



## HOW TO SECURE YOUR FACEBOOK ACCOUNT.

How secure is your Facebook account?



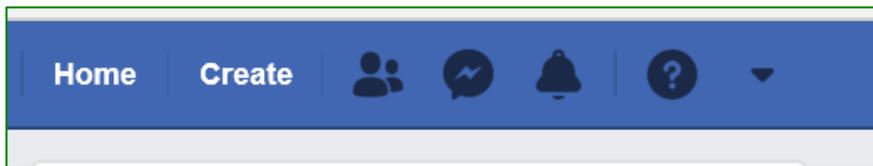
The Yorkshire and Humber Regional Cyber Crime Unit (RCCU) protect team have produced this documentation regarding public Facebook safety. This document demonstrates the options available to users. There are step-by-step instructions on how to view and change your preferences throughout your account settings. 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 facebook.com site. These instructions may differ on a mobile or tablet application.*

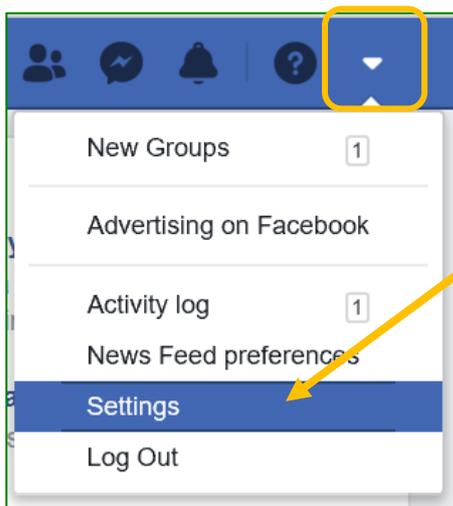
## General Account:

- 1 | Sign in to your Facebook account [here](#).
- 2 | Upon logging into Facebook, you will be directed to your accounts 'News Feed'.

Look in the top right corner of your screen to find the following options:



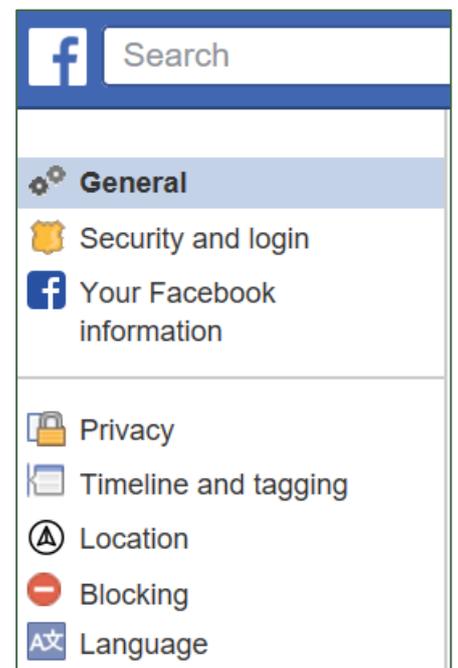
- 3 | By selecting the drop-down arrow, shown in orange below, the following further options will be displayed:



Here you can see the 'Settings' option which will allow you to change your account preferences and configure your security settings.

- 4 | There are multiple options to consider.

Here is a screenshot of the settings list which we will explore.



## Security and Login:

1 | Choose the following option in the settings drop-

down shown



above:

2 | This page can be edited by you!

Below we have covered the 'Security and login' settings and our suggestions for you and your cyber safety.

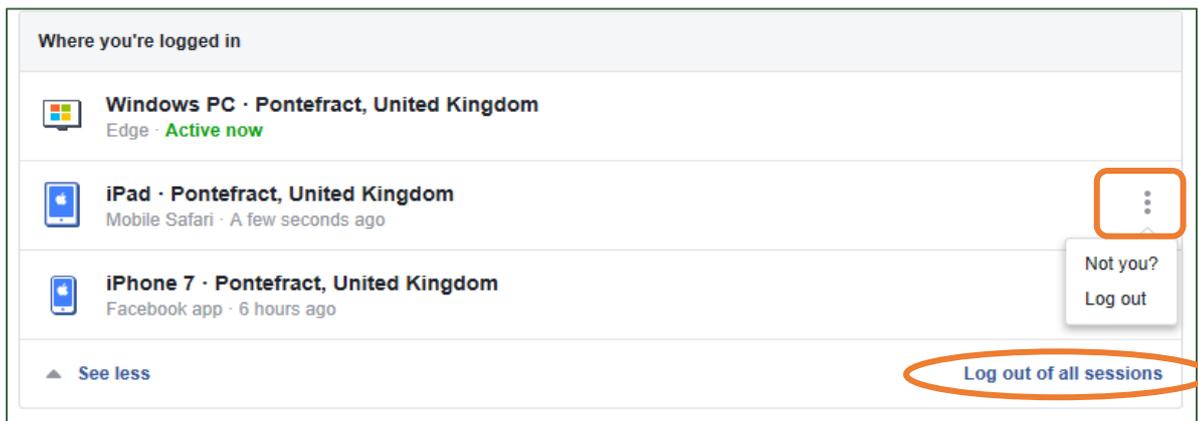
The screenshot shows the Facebook 'Security and login' settings page. On the left is a navigation menu with categories: General, Security and login (selected), Your Facebook information, Privacy, Timeline and tagging, Location, Blocking, Language, Face recognition, Notifications, Mobile, Public posts, Apps and websites, Instant Games, Business integrations, Ads, Payments, Support Inbox, and Videos. The main content area is titled 'Security and login' and is divided into several sections:

- Recommended:** 'Choose friends to contact if you are locked out' (Nominate 3 to 5 friends to help if you are locked out of your account. We recommend this to everyone. Edit)
- Where you're logged in:** Lists active sessions for 'Windows PC - Pontefract, United Kingdom' (Edge - Active now) and 'iPhone 7 - Pontefract, United Kingdom' (Facebook app - 3 hours ago). Includes a 'See more' link.
- Login:** Includes 'Change password' (It's a good idea to use a strong password that you don't use elsewhere. Edit), 'Log in using your profile picture' (On - Tap or click your profile picture to log in, instead of using a password. Edit).
- Two-factor authentication:** 'Use two-factor authentication' (Log in using a code from your phone as well as a password. Edit), 'Authorised logins' (Review a list of devices on which you won't have to use a login code. View), 'App passwords' (Use special passwords to log in to your apps instead of using your Facebook password or login codes. Add).
- Setting up extra security:** 'Get alerts about unrecognised logins' (We'll let you know if anyone logs in from a device or browser you don't usually use. Edit), 'Choose 3 to 5 friends to contact if you are locked out' (Your trusted contacts can send a code and URL from Facebook to help you log back in. Edit).
- Advanced:** 'Encrypted notification emails' (Add extra security to notification emails from Facebook (only you can decrypt these emails). Edit), 'Recover external accounts' (Recover access to other sites with your Facebook account. Edit), 'See recent emails from Facebook' (See a list of emails we sent you recently, including emails about security. View).

## Where you're logged in:

This section displays to you where your account is logged in. It displays the location, the device it is on and (upon hovering) the IP address.

Select the **three vertical dots** and **log out** or further **log out of all sessions** to log out of all devices listed:

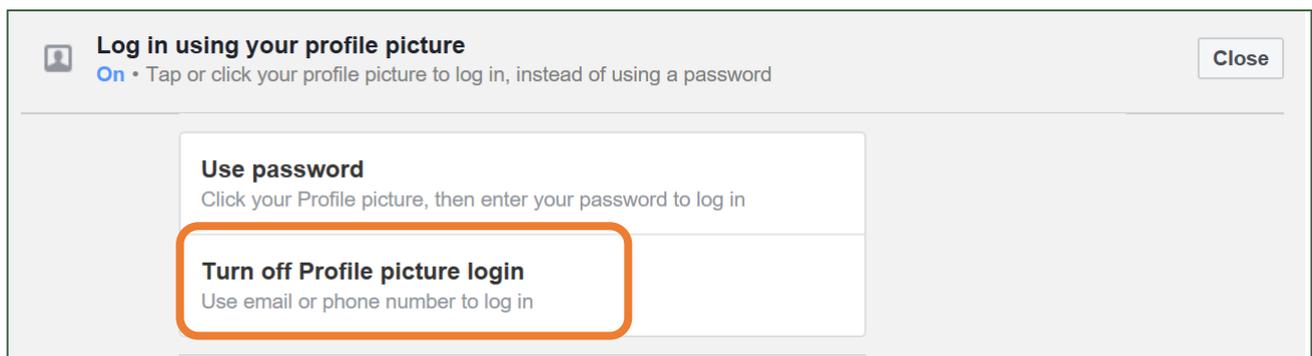


## Login:

Allows you to update your password e.g. to [three random words](#) (guidelines of the National Cyber Security Centre).

Select the **edit** button enter your **current** password, input **new** password and **retype new** password.

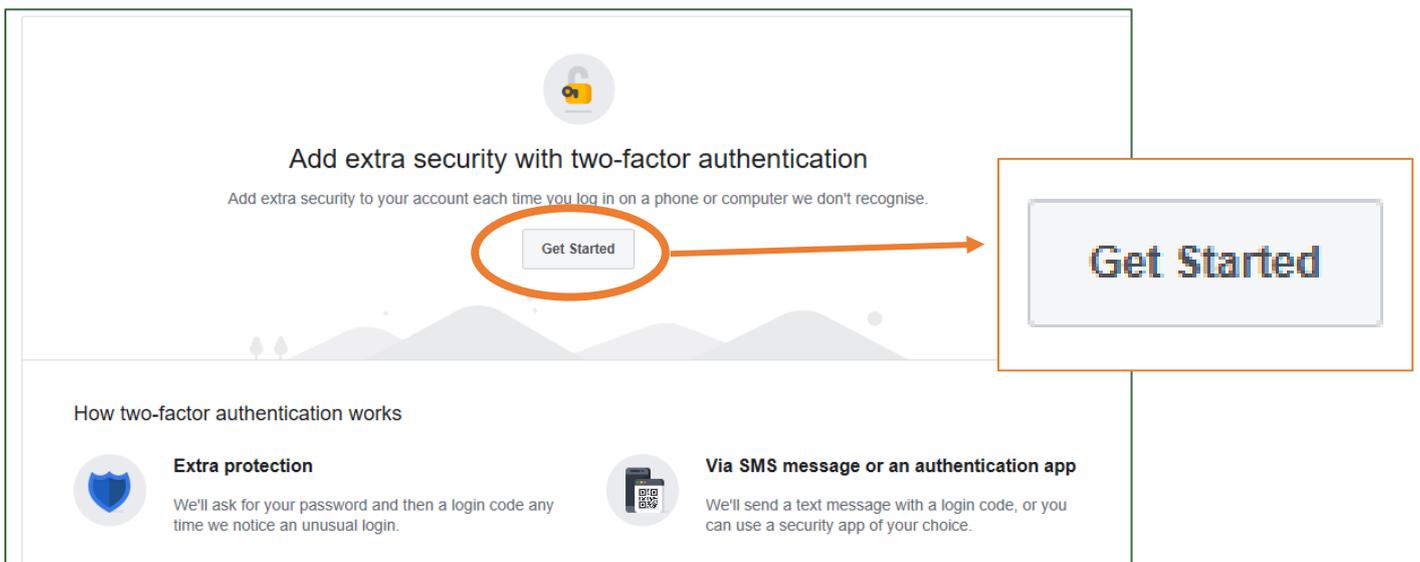
There is also a **Log in using your profile picture** option this can be turned off. This means you will sign in safer by using both your email and password. Select the following option:



## Two-Factor Authentication:

Two-factor authentication allows you to link your mobile number to your account for approving logins from devices that have not been previously used. This can be via SMS message or authentication app using a code. The two-factor is known as a second layer alongside your login credentials.

Click the 'Get Started' Button:



Add extra security with two-factor authentication

Add extra security to your account each time you log in on a phone or computer we don't recognise.

Get Started

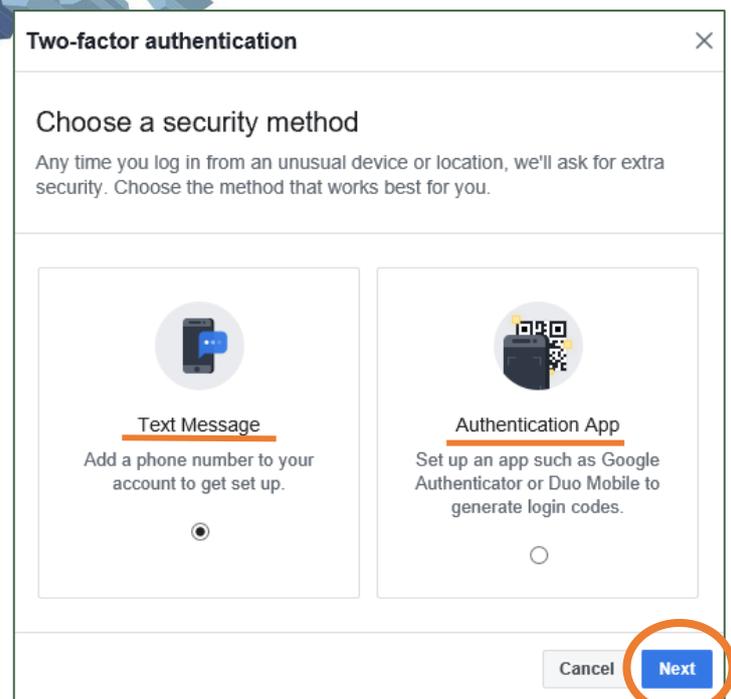
How two-factor authentication works

- Extra protection**  
We'll ask for your password and then a login code any time we notice an unusual login.
- Via SMS message or an authentication app**  
We'll send a text message with a login code, or you can use a security app of your choice.

Choose between **Text Message** or **Authentication App** and press 'Next'.

Depending on your personal choice of authentication you will be asked to enter your mobile number or shown an Authentication and QR Code.

- ✓ To use the QR code you will need to download an app which will generate login verification codes as part of Facebook two step authentication. Scan the QR code using an application on your mobile or enter the manual code.



Two-factor authentication

Choose a security method

Any time you log in from an unusual device or location, we'll ask for extra security. Choose the method that works best for you.

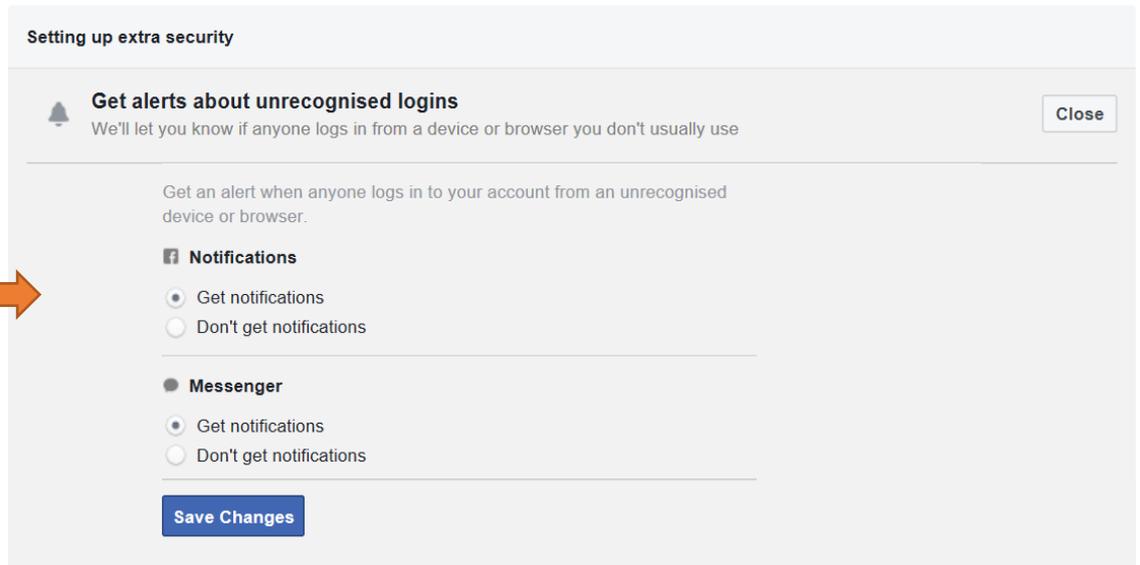
- Text Message**  
Add a phone number to your account to get set up.
- Authentication App**  
Set up an app such as Google Authenticator or Duo Mobile to generate login codes.

Cancel Next

## Setting up extra security:

Getting alerts about unauthorised logins allows Facebook to send you notifications to warn you.

Click the **Edit** button next to the 'Get alerts about unrecognised logins' option to reveal the following options:



**Setting up extra security**

**Get alerts about unrecognised logins**  
We'll let you know if anyone logs in from a device or browser you don't usually use

Get an alert when anyone logs in to your account from an unrecognised device or browser.

**Notifications**

- Get notifications
- Don't get notifications

**Messenger**

- Get notifications
- Don't get notifications

**Save Changes**

Get notifications  
 Don't get notifications



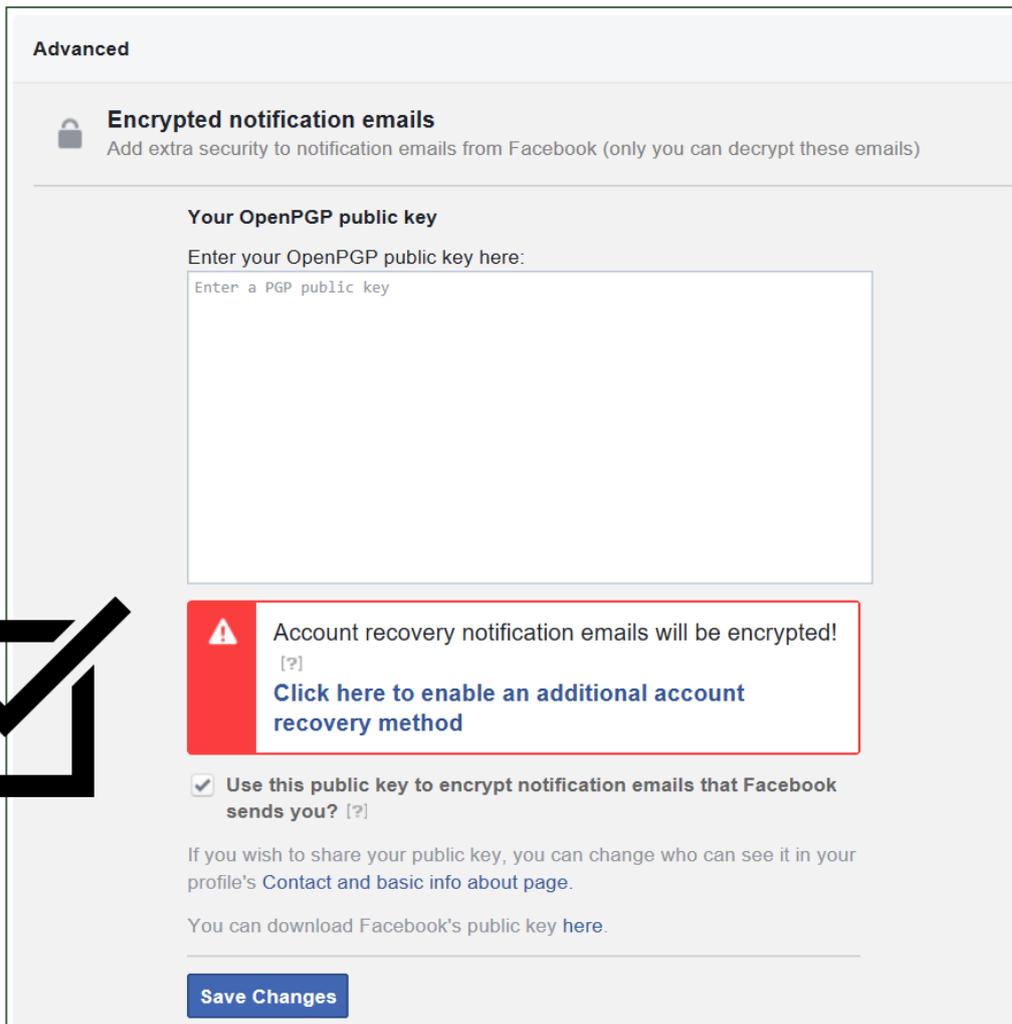
For Facebook Notifications, Messenger and Email we recommend that you choose 'Get Notifications'. You will then be made aware, by Facebook, when your account has been logged in from a new device or browser via notifications, messenger or email depending upon your choices.

Click **Save Changes** to update any settings you have changed.

## Advanced:

Encryption adds a higher level of security to information whereby the text is not in legible plaintext but would require a key to decrypt it. Therefore, by encrypting notification emails, they would not be readable if they ended up with the wrong person!

Click **Edit** to reveal the following options and always save changes:



**Advanced**

**Encrypted notification emails**  
Add extra security to notification emails from Facebook (only you can decrypt these emails)

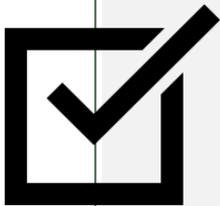
**Your OpenPGP public key**  
Enter your OpenPGP public key here:  
Enter a PGP public key

**Account recovery notification emails will be encrypted!**  
[?]  
[Click here to enable an additional account recovery method](#)

Use this public key to encrypt notification emails that Facebook sends you? [?]

If you wish to share your public key, you can change who can see it in your profile's [Contact and basic info about page](#).  
You can download Facebook's public key [here](#).

**Save Changes**



By using an online **PGP key generator**, you can create a **Private and a Public Key**.

- ✓ Enter the public key into the white text box.
- ✓ Store your keys securely as you will need them to **encrypt** and **decrypt** emails.
- ✓ [IGolder](#) is an example of a PGP Key Generator.
- ✓ You may share the public key on your Facebook profile.
- ✓ Your **public key** turns the message into **unreadable** information (encryption).
- ✓ Your **private key** turns the message into **readable** information (decryption).



Facebook will send you a **verification email** which you should **decrypt** using your private key and click the verification link. The link will tell Facebook that you can successfully decrypt any emails they send to you.

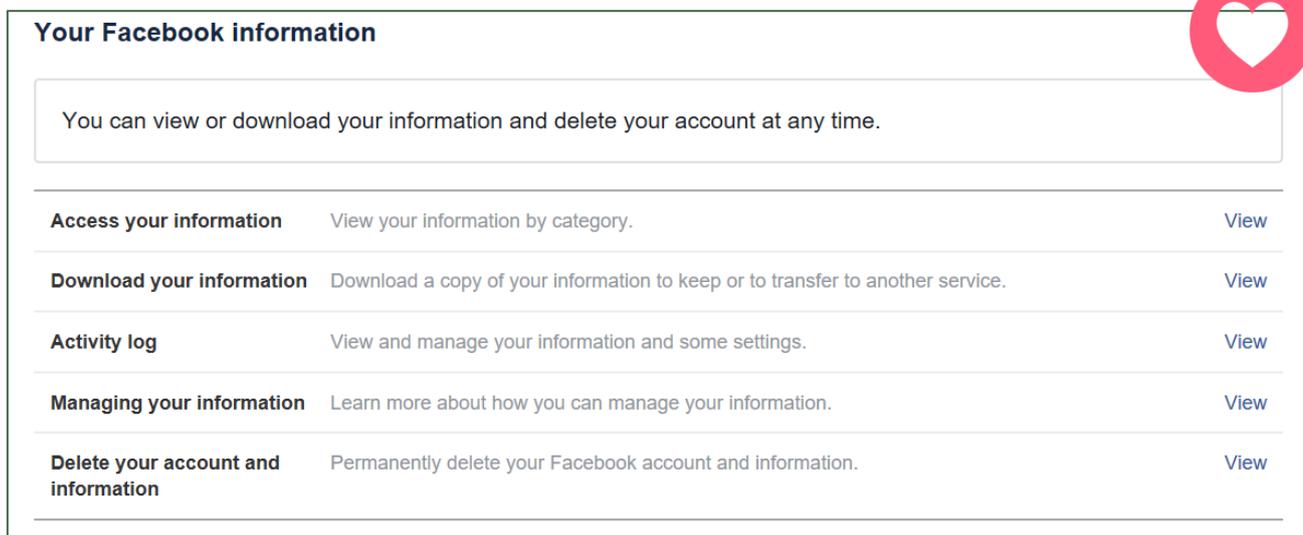
## Your Facebook Information:

1 | Choose the following option in the settings drop-down shown on [page 2](#):



2 | This page can be edited by you!

Below we have covered the 'Your Facebook Information' settings and our suggestions for you and your cyber safety.



**Your Facebook information**

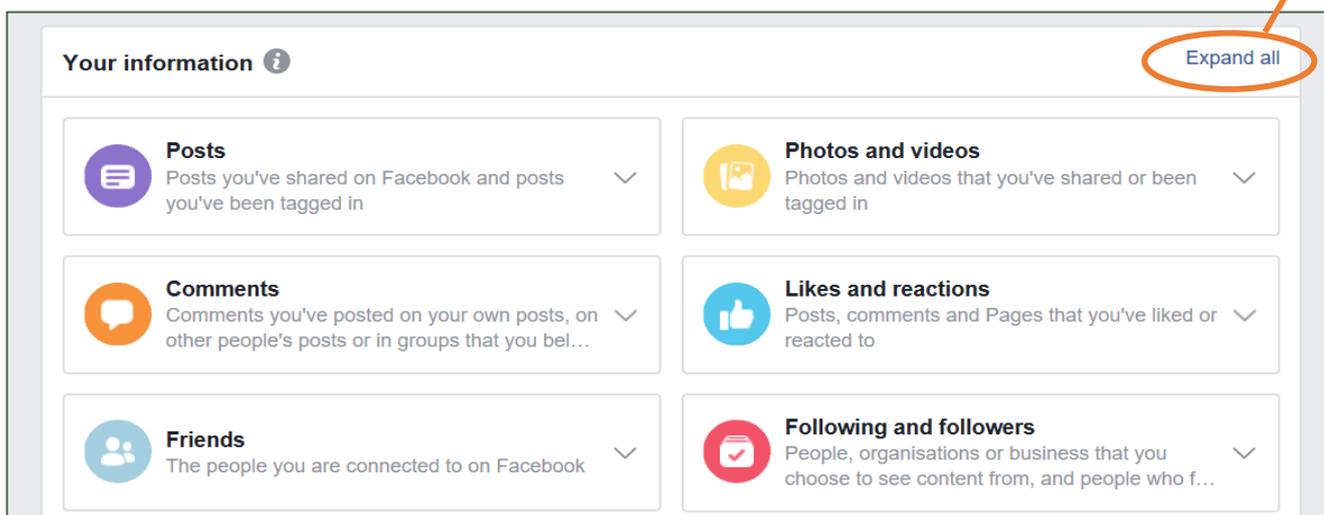
You can view or download your information and delete your account at any time.

<b>Access your information</b>	View your information by category.	<a href="#">View</a>
<b>Download your information</b>	Download a copy of your information to keep or to transfer to another service.	<a href="#">View</a>
<b>Activity log</b>	View and manage your information and some settings.	<a href="#">View</a>
<b>Managing your information</b>	Learn more about how you can manage your information.	<a href="#">View</a>
<b>Delete your account and information</b>	Permanently delete your Facebook account and information.	<a href="#">View</a>

## Access your information:

It allows you to view your information in categories, below are a few categories which you can access. Click the **View** button to see your own:

To expand all categories



**Your information** ⓘ [Expand all](#)

 <b>Posts</b> Posts you've shared on Facebook and posts you've been tagged in	 <b>Photos and videos</b> Photos and videos that you've shared or been tagged in
 <b>Comments</b> Comments you've posted on your own posts, on other people's posts or in groups that you belong to	 <b>Likes and reactions</b> Posts, comments and Pages that you've liked or reacted to
 <b>Friends</b> The people you are connected to on Facebook	 <b>Following and followers</b> People, organisations or business that you choose to see content from, and people who follow you

## Download your information:

You may choose to download data within a **date range**, choose between **HTML or JSON** (HTML is preferable/default) and a media quality of **Low, Medium or High**.

By downloading your information, you can view the information which is stored about you on your Facebook Account.

Choose your options from the three dropdown menu's and click '**Create File**':

### Download your information

You can download a copy of your Facebook information at any time. You can download all of it at once, or you can select only the types of information and date ranges that you want. You can choose to receive your information in an HTML format that is easy to view, or a JSON format, which could allow another service to more easily import it.

Downloading your information is a password-protected process that only you will have access to. Once you've created a file, it will be available for download for a few days.

If you'd like to view your information without downloading it, you can [Access your information](#) at any time.

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**New file** Available files

Date range:  Format:  Media quality:

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**Your information** ? Deselect all

 <b>Posts</b> Posts you've shared on Facebook, posts that are hidden from your timeline and polls you have created	<input checked="" type="checkbox"/>
 <b>Photos and videos</b> Photos and videos that you've uploaded and shared	<input checked="" type="checkbox"/>

You can **tick/select** which information you would like to download.

## Privacy Settings and Tools:

1 | Choose the following option in the settings drop-down shown on [page 2](#):



2 | This page can be edited by you!

Below we have covered the 'Privacy' settings and our suggestions for you and your cyber safety.

For each sub section press **Edit** one-by-one:

Privacy Settings and Tools			
<b>Your activity</b>	Who can see your future posts?	Friends	<b>Edit</b>
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
<b>How people can find and contact you</b>	Who can send you friend requests?	Everyone	Edit
	Who can see your friends list?	Friends	Edit
	Who can look you up using the email address you provided?	Friends	Edit
	Who can look you up using the phone number you provided?	Friends	Edit
	Do you want search engines outside of Facebook to link to your Profile?	No	Edit

Each sub section will have an explanation and the ability to change who can see aspects of your Facebook. We suggest you consider where possible only allowing **friends**:

**Who can see your friends list?** Close

Remember that your friends control who can see their friendships on their own timelines. If people can see your friendship on another timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your timeline. Other people will only see mutual friends.

**Friends** ▼

- Public
- Friends**
- Only me
- Custom

**Friends**

using the email address you provided Friends Edit

using the phone number you provided Friends Edit

## Location Settings:

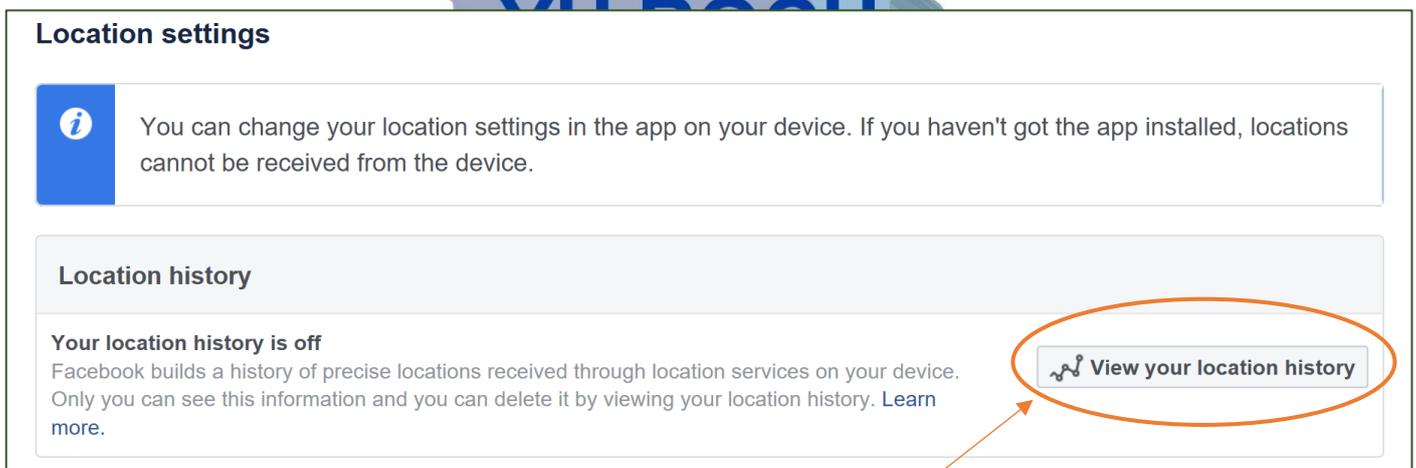
1 | Choose the following option in the settings drop-down shown on [page 2](#):



2 | This page can be edited by you!

Below we have covered the 'Location' settings and our suggestions for you and your cyber safety.

We recommend you check your locations settings and ensure that your location is not being received from any devices which have the Facebook application installed. We suggest you **turn off your location history** and ensure any data stored is removed.

A screenshot of the Facebook mobile app's "Location settings" page. The page has a white background with a blue header bar. Below the header, there is a blue information icon followed by text: "You can change your location settings in the app on your device. If you haven't got the app installed, locations cannot be received from the device." Below this is a section titled "Location history" with a grey background. Underneath, it says "Your location history is off" and provides a brief explanation of location history. A button labeled "View your location history" with a location pin icon is circled in orange. An orange arrow points from this button to a text box below the screenshot.

**Location settings**

**i** You can change your location settings in the app on your device. If you haven't got the app installed, locations cannot be received from the device.

**Location history**

**Your location history is off**  
Facebook builds a history of precise locations received through location services on your device. Only you can see this information and you can delete it by viewing your location history. [Learn more.](#)

 **View your location history**



If your location is turned **OFF** there should be no location history should be stored. Check here to ensure there is no stored location data.

## Blocking:

1 | Choose the following option in the settings drop-down shown on [page 2](#):

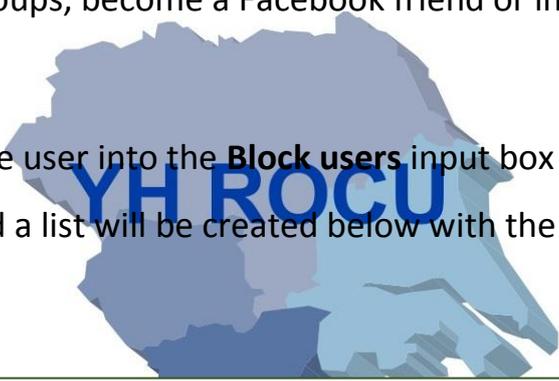


2 | This page can be edited by you!

Below we have covered the 'Blocking' settings and our suggestions for you and your cyber safety.

This section allows you to block a person or people from seeing information you post, tags, invitations for events or groups, become a Facebook friend or initiate any conversations with you.

Type a name or email of the user into the **Block users** input box e.g. *Bob Smith* or [bob.smith@yahoo.com](mailto:bob.smith@yahoo.com) and a list will be created below with the names of the individuals who have been blocked.



### Manage blocking

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<b>Restricted List</b>	When you add a friend to your Restricted list, they won't see posts on Facebook that you share to Friends only. They may still see things that you share to Public or on a mutual friend's timeline, and posts that they're tagged in. Facebook doesn't notify your friends when you add them to your Restricted list. <a href="#">Learn More</a> .	<a href="#">Edit List</a>
<b>Block users</b>	Once you block someone, that person can no longer see things you post on your timeline, tag you, invite you to events or groups, start a conversation with you, or add you as a friend. Note: Does not include apps, games or groups you both participate in.	

**Block users**  

You haven't added anyone to your block list.



### 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 is overlaid on the page. It consists of a blue map outline of the Yorkshire and the Humber region with the text 'YH ROCU' in a bold, blue, sans-serif font.