are contacts you've uploaded to Instagram. To remove one or more contacts, select them and tap Delete selected. You can also delete all of your synced contacts. If you delete your contacts from this page and have continuous uploading turned on, your contact info will be uploaded again.

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

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

Two 'Delete All' buttons are highlighted with orange boxes and arrows pointing to a callout box. One 'Delete All' button is located at the bottom left of the interface, and the other is located at the top right of the interface.

You can delete all the contacts which have been uploaded by using the 'Delete All' option.

## Privacy and Security:

- 1 | Choose the following option in the drop-down [settings](#) menu:

Privacy and Security

- 2 | This section can be edited by you! Below we have covered the 'Privacy and Security' option and our suggestions for you and your cyber safety.

- 3 | You must decide whether you want your account **private or public**. We advise that you have your account on private. This allows you to choose who can see your account because they send a request which you can **accept or decline**.



Private Account

### Account Privacy

Private Account

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

You must tick the box to **activate your private account**.

The setting will be automatically saved. You will have to accept any friends which now send you a request.

#### 4| Be aware of your activity status!

This shows other user accounts and on Instagram messages when you are active.

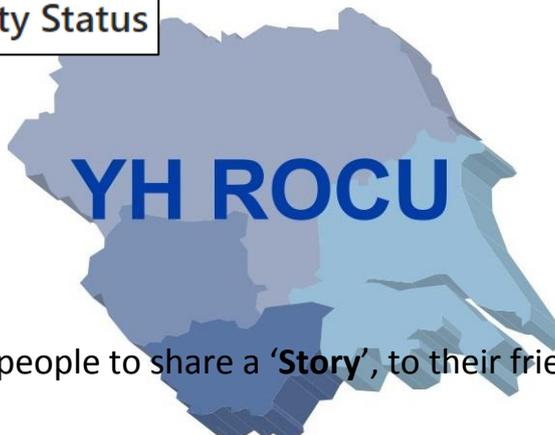
For example: **active 32 mins ago**

### 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 other accounts.

Show Activity Status



5| You may wish to allow people to share a 'Story', to their friends, that you have created. This means your story could be potentially shared between multiple or many people.



### Story Sharing

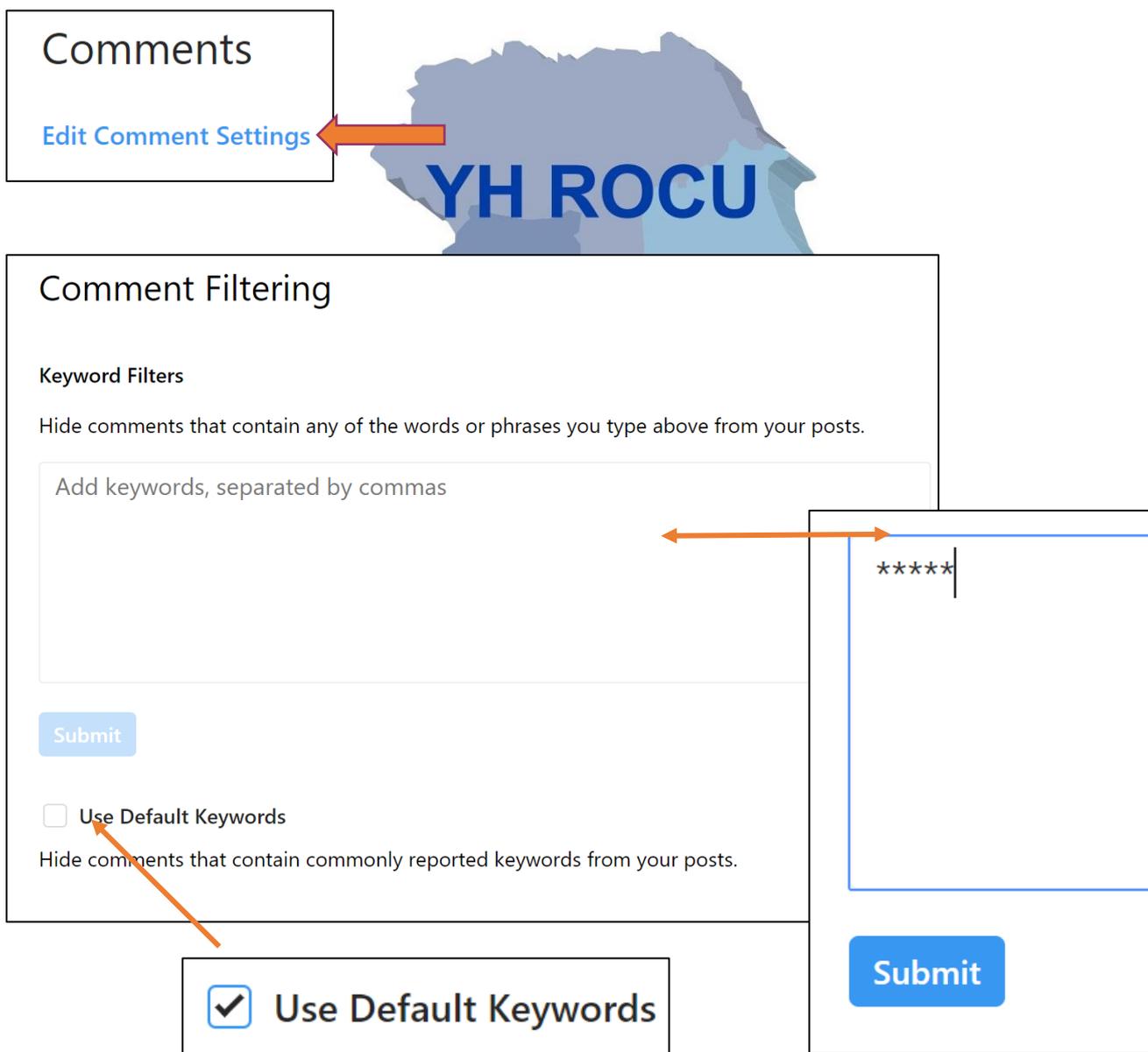
Allow Sharing

Let people share your story as messages

Allow Sharing

**6** | You can filter the comments which may be added to any posts you put on Instagram.

- Click on **'Edit Comment Settings'** for more options.
- Then enter the keywords of your choice into the input box and click **'Submit'**.
- You may wish to tick the **'Use Default Keywords'** box if you want to hide posts containing the commonly reported keywords.



**Comments**  
[Edit Comment Settings](#)

**Comment Filtering**

**Keyword Filters**  
Hide comments that contain any of the words or phrases you type above from your posts.

Add keywords, separated by commas

\*\*\*\*\*

**Submit**

**Use Default Keywords**  
Hide comments that contain commonly reported keywords from your posts.

**Use Default Keywords**

## 7 | We advise that Photos of You are **'Add Manually'**.

- This provides you with more choice in the images which are shared including you.

### Photos of You

Add Automatically

Add Manually

Choose how you want photos of you added to your profile. [Learn more](#) about Photos of You.

Click on **'Learn more'**.

This displays a list of questions and answers shown below about Photos and Videos of you on Instagram:

### Photos and Videos of You

- ✓ Where can I see photos and videos I've been tagged in?
- ✓ Who can see the photos and videos I've been tagged in on my profile?
- ✓ How do I hide a photo or video I've been tagged in from my profile?
- ✓ How can I choose whether photos and videos I've been tagged in appear on my profile?
- ✓ Who can tag me in their photos and videos?
- ✓ How do I remove myself from a photo or video someone tagged me in?
- ✓ How do I archive a post I've shared?
- ✓ Where can I see posts I've archived?



### ✓ Where can I see photos and videos I've been tagged in?

To see photos and videos other people have tagged you in, go to your profile and tap . You can choose to [manually](#) or [automatically](#) add these photos and videos to your profile.

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Was this information helpful?

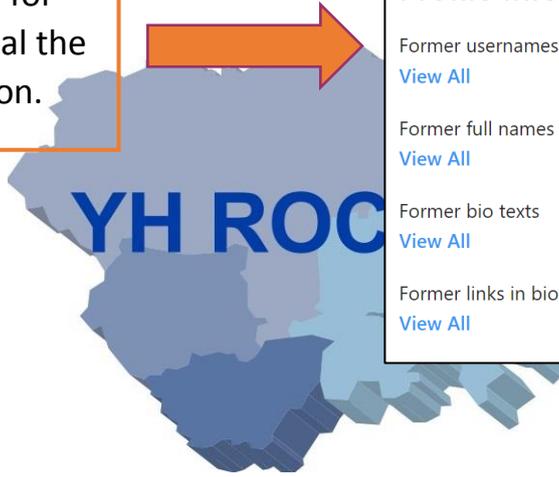
Yes  No

### 8 | Your account data stored by Instagram can be viewed by you!

**Account Data**

[View Account Data](#)

By clicking '**View All**' for each subtitle to reveal the information in relation.



<b>Account Info</b> Date joined Jul 20, 2012 8:32pm Account privacy changes <a href="#">View All</a> Password changes <a href="#">View All</a> Former email addresses <a href="#">View All</a> Former phone numbers <a href="#">View All</a> Date of birth Your account doesn't have any information to show here.	<b>Connections</b> Current follow requests <a href="#">View All</a> Accounts following you <a href="#">View All</a> Accounts you follow <a href="#">View All</a> Hashtags you follow <a href="#">View All</a> Accounts you blocked <a href="#">View All</a>
<b>Profile Info</b> Former usernames <a href="#">View All</a> Former full names <a href="#">View All</a> Former bio texts <a href="#">View All</a> Former links in bio <a href="#">View All</a>	<b>Activity</b> Logins <a href="#">View All</a> Logouts <a href="#">View All</a> Search history <a href="#">View All</a>
	<b>Ads</b> Ads Interests <a href="#">View All</a>

### 9 | Enabling Two-Factor Authentication adds a second layer of security when you log into an account. Click '**Enable Two-Factor Authentication**' for more options.



**Two-Factor Authentication**

[Enable Two-Factor Authentication](#)

- You need to tick the **Require Security Code** box.

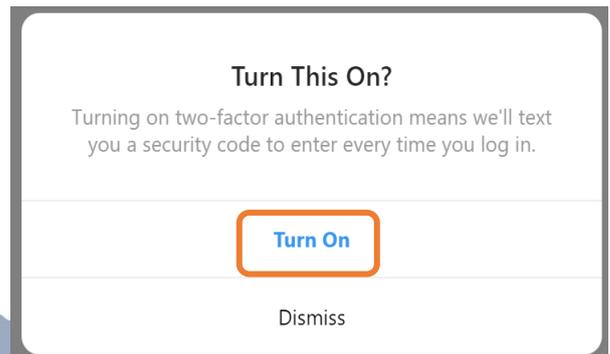
## Two-Factor Authentication

Require Security Code

Turning this on means we'll send you a security code when we need to confirm that it's you logging in.

- This box will then appear on the screen.

Click **'Turn on'**:



- Now enter the confirmation code which will have be sent to your mobile number which you will add to your Instagram account.

## Confirmation

Enter the confirmation code we sent to 07. If you didn't get it, we can [resend the code](#)

Confirmation Code

\*\*\*\*\*

Didn't enter the right phone number? [Change it](#)

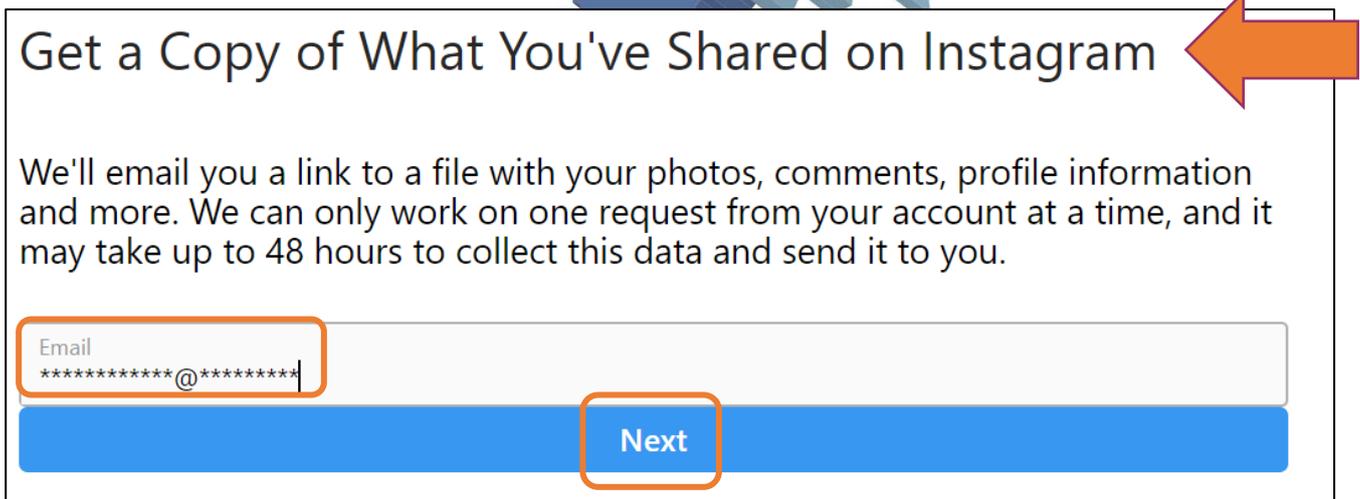
Done

## 10 |

You can request a **Data Download**. This gives a download of all the information which is on Instagram connected to your account. It can take up to 48 hours to collect the data and email it directly to you.



- It is important that you are aware of the information being stored about you!
- Enter your email address into the box and click '**Next**':



- You will receive an **email** once the information has been collected by Instagram.

## Disclaimer:

Social Media sites are constantly changing. We advise you to check your settings and options on a regular basis to ensure they have not changed during updates and to ensure you are maintaining an elevated level of security.

The YHROCU and RCCU do not accept responsibility for any loss of breach arising from the use of this document. The document represents efforts to summarise the common knowledge existing at the time of writing and is a guide to the security features available to users of online social media services. The reader is advised to consult his or her corresponding organisation for operational guidance on security and best practice.

## **For further documentations and information visit:**

<https://www.yhrocu.org.uk/departments/regional-cyber-crime-unit/>

This document has been created by the **Protect Team** working in the Regional Cyber Crime Unit (RCCU).

A large, semi-transparent version of the YH ROCU logo, featuring a stylized map of the region in shades of blue and white, with the text 'YH ROCU' overlaid in a bold, blue font.