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Access Instagram's Settings Via Mobile Phone App

- Go to your profile > tap the three horizontal buttons at the top right of the screen > select **Settings**.



Disable The Resharing Of Your Stories

- Navigate to **Settings** > go to **Privacy** > click on **Story** > scroll down to **Sharing** > here you can enable or disable sharing as message, and share your story to Facebook.



Make Your Account Private

Once the private setting is activated, your pictures and videos will be hidden from non-followers and won't display in public search results. You will also now be able to accept or deny follower requests.

- Navigate to **Settings** > tap **Privacy** > go to **Account Privacy** > toggle on the **Private Account** setting to make your account private.



Block An Inappropriate User

NB: blocked users can still see your likes and comments on mutual friend's images. They can also mention you via your username, and you will be notified of such a tag:

- Tap their username to go to their profile > tap the three dots in the top right > tap **Block/Unblock** this user > tap **Block/Unblock** again to confirm.



Enable Two-Factor Authentication

- Navigate to **Settings** > go to **Security** > select **Two-Factor Authentication** > click or tap **Get Started** > choose how you want to get codes: receive via Text Message or generate in the Authentication App.



Hide From Specific Users

You can block or restrict certain spammers and other intrusive users from accessing your account.

- Tap their username to go to their profile > tap the three dots in the top right > tap **Restrict**.



Turn Your Location Off

- Leave the Instagram app and go to your iPhone's Settings > tap **Privacy** > go to **Location Services** > scroll down and tap **Instagram** > select **Never or While Using the App** to choose location access.



Block Spam In Direct Messages

- Navigate to **Settings** > go to **Privacy** > choose **Messages** > tap **Only People You Follow** for both options on the screen.



Unlink To Other Social Media, Including Facebook, Twitter and Tumblr

- Navigate to **Settings** > tap **Account**, then tap **Linked Accounts** > tap **Facebook**, and then tap **Unlink Account (iPhone)** or **Unlink (Android)** > tap **Yes, Unlink** to confirm.



Block Spam Comments

- Navigate to **Settings** > go to **Privacy** > Tap on **Comments** > there you can block spammers, and other unfriendly types from commenting on your photos and videos.



Check Instagram Emails To Avoid Phishing

- Navigate to **Settings** > tap **Security** > select **Emails From Instagram** > search through messages in the **Security** tab if it's about login attempts, suspicious activity on your account, and so on. If it's about something else, check the **Other** tab.



Hide Your Activity Status

If you don't want readers to know when you're online, you can hide your online status from them. Note that you too will be unable to see other users' online status.

- Navigate to **Settings** > go to **Privacy** > select **Activity Status** > slide the toggle to the off position.



Choose Who Can See Your Instagram Stories

- Navigate to **Settings** > go to **Privacy** > click on **Story** > tap on **Close Friends** > here you can choose who to share your stories with.



Turn On Screen Lock/Fingerprint or Face ID

- Open WhatsApp on your phone and go to **Settings** > **Account** > **Privacy** > select **Screen Lock** > enable it. Your app will now require you to enter your screen lock before it launches.



Stop Sharing Your Live Location

- Go to > **Settings** > **Account** > **Privacy** > **Live location** > click **STOP SHARING** > **STOP**.



Restrict Who Sees Your Profile Picture/Status

- Go to **Settings** > **Account** > **Privacy** > **Profile Photo**, and choose from **Everyone**, **My Contacts** and **Nobody**.
- Change who has access to your Status updates through the Privacy tab. Choose from **My Contacts**, **My Contacts Except...** or **Only Share With...**



Turn Off Read Receipts (aka the blue ticks)

Read receipts can be turned off if you do not want your contacts to know whether you have read their messages or not. Once you turn off read receipts, you will not be able to view other people's read receipts either.

- Go to **Settings** > **Account** > **Privacy** > **Read Receipts** and then turn on/off the toggle. In Groups, your read receipts will always show even with the option turned off.



Turn Off Photo Backups

Photos received through WhatsApp are stored in your phone's camera roll. If you use iCloud or Google Drive to back up images on your phone but do not want to do so for WhatsApp, you can turn that off.

- Go to **Settings** > **Chats** > **Save to Camera Roll**. From there, you can toggle the switch to **off** if you don't want the photos and videos you receive saved to your phone's camera roll.



Delete your WhatsApp Status

If you wish to, you can delete your WhatsApp Status.

- On Android, go to the Status section, tap the three-dot menu adjacent to **My Status**, select the same button adjacent to the status you want to delete, and select **Delete**. Tap **Delete** again to confirm.
- On iPhone, tap on **My Status** and swipe left on a status to reveal the **Delete** button. Next, tap **Delete** from the pop-up.



Turn Off Chat Backups

It is recommended to disable backups to ensure the privacy of your data. Your backed-up data can be accessed by Apple or Google. However, there have been no serious claims that users' content in the cloud has been analysed or datamined by these companies.

- Go to **Settings**, select the **Chats** option, and go to **Chat Backup**. Tap on **Auto Backup** and select **Off**. Once this is done, your WhatsApp data will stop backing up on iCloud. You have the liberty to turn the backup option **On** whenever you wish to. Once the Chat Backup option is set to **Off** within WhatsApp, go to your iPhone's System Settings and tap on the **Apple ID, iCloud, Media and Purchases** banner at the top of the screen. Go to **iCloud**, then **Manage Storage**, then **WhatsApp**, and finally **Backup**. From there you can make sure the backup option is off as well. You also have the possibility to delete old chats by clicking on **Delete All**.



Hide Your 'About' information

When clicking on a contact name in WhatsApp, it is possible to see a short bio or a statement, or just an away message. It is up to users to make this 'About' information private.

- Go to **Settings** > **Account** > **Privacy**. Tap on **About** and choose between **My contacts** or **Nobody** to make sure your **About** information is not public. Additionally, you can also choose to make your **Last Seen** and **Profile Photo** private from the Privacy tab. The process to do so is similar to the **About** information.



Unlink your account from devices

If someone has your WhatsApp account on their laptop, you have the possibility to log out from all devices through your phone.

- On Android, stay on the Chat section, click on the three-dot menu in the top right corner. Tap on **Linked Devices**. Tap on each device to log out.
- On iPhone, go to **Settings** and then **Linked Devices**. Next, tap **Log out** from all devices to log out.



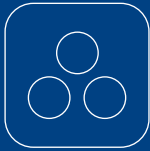
Access LinkedIn's settings

- **Desktop:** Click the **Me** icon in the top of the LinkedIn homepage > select **Settings and Privacy** from the dropdown menu.
- **Mobile phone app:** Go to your profile in the top left corner of the screen > tap on **Settings**.



Manage Your Profile Information

- **Desktop:** Navigate to **Settings and Privacy** > go to **Account preferences** in the left column > click **change** next to **Name, location, and industry**. From there you can choose how your name and profile fields appear to other members.
- **Mobile phone:** Navigate to **Settings** > go to **Account preferences** > tap on **Name, location, and industry**. From there you can choose how your name and profile fields appear to other members.



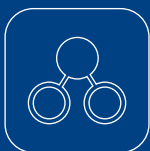
Stop syncing your contacts

- **Desktop:** Navigate to **Settings and Privacy** > go to **Account preferences** in the left column > scroll down to **Sync contacts** and click **change**. From there, click on **Remove all**.
- **Mobile phone:** Navigate to **Settings** > go to **Account preferences** > Scroll down to **Syncing options** and click on **Sync contacts**. From there toggle off the option and remove all previously synced contacts.



Don't send your data to Microsoft and Twitter

- **Desktop:** Navigate to **Settings and Privacy** > go to **Account preferences** in the left column > scroll down to **Partners & Services** > click **change** next to **Microsoft** and **Twitter** > tap **Remove**.
- **Mobile phone:** Navigate to **Settings** > go to **Account preferences** > scroll down to **Partners & Services** > click on **Microsoft** and **Twitter** respectively and tap **Remove**. (If you've connected your Twitter account to LinkedIn, you can remove that from this same tab as well.)



Turn on Two-Factor Authentication

- **Desktop:** Navigate to **Settings and Privacy** > choose **Sign in & security** on the left rail > click on **Change** next to **Two-step verification** > click **Turn on** to change the status of two-step verification. You may be asked to enter your password for security reasons.
- **Mobile phone:** Navigate to **Settings** > go to **Sign in & security** > scroll down and select **Two-step verification** > click on **turn on** > and choose a verification method. You can choose between an Authenticator app or SMS (text) messages. You may be asked to enter your password for security reasons.



Deactivate Remember Me

- **Desktop:** Navigate to **Settings and Privacy** > go to **Sign in & security** on the left rail > click on **Change** next to **Devices that remember your password** > choose **Remove all Devices** or remove each device individually.
- **Mobile phone:** Navigate to **Settings** > click on **Sign in & security** > scroll down and select **Devices that remember your password** > choose **Remove all Devices** or remove each device individually.



Secure your LinkedIn phone app

- Navigate to **Settings** > click on **Sign in & security** > scroll down and select **App lock** > turn on **App lock**.



Block sponsored messages

- **Desktop:** Navigate to **Settings and Privacy** > go to **Communications** on the left rail > Click **Change** next to **Messages** > Switch off the toggle under **Allow LinkedIn partners to show you Sponsored Messages**.
- **Mobile phone:** Navigate to **Settings** > click on **Communications** > Scroll down to **Messages** > Switch off the toggle under **Allow LinkedIn partners to show you Sponsored Messages**.



Choose how your profile appears to non-logged in members

- **Desktop:** Navigate to **Settings and Privacy** > go to **Visibility** in the left rail > under **Visibility of your profile & network**, click on **Change** next to **Edit your public profile** > toggle Your profile's public visibility to **Off**.
- **Mobile phone:** Navigate to **Settings** > tap on **Visibility** > select **Edit your public profile** > go to **Edit Visibility** and turn off **Your profile's public visibility**.



Hide your last name

- **Desktop:** Navigate to **Settings and Privacy** > go to **Visibility** in the left rail > under **Visibility of your profile & network**, click on **Change** next to **Who can see your last name** > there you can choose between your full name or having the first initial of your last name.
- **Mobile phone:** Navigate to **Settings** > click on **Visibility** > tap on **Who can see your last name** > there you can choose between your full name or having the first initial of your last name.



Control your profile's visibility off LinkedIn

- **Desktop:** Navigate to **Settings and Privacy** > go to **Visibility** in the left rail > under **Visibility of your profile and network**, click on **Change** next to **Profile visibility off LinkedIn** > turn off the setting.
- **Mobile phone:** Navigate to **Settings** > tap on **Visibility** > click on **Profile visibility off LinkedIn** > turn off the setting.



Control mentions and tags

- **Desktop:** Navigate to **Settings and Privacy** > click on **Visibility** in the left rail > under **Visibility of your LinkedIn activity**, click **Change** next to **Mentions or Tags** > turn off the option.
- **Mobile phone:** Navigate to **Settings** > tap on **Visibility** > scroll down to **Mentions or Tags** > toggle the option off.



Control who can find you using your email address

- **Desktop:** Navigate to **Settings and Privacy** > go to **Visibility** in the left column > under **Visibility of your profile & network**, click **Change** next to **Profile discovery using email address** > select the **Nobody** option.
- **Mobile phone:** Navigate to **Settings** > tap on **Visibility** > go to **Profile discovery using email address** > choose 1st degree connections.



Control who can find you using your phone number

- **Desktop:** Navigate to **Settings and Privacy** > select **Visibility** in the left column > under **Visibility of your profile & network**, click **Change** next to **Profile discovery using phone number** > select the **Nobody** option.
- **Mobile phone:** Navigate to **Settings** > go to on **Visibility** > tap on **Profile discovery using phone number** > select **Nobody**.



Manage who can see your connections

- **Desktop:** Navigate to **Settings and Privacy** > go to **Visibility** in the left column > under **Visibility of your profile & network**, click **Change** next to **Who can see your connections** > select **Only you**.
- **Mobile phone:** Navigate to **Settings** > tap on **Visibility** > go to **Who can see your connections** > select **Only you**.



Manage active status

- **Desktop:** Navigate to **Settings and Privacy** > go to **Visibility** in the left column > under **Visibility of your LinkedIn activity**, click **Change** next to **Manage active status** > select **No one**.
- **Mobile phone:** Navigate to **Settings** > go to **Visibility** > scroll down to **Manage active status** > select **No One**.



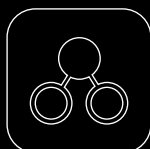
Pay attention to privacy features

- In your profile, tap the three horizontal buttons at the top right of the screen > Select **privacy** >
 - Switch off **suggest account to others**
 - Turn off **Sync contacts and Facebook Friends**
 - Turn off Ads personalisation and Ad authorisation
 - Turn off **Downloads** to prevent others from downloading your videos
 - Restrict Comments by choosing between everyone, friends, or off
 - Limit who can Duet with your videos by choosing between **Followers, Friends** or **Only me**
 - Control who can send you Direct Messages by choosing between **Friends** or **no one**



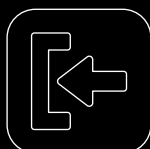
Manage your devices

- In your profile, tap the three horizontal buttons at the top right of the screen > Select **Security and login** > Go to **manage devices** and remove the devices you are no longer using.



Turn on two step verification

- In your profile, tap the three horizontal buttons at the top right of the screen > Select **Security and login** > Go to **2-step verification**, choose your verification method and then follow the instruction on the screen.



Don't save login information

- In your profile, tap the three horizontal buttons at the top right of the screen > Select **Security** and login > toggle off **Save login info**.



Don't use your Personal Meeting ID for meetings

Make sure all of your meetings have a password and the meeting ID is only sent to those invited.



What to do if someone interrupts your Zoom video chat?

- You, or one of your co-hosts can go to the > **Participants List**, again scrolling down to the bottom, and click **Mute All Controls**. This makes it so the unwelcome participant can't use their microphone to disrupt your audio.



Update meeting settings

We recommend ensuring the following settings are altered to protect your session against unwanted visitors. To do so, follow these steps:

- Once logged in to the Zoom portal > head to **Settings** under **Personal** > click on **Meeting**. You should then be able to find the settings below by scrolling down the list of settings under the **Meeting** section. While in a meeting, some privacy settings can be adjusted via the **Share Screen** button, but most control is offered in the web portal's Settings menu.
- Turn on the **Require that All Meetings are Secured with One Security** option. This will require that all meetings are secured with one security option: a passcode, **Waiting Room**, or **Only authenticated users can join meetings**. If no security option is enabled, Zoom will secure all meetings with **Waiting Room**.
- Enable the **Waiting Room** feature so that only the meeting host is allowed to admit attendees to the meeting.
- Enable the **Meeting Passcode** option so that all instant and scheduled meetings are passcode-protected.
- Disable the **Allow Participants to Join Before Host** option to prevent participants from joining the meeting before the host arrives.
- Disable the **Auto Saving Chats** option to avoid automatically saving all in-meeting chats after the meeting starts.
- Disable the **Send Files via Meeting** chat option to prevent the spread of unwanted material.
- Adjust your Screen Sharing settings. It is possible to disable Screen Sharing entirely, or to limit it to just the host by selecting **Host Only under Who Can Share?**
- Disable the **Annotation** option to prevent host and participants from using annotation tools to add information to shared screens.
- Disable the **Allow Removed Participants to Rejoin** option so that any unwanted visitors can't access the video call once removed.



Enable Two-Step Verification

- Click on **Account & Lists** > go to **Your Account** > tap **Login & Security** > go to **Manage your Two Step Verification (2SV) Authenticators** and click **Edit**. You will need to approve the notification sent to your email address. Once this is done, click on **Get Started** button.

The process is automated, so you just need to follow the prompts to activate the 2SV. First, you will need to enter your phone number and then will receive the first code. Once you've verified the first code, you will need to set a backup method. This can be a text or voice call on a different phone, or an authenticator app. Lastly, read the instructions on what to do on devices that won't work with two-step verification. Once you're all finished, you can tick the box to skip asking for codes on this device – it is recommended doing this only if it's a desktop, which is much less likely to get stolen than something like a laptop or tablet.



Make your wish lists private

- Go to **Accounts & Lists** > select **Your Lists** in the scroll down menu. In the left side of the screen is a list of your lists and their privacy levels. If you see a public list that should be private, select the list and then click the 3-dot menu icon and select **Manage list** and change the privacy setting to private. Once done, click **Save Changes**.



Delete Alexa recordings

Alexa is listening, but you can stop the smart speaker from holding on to everything it records. Deleting your recordings prevents Amazon from hearing your private conversations but be warned it may also affect Alexa's ability to understand you as well.

- To go further, you can set up Alexa to automatically delete future recordings via voice command. To do so, go to your Alexa app, log in and go to **Settings**, followed by **Alexa Account** > select **Alexa Privacy**, then **Review Voice History** > slide the toggle to the right that says **Enable deletion by voice**. Once this is done, you can ask Alexa to delete your recordings by saying, "Alexa, delete everything I said today."



Clear Amazon cookies

- Click on **Accounts & Lists** > go to **Your Account** > tap on **Browsing History** in the horizontal banner at the top of the screen > click **Manage history** on the right side of the screen > select **Remove all items** and then switch off **Turn Browsing History on/off**.
- Click on **Accounts & Lists** > under **Email alerts, messages, ads, and cookies**, tap on **Advertising preferences** > select **Do not show me interest-based ads provided by Amazon** > then click **Submit**.
- Click on **Accounts & Lists** > under **Email alerts, messages, ads, and cookies**, tap on **cookie preferences** > next to **Advertising cookies**, choose **Off**.



Hide your order history

It isn't possible to permanently delete your order history, but you can archive orders and hide them from view.

- Click on **Account & Lists** > go to **Your Account** > select **Your Orders** section > next to each of your orders, click **View order details** > choose **Archive order** for the items you want to hide. A yellow box will appear asking you to confirm the change. Click on the yellow **Archive order** button to remove the item from your orders list.



Hide your location

Once you have adjusted your phone's permissions, follow the following step to disable location tracking in the Facebook app:

- In the Facebook app, tap the icon with the three lines in the bottom right, down to > **Settings and Privacy**, and select > **Privacy Shortcuts**. Tap on > **Manage your Location Settings** under > **Privacy**, followed by > **Location Services**.



Enable Two-Factor Authentication

- **Desktop:** Click the downward-facing arrow in the top right of the screen and click on > **Settings and Privacy**. Go to > **Settings** and select > **Security** and > **Login** in the left column. Scroll down to > **Two-factor Authentication** and tap on > **Use two-factor authentication**. Enter your phone number. A six-digit code will be sent to your device. Confirm the code in the text box to complete the setup.

- **Mobile phone:** In the Facebook app, select the three horizontal dots menu icon in the bottom right corner of the screen. Scroll down and tap on > **Settings and Privacy**. In the dropdown menu, select > **Settings**. Under **Account**, go to > **Password and security**. Scroll down to **Use two-factor authentication**. Select > **Text Message (SMS) as a security method**. Enter your phone number and tap on **Continue**. A six-digit code will be sent to your device. Enter it in the text box and select > **Continue**. Two-factor authentication is now enabled on your account.



Limit what others can see

- **Desktop:** Once you are on the main Facebook page, click the downward-pointing arrow in the top right corner of the screen. Select > **Settings and Privacy** then go to > **Settings**. Go to > **Privacy** on the left menu. Review each setting to manage your defaults. To ensure full privacy, it is recommended that you choose between **Friends, Specific Friends and Only Me**.

- **Mobile phone:** In the Facebook app, tap the icon with the three lines in the bottom right. Scroll down to > **Settings and Privacy** and select > **Settings**. Go to > **Audience and Visibility**. Review each option and their respective settings to manage your defaults. To ensure full privacy, it is recommended that you choose between **Friends, Specific Friends and Only Me**.



Manage photo tagging

- **Desktop:** Once you are on the main Facebook page, click the downward-pointing arrow in the top right corner of the screen. Select > **Settings and Privacy** then go to > **Settings**. Go to **Profile and tagging** on the left menu. Review each setting to manage your defaults. To ensure full privacy, it is recommended that you turn off the setting or choose between **Friends and Only Me**.

- **Mobile phone:** In the Facebook app, tap the icon with the three lines in the bottom right. Scroll down to > **Settings and Privacy** and select > **Settings**. Go to > **Audience and Visibility**. Under **Profile and tagging**, review each setting to manage your defaults. To ensure full privacy, it is recommended that you turn off the setting or choose between **Friends and Only Me**.



Disable facial recognition

Facebook uses facial recognition to identify users that are present on photos posted on the platform. This explains why users are automatically tagged in photos that others post.

- **Desktop:** Once you are on the main Facebook page, click the downward-pointing arrow in the top right corner of the screen. Select > **Settings and Privacy** and then go to > **Settings**. In the left column, click on **Face Recognition**. Select **No** to the question **Do you want Facebook to be able to recognize you in photos and videos?** Facial recognition will be disabled for your account.

- **Mobile phone:** In the Facebook app, select the three horizontal dots menu icon in the bottom right corner of the screen. Scroll down to > **Settings and Privacy** and select > **Settings**. Go to > **Permissions** and click on > **Face recognition**. Select **No to Do you want Facebook to be able to recognise you in photos and videos?**



Control your off-Facebook data

Facebook constantly monitors your activity, both on and off its site, as it helps the platform to send you targeted advertisements. It is possible to tailor or even delete this history data through the Off-Facebook activity page. To review and clear your Facebook history it is recommended that you log into your account on a desktop. It is possible to do it on mobile devices, but the process is more comprehensive on a computer.

- **Desktop:** Once on the main Facebook page, click on the downward-facing arrow in the top right corner of the screen, click on > **Settings and Privacy**, and then on > **Settings**. Go to > **Your Facebook Information** in the left column. Click on **view you Off-Facebook activity**. From this page, you can:



- Clear your history by clicking on the **Clear history** option. Please note this option is misleading. As although it disconnects your profile data from your account, stopping Facebook from targeting you with specific ads, it won't completely prevent Facebook from collecting analytics reports from the other websites you are visiting. You need to log out completely in order to prevent such data collection.
- Select the > **Manage future activity** option which is the permanent version of **Clear history**. When this option is turned off, companies are no longer able to supply Facebook with ad-targeting data on your online likes and dislikes. Please note that disabling **Future off-Facebook activity** will prevent you from signing into other apps and websites using Facebook.
- Click on the > **Manage your Off-Facebook activity** option which will show you the apps and sites that have shared ads with your Facebook account. When you're ready to clear this information, click **Clear History**.
- Choose to > **Download your information**. It is possible to download a copy of your Facebook information at any time. It can be a complete copy of your information, or specific types of information and date ranges that you wish to review. Downloading your information is a password-protected process that only you will have access to. Once your copy has been created, it will be available for download for a few days.
- **Mobile phone:** To clear your history, tap the three-line menu in the bottom right of the Facebook app, scroll down to > **Settings and Privacy**, and click on > **Settings**. Under > **Permissions**, go to > **Off-Facebook Activity** and open the tab. Examine the apps that monitor your online activity. Once you are sure you want to remove the information tap **Clear history**.
- Within the **Off-Facebook Activity** tab, click on **More options** and select **Manage Future Activity**. Click again on > **Manage Future Activity**, toggle off **Future off-Facebook activity** and click on **Turn off**.



Limit Facebook advertisements

When your friends like an ad on Facebook, it's likely you'll see this ad too. And vice versa. Facebook automatically uses these ad's endorsements to tailor its advertising strategy to you and your friends. You can disable this tracking feature to keep your likes and dislikes more private.

- **Desktop:** On the main Facebook page, click the downward-facing arrow in the top right corner of the screen. Click on **Settings and Privacy**, and then go to **Settings**. Scroll down to **Ads** in the left column. There click on **Ad Settings** in the left column. Select each setting and deactivate them. Under **Social Interactions**, choose **Only Me**.
- **Mobile phone:** In the Facebook app, select the three horizontal dots menu icon in the bottom right corner of the screen. Scroll down and tap on > **Settings and Privacy**. In the dropdown menu, select > **Settings**. Under > **Permissions**, go to > **Ad preferences**. Select > **Ad settings** at the top of the screen. Select each setting and deactivate them. Under **Social Interactions**, choose **Only Me**.



Enable Two-Factor Authentication

- **Via authentication app:** before you can set up 2FA on your account, you will need to download and install an authentication app on your device. Slack 2FA can be used with most Time-Based, One-Time Password (TOTP) applications > once the authentication app has been downloaded, go to your **workspace** > go to your **Account** > tap on **settings** > click **Expand** next to **Two-factor authentication** > click **Set up two-factor authentication** > enter your password > click **Use an app** to retrieve authentication codes from the authentication app on your device > add a new account. In most apps, you can do this by tapping the + icon > scan the QR code by using your device's camera. If you prefer, you can choose to enter the code by hand > on Slack's 2FA configuration page, enter the 6-digit verification code that your authentication app generates > to finish, press **Verify code**.



Customise DMs and message retention

- If admins have access to your direct messages, the message will read like this: **Workplace Owners can export messages and files from public channels.** Workspace Owners can also export messages and files from private channels and direct messages. If you see that message, it is recommended to set your direct messages to expire instead of just leaving them around. To do that, select the gear icon in the upper right corner when you're in a direct message, then select **edit message retention** > click **Next** > tap on **Use custom retention settings for this conversation** > Set it to **one day**, then select **Save**.



Customise message retention

By default, Slack will retain all messages and files for the lifetime of your workspace. If you like, you can have them deleted after a set amount of time.

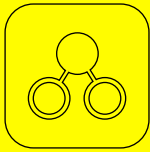
- **Standard and Plus subscriptions:** from your desktop, click your workspace name in the top left > select **Settings & administration** from the menu > click **Workspace settings** from the menu > click the **Settings** tab at the top of the page > next to **Message retention & deletion**, click **Expand** > select your preferred retention settings > click **Save** > tick the box next to **Yes, apply these new settings** > click **Confirm settings**.
- **Enterprise Grid subscription:** From your desktop, click your workspace name in the top left > select **Settings & administration** from the menu, then click **Workspace settings** > from the **Settings** tab, find **Message retention & deletion** > click **Expand** and select your preferred retention settings > click **Save** > tick the box next to **Yes, apply these new settings** > click **Confirm settings**.



Remove users in channels

- Open channel > type **remove** along with user's name.

SNAPCHAT



Set up Two-Factor Authentication

- Go to your profile and click on the setting button > select **Two-Factor Authentication** > tap **Continue** to finish setting it up > choose **text message** or an **authenticator app** to receive your login codes.



Change Your Privacy Settings

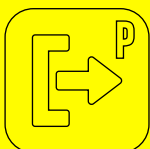
By default, only friends you've added on Snapchat can contact you directly or view your Story.

- Go to your profile and click on the setting button > scroll down to the **Who Can...** section and tap the options below. Once changes have been made, tap the **back** button to save your choice.
 - **Who Can Contact Me:** choose who can contact you directly with Snaps, Chats, calls, etc. If you choose **Everyone for Who Can Contact Me**, even users you haven't added will be able to send you Snaps and Chats.
 - **Who Can View My Story:** choose who can view your Story. Tap **Custom** if you'd like to block specific friends from seeing your Story.
 - **Who Can See My Location:** choose who can view your location on the Snap Map. Your location won't be shared on the Map until you open it for the first time.
 - **Who Can See Me In Quick Add:** Choose who can see you in Quick Add, a feature that appears around Snapchat which makes it easier to add friends.

Even if you choose **My Friends**, anyone you're in a group with will be able to communicate with you in Group Chat. To see who's in a group before you join it, just press and hold the name of the group in the Chat screen.

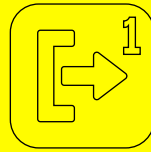
If you choose **My Friends**, you won't see Snaps sent to you by non-friends – you'll just get a notification that they added you as a friend. If you add them back, you'll be able to see Snaps they've sent you.

If you post a Snap to your Story, and then change your settings so only friends can see your Story, others may still be able to see the Snaps you posted before the change.



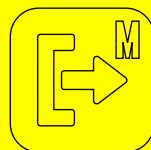
Move private snaps saved in your Memories to My Eyes Only

My Eyes Only is for Snaps that you want to keep extra private. You can move Snaps and Stories in your **Memories to My Eyes Only**, then you can only see them after you enter your passcode.



Set up My Eyes Only for the first time

- Swipe up from the Camera Screen to open **Memories** > press and hold on a Snap and tap **My Eyes Only** > select **Quick Setup** > create a passcode > this will be your new passcode and is the only way to access **My Eyes Only**. If you don't want to use a 4-digit passcode, you can instead set a passphrase of letters and numbers and select **Use Passphrase** at the bottom instead > read the information, and if you agree, tap **Continue** > once done, tap **Finish**.



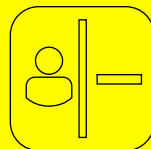
Move snaps from Memories to My Eyes Only

- Swipe up from the Camera screen to open **Memories** > tap the checkmark option in the top right corner of your memories > select the snaps and stories you want to move to **My Eyes Only** > tap the lock icon at the bottom of the screen > tap **Move** > you may be prompted to enter your passcode.



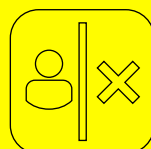
Switch off location settings

- You can enable the **Ghost Mode**. With this setting enabled, your friends won't be able to see your location on the map: go to your profile and click on the setting button > scroll down and click on **Who Can See My Location** > switch on **Ghost Mode**. You can choose to have it on for **3 hours**, **24 hours**, or just until you turn it off yourself.
- You can also share your location with specific friends only: in **Who Can See My Location**, disable **Ghost Mode** and decide who can see you on the map and choose between **My Friends**, **My Friends, Except...** and **Only These Friends**.
- You can also prevent location requests altogether: in **Who Can See My Location**, toggle off **Allow friends to request my location**.



Remove a friend from friend list

- Swipe right to go to the Chat screen > tap and hold on a friend's name > tap **More** > tap **Remove Friend**.



Block a friend

When you block a friend, they won't be able to view your Story or Charms, or send you Snaps or Chats. Additionally, these users will not be able to contact you or send you unwanted add requests on Snapchat.

- Swipe right to go to the Chat screen > tap and hold on a friend's name > tap **More** > tap **Block**.

SNAPCHAT



Manage your contacts

- Go to your profile and click on the setting button > scroll down to **Additional Services** > tap on **Manage** > click on **Contacts** > disable **Sync Contacts**.



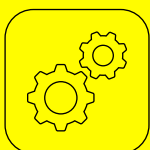
Manage Your Advertisement Preferences

- **iOS:** Go to your profile and click on the setting button > scroll down to **Additional Services** > tap on **Manage** > select **Advert Preferences** > disable **Audience-Based, Activity-Based** and **Third-Party Ad Networks**.
- **Android:** Go to your profile and click on the setting button > scroll down to **Features** and tap **Ads** > select **Advert Preferences** > disable **Audience-Based, Activity-Based** and **Third-Party Ad Networks**.



Manage your lifestyle categories

- **iOS:** Go to your profile and click on the setting button > scroll down to **Additional Services** and tap **Manage** > go to **Lifestyle & Interests** > choose a **Lifestyle Category** to turn it **on** or **off**. Additionally, while on the Lifestyle & Interests page, scroll down and tap **Clear Content Interests Tags**, and choose an **Ad Topic** to turn it **on** or **off**.
- **Android:** Go to your profile and click on the setting button > scroll down to **Features** and tap **Ads** > go to **Lifestyle & Interests** > choose a **Lifestyle Category** to turn it **on** or **off**. Additionally, while on the Lifestyle & Interests page, scroll down and tap **Clear Content Interests Tags**, and choose an **Ad Topic** to turn it **on** or **off**.



Access your data

- Log in to your account on accounts.snapchat.com > click on **My data** > click **Submit request** at the bottom of the page > if you have verified an email address with Snapchat, an email will be sent to you with a link once your data is ready to download. Make sure to not share this link with anyone > follow the link in your email to download your data > click the link to download your data.



Set maturity levels for profiles

On the Viewing Restrictions page, there are various content age ratings adapted to what you'd like for your kid: TV-Y (6 and under); TV-Y7 (7 and younger); TV-G/G (general audience); TV-PG/PG (parental guidance); etc. These restrictions are set according to the MPAA and TV rating systems.

- From a web browser, go to your Account page > open the **Profile & Parental Controls** settings for the profile you want to manage > change the **Viewing Restrictions** setting > enter your Netflix password > set the maturity rating level for the TV shows and movies you want to allow in that profile > select **Save**. TV shows and movies above the selected maturity level will be removed from the profile.



Hide titles from viewing history

When hiding titles from your viewing history, they won't appear in Netflix as a TV show or movie you've watched. They won't be used to make recommendations to you, unless you watch them again. They'll also be removed from the Continue Watching row.

- Sign into Netflix with a web browser and go to your Account page > open **Profile & Parental Controls** for the profile you want to update > open **Viewing Activity** for that profile > on the Activity page, click the hide icon next to the episode or title you want to hide. If you hide an episode, you'll see the option to hide the entire series > to hide all of your viewing history, select the **Hide all** option at the bottom of the page and **confirm**. It can take up to 24 hours for a hidden title to be removed from all your devices. Titles can't be hidden if the Activity page is reached from a Netflix Kids profile.



Restrict access to a profile with a profile lock PIN (this is not two-factor authentication which Netflix doesn't offer)

- Sign into Netflix with a web browser and go to your Account page > open the **Profile & Parental Control** settings for the profile you wish to lock > change the profile lock setting > enter your Netflix account password > check the box to require a PIN to access the selected profile > to remove the PIN requirement, uncheck the box > enter four numbers to create your profile lock PIN > select **submit**.

Once your PIN is set, Netflix will ask for it whenever that profile is chosen at the welcome screen. This will happen on all devices, including TVs. Note that Netflix will not ask for a PIN if your profile is the only one that exists on the account.

Any profile on your Netflix account can be given its own PIN, but only the account holder can set them up. The Netflix account owner always has the power to disable the PIN and profile lock for any profile.



Turn autoplay previews off

To prevent TV shows and movies from quickly sampling, you can set Netflix to stop automatic previews.

- From a web browser, go to your Account page > open the **Profile & Parental Controls** settings for the profile you want to use > select **Playback settings** > check **Autoplay previews** while browsing on all devices > to stop autoplaying previews, uncheck the box > select **Save**.



Set up your phone number for password recovery

Netflix can send you a text message with a code to recover your account if you forget your password.

- First, you need to make sure you have a correct and verified phone number added to your account. From a web browser, go to your Account page > go to the **Membership & Billing** section and select **Add phone number** or **Change phone number** > select your country > enter your phone number > enter your account password.



Enable Two-factor authentication

- When on the main page, tap on your Profile and scroll down to **Settings and privacy**. Go to **Security and account access** and then tap **Security**. Go to **Two-factor authentication**. Select the method of second authentication. You can choose between **Text message**, **Authentication app** and **Security key**. Follow the prompts on screen to complete the process.



Protect your account

- Tap on your Profile and scroll down to **Settings and privacy**. Go to **Security and account access** and then tap **Security**. Enable **Password reset protect**. With this setting enabled, you will need to confirm your email address or phone number to reset your Twitter password.



Disable photo tagging

- Tap on your Profile and scroll down to **Settings and privacy**. Go to **Privacy and safety** and tap **Audience and tagging**. Go to **Photo tagging** and toggle off the setting. If you wish to have the setting on, select **Only people you follow can tag you** instead of **Anyone can tag you**.



Control who can find you

- Tap on your Profile and scroll down to **Settings and privacy**. Go to **Privacy and safety** and scroll down to **Discoverability and contacts**. Toggle off **Let others find you by your email** and **Let others find you by your phone**. If you wish, you can also disable **Sync address book contacts** in this section.



Hide your location

- Tap on your Profile and scroll down to **Settings and privacy**. Go to **Privacy and safety** and scroll down to **Location information**. Tap on **Precise location** and disable the setting. In the **Location information** section, you can also disable the **Personalise based on places you've been** setting.

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