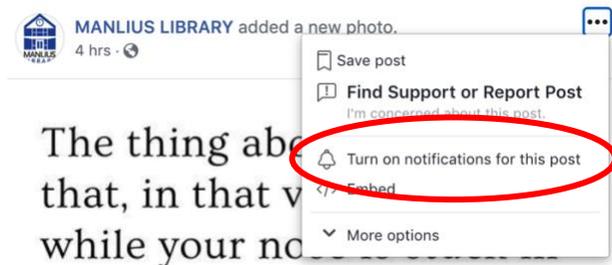Tech Tip of the Week
June 1st, 2020

Tips and tricks for Facebook

Control what posts you see updates from.
If you see an article you want to read later or a discussion you would like to keep up with, you can follow the post without having to leave a comment.

1. Click the three dots on the right side of the post box.
2. Click **Turn on notifications for this post**

Now you will now get a notification whenever someone leaves a comment.

Customize your Newsfeed
Add people to your **Close Friends** list to help ensure you will see their posts more frequently.
1. Go to your friends list.
2. Click the button next to their name and change to **Close Friend**s.
3. You can create other categories by clicking **Add to another list…**
Now you will be able to click **Close Friends** on the left side of your News Feed to see posts from the people in the list.
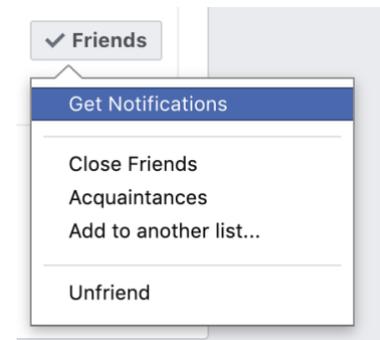
Security Settings
Please note: Posts claiming Facebook owns your content are untrue. Copying and pasting comments such as "Facebook does not have my permission to share photos or messages."
Do not hold any legal value, as you already agreed to Facebook terms and conditions once you set up the account.
It is important to regularly check and update your privacy and security settings, to make sure that you know how your posts and information is being shared.
1. From your phone app click the button on the top right of the screen.
2. Scroll down and click settings
3. Scroll down to privacy and go through each option to view the settings.