Yorkshire & Humber
REGIONAL CYBER CRIME UNIT
YH ROCU

HOW TO SECURE YOUR TWITTER ACCOUNT.

How secure is your Twitter account?

YH ROCU

The Yorkshire and Humber Regional Cyber Crime Unit (RCCU) protect team have produced this documentation regarding public Twitter 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 twitter.com site. These instructions may differ on a mobile or tablet application.

YH ROCU

Regional Organised Crime Unit (RCCU) ▪ Protect Team ▪ V.1 Produced October 2018.

General Account:

1| Sign in to your Twitter account here.

2| Upon logging into Twitter, in the top right corner,

Please select the following (your profile picture):

3| Please click the **Settings and Privacy** option in the dropdown:
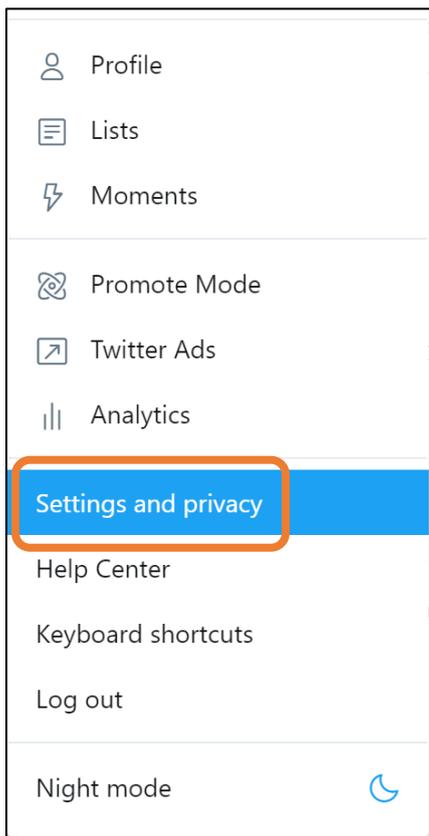
Twitter will release your posts to anyone if you do not secure your account.

Remember: Once you post a tweet it will never be truly gone even if you delete it!

Settings and

- At the left side of the **Settings and Privacy** page there is a list of sub-sections which we will edit.

1| Click on '**Account**' in **Settings and Privacy** to ensure you are on the correct page:

Account

2| At the top of the page will be your **Account** information displayed such as Username, Email, Language and Time zone.

3| The next option will be **Security**:

It allows you to '**set up login verification**' which helps to confirm your identity upon logging into twitter.

Security

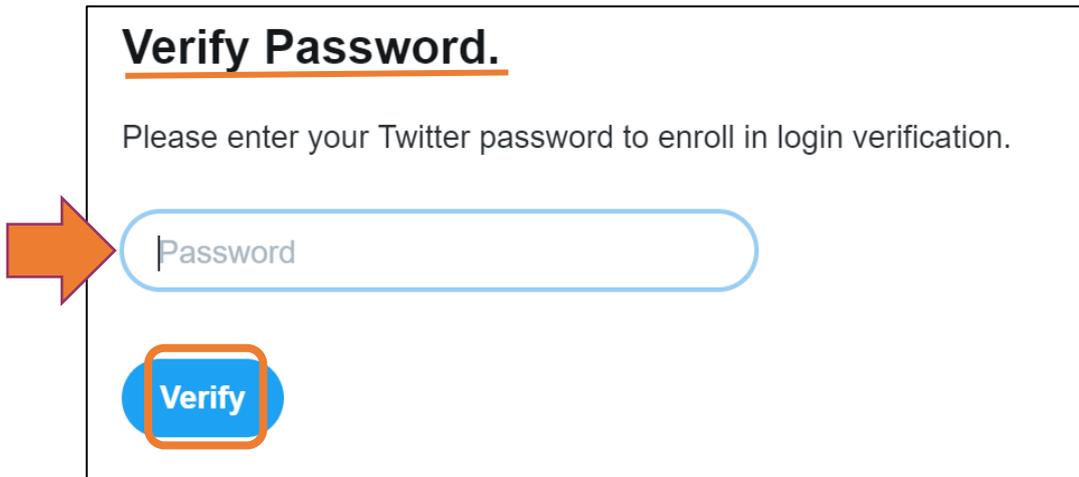| Login verification	(**Set up login verification**)
	After you log in, Twitter will ask you for additional information to confirm your identity and protect your account from being compromised.
Password reset verification	☑ Require personal information to reset your password
	For added security, this requires you to confirm your email or phone number while resetting your password.

You will need to put your password in to enrol for the **login verification** and click '**Verify**':
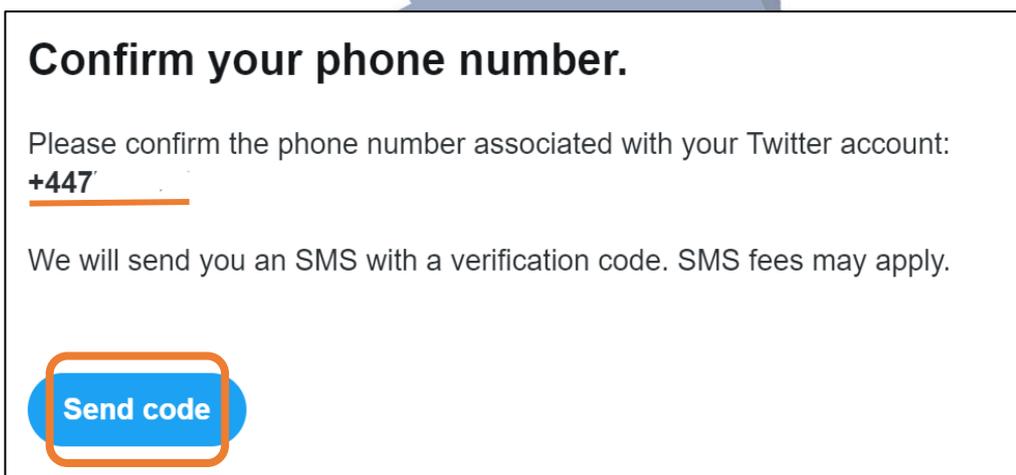
Verify Password.

Please enter your Twitter password to enroll in login verification.

> Password

Verify

You can confirm your identity using your mobile number, check that it is correct and click '**Send code**':

Confirm your phone number.

Please confirm the phone number associated with your Twitter account:
+447

We will send you an SMS with a verification code. SMS fees may apply.

Send code

It adds extra security to your account, upon logging in, which helps to confirm your identity.
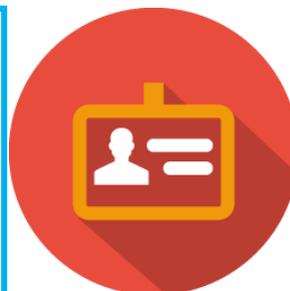
4| The following sub-heading beneath **Security** is the **Content** options. You can **request your archive** of all your tweets.

Your Tweet archive

Request your archive

You can request a file containing all your Tweets, starting with your first. A link will be emailed to you when the file is ready to be downloaded.

Save changes

ALWAYS click **'Save changes'** or the settings you have edited will not be saved.
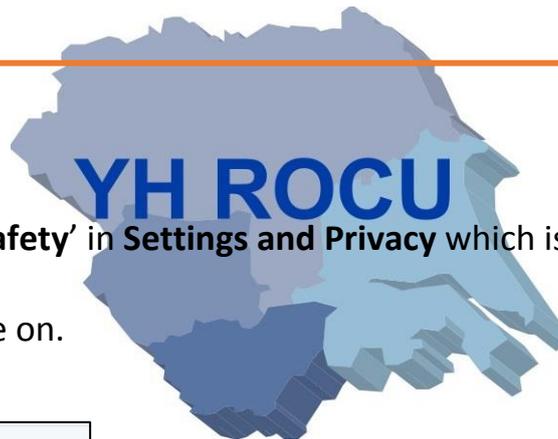
1| Click on '**Privacy and safety**' in **Settings and Privacy** which is in the menu list at the left side of the page you are on.

Privacy and safety

**2|** Under the **Privacy** sub-heading is 'Tweet Privacy'

You can decide who views your tweets. If you **tick** the box, then only people you choose will see your tweets

Tweet privacy ☐ Protect your Tweets

If selected, only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. Learn more.

3| You can decide whether you wish to include your **location** when you tweet. Therefore, people who see your tweets may see your location from the location you posted.
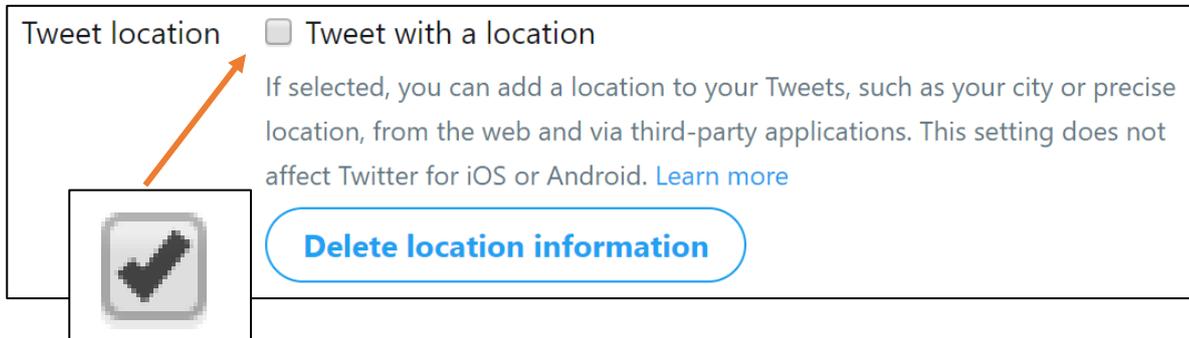
Tweet location ☐ Tweet with a location

If selected, you can add a location to your Tweets, such as your city or precise location, from the web and via third-party applications. This setting does not affect Twitter for iOS or Android. Learn more

Delete location information

**4|** **Untick** the boxes if you do not want users to find you by your email address or phone number.

We advise you to **untick** both boxes if you wish to stay private and not give users access to your personal information.
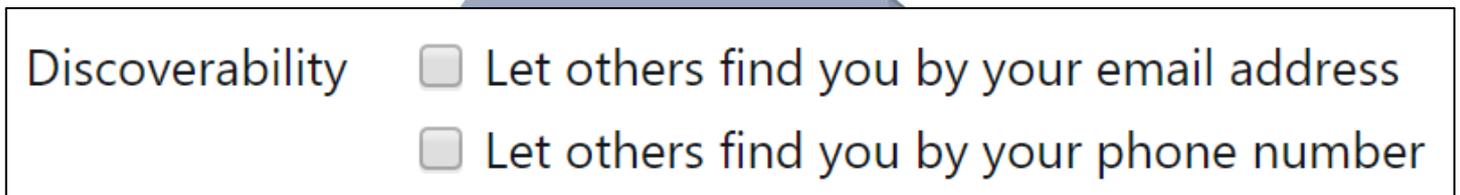
Discoverability ☐ Let others find you by your email address

☐ Let others find you by your phone number

5| If you do not wish to receive direct messages from any users, **untick** the box.
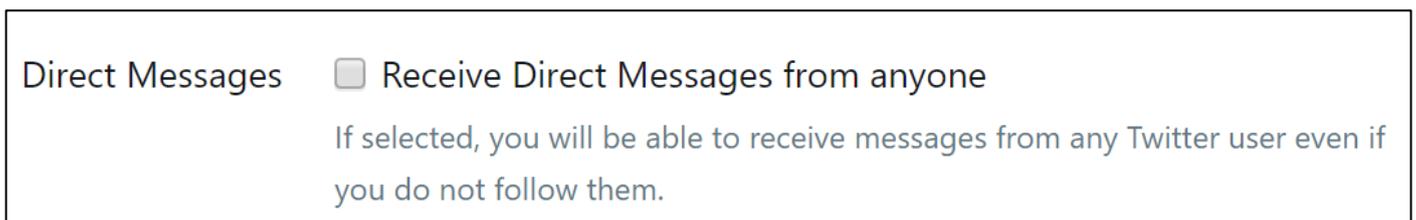
Direct Messages ☐ Receive Direct Messages from anyone

If selected, you will be able to receive messages from any Twitter user even if you do not follow them.

6| Under the **Safety** sub heading you can hide sensitive content and remove blocked and muted accounts.

We advise you **tick** both boxes.

Search ☑ Hide sensitive content

This prevents Tweets with potentially sensitive content from displaying in your search results. Learn more

☑ Remove blocked and muted accounts

Use this to eliminate search results from accounts you've blocked or muted.

Learn more

7|
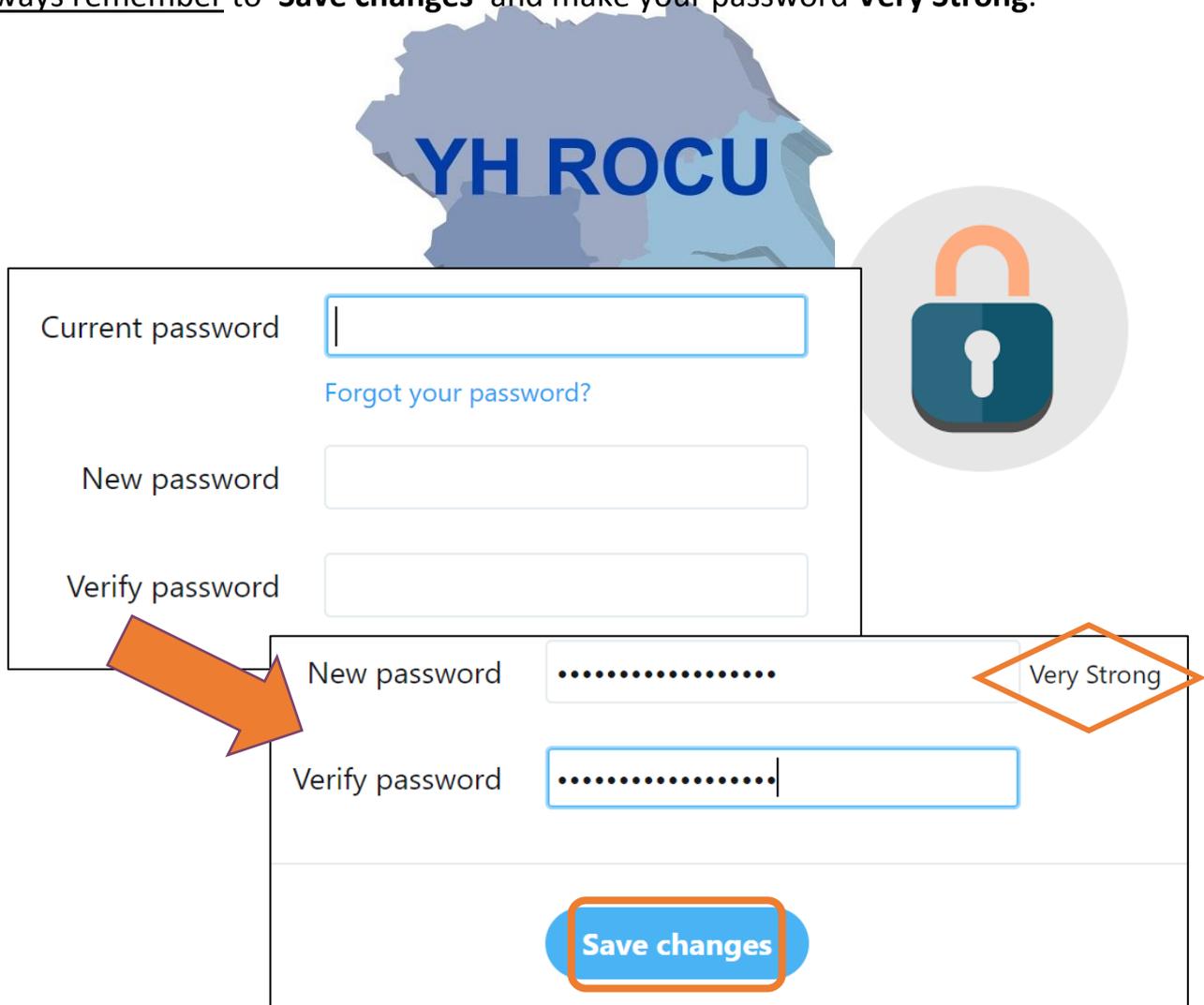
Tweet media ☐ Display media that may contain sensitive content

☐ Mark media you Tweet as containing material that may be sensitive

1| Click on '**Password**' in **Settings and Privacy** which is in the menu list at the left side of the page you are on.

Password

You will be required to enter your **current password** and your **new password twice**- to **verify** the new password.

Always remember to '**Save changes**' and make your password **Very Strong**.
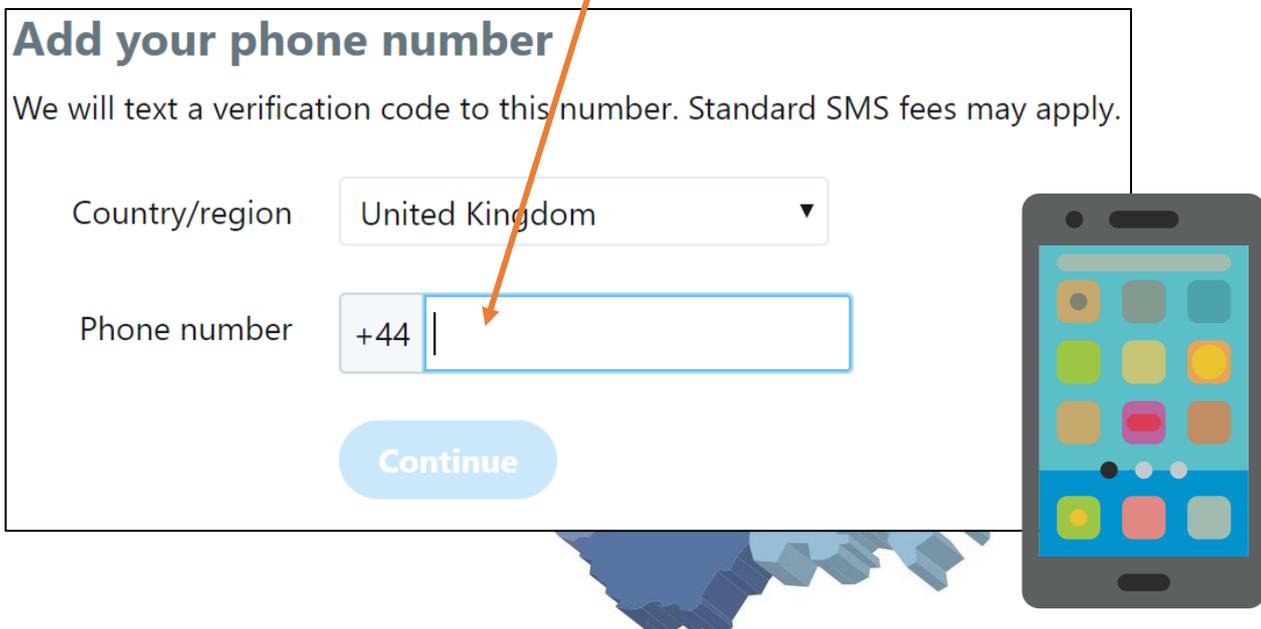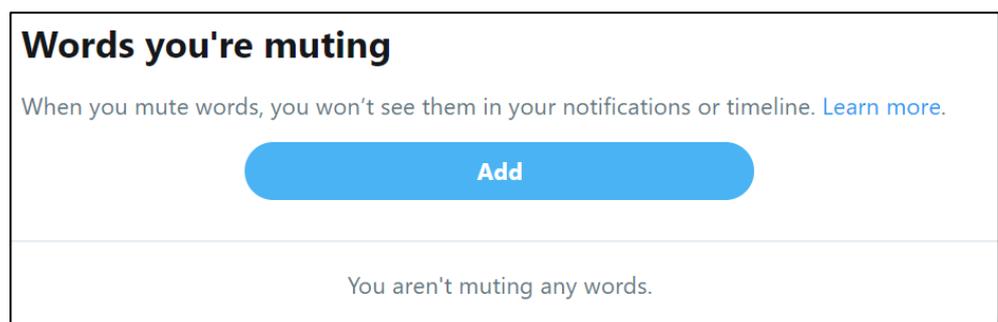
1| Click on '**Mobile**' in **Settings and Privacy** which is in the menu list at the left side of the

page you are on.

Mobile

Enter your **mobile number** into this **box:** (don't forget to edit the Country/region e.g.

United Kingdom)

Add your phone number

We will text a verification code to this number. Standard SMS fees may apply.

Country/region	United Kingdom ▼
Phone number	+44	

Continue

1| Click on '**Muted Words**' in **Settings and Privacy** which is in the menu list at the left side

of the page you are on.

Words you're muting

When you mute words, you won't see them in your notifications or timeline. Learn more.

Add

You aren't muting any words.

You may choose **words or phrases** to **mute** from specific parts of your viewing experience

on twitter. For example, offensive language or swear words.

1| Click on '**Blocked Accounts**' in **Settings and Privacy** which is in the menu list at the left

side of the page you are on.
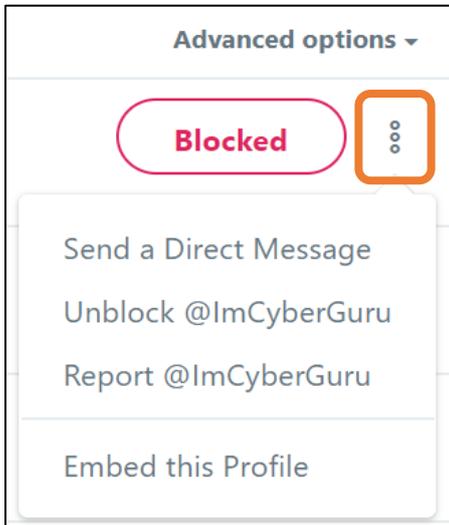
You may wish to block a user which can be done by accessing the user account.

You may wish to <u>unblock a user</u> which can be done by **clicking** the 3 dots '**Advanced options**' button.

This will allow you to <u>Unblock, Report or send a Direct Message</u> to the user.


1| Click on '**Apps and Devices'** in **Settings and Privacy** which is in the menu list at the left side of the page you are on.

2| You can '**Revoke access**' of any applications which are connected to your twitter account. Please check and revoke any access for application you do not wish to be connected to your account

3 | '**Undo Revoke Access**' will appear upon clicking '**Revoke access**'. You will then be given a choice to report application if it is suspicious or should not be linked to your user account.
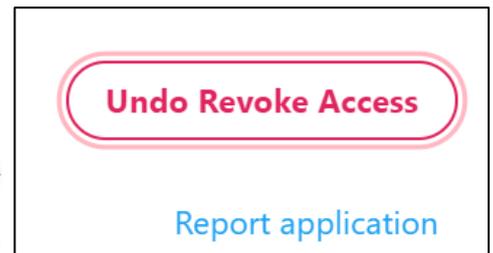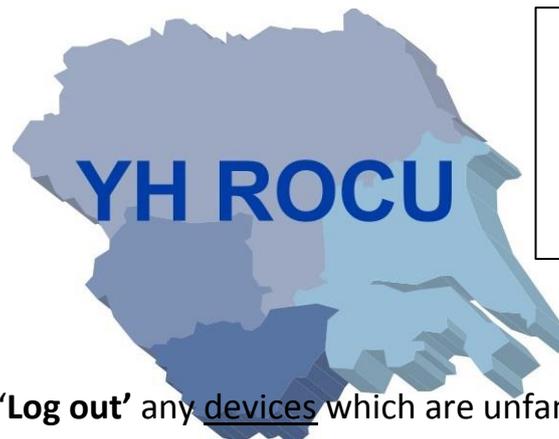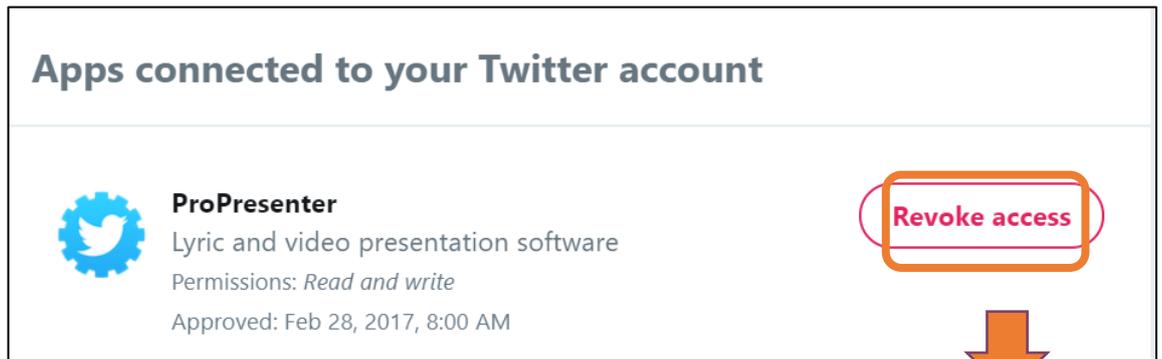
4 | You may also want to '**Log out'** any devices which are unfamiliar to you. Consider the location, whether you have travelled lately, as the device could be listed separately due to location.

Click '**Log Out'** or '**Log out all**' where necessary.

1| Click on '**Your Twitter data**' in **Settings and Privacy** which is in the menu list at the left

side of the page you are on.

Your Twitter data

2| Enter your password into the password input box and click '**Confirm**'.

This will allow you to access all your personal twitter data related to your user account.

For example, your account information, account history, activity and interests.

YH ROCU
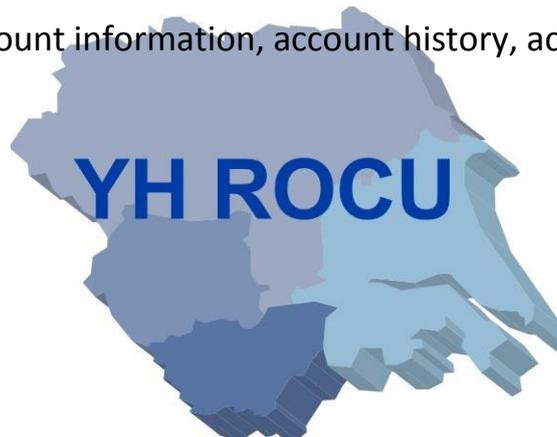
Your Twitter data

Confirm password

This page contains personal information. Confirm your password to continue.

Password

Forgot your password?

Confirm

●●●●●●●●●●●●●●●●●●●

Forgot your password?

- **You can also Download Your Data through the Twitter Data page. This will allow you to view all the information twitter has stored in relation to your user account.**

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).