Facebook Settings

Facebook offers a multitude of configuration options. It's not always easy to keep track of all the various settings offered and to select the best settings for your purposes. Our checklist is meant to assist you to protect your account and all your published information in the best possible way.

We have tried to draw up as universally applicable a set of instructions for private users as possible. Nevertheless, the individual configuration options and settings may differ in specific cases. This checklist refers to the Facebook settings available as at **27th February 2024** as displayed in a desktop computer browser.

As a rule, the settings described here are automatically adopted in the Facebook app. Depending on your smartphone and operating system though, there may be some additional settings in the app which are not discussed here.

To display the Facebook account settings, click the arrow icon in the page header, and select the «Settings & Privacy» and then «Settings» entry from the menu.

Accounts Center – Profiles
Here you can find all your accounts regarding Instagram, Facebook and Horizon.

Accounts Center – Connected experiences

Category	Our Recommendation
Sharing across profiles	Depending on your requirements
Loggings in with accounts	Specify, which accounts can log in to other accounts

Accounts Center – Accounts
Add or remove accounts from this Accounts Center.

Accounts Center – Personal details

Category	Our Recommendation
Contact Info	Use a free address without any indication of your identity (e.g. ferrari397@gmail.com). Optionally, you can also register a mobile number, which will then be required for log-in confirmations as necessary.

Birthday	Shows the registered date of birth
Identity confirmation	Not required in Switzerland
Account ownership and control	Depending on your requirements

Accounts Center – Password and security

Category	Sub-category	Our Recommendation
Login & recovery	Change password	Manage your passwords outside of Facebook, for instance using a password manager.
	Two-factor authentication	Activate
	Saved login	Details oft he saved logins
Security checks	Where you're logged in	List is automatically created by Facebook
	Login alerts	Activate for all accounts
	Recent emails	Emails received
	Security Checkup	Check your accounts for security here

Accounts Center – Your information and permissions

Category	Our Recommendation
Access your information	You will be redirected to your Facebook account to view your information there.
Download your information	You can request a copy of all your information at any time.
Transfer a copy of your information	You can transfer a copy of information you created or shared on Facebook or Instagram to another service.
Search history	Depending on your requirments
Your activity off Meta technologies	Don't link any activities with Meta if at all possible.
Manage contacts	Don't synchronise any lists of contacts with Instagram if at all possible.
Manage cookies	Depending on your requirements

Accounts Center – Ad preferences
Depending on your requirements

Accounts Center – Meta Pay

Category	Our Recommendation
Meta Pay	Required for certain games and activities. Encryption and security are of good quality in accordance with common standards.

Accounts Center – Meta Verified

You can obtain additional premium benefits such as additional support and increased account protection with a Meta Verified subscription. This can be set depending on your requirements.

Tools and resources

Category	Our Recommendation
Privacy Checkup	This is where you can check your privacy.
Supervision	Depending on your requirements

Preferences

Depending on your requirements

Audience and visibility - Profile details

Here you can change your profile picture, create a profile, enter gender information, and make account suggestions settings.

Audience and visibility - How people find and contact you

Category	Sub-category	Our Recommendation
Your friends	Who can send you friend requests?	Friends of friends
	Who can see your friends list?	Only me
Who can Facebook suggest your profile to based on your phone number or email address?	People with your email address	Friends
	People with your phone number	Friends
Do you want search engines outside of Facebook to link your profile?		Don't activate
How you get message requests	For friends of friends on Facebook, deliver requests to:	Chats

	For others on Facebook, deliver requests to:	Message requests

Audience and visibility - Posts

Category	Our Recommendation
Who can see your future posts?	Friends
Limit who can see past posts	Limit Past Posts

Audience and visibility - Stories

Category	Our Recommendation
Who can see your stories?	Friends
Allow others to share your public stories to their own story?	Dont' activate
Allow people to share your stories if you mention them?	Dont' activate
Archiving your stories	Dont' activate

Audience and visibility - Reels

Category	Our Recommendation
Allow others to share your reels to their stories?	Dont' activate
Who can see your reels?	Friends

Audience and visibility - Followers and public content

Category	Our Recommendation
Who can follow me	Friends
Who can see your followers on your timeline	Only me
Who can see the people, Pages and lists you follow?	Only me
Who can comment on your public posts?	Friends
Public post notifications	Only me
Public profile info	Friends
Show most relevant comments first	Don't activate

Off-Facebook previews	Activate
Hide comments containing certain words from your profile	Depending on your requirements

Audience and visibility - Profile and Tagging

Category	Sub-category	Our Recommendation
Viewing and sharing	Who can post on your profile?	Only me
	Who can see what others post on your profile?	Only me
	Hide comments containing certain words from your profile	Depending on your requirements
Tagging	Who can see posts you're tagged in on your profile?	Only me
	When you're tagged in a post, who do you want to add to the audience of the post if they can't already see it?	Only me
Reviewing	Review tags people add to your posts before the tags appear on Facebook?	Acitvate
	Review posts you're tagged on before the post appears on your profile?	Activate

Audience and visibility - Blocking

Depending on your requirements

Payment - Ads payments

Depending on your requirements

Your activity and permissions - Activity log

This is where you can track your activities and permissions.

Your activity and permissions - Apps and websites

This is where you can see all apps and websites linked to your Facebook account.

Your activity and permissions - Business integrations

Depending on your requirements

Your activity and permissions - Information use for Facebook experiences

Depending on your requirements

Your activity and permissions - Learn how to manage your information

This is where you can manage all your information in detail.

Your information

This is a link to your account overview. You can reactivate pages you deactivated under "Reactivate a page".

Community Standards and Legal Policies

This is where you will find information on terms and conditions of use, privacy policy, cookie policy and community standards.