

# 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 **17th June 2022** 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» entry from the menu.



## General – General Account Settings

Category	Our recommendation
Name	Your first and surname
Username	Is automatically created by Facebook
Contact	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.
Ad account contact	Use a free address without any indication of your identity (e.g. ferrari397@gmail.com).
Memorialisation settings	Depending on your requirements
Identity confirmation	Not necessary in Switzerland

## Security and login – Security and login

Category	Sub-category	Our recommendation
Recommended	Check your important security settings	Don't activate
Where you're logged in	List is automatically created by Facebook	

Login	Change password	Manage your passwords outside of Facebook, for instance using a password manager.
	Save your login information	Don't activate
Two-factor authentication	Use two-factor authentication	Activate
	Authorised logins	List is automatically created by Facebook
Setting up extra security	Get alerts about unrecognised logins	Activate
Advanced	Encrypted notification emails	Depending on your requirements
	See recent emails from Facebook	List is automatically created by Facebook

## Your Facebook information – Your Facebook information

You can view or download your information and delete your account.

## Privacy – Privacy Settings and Tools

Category	Sub-category	Our recommendation
Privacy shortcuts	Check a few important settings	Depending on your requirements
	Manage your profile	Depending on your requirements
	Learn more with Privacy Basics	No settings possible
Your activity	Who can see your future posts?	Friends
	Review all your posts and things you're tagged in	Activate
	Limit the audience for posts you've shared with friends of friends or Public?	Limit Old Posts
How people can find and contact you	Who can see the people, Pages and lists you follow?	Friends
	Who can send you friend requests?	Everyone
	Who can see your friends list?	Only me
	Who can look you up using the email address you provided?	Friends
	Who can look you up using the phone number you provided?	Friends
	Do you want search engines outside of Facebook to link to your profile?	Don't activate
How you get message requests	Potential connections	Depending on your requirements
	Other people	Depending on your requirements

## Face recognition – Face recognition settings

No settings possible

## Profile and tagging – Profile and tagging

Category	Sub-category	Our recommendation
Profile	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 that 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 posts that you're tagged in before the post appears on your profile?	On
	Review tags that people add to your posts before the tags appear on Facebook?	On

## Public posts – Public Post Filters and Tools

Depending on your requirements

## Blocking – Manage blocking

You have various options to block people, invitations, events, etc. without any effects on your security.

## Location – Location settings

No settings possible

## Cookies – Cookies

Depending on your requirements

## Language and region – Language and region settings

Depending on your requirements

## Stories – Stories settings

Category	Sub-category	Our recommendation

Sharing options	Allow others to share your public stories to their own story?	Don't activate
	Allow people to share your stories if you mention them?	Don't activate

## Notifications – Notifications settings

Category	Sub-category	Our recommendation
What notifications you receive		Depending on your requirements
How you receive notifications	Browser	Don't activate
	Email	Depending on your requirements
	SMS	Don't activate

## Mobile – Mobile Settings

Depending on your requirements

## Apps and websites – Apps and websites

Depending on your requirements

## Games – Games

Depending on your requirements

## Business integrations – Business integrations

Depending on your requirements

## Ads – Ad preferences

Depending on your requirements

## Ad payments – Payments settings

Depending on your requirements

## Facebook Pay – Facebook Pay

Category	Our recommendation
Payment methods	Required for certain games and activities. Encryption and security are of good quality in accordance with common standards.

## Support Inbox

No settings possible

### Videos – Video settings

Category	Our recommendation
Video default quality	Depending on your requirements
Autoplay videos	Depending on your requirements
Always show captions	Depending on your requirements
Captions display	Depending on your requirements
Video default volume	Depending on your requirements