SAFE SOCIAL NETWORKING

Take the following precautions on social networks.

- Learn about and use the privacy and security settings—so you can control who sees what you post
- Use tools to manage the information you share with friend groups or have multiple pages—broader participation means the more limited your personal info should be
- Use strong passwords that are long, complex and combine letters, numbers, and symbols, use a different password for every online account you have, and store written passwords away from your computer
- Beware of messages with links that may contain malware or phishing scams
- Remove threatening, harassing people from your friends list, block them, and report them to the site administrator
SOCIAL NETWORKING TIPS

Remember the following tips on social networking sites.

**Once posted, always posted:** Protect your reputation—what goes online stays online. Don’t post pictures that are embarrassing because job recruiters research candidates online.

**Your online reputation can be a good thing:** Recruiters respond to a strong, positive personal brand. So show your smarts, thoughtfulness, and mastery of the environment.

**Personal information is personal:** The more details you post, the easier it is for a hacker or someone else to steal your identity, access your data, stalk you, or even rob your empty house while you are on vacation.

**Consideration is key:** Let a friend know if you are uncomfortable about an inappropriate post, and respect other people’s privacy too.