



Do's and Don'ts

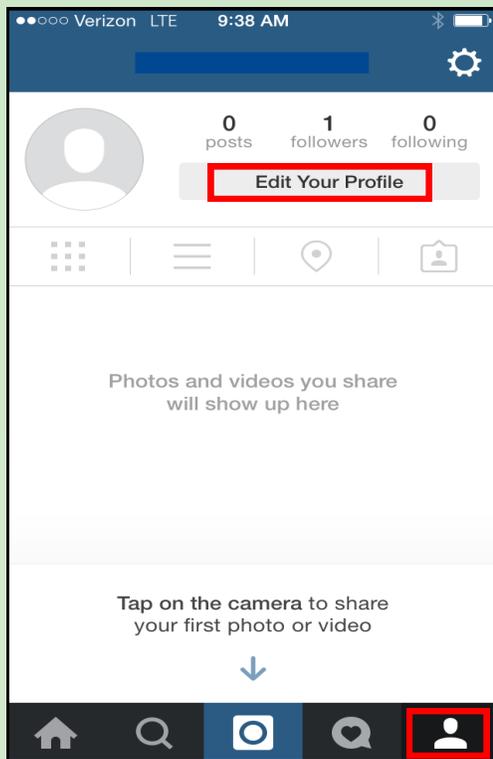
- Avoid using geo-location tags to prevent others from seeing your location.
- Only establish and maintain connections with people you know and trust. Understand that not everyone is who they say they are.
- There are privacy concerns when using your name and birthday when registering for “free” services such as apps and social media. It is not necessary to use your real name or birthday when registering for an account.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share. Assume that everything you post to your account is forever.
- Use caution when posting images of you or your family. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities. Avoid full face photos.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.

Managing Your Instagram Profile

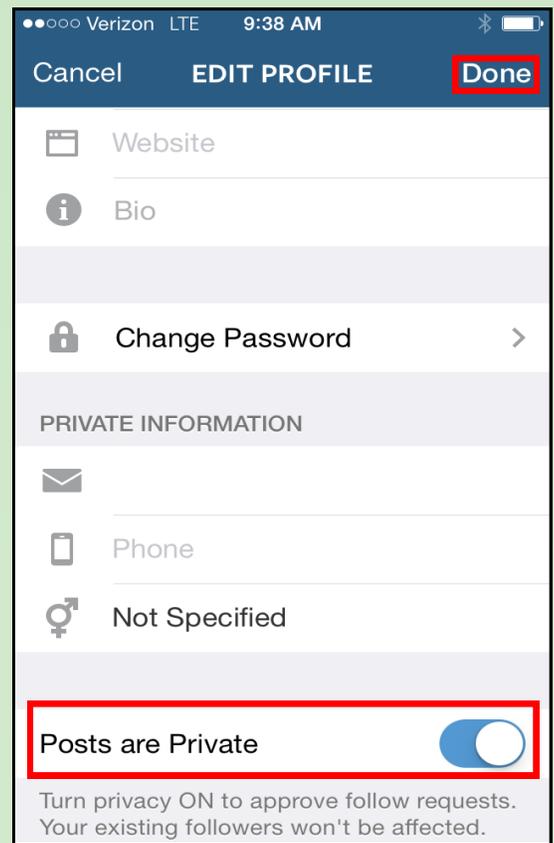


Apply the **Profile** settings shown below to ensure that your information is visible only to the people of your choosing.

- Go to your profile by tapping
- Tap **Edit Your Profile** next to your profile picture.
- **For iOS devices** Turn on the **Posts are Private** setting and then tap **Done**



- **For Android devices** Turn on the **Posts are Private** setting and then tap the check mark to save your changes
- **For Windows devices:** Turn on the **Posts are Private** setting by checking the box and then tap the check mark to save your changes



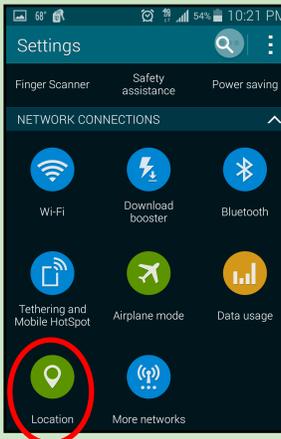
Things To Keep In Mind About Private Posts

- Private posts you share to social networks may be visible to the public depending on your privacy settings for that network. For example, a post you share to Twitter that was set to private on Instagram may be visible to the people who can see your Twitter posts.
- Once you make your posts private, people will have to send you a follow request if they want to see your posts, your followers list or your following list.
- People can send a photo or video directly to you even if they're not following you.
- You'll see follow requests in Activity, which you can then approve or ignore.



Instagram Smart Card

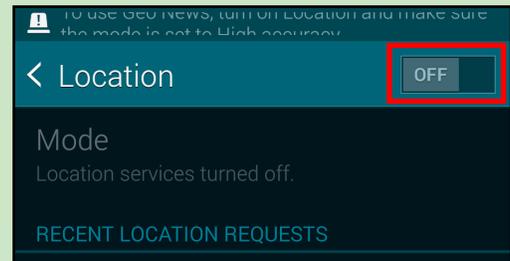
Geo-Location



Apply the device settings shown below to ensure that your location is not shared through Instagram photos.

To adjust geolocation settings on Android:

- Open the **Settings** on your phone > **Location** > then slide the toggle switch to off



Location access to photos taken with Instagram can be disabled two different ways on iOS:

- Open the **Settings** on your phone and scroll down and tap on **Instagram** > **Location** and change to **Never**
- Open the **Settings** on your phone > Tap **Privacy** > **Location Services** > Tap on **Instagram** and change to **Never**

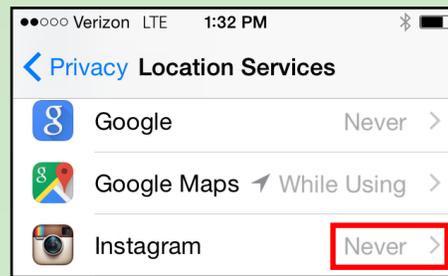
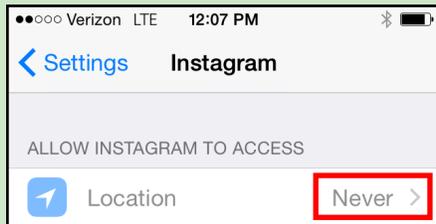


Photo Map

With Instagram Photo Map, you can showcase where you've taken your photos or explore where others have taken photos on a map. You can edit your map at any time and will always be able to opt into each and every photo you add to your map.

When you post a picture using Instagram, you will be asked to **Add to Photo Map**. Once you accept the photo map option you will also be asked to **Name This Location**.

By default, adding location or adding to your Photo Map is turned off for all photos you upload to Instagram. This means that no photos will appear on your Photo Map without your explicit permission.

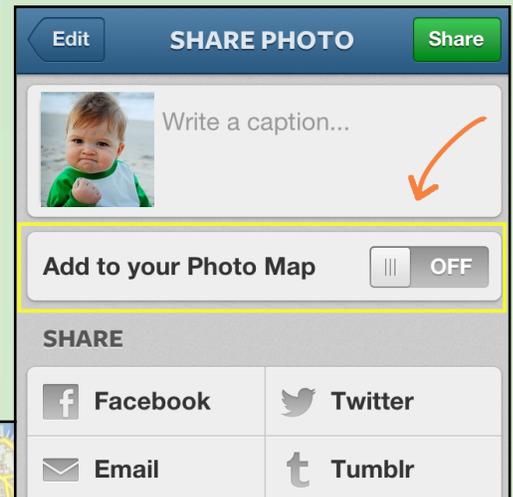


Photo Map will allow your photos to be displayed on a map and can pose a threat to you and your family if not used smartly. If you chose to use Photo Map, be cautious of posting pictures of your home, work or other locations that could bring harm to your or your family if available to the public.

