How to manage Friend Lists?

- Do you know your friends?
- Who can see your content on Facebook?
- I know about useful Facebook Tools
- I can use Facebook’s Reporting Tools
- How do I deactivate my account?
- How can I change the ads I see?
- How to manage Friend Lists?
- Take control of your Apps and Games!
- Organise Friend Lists
- Friends
- Create List
- Enter names of friends you want to add to the list in Members Section
- Click Create
- The new list will now be an option when you add friends to lists.

Organise Friend Lists

- Choose a Friend List.
- Click Manage List button (Top right).
- Edit List allows you to remove or add friends to the list.
- Click on a friend to remove.
- To add a friend click on this list and select Friends. Click on people you want to add to the list.
- Click Finish to add them.

Central your Applications

To remove an app, turn it off or adjust the privacy settings:

- Click the Drop Down (top right) and select Settings.
- Click Apps & Websites in the left column.
- Then either:
  - Select the app, game or website you’d like to remove and click remove
  - Hover over an app, game or website and then click view & edit to adjust its settings

Blocking App invites from friends

- Click the Drop Down (top right) and select Settings.
- Click Blocking in the left menu.
- In the Block app invites section, enter the name or email address of the person you want to stop receiving app invites from.

Facebook Help Centre: www.facebook.com/help
Facebook Anti-Bullying Hub: www.facebook.com/safety
Facebook Privacy Tools: facebook.com/about/privacy
UK Safer Internet Centre: www.saferinternet.org.uk
Email: enquiries@saferinternet.org.uk
Phone: 0344 3814 772
Professionals Online Safety Helpline: 0808 802 8080
Childnet: www.childnet.com
IWF: www.iwf.org.uk
Report Harmful Content: www.reportharmfulcontent.com
Professionals Online Safety Helpline: 0344 3814 772
Report abuse or grooming to CEOP: http://ceop.police.uk
Childline: 0800 1111   www.childline.org.uk
Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk

Pick up a copy of this checklist along with other Online Safety materials on the SWGfL Store: www.swgflstore.com

Greatly affected by a crisis? Facebook offers a post about an incident, Facebook’s Safety Check to activate. This allows you to tell your friends that you’re safe.

You can adjust Facebook’s policies, tools and resources in one place:
facebook.com/safety

Facebook are always updating their community standards. To see what is and isn’t allowed, please check out ‘Your Facebook Community’, facebook.com/communitystandards

Facebook work with external experts and have a safety advisory board (which includes a partner of the UK Safer Internet Centre) to gather feedback from their community to develop everything needed to keep you safe.
### Facebook's Reporting Tools

- **Facebook's Privacy Basics**: To control who can see your stuff on Facebook, check out Facebook's privacy settings help you control who can see your stuff on Facebook. You can find out more about Facebook Adverts and the ads you see should be more relevant. You can also try placing in-line privacy controls so you can choose what’s visible on your cover photo and tag the public by using the tool in your Activity Log to see everything.

- **How do I deactivate my Facebook account?**
  1. Click the Dropbox icon (left of page).
  2. Click Settings.
  3. Click Support Inbox.
  4. Click Manage your account.
  5. Click Deactivate your account.

  To understand why you’re seeing a particular ad: The Social Reporting tool lets you take control of the ads you see by liking Facebook Adverts and the ads you see should be more relevant. You can also try placing in-line privacy controls so you can choose what’s visible on your cover photo and tag the public by using the tool in your Activity Log.

- **Who can see my posts?**
  Facebook has in-line privacy controls so you can set your audience to:
  - Public
  - Private
  - Friends of Friends
  - Only Me

- **Who can post on my timeline?**
  - Only Me
  - My Friends
  - Everyone

- **Who can see my stuff?**
  - Only Me
  - My Friends
  - Everyone

- **How can I change the Ads I see?**
  1. Click the Dropbox icon (left of page).
  2. Click Settings.
  3. Click ‘Hide Ad’ in the right hand corner of the ad.
  4. Fill in the form that follows to help Facebook understand which ads you do and don’t want to see.

- **When am I seeing this?**
  - Click ‘Why am I seeing this?’ (top right, underneath ‘View As’)
  - Select the drop-down and type in the ad’s ID.

- **How do I report someone?**
  1. Click on the post and select ‘Report as abuse to Facebook’.
  2. Select ‘Report abuse to Facebook’.
  3. Fill in the form that follows to help Facebook understand which ads you do and don’t want to see.

- **Facebook’s Reporting Features**
  - Facebook’s Privacy Basics: To control who can see your stuff on Facebook, click the Dropbox icon (left of page). Use the Social Reporting feature to get help from friends, family or trusted others when facing bullying by the broadly targeted in a town or city.

- **Facebook’s Social Reporting**
  - Facebook has in-line privacy controls so you can set your audience to:
  - Public
  - Private
  - Friends of Friends
  - Only Me

- **Who can see my posts on Facebook?**
  - Only Me
  - My Friends
  - Everyone

- **Who can post on my timeline?**
  - Only Me
  - My Friends
  - Everyone

- **Who can see my stuff?**
  - Only Me
  - My Friends
  - Everyone

- **How can I change the Ads I see?**
  1. Click the Dropbox icon (left of page).
  2. Click Settings.
  3. Click ‘Hide Ad’ in the right hand corner of the ad.
  4. Fill in the form that follows to help Facebook understand which ads you do and don’t want to see.

- **Who am I seeing this?**
  - Click ‘Why am I seeing this?’ (top right, underneath ‘View As’)
  - Select the drop-down and type in the ad’s ID.

- **How do I report someone?**
  1. Click on the post and select ‘Report as abuse to Facebook’.
  2. Select ‘Report abuse to Facebook’.
  3. Fill in the form that follows to help Facebook understand which ads you do and don’t want to see.

- **Facebook’s Reporting Features**
  - Facebook’s Privacy Basics: To control who can see your stuff on Facebook, click the Dropbox icon (left of page). Use the Social Reporting feature to get help from friends, family or trusted others when facing bullying by the broadly targeted in a town or city.

- **Who can see my posts?**
  - Only Me
  - My Friends
  - Everyone

- **Who can post on my timeline?**
  - Only Me
  - My Friends
  - Everyone

- **Who can see my stuff?**
  - Only Me
  - My Friends
  - Everyone

- **How can I change the Ads I see?**
  1. Click the Dropbox icon (left of page).
  2. Click Settings.
  3. Click ‘Hide Ad’ in the right hand corner of the ad.
  4. Fill in the form that follows to help Facebook understand which ads you do and don’t want to see.

- **Who am I seeing this?**
  - Click ‘Why am I seeing this?’ (top right, underneath ‘View As’)
  - Select the drop-down and type in the ad’s ID.

- **How do I report someone?**
  1. Click on the post and select ‘Report as abuse to Facebook’.
  2. Select ‘Report abuse to Facebook’.
  3. Fill in the form that follows to help Facebook understand which ads you do and don’t want to see.

- **Reporting Features**
  - Facebook’s Privacy Basics: To control who can see your stuff on Facebook, click the Dropbox icon (left of page). Use the Social Reporting feature to get help from friends, family or trusted others when facing bullying by the broadly targeted in a town or city.

- **Who can see my posts?**
  - Only Me
  - My Friends
  - Everyone

- **Who can post on my timeline?**
  - Only Me
  - My Friends
  - Everyone

- **Who can see my stuff?**
  - Only Me
  - My Friends
  - Everyone

- **How can I change the Ads I see?**
  1. Click the Dropbox icon (left of page).
  2. Click Settings.
  3. Click ‘Hide Ad’ in the right hand corner of the ad.
  4. Fill in the form that follows to help Facebook understand which ads you do and don’t want to see.

- **Who am I seeing this?**
  - Click ‘Why am I seeing this?’ (top right, underneath ‘View As’)
  - Select the drop-down and type in the ad’s ID.

- **How do I report someone?**
  1. Click on the post and select ‘Report as abuse to Facebook’.
  2. Select ‘Report abuse to Facebook’.
  3. Fill in the form that follows to help Facebook understand which ads you do and don’t want to see.

- **Facebook’s Reporting Features**
  - Facebook’s Privacy Basics: To control who can see your stuff on Facebook, click the Dropbox icon (left of page). Use the Social Reporting feature to get help from friends, family or trusted others when facing bullying by the broadly targeted in a town or city.

- **Who can see my posts?**
  - Only Me
  - My Friends
  - Everyone

- **Who can post on my timeline?**
  - Only Me
  - My Friends
  - Everyone

- **Who can see my stuff?**
  - Only Me
  - My Friends
  - Everyone

- **How can I change the Ads I see?**
  1. Click the Dropbox icon (left of page).
  2. Click Settings.
  3. Click ‘Hide Ad’ in the right hand corner of the ad.
  4. Fill in the form that follows to help Facebook understand which ads you do and don’t want to see.

- **Who am I seeing this?**
  - Click ‘Why am I seeing this?’ (top right, underneath ‘View As’)
  - Select the drop-down and type in the ad’s ID.

- **How do I report someone?**
  1. Click on the post and select ‘Report as abuse to Facebook’.
  2. Select ‘Report abuse to Facebook’.
  3. Fill in the form that follows to help Facebook understand which ads you do and don’t want to see.

- **Facebook’s Reporting Features**
  - Facebook’s Privacy Basics: To control who can see your stuff on Facebook, click the Dropbox icon (left of page). Use the Social Reporting feature to get help from friends, family or trusted others when facing bullying by the broadly targeted in a town or city.