

## Business social media

## Personal social media

Be aware of how you present your company...

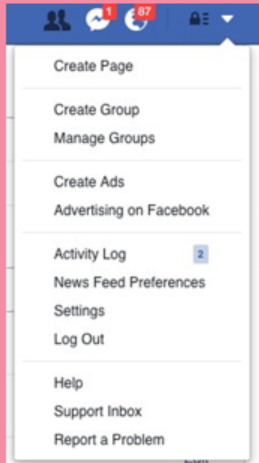
Be aware of how you present yourself...

...and secure your social media accounts.

Need help?  
Call our [IT Service Desk](#)  
on +44 1202 9 65515

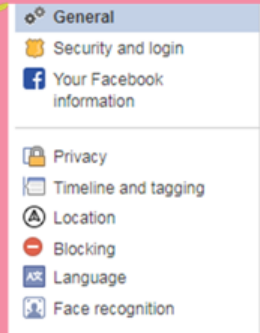


1



Click on the drop down button and select the **Settings**

2



3

## Security Settings



## Modify Security & Privacy settings

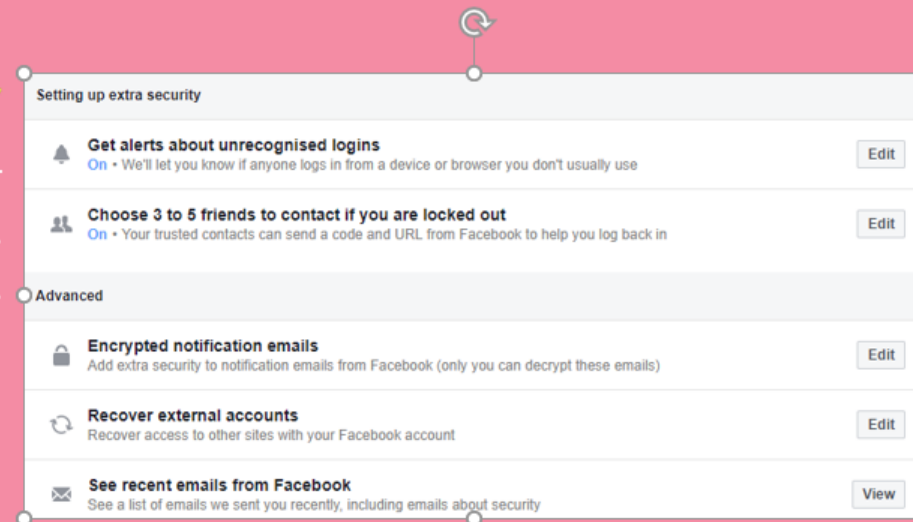
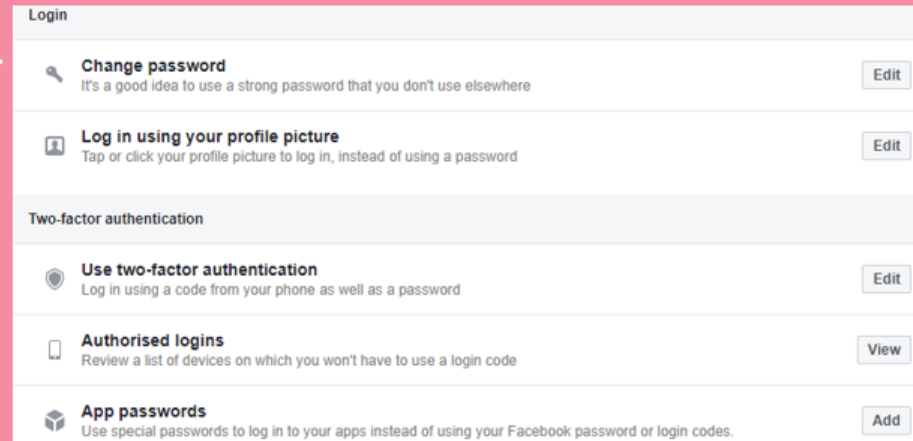
4

## Privacy Settings And Tools



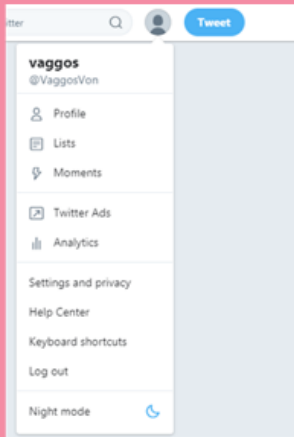
Invest 5 minutes to secure your Facebook account

Need help?  
Call our [IT Service Desk](#)  
on +44 1202 9 65515



**Secure your  
Twitter  
account**

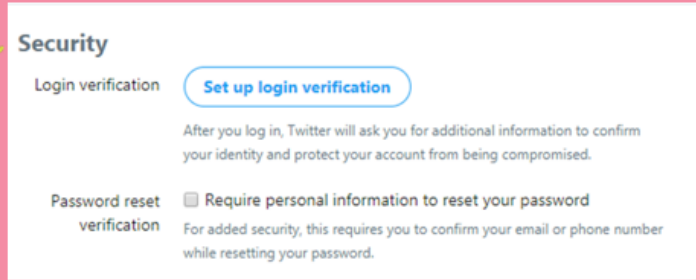
1



Navigate to  
**Twitter** account  
settings

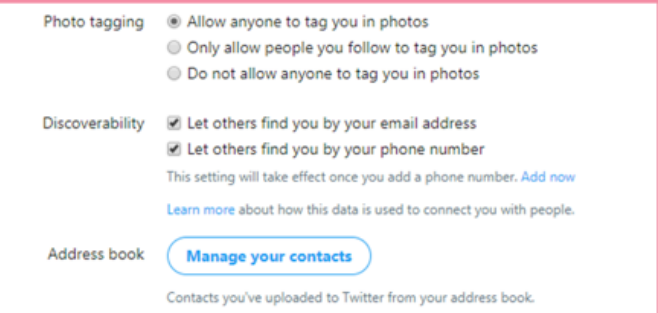
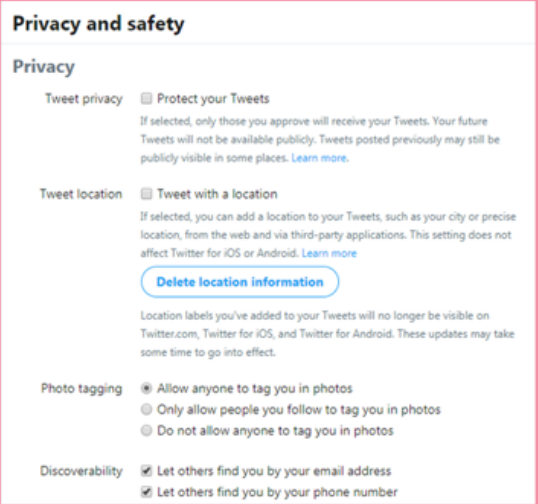
2

Enable login  
verification  
on Security  
settings

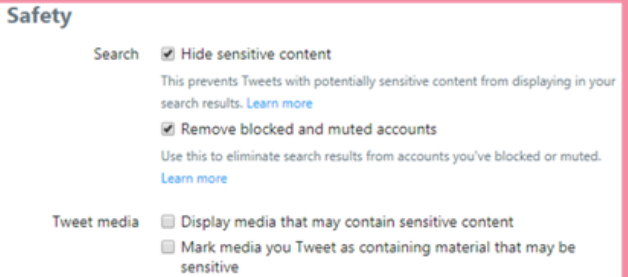


3

Review the  
**Privacy and  
safety**



Need help?  
Call our **IT Service Desk**  
on +44 1202 9 65515

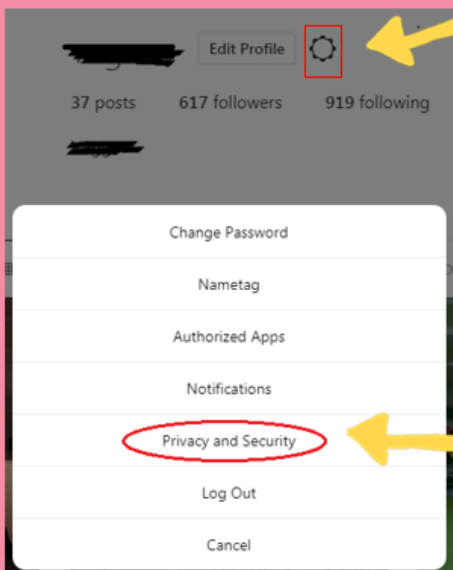


# Secure your Instagram account

2

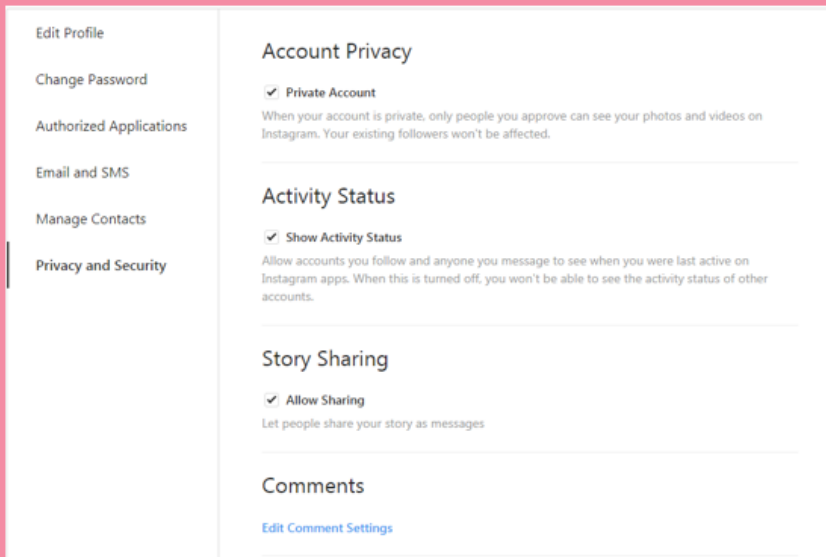
Modify your  
**Privacy and Security**  
settings

1



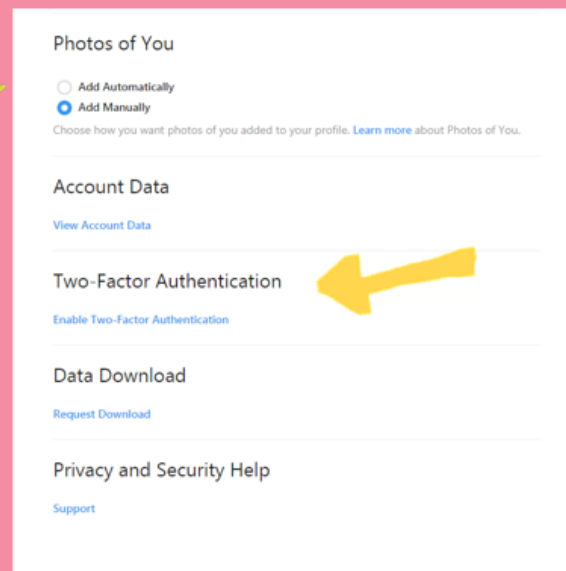
Edit your  
**Privacy and  
Security**  
settings

Need help?  
Call our [IT Service Desk](#)  
on +44 1202 9 65515



Control your  
account  
visibility by  
enabling or  
disabling  
certain options

3



Enabling  
Two-Factor  
Authentication is  
highly  
recommended.