

Practical Paranoia™ macOS 10.13

Security Essentials

- ✓ The Easiest
- ✓ Step-By-Step
- ✓ Most Comprehensive
- ✓ Guide To Securing Data and Communications
- ✓ On Your Home and Office macOS Computer

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TPP
The Practical Paranoid

Practical Paranoia: macOS 10.13 Security Essentials

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Dedication

*To Candace,
without whose support and encouragement
this work would not be possible*

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20 Social Media

A lot of people say that social media is making us all dumber, but I not think that.

–Unknown author

What You Will Learn In This Chapter

- Create strong passwords for social media sites
- Enable Login Approvals/Two-Factor Authentication
- Configure Facebook, LinkedIn, and Google privacy settings

20.1 What, me worry?¹

There is no denying that social media² has provided us with new levels of connectivity and communication. Victims of natural and man-made catastrophes can instantly assure family and friends of their location and health. Job searches have been reduced to a couple mouse clicks, and those who once would have had no voice, may now have a voice that is heard around the world.

It's this last feature that is a true double-edged sword.

Virtually all social media is free to the user. Few users ever question how a service such as Facebook, that may have operating expenses of 12 *billion* dollars³, not only can afford such expense, but then go on to have a profit of 10 *billion* dollars. The business model for social media is based somewhat on advertising, but far more so on selling information about *you* to the advertisers.

Social media knows more about you than your mother. Their systems know what you are doing on their site—as well as all ancillary sites such as games, messengers, etc. that are in any way associated with the social media main site—how long you stay on each page, where you came from to land on that page, where you jump off to, what you have purchased, your interests, issues that prompt strong emotion, and more. The data and metadata held by social media sites has been shown to be an extremely accurate predictor of behavior. It is *this* information that is so very valuable to advertisers—and to potential employers, and the government.

It has become the norm for HR departments to scan all social media of a potential employee. The belief is that what a person expresses in social media is a more accurate and honest representation than the employment form or initial interview.

It should be needless to mention that government agencies closely track social media to predict and stop the next terrorist attack, as well as other lesser crimes.

¹ Alfred E. Neuman, https://en.wikipedia.org/wiki/Alfred_E._Neuman

² https://en.wikipedia.org/wiki/Social_media

³ <https://finance.yahoo.com/quote/FB/financials?ltr=1>

20.2 Protecting Your Privacy On Social Media

Privacy on social media starts with understanding that social media watches *everything* you do, when you do it, how long you do it, and who you do it with. It also becomes your *brand*, intentional or not. It colors how others—friends, family, employers, and government—will see you. To this effect, you must manage your brand. This is done by being fully mindful of *everything* about your social media pages. Does it represent you in the best light? If taken out of context, how would it be interpreted?

The next step is to take whatever measures the social media site provides to ensure only those you want in, get in.

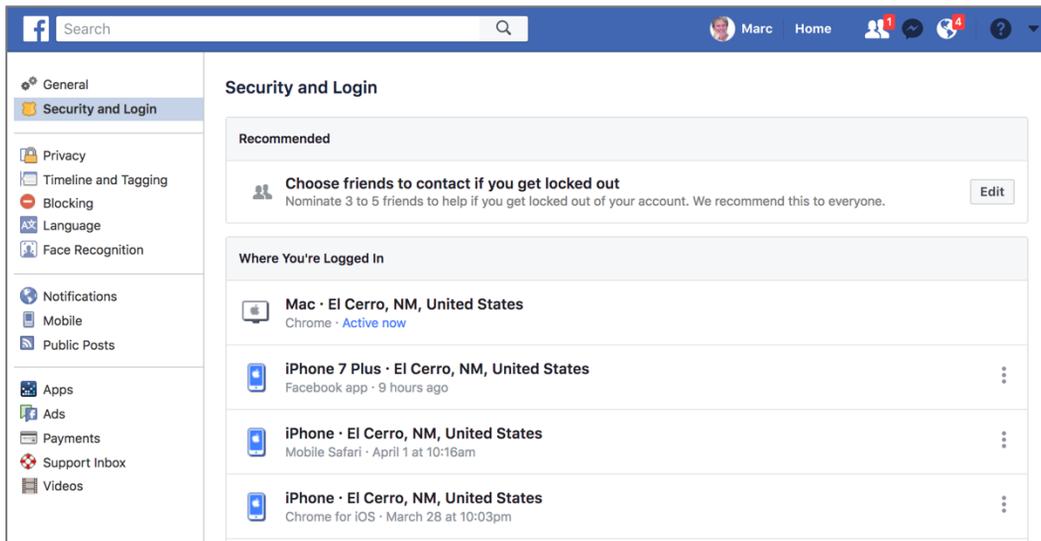
20.3 Facebook

Facebook is the reigning king of social media. Whether due to lax security concerns, or the wild popularity of the site, account breaches and hacks are common. Fortunately, Facebook has taken user-centric security controls out of the shadows, and made them easily accessible.

20.3.1 Assignment: Facebook Security and Login

In this assignment, you change your current Facebook password to a strong password.

1. Open a browser to <https://facebook.com/>, and then log into your account.
2. Click the downward triangle at the top right corner of the Facebook window, and then select *Settings*.
3. From the sidebar, select *Security and Login*.
4. Under the *Security and Login* main heading > *Where You're Logged In*, review all of the devices logged in with your credentials.



20 Social Media

5. If a device is not recognized as yours, select the 3 dots to the right of the device > *Not You?*

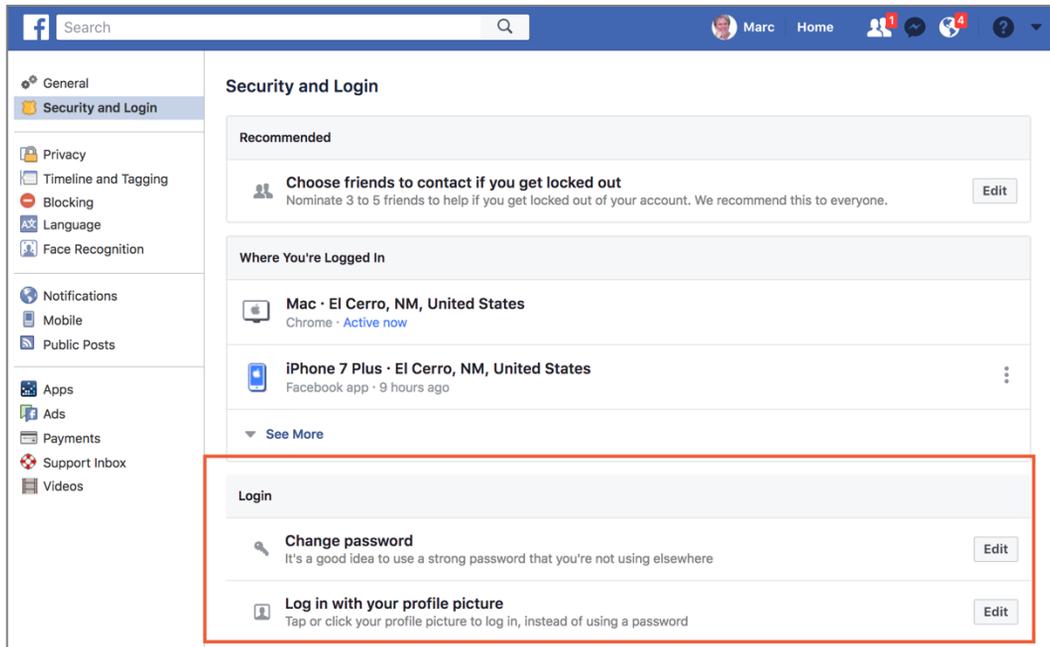


6. Repeat for each device you don't recognize.

Create a new strong password

A strong password is just as vital for your social media sites as it is for your banking sites.

7. In the *Facebook Settings > Security and Login*, next to *Login > Change password*, select *Edit*.



8. Enter your *Current* password, enter your *New*, strong password in the *New* and *Re-type new* fields, and then click *Save Changes*.

Get alerts about unrecognized logins

If someone does get around your security precautions and logs into your Facebook account, have Facebook alert you, so that you can log them off (step 1 in this assignment).

- In the *Facebook Settings > Security and Login*, under the *Setting Up Extra Security* section, select *Get alerts about unrecognized logins*.

Setting Up Extra Security

 **Get alerts about unrecognized logins**
On • We'll let you know if anyone logs in from a device or browser you don't usually use
Edit

 **Use two-factor authentication**
On • Log in with a code from your phone as well as a password
Edit

 **Choose 3 to 5 friends to contact if you get locked out**
Your trusted contacts can send a code and URL from Facebook to help you log back in
Edit

- Enable *Get Notifications*, and then add the email address(es) to which notifications are to be sent. When done, click *Save Changes*.

Setting Up Extra Security

 **Get alerts about unrecognized logins**
On • We'll let you know if anyone logs in from a device or browser you don't usually use
Close

Get an alert when anyone logs into your account from an unrecognized device or browser.

📧 Notifications

Get notifications
 Don't get notifications

✉ Email

Email login alerts to marcmintz@mac.com, marcmintz@gmail.com, marc@marclmintz.com, marc@mintzit.com
 Don't get email alerts

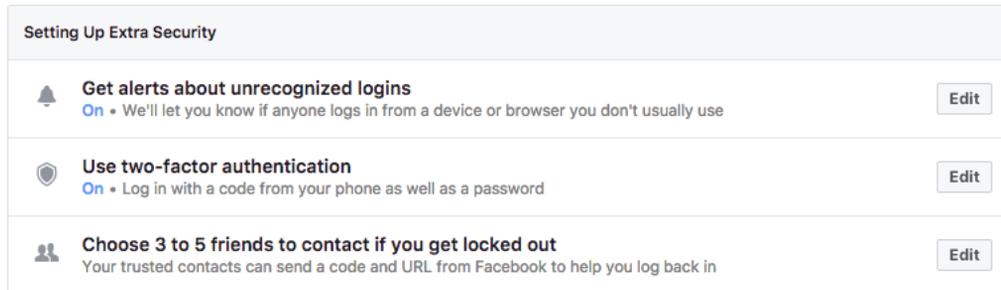
Add another email or mobile number

Save Changes

Facebook two-factor authentication

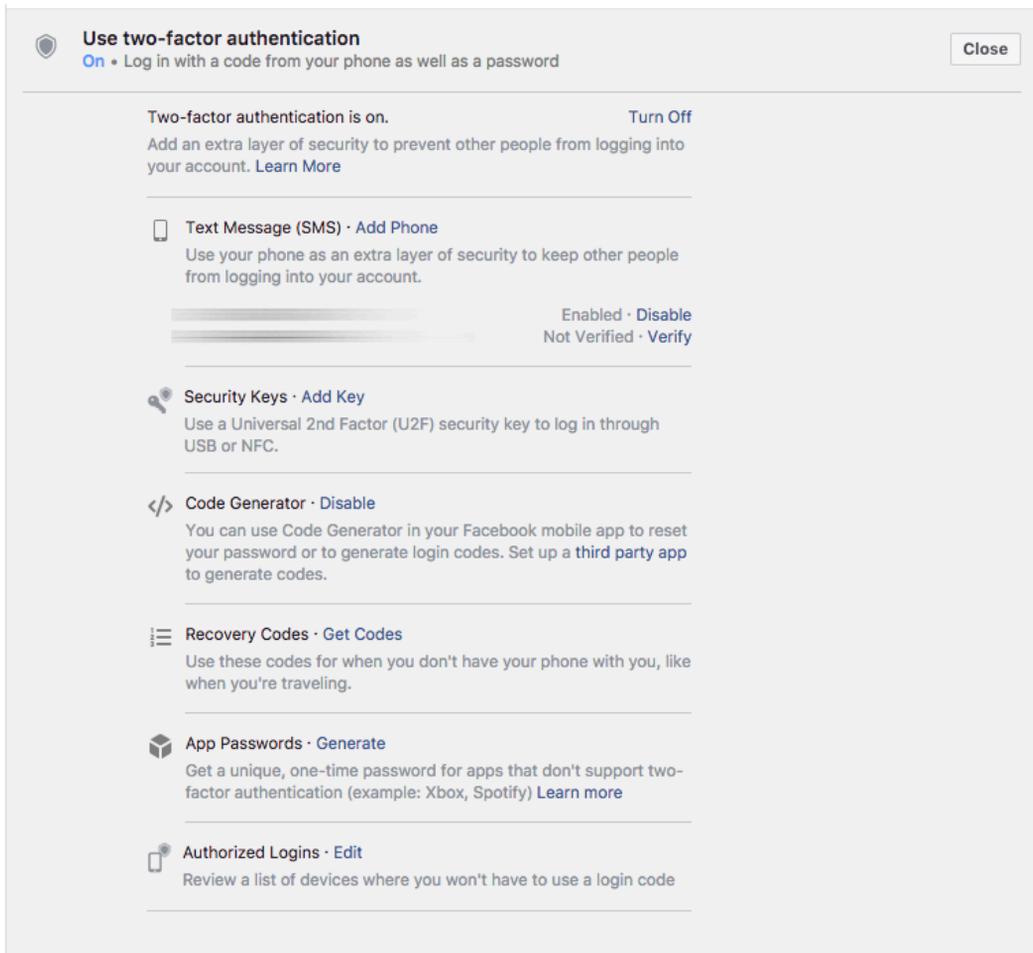
Every password can be broken. It is only a matter of resources (time and cpu cycles). Two-factor authentication can prevent a criminal from using your Facebook credentials.

11. In the *Facebook Settings > Security and Login*, under the *Setting Up Extra Security* section, select *Use two-factor authentication*.



20 Social Media

12. The *Use two-factor authentication* area opens. In this screenshot, it has been partially configured.



13. *Turn On* two-factor authentication, adding your mobile phone number.
14. Select *Recovery Codes – Get Codes*.
15. At the prompt, enter your Facebook password.
16. The *Your Recovery Codes* window appears with a list of 10, 1-time use codes. These may be used to authenticate with Facebook if you don't have access to your mobile phone.

20 Social Media

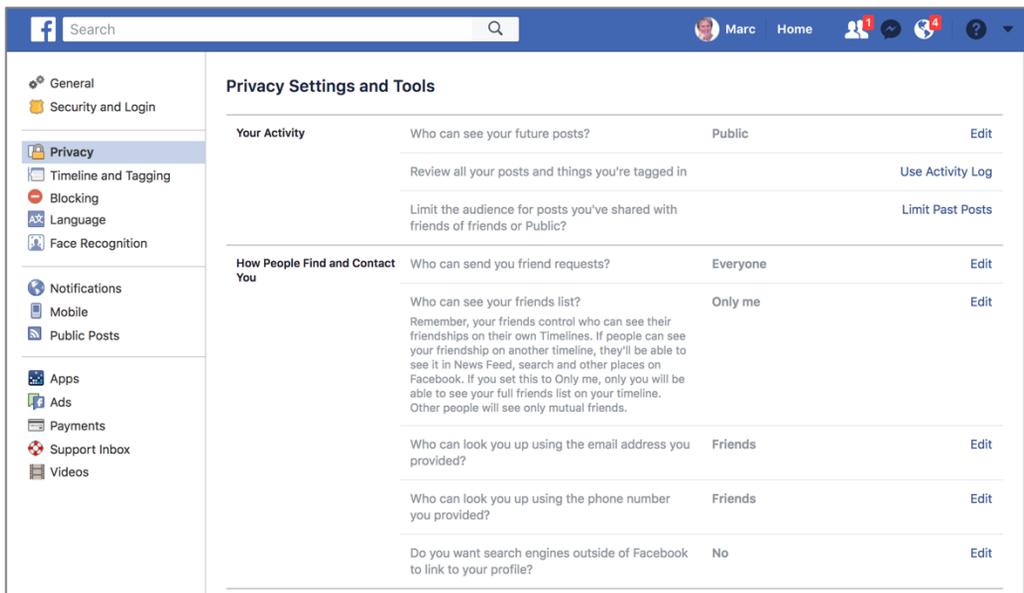
17. Securely record these numbers (you can copy/paste).
18. Close the *Your Recovery Codes* window.

20.3.2 Assignment: Facebook Privacy Settings

Facebook *Privacy* settings allow you to filter who can see your posts, contact you, and look you up.

In this assignment, you configure your Facebook Privacy Settings.

1. From Facebook 3-line menu, select *Settings*, and then from the sidebar select *Privacy*.



The screenshot shows the Facebook Privacy Settings and Tools page. The left sidebar contains various settings categories, with 'Privacy' selected. The main content area is titled 'Privacy Settings and Tools' and is divided into two sections: 'Your Activity' and 'How People Find and Contact You'.

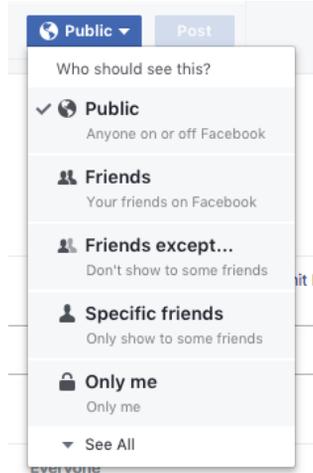
Section	Setting	Current Value	Action
Your Activity	Who can see your future posts?	Public	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
How People Find and Contact You	Who can send you friend requests?	Everyone	Edit
	Who can see your friends list?	Only me	Edit
	Who can look you up using the email address you provided?	Friends	Edit
	Who can look you up using the phone number you provided?	Friends	Edit
	Do you want search engines outside of Facebook to link to your profile?	No	Edit

Your Activity

2. *Who can see my stuff?* select *Edit*. Configure to your taste, and beware that what happens in Facebook, *never* stays in Facebook.

20 Social Media

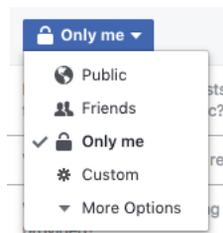
- Note: Although mine is set to *Public*, I don't recommend this setting for most others. My site is strictly for business, and not a personal Facebook page.



3. *Review all your posts and things you're tagged in.* Select *Use Activity Log* to view these posts and tags. See something you'd rather others not see? Click *Hide*.
4. *Limit the audience for posts you've shared with friends of friends or Public?* Select *Edit*. Select if you wish to limit who can see your past posts.

How People Find and Contact You

5. *Who can send you friend requests?* Select *Edit*. Select either *Everyone*, or *Friends of friends*.
6. *Who can see your friends list?* Select *Edit*. It is generally considered a breach of etiquette to share the identity of your friends. Select *Only me*.



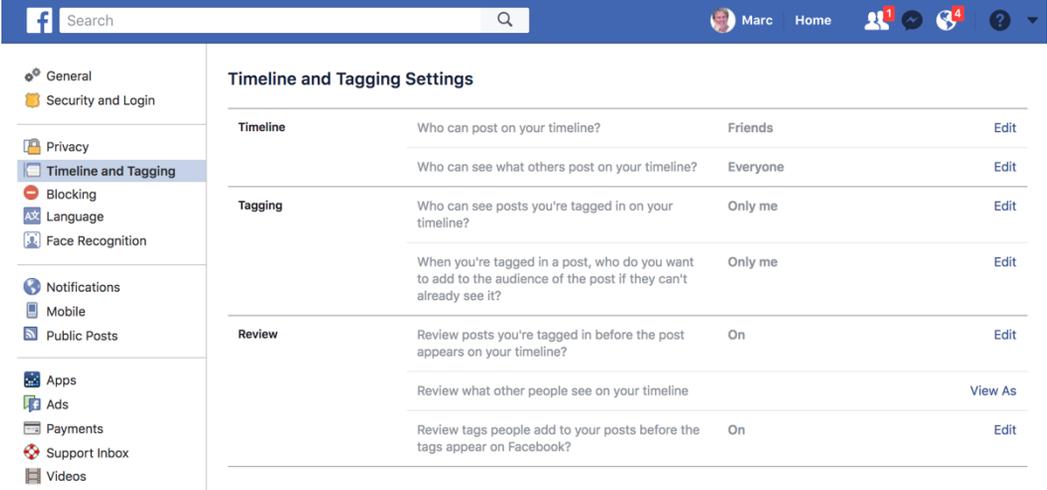
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7. *Who can look you up using the email address you provided?* Select *Edit*. Select *Friends*.
8. *Who can look you up using the phone number you provided?* Select *Edit*. Select *Friends*.
9. *Do you want search engines outside of Facebook to link to your profile?* Select *Edit*. If you are interested in personal privacy, select *No*.

20.3.3 Assignment: Timeline and Tagging Settings

In this section, you configure who is able to post to your timeline, who can see your timeline, and how to deal with others who tag you.

1. In *Facebook Settings*, select *Timeline and Tagging Settings* from the sidebar.



The screenshot shows the Facebook settings interface for 'Timeline and Tagging Settings'. The left sidebar lists various settings categories, with 'Timeline and Tagging' selected. The main content area displays a table of settings with their current values and edit links.

Section	Setting	Current Value	Action
Timeline	Who can post on your timeline?	Friends	Edit
	Who can see what others post on your timeline?	Everyone	Edit
Tagging	Who can see posts you're tagged in on your timeline?	Only me	Edit
	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	Edit
Review	Review posts you're tagged in before the post appears on your timeline?	On	Edit
	Review what other people see on your timeline		View As
	Review tags people add to your posts before the tags appear on Facebook?	On	Edit

Timeline

2. *Who can post on your timeline?* Select *Edit*. Set to *Only me*.
 - Note: This controls what is allowed on your Timeline. Posts you are tagged in will still appear in the Facebook search, News Feed, and other places on Facebook.
3. *Who can see what others post on your timeline?* Select *Edit*. Set to *Only me*.

Tagging

4. *Who can see posts you're tagged in on your timeline?* Select *Edit*. Set to *Only me*.
5. *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?* Select *Edit*. Set to *Only me*.

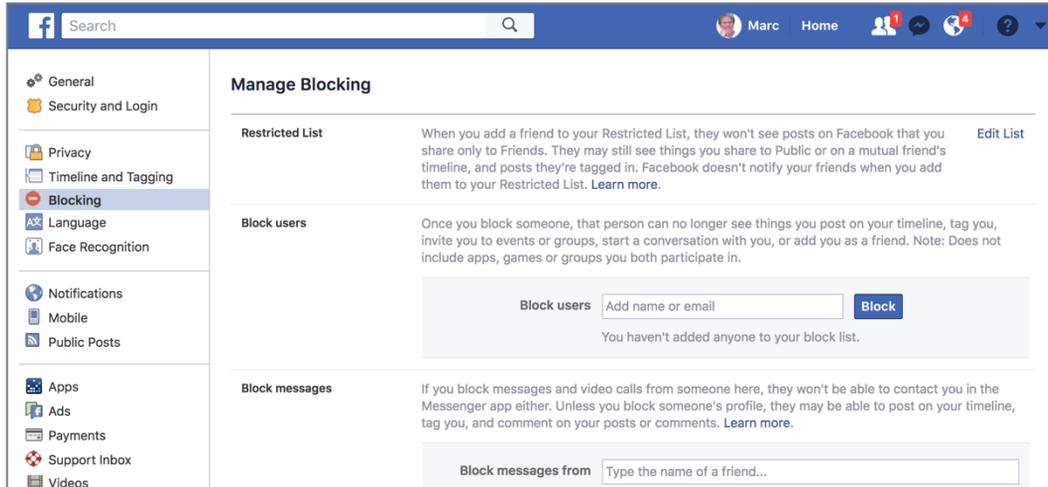
Review

6. *Review posts you're tagged in before the post appears on your timeline?* Select *Edit*, and then set to *Enabled*.
7. *Review what other people see on your timeline.* Select *View As*. The initial view will be what the *Public* will see. You may also select *View as Specific Person* to get their view of your timeline.
8. *Review tags people add to your posts before the tags appear on Facebook?* Select *Edit*, and then set to *Enabled*.

20.3.4 Assignment: Facebook Manage Blocking

Although Facebook has a financial stake in sucking you into everything that happens on the site, they do allow some freedom to block users, messages, apps, invites, and pages.

1. Open *Facebook Settings* > *Blocking*.



Restricted List

When a friend is added to the *Restricted List*, they won't see posts on Facebook that are shared only to Friends.

2. To the right of *Restricted List* select *Edit List*.
3. If you have Facebook Friends that you don't want to see posts restricted to your Friends, add their name to this list, and then click *Finish*.

Block Users

If you block a Facebook user, they can't see your timeline posts, tag you, invite you, converse with you, or add you as a friend.

4. Should you have a troll bothering you that should be blocked, in the *Block users* field add their name.

Block messages

5. To block trolls from messaging you, enter their name in the *Block messages from* field.

Block app invites

Once you block app invites from a Facebook user, all future app requests from them are ignored.

6. If you are bombarded with app invites from a Facebook user, in the *Block invites from* field, add their name.

Block event invites

Once you block event invites from a Facebook user, all future event invitations from them are ignored.

7. If you are bothered with event invites from a Facebook user, in the *Block invites from* field, enter their name.

Block apps

When blocking an app, it can no longer contact you or access no-public information about you through Facebook.

8. To block an app, in the *Block apps* field, enter the name of the app.

Block Pages

When blocking a Page, there can be no more interaction between you and the Page.

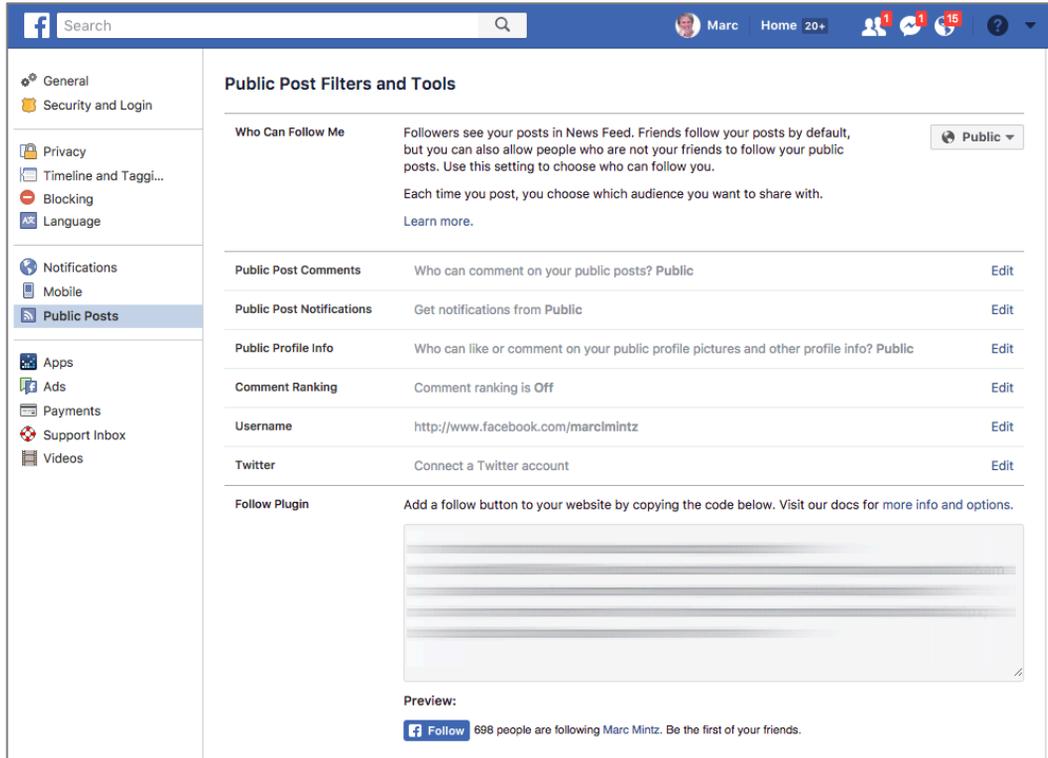
9. To block a page, in the *Block Pages* field, enter the name of the Page.

20.3.5 Assignment: Facebook Public Posts

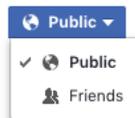
Think deep about who you wish to see your posts. Remember that colleges, recruiters, human resource departments, and more may be watching for you.

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1. Open *Facebook Settings > Public Posts*.



2. To the right of *Who Can Follow Me*, select who can follow your posts by default.



3. To the right of *Public Post Comments*, select who can comment on your public posts.

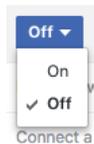


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4. To the right of *Public Post Notifications*, select if you wish to be notified when people who aren't your friends follow you, like or comment on your public posts.



5. To the right of *Comment Ranking*, select if you wish to see the most relevant comments on your public posts first.



6. You may change your Facebook username from the *Username* field.

20.3.6 Assignment: Facebook Apps

Developers that have their apps and games on Facebook are monetizing through *your* information. When signing up for these items, you give the developer authorization to see your profile, and know almost everything that Facebook knows about you. They may then take your information and use it for their own marketing projects, or sell the information to others.

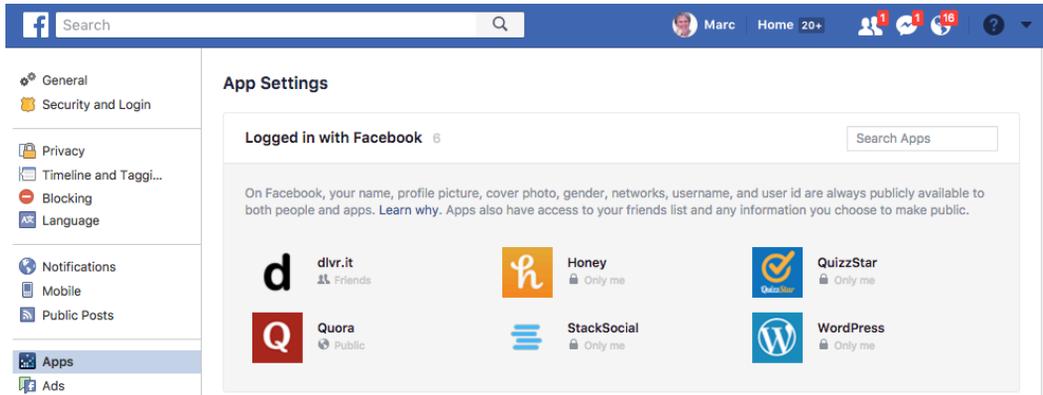
In other words, if you indulge in Facebook apps or games, you've come close to giving up on privacy.

However, you can still use these apps and games. All you need do is to create another Facebook account *just* for this purpose, and provide minimal personal information in your Facebook profile.

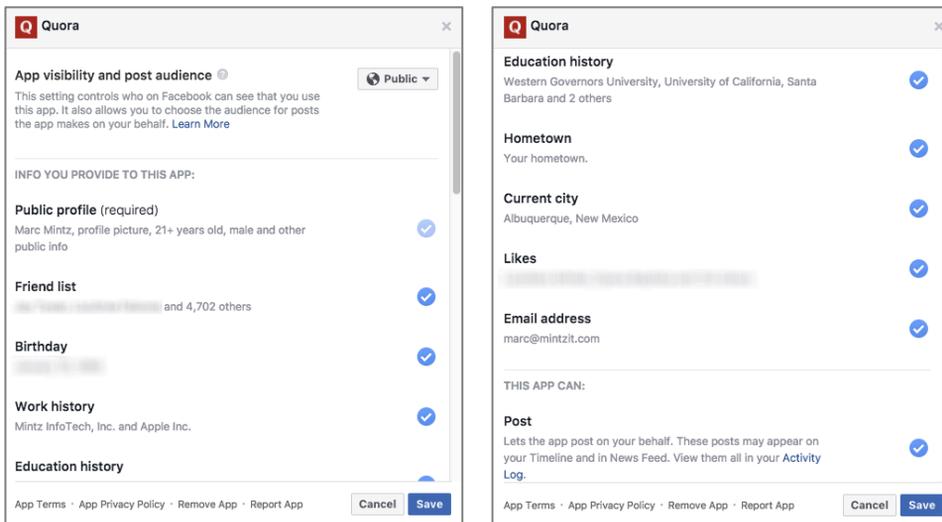
Most of your apps were probably intentionally selected you, but many are unintentionally selected. This can happen when you respond to a Friend's request to play a Facebook game, or take a quiz on Facebook. Because it can happen with just a single click, and appear completely innocent, it's a good idea to schedule a weekly review of your Facebook apps.

Logged in with Facebook

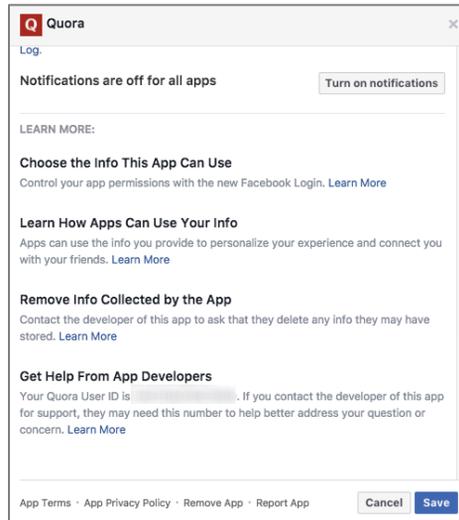
1. Open *Facebook Settings* > *Apps*. The *Logged in with Facebook* field displays the apps for which you are logged in with your Facebook account display.



2. Click on either the name, icon, or pencil (edit) icon for the app. For my example, I'm selecting *Quora*. This opens the *App Information Window*. Give deep thought as to what info you wish the developer to have. You may disable some of these options. However, if you have been using the app for longer than a second, the developer already has all this data. Although there is the option to *Remove Info Collected by the App*, if you believe that has an effect in the real world, I have a bridge to sell you.



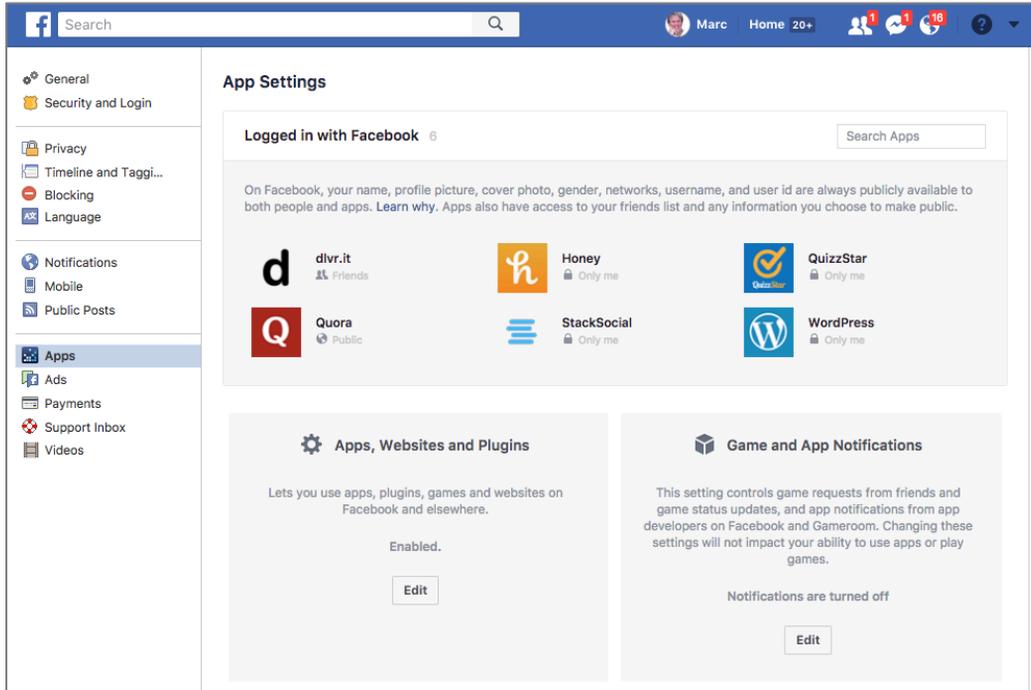
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3. If there are data points you want to block this app from accessing, you can click the target check mark. Understand, this is shutting the barn door after the cows are out.
4. If you wish to remove this app, so that it no longer has access to your Facebook information, select the *Remove App* at the bottom of the window.
5. When you have completed configuring your app settings, click *Save* or *Cancel*.
6. The app will no longer appear in the *Logged in with Facebook* field.

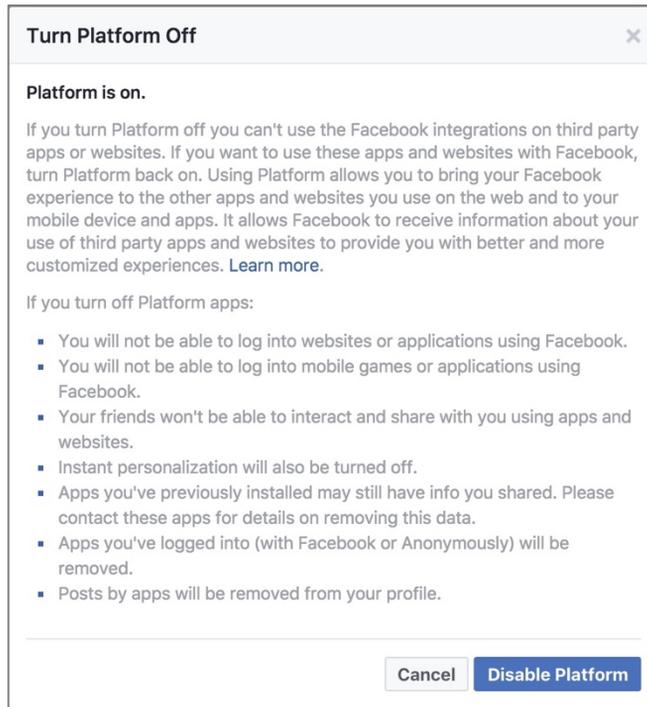
Apps, Websites, and Plugins

7. Select *Facebook Settings > Apps > Apps, Websites, and Plugins*, and then click *Edit*.



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- By default, *Apps, Websites and Plugins* is *Enabled*. If you wish to disable it, click the *Edit* button. The *Turn Platform Off* window appears. Read the warning well. You may not be able to function well on Facebook with these features disabled.



- Once you have reviewed the warning, select either *Cancel* or *Disable Platform*.

Game and App Notifications

10. Select *Facebook Settings > Apps > Game and App Notifications*, and then select *Edit*.

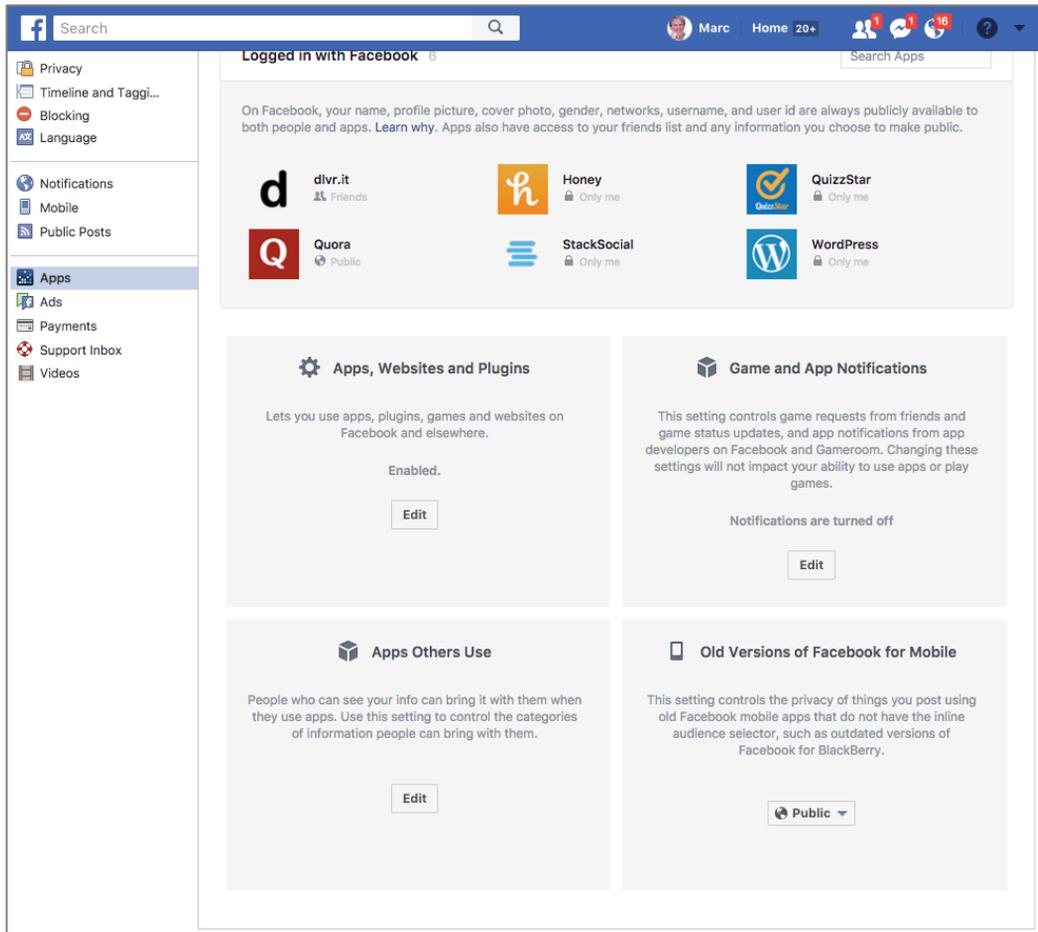
The screenshot shows the Facebook App Settings page for a user named Marc. The left sidebar contains navigation options: General, Security and Login, Privacy, Timeline and Tagging, Blocking, Language, Notifications, Mobile, Public Posts, Apps (selected), Ads, Payments, Support Inbox, and Videos. The main content area is titled 'App Settings' and shows the user is logged in with Facebook. Below this, there is a list of installed apps with their privacy settings: divr.it (Friends), Honey (Only me), QuizzStar (Only me), Quora (Public), StackSocial (Only me), and WordPress (Only me). At the bottom, there are two settings cards. The first, 'Apps, Websites and Plugins', is currently 'Enabled' with an 'Edit' button. The second, 'Game and App Notifications', is currently 'Notifications are turned off' with an 'Edit' button.

11. This setting has no impact on privacy or security. However, if you would prefer that Facebook games and apps not send notifications to you, click the *Edit* button, and then click the *Turn off* button.

Apps Others Can Use

When someone on Facebook who can see your information then uses an app, by default that app has access to a great deal of your Facebook data. This setting allows you to manage what information apps that others are using has access to.

12. Select *Facebook Settings > Apps > Apps Others Use*, and then select *Edit*.



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13. In the *Apps Others Use* window, you can manage what information the apps other people are using have access to. When complete, click the *Save* button.

Apps Others Use ×

People on Facebook who can see your info can bring it with them when they use apps. This makes their experience better and more social. Use the settings below to control the categories of information that people can bring with them when they use apps, games and websites.

<input type="checkbox"/> Bio	<input type="checkbox"/> Posts on my timeline
<input type="checkbox"/> Birthday	<input type="checkbox"/> Hometown
<input type="checkbox"/> Family and relationships	<input type="checkbox"/> Current city
<input type="checkbox"/> Interested in	<input type="checkbox"/> Education and work
<input type="checkbox"/> Religious and political views	<input type="checkbox"/> Activities, interests, things I like
<input checked="" type="checkbox"/> My website	<input type="checkbox"/> My app activity
<input type="checkbox"/> If I'm online	

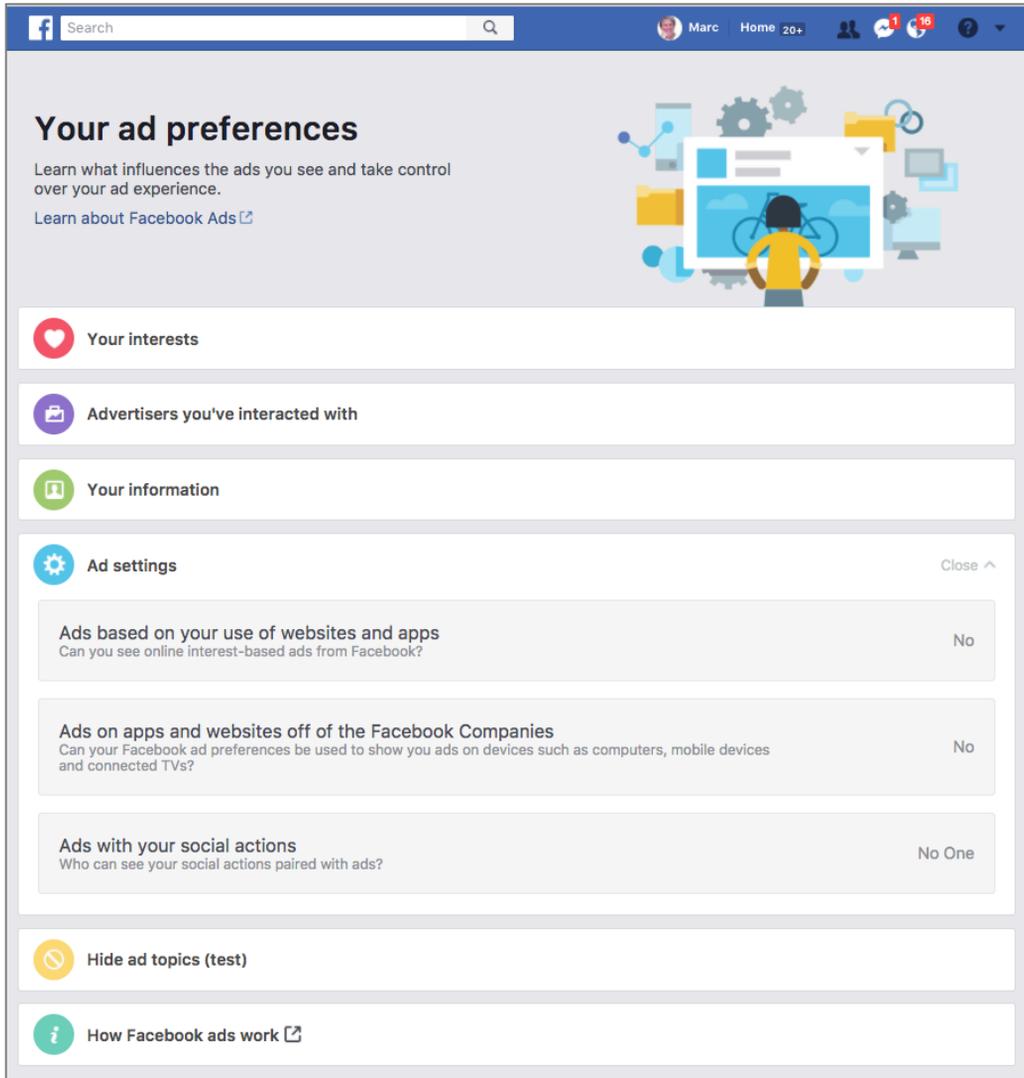
If you don't want apps and websites to access other [categories of information](#) (like your friend list, gender or info you've made public), you can turn off all Platform apps. But remember, you will not be able to use any games or apps yourself.

Ads

Not only does Facebook and all the games and apps associated with it make money from your information, they also are in the (gasp) advertising business. Although you can't get away from being inundated with ads while on Facebook, you can request that they have less access to your personal information during the process.

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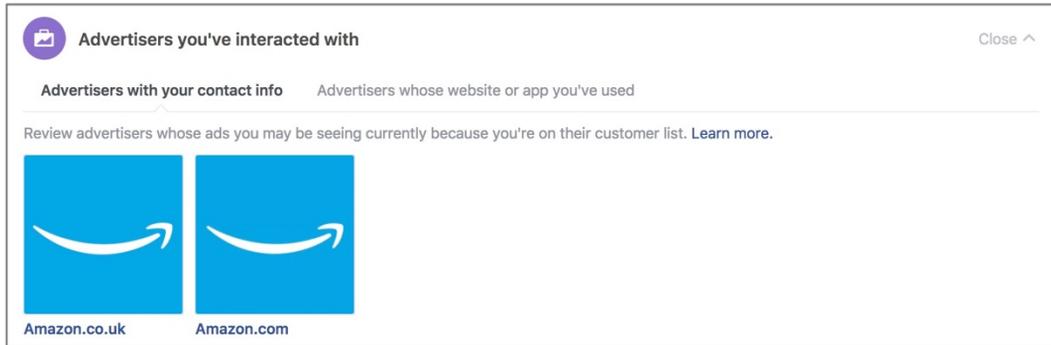
14. Select *Facebook Settings* > *Ads*. This will open the *Your ad preferences* page.



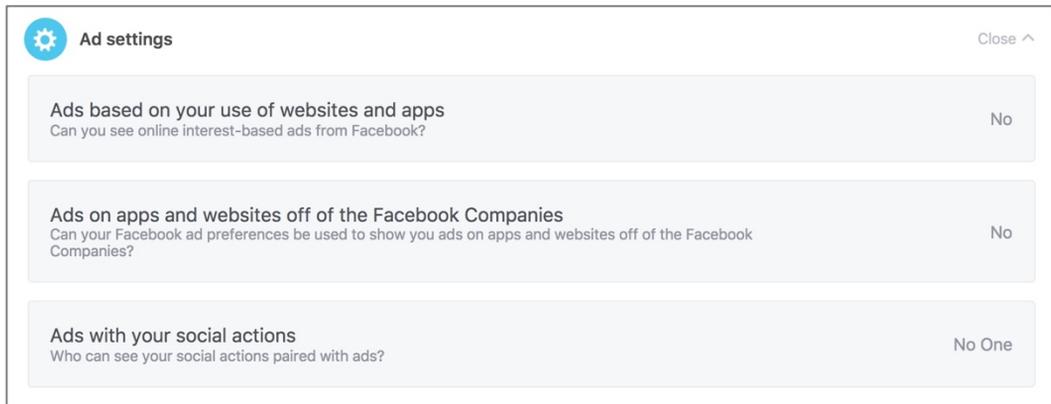
15. If you would like to see ads based on your stated interests, click *Your interests*, and then select your target areas of interest. Or better yet, remove your interests so that the advertisers know less about you.

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16. To see which advertisers have you on their mailing list due to interacting with them on Facebook, click *Advertisers you've interacted with*. When done, click *Close*.



17. Click *Ad settings*.



18. To prevent ads based on websites and apps associated with Facebook that you have visited or used, set *Ads based on your use of websites and apps* to *No*.
19. To prevent ads based on websites and apps not associated with Facebook that you have visited, set *Ads on apps and websites off of the Facebook Companies* to *No*.
20. To prevent your friends from seeing ads stating *<Your Name> Likes This*, set *Ads with your social actions* to *No One*.
21. Click *Close*.

22. If you have difficulty falling to sleep at night, click *How Facebook ads work*.

20.3.7 Assignment: What Does Facebook Know About You

Much of the information Facebook has about you may be found in the assignments above. But there is more that can be mined. In this assignment, you will have Facebook provide the information it holds and shares about you.

The data that Facebook has on each member includes (for a full list, visit <https://www.facebook.com/help/405183566203254>):

What info is available?	What is it?	Where can I find it?
About Me	Information you added to the About section of your Timeline like relationships, work, education, where you live and more. It includes any updates or changes you made in the past and what is currently in the About section of your Timeline.	Activity Log Downloaded Info
Account Status History	The dates when your account was reactivated, deactivated, disabled or deleted.	Downloaded Info
Active Sessions	All stored active sessions, including date, time, device, IP address, machine cookie and browser information.	Downloaded Info
Ads Clicked	Dates, times and titles of ads clicked (limited retention period).	Downloaded Info
Address	Your current address or any past addresses you had on your account.	Downloaded Info
Ad Topics	A list of topics that you may be targeted against based on your stated likes, interests and other data you put in your Timeline.	Downloaded Info
Alternate Name	Any alternate names you have on your account (ex: a maiden name or a nickname).	Downloaded Info
Apps	All of the apps you have added.	Downloaded Info
Birthday Visibility	How your birthday appears on your Timeline.	Downloaded Info
Chat	A history of the conversations you've had on Facebook Chat (a complete history is available directly from your messages inbox).	Downloaded Info
Check-ins	The places you've checked into.	Activity Log Downloaded Info
Connections	The people who have liked your Page or Place, RSVPed to your event, installed your app or	Activity Log

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	checked in to your advertised place within 24 hours of viewing or clicking on an ad or Sponsored Story.	
Credit Cards	If you make purchases on Facebook (ex: in apps) and have given Facebook your credit card number.	Account Settings
Currency	Your preferred currency on Facebook. If you use Facebook Payments, this will be used to display prices and charge your credit cards.	Downloaded Info
Current City	The city you added to the About section of your Timeline.	Downloaded Info
Date of Birth	The date you added to Birthday in the About section of your Timeline.	Downloaded Info
Deleted Friends	People you've removed as friends.	Downloaded Info
Education	Any information you added to Education field in the About section of your Timeline.	Downloaded Info
Emails	Email addresses added to your account (even those you may have removed).	Downloaded Info
Events	Events you've joined or been invited to.	Activity Log Downloaded Info
Facial Recognition Data	A unique number based on a comparison of the photos you're tagged in. We use this data to help others tag you in photos.	Downloaded Info
Family	Friends you've indicated are family members.	Downloaded Info
Favorite Quotes	Information you've added to the Favorite Quotes section of the About section of your Timeline.	Downloaded Info
Followers	A list of people who follow you.	Downloaded Info
Following	A list of people you follow.	Activity Log
Friend Requests	Pending sent and received friend requests.	Downloaded Info
Friends	A list of your friends.	Downloaded Info
Gender	The gender you added to the About section of your Timeline.	Downloaded Info
Groups	A list of groups you belong to on Facebook.	Downloaded Info
Hidden from News Feed	Any friends, apps or pages you've hidden from your News Feed.	Downloaded Info
Hometown	The place you added to hometown in the About section of your Timeline.	Downloaded Info
IP Addresses	A list of IP addresses where you've logged into your Facebook account (won't include all historical IP addresses as they are deleted according to a retention schedule).	Downloaded Info
Last Location	The last location associated with an update.	Activity Log
Likes on Others' Posts	Posts, photos or other content you've liked.	Activity Log

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Likes on Your Posts from others	Likes on your own posts, photos or other content.	Activity Log
Likes on Other Sites	Likes you've made on sites off of Facebook.	Activity Log
Linked Accounts	A list of the accounts you've linked to your Facebook account	Account Settings
Locale	The language you've selected to use Facebook in.	Downloaded Info
Logins	IP address, date and time associated with logins to your Facebook account.	Downloaded Info
Logouts	IP address, date and time associated with logouts from your Facebook account.	Downloaded Info
Messages	Messages you've sent and received on Facebook. Note, if you've deleted a message it won't be included in your download as it has been deleted from your account.	Downloaded Info
Name	The name on your Facebook account.	Downloaded Info
Name Changes	Any changes you've made to the original name you used when you signed up for Facebook.	Downloaded Info
Networks	Networks (affiliations with schools or workplaces) that you belong to on Facebook.	Downloaded Info
Notes	Any notes you've written and published to your account.	Activity Log
Notification Settings	A list of all your notification preferences and whether you have email and text enabled or disabled for each.	Downloaded Info
Pages You Admin	A list of pages you admin.	Downloaded Info
Pending Friend Requests	Pending sent and received friend requests.	Downloaded Info
Phone Numbers	Mobile phone numbers you've added to your account, including verified mobile numbers you've added for security purposes.	Downloaded Info
Photos	Photos you've uploaded to your account.	Downloaded Info
Photos Metadata	Any metadata that is transmitted with your uploaded photos.	Downloaded Info
Physical Tokens	Badges you've added to your account.	Downloaded Info
Pokes	A list of who's poked you and who you've poked. Poke content from our mobile poke app is not included because it's only available for a brief period of time. After the recipient has viewed the content it's permanently deleted from our systems.	Downloaded Info
Political Views	Any information you added to Political Views in the About section of Timeline.	Downloaded Info

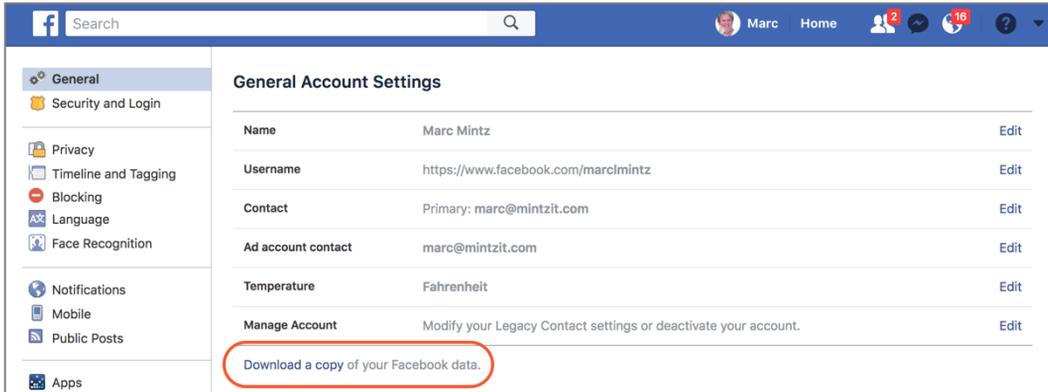
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Posts by You	Anything you posted to your own Timeline, like photos, videos and status updates.	Activity Log
Posts by Others	Anything posted to your Timeline by someone else, like wall posts or links shared on your Timeline by friends.	Activity Log Downloaded Info
Posts to Others	Anything you posted to someone else's Timeline, like photos, videos and status updates.	Activity Log
Privacy Settings	Your privacy settings.	Privacy Settings Downloaded Info
Recent Activities	Actions you've taken and interactions you've recently had.	Activity Log Downloaded Info
Registration Date	The date you joined Facebook.	Activity Log Downloaded Info
Religious Views	The current information you added to Religious Views in the About section of your Timeline.	Downloaded Info
Removed Friends	People you've removed as friends.	Activity Log Downloaded Info
Screen Names	The screen names you've added to your account, and the service they're associated with. You can also see if they're hidden or visible on your account.	Downloaded Info
Searches	Searches you've made on Facebook.	Activity Log
Shares	Content (ex: a news article) you've shared with others on Facebook using the Share button or link.	Activity Log
Spoken Languages	The languages you added to Spoken Languages in the About section of your Timeline.	Downloaded Info
Status Updates	Any status updates you've posted.	Activity Log Downloaded Info
Work	Any current information you've added to Work in the About section of your Timeline.	Downloaded Info
Vanity URL	Your Facebook URL (ex: username or vanity for your account).	Visible in your Timeline URL
Videos	Videos you've posted to your Timeline.	Activity Log Downloaded Info

1. Open a web browser, and then login to your Facebook account.
2. In the top right corner, click the *triangle* icon > *Settings*.
3. Select *General* in the sidebar.

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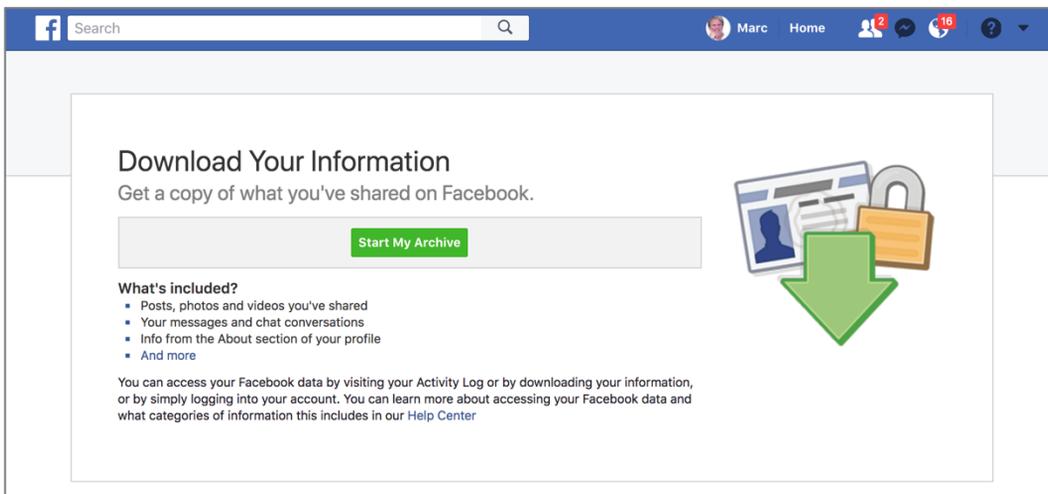
4. Select *Download a copy of your Facebook data* link.



The screenshot shows the Facebook 'General Account Settings' page for a user named Marc Mintz. The page is divided into a left sidebar with navigation options and a main content area. The 'Download a copy of your Facebook data' link is highlighted with a red circle.

General Account Settings		
Name	Marc Mintz	Edit
Username	https://www.facebook.com/marclmintz	Edit
Contact	Primary: marc@mintzit.com	Edit
Ad account contact	marc@mintzit.com	Edit
Temperature	Fahrenheit	Edit
Manage Account	Modify your Legacy Contact settings or deactivate your account.	Edit
Download a copy of your Facebook data.		

5. In the *Download Your Information* page, select the *Start My Archive* button.



The screenshot shows the Facebook 'Download Your Information' page. The page features a large green button labeled 'Start My Archive' and a graphic of a document with a padlock and a green arrow pointing down. Below the button, there is a list of items included in the download and a link to the Help Center.

Download Your Information
Get a copy of what you've shared on Facebook.

[Start My Archive](#)

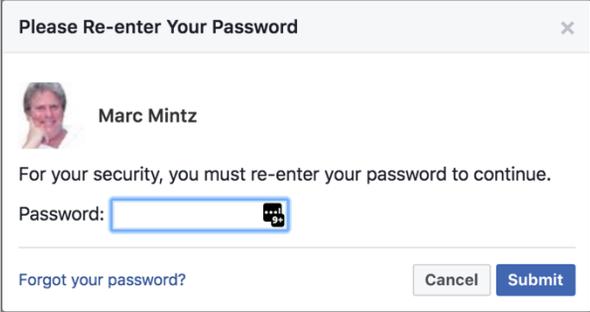
What's included?

- Posts, photos and videos you've shared
- Your messages and chat conversations
- Info from the About section of your profile
- And more

You can access your Facebook data by visiting your Activity Log or by downloading your information, or by simply logging into your account. You can learn more about accessing your Facebook data and what categories of information this includes in our [Help Center](#)

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- At the authentication prompt, enter your Facebook password, and then select the *Submit* button.



Please Re-enter Your Password

 Marc Mintz

For your security, you must re-enter your password to continue.

Password:

[Forgot your password?](#)

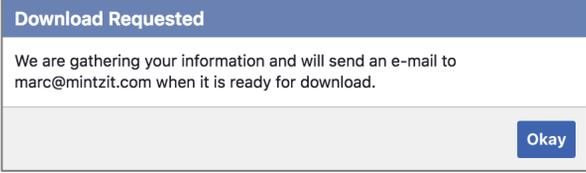
- Select the *Start My Archive* button.



Request My Download

It may take a little while for us to gather your photos, wall posts, messages, and other information. We will then ask you to verify your identity in order to help protect the security of your account.

- Your request is submitted to Facebook. Depending on the size of the database, it may take a day or more for you to receive an email link to download your data. Select the *OK* button.



Download Requested

We are gathering your information and will send an e-mail to marc@mintzit.com when it is ready for download.

- Watch for your Facebook link in your email. When it arrives, click the link to access your archive.

20.4 LinkedIn

While Facebook is the current reigning king of non-business social media, LinkedIn holds the crown for business. Whether it be to market one's services, look for a new job, or simply network with other business people, LinkedIn is the place to be.

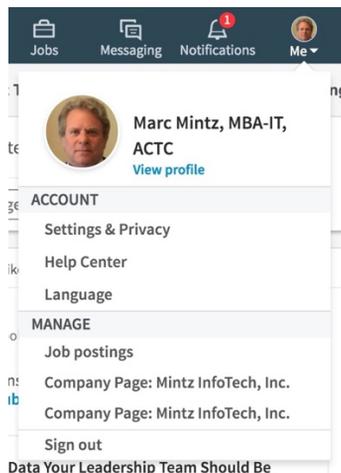
But just as with all other social media sites, it is vital to be mindful of privacy and security on LinkedIn. It could be business suicide to have anything but the very best be associated with your account.

20.4.1 Assignment: LinkedIn Account Security

The need for a strong LinkedIn password is no different than that for your computer.

In this assignment, you change your current LinkedIn password to a strong password.

1. Open a browser to <https://linkedin.com/>.
2. From the tool bar, select the *Me* icon > *Settings & Privacy*.



3. The *Login and Security* page opens.

The screenshot shows the LinkedIn 'Login and security' page for Marc Mintz. At the top, it says 'Marc, you're the boss of your account.' and '13538 connections'. Below this is a navigation bar with tabs for 'Account', 'Privacy', 'Ads', and 'Communications'. The 'Account' tab is selected. On the left is a sidebar with 'Login and security' selected, and other options like 'Site preferences', 'Subscriptions and payments', 'Partners and services', and 'Account management'. The main content area is titled 'Login and security' and contains two sections: 'Email addresses' with a 'Change' link and '5 email addresses' below it, and 'Phone numbers' with a 'Change' link and '1 phone number' below it.

Login and security

4. Select the *Account* tab, *Login and security* from the sidebar, and then select *Email addresses*. Add or delete addresses you wish to be associated with your LinkedIn account, and then *Save* your changes.
5. Select *Phone numbers*. Add or delete phone numbers you wish to be associated with your LinkedIn account, and then *Save* your changes.
6. Select *Change a password*. If you haven't changed your password in a while, or need to create a strong password, do so here, and then *Save* your changes.
7. Select *Two-step verification*. If this is not active, follow the on-screen instructions to activate it. Remember, two-step verification is the only way to really keep people out of your account.

Site preferences

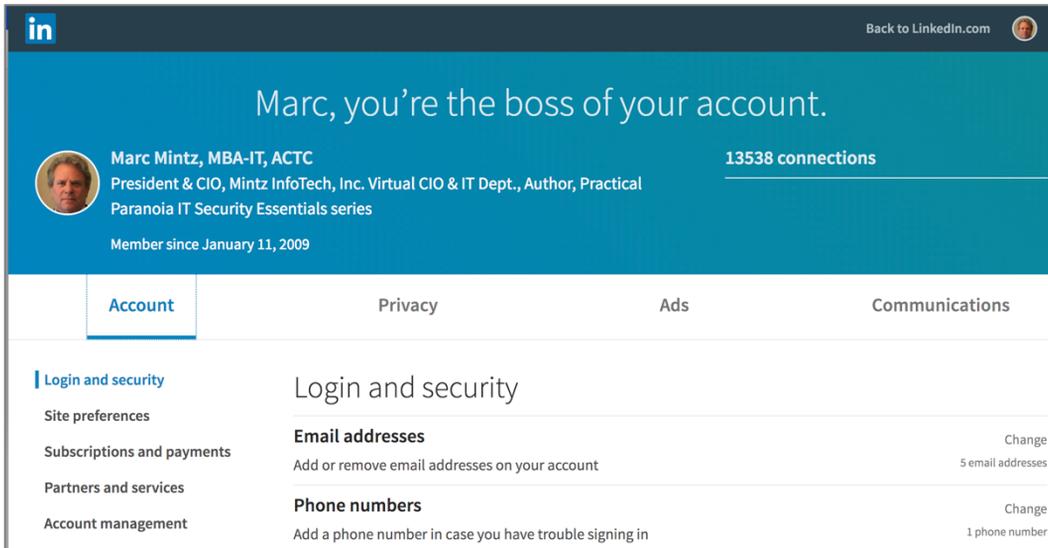
8. Select the *Account* tab, *Site preferences* from the sidebar, and then select *Showing profile photos*. Select who gets to see your photo.

Partners and services

9. Select the *Account* tab, *Partners and services* from the sidebar, and then select *Permitted services*. Select which services have access to your LinkedIn data.
10. Select *Twitter settings*. Select which (if any) of your Twitter accounts is displayed within LinkedIn, and then *Save changes*.

How others see your profile and network information

11. Select the *Privacy* tab, *How others see your profile and network information* from the sidebar, and then select *Edit your public profile*. Edit for content, as well as for who can see your information.

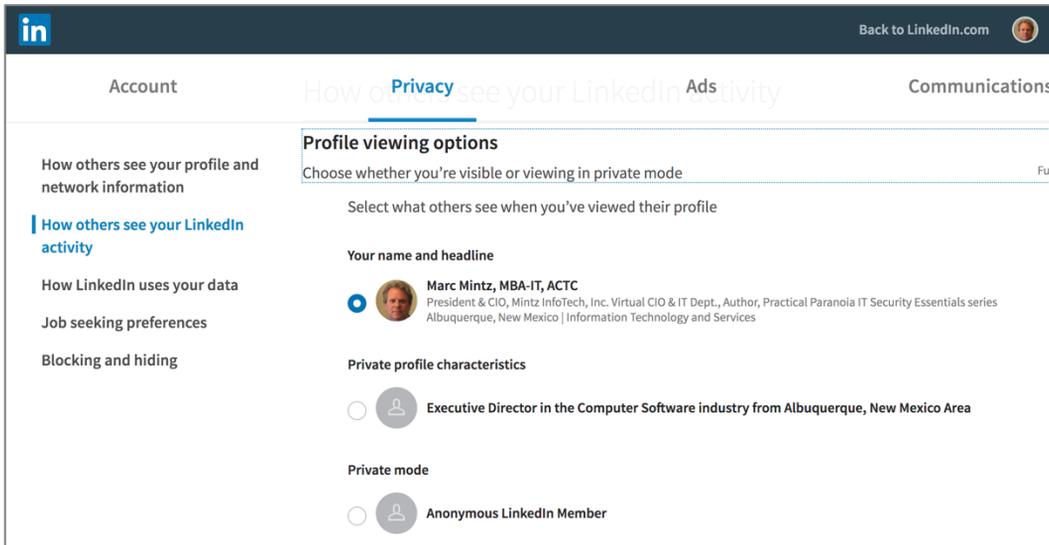


12. Select *Who can see your email address*. Select who can see your email address.
13. Select *Who can see your connections*. Select who can see your LinkedIn connections.
14. Select *Who. An see your last name*. Select how your name is displayed.
15. Select *Representing your organization*. Select if your profile and picture is to be displayed on your employer's LinkedIn page.

16. Select *Profile visibility off LinkedIn*. Select if your profile is to be available and visible outside of LinkedIn to other services. Select the *Learn more* link for deeper information.
17. Select *Microsoft Word*. Select if your work experience description is to be visible to users of Resume Assistant.

How others see your LinkedIn activity

18. Select the *Privacy* tab, *How others see your LinkedIn activity* from the sidebar, and then select *Profile viewing options*. Select what others see when you view their profile.



19. Select *Manage active status*. Select who can see when you are on LinkedIn.

20 Social Media

The screenshot shows the LinkedIn Privacy settings page. The 'Privacy' tab is selected. Under the 'Manage active status' section, the 'Your Connections only' option is selected with a radio button. The text below this option reads: 'Only your 1st-degree connections will be able to see when you are on LinkedIn.' Other options include 'All LinkedIn members' and 'No one', both unselected. A note at the bottom states: 'Changes to this setting may take up to 30 minutes to take effect.'

20. Select *Sharing profile edits*. Select if your network is notified when you edit your profile.
21. Select *Notifying connections when you're in the news*. Select if your connections and followers are notified when you are in the news.
22. Select *Mentions by others*. Select if other members can mention you in future posts and comments.

How LinkedIn uses your data

23. Select the *Privacy* tab, *How LinkedIn uses your data* from the sidebar, and then select *Manage who can discover your profile from your email address*. Select who can see your email address.

The screenshot shows the LinkedIn Privacy settings page. The 'Privacy' tab is selected. Under the 'Manage who can discover your profile from your email address' section, a dropdown menu is open, showing three options: 'Everyone' (selected with a checkmark), '2nd-degree connections', and 'Nobody'. The text below the dropdown reads: 'Help them discover your profile or connect with you. [Learn more](#)'.

24. Select *Manage who can discover your profile from your phone number*. Configure to your taste.

20 Social Media

25. Select *Sync contacts*. From this page you can synchronize your contacts. I don't recommend doing so, as this gives LinkedIn access to all of your contacts.
26. Select *Sync calendar*. From this page you can synchronize your calendar. I don't recommend doing so, as this gives LinkedIn access to your schedule and to a limited degree, your contacts.
27. Select *Salary data on LinkedIn*. From here you can see and delete your salary data.
28. Select *Social, economic and workplace research*. Select if some of your data may be released to other services for policy and academic research.

Job seeking preferences

29. Select the *Privacy* tab, *Job seeking preferences* from the sidebar, and then select *Let recruiters know you're open to opportunities*. If you are on LinkedIn to find work, this is ground zero.
30. Select *Sharing your profile when you click apply*. Select if you want to share your full LinkedIn profile when replying to a job poster.
31. Select *Stored job application accounts*. If you have applied for jobs through LinkedIn, those third party accounts are stored on LinkedIn. You can remove these from LinkedIn's records.
32. Select *Saving job application answers*. Select if you want LinkedIn to save your answers to job applications.

Blocking and hiding

33. Select the *Privacy* tab, *Blocking and hiding* from the sidebar, and then select *Followers*. Select who can follow you and see your public updates.
34. Select *Blocking*. This will display LinkedIn members you have blocked.
35. Select *Unfollowed*. This will display all LinkedIn members you have unfollowed, and allow you to resume following.

Ads

36. Select the *Ads* tab, *General advertising preferences* from the sidebar, and then select *Insights on websites you visited*. Select if you want LinkedIn to provide

your details to advertisers. This is a core setting for LinkedIn privacy. Give thought before enabling.

37. Select *Ads beyond LinkedIn*. Select if LinkedIn can show you ads when you aren't on LinkedIn. This is a core setting for LinkedIn privacy. Give thought before enabling.

Data collected on LinkedIn

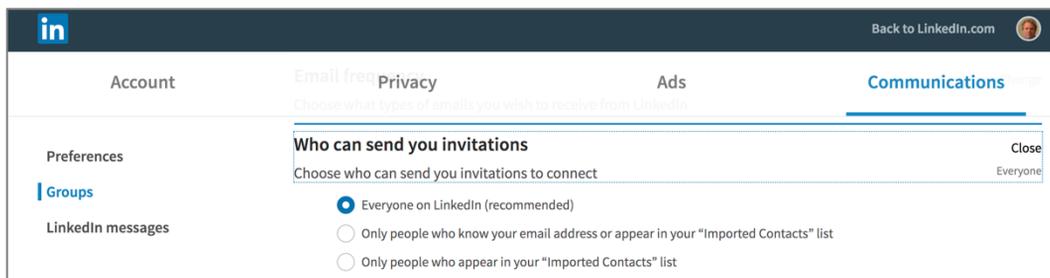
38. Select the *Ads* tab, *Data collected on LinkedIn* from the sidebar, and then select *Interest categories*. This is a core setting for LinkedIn privacy. Give thought before enabling.
39. Repeat for each topic in this section.

Third party data

40. Select the *Ads* tab, *Third party data* from the sidebar, and then select *Interactions with businesses*. This is a core setting for LinkedIn privacy. Give thought before enabling.
41. Select *Ad-related actions*. This is a core setting for LinkedIn privacy. Give thought before enabling.

Preferences

42. Select the *Communications* tab, Preferences from the sidebar, and then select *Who can send you invitations*. Configure to your taste.



43. Select *Messages from members and partners*. Select if others can send you *InMail*, and if LinkedIn can send you *Sponsored InMails* (more targeted advertising).

44. Select *Read receipts and typing indicators*. Select if you want to send and receive read receipts, and if typing indication is given to others.
45. Select *Group notifications*. Select if LinkedIn published updates to your network when you join a group.

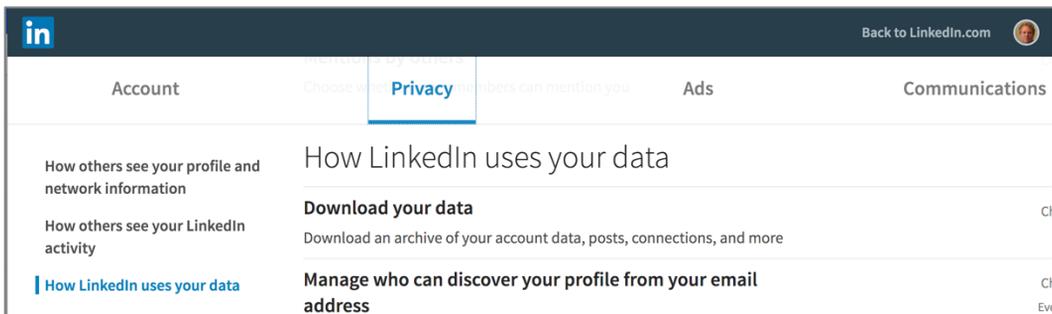
LinkedIn messages

46. Select the *Communications* tab, *LinkedIn messages* from the sidebar, and then select *Participate in research*. This is a core setting for LinkedIn privacy. Give thought before enabling.

20.4.2 Assignment: Find What LinkedIn Knows About You

In this assignment, you will download all the data that LinkedIn (admits) to knowing about you.

1. Open a web browser, and then log in to your LinkedIn account.
2. From the *Me* menu in the top right of the page, select *Settings & Privacy*.
3. Select the *Privacy* tab.
4. Scroll down to the *How LinkedIn uses your data* area, and then select *Download your data*.



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5. Select either *The works*, to download everything, or *Pick and choose* to download targeted items, and then select the *Request archive* button.

The screenshot shows the LinkedIn 'Download your data' interface. At the top, there are navigation tabs for 'Account', 'Privacy', 'Ads', and 'Communications'. The 'Privacy' tab is active. Below the tabs, the heading 'Download your data' is displayed. The main content area explains that users can download an archive of their account data, posts, connections, and more. It provides two options: 'The works' (all data) and 'Pick and choose' (select specific data types). The 'Pick and choose' option is selected, and a list of data types with checkboxes is shown: Articles, Imported Contacts, Invitations, Recommendations, Rich Media, Connections, Messages, Profile, and Registration. A 'Request archive' button is located at the bottom of the page.

6. At the authentication prompt, enter your LinkedIn password, and then select the *Done* button.
7. Within 24 hours LinkedIn will send you an email with a link to download your data archive. Select the link, download your data, and then see what LinkedIn knows about you.

20.5 Google

Although most people think of Google as a search engine, it has become far more than that. Over one billion people use their mail, maps, YouTube, and Google Play services⁴. Chances are that you use Google every day. The result is a tremendous warehouse of data points about your searches, site visits, hangout partners, purchases, and so much more.

And yet, at the same time Google provides the tools to help guard your privacy. NOW is a good time to put this to use.

20.5.1 Assignment: Manage Your Google Account Access and Security Settings

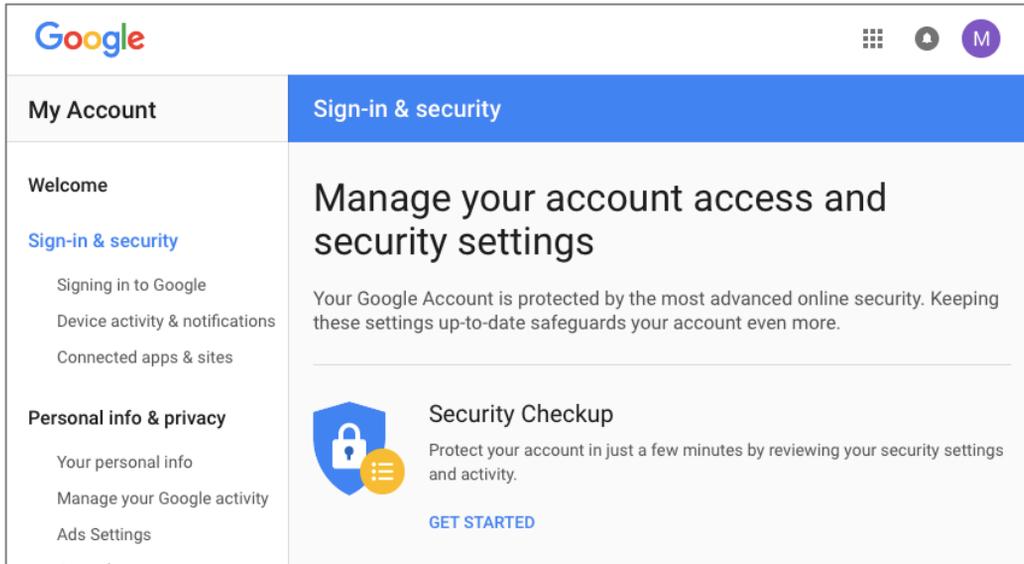
In this assignment, you begin the process of securing a Google account.

- Prerequisite: Access to an existing Google account.

⁴ <http://www.digitaltrends.com/web/gmail-joins-the-billion-users-club/>

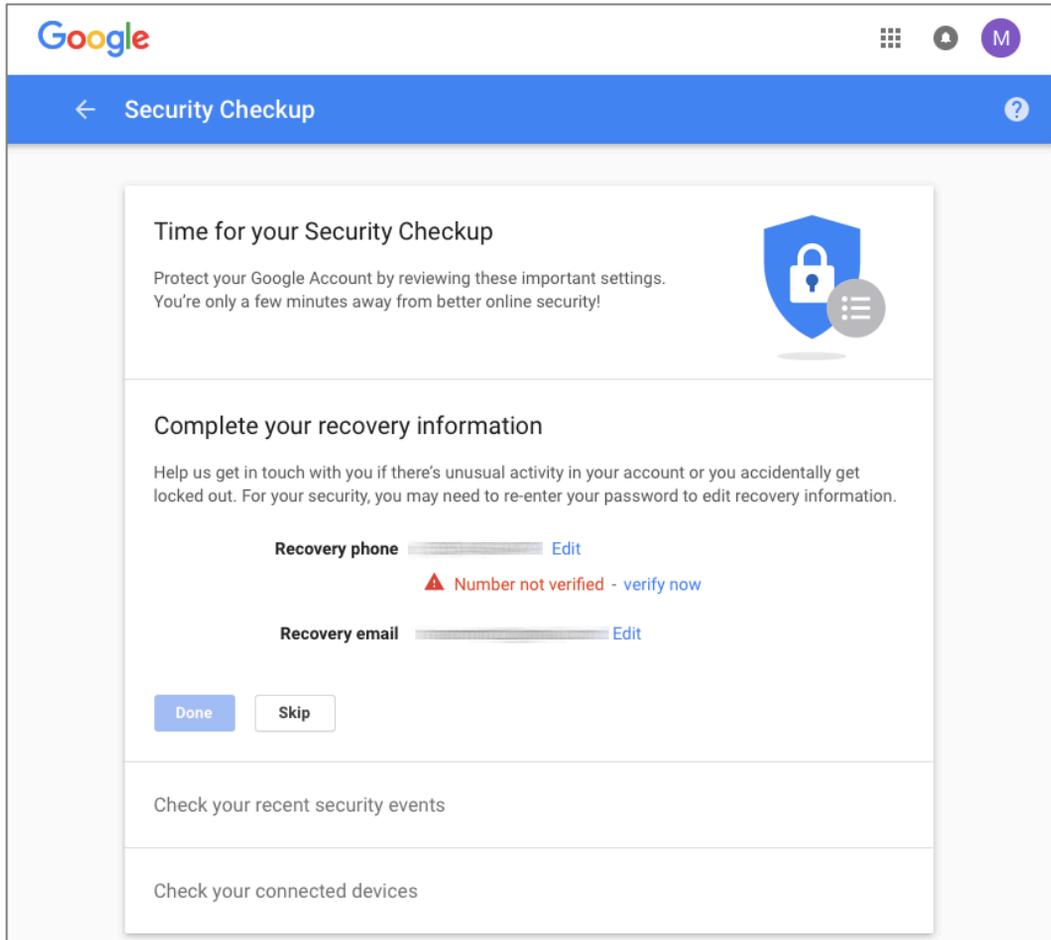
20 Social Media

1. Open a web browser to the Google Security page
<https://myaccount.google.com/intro/security>, sign in, and then click *Sign-in & security* from the side bar.



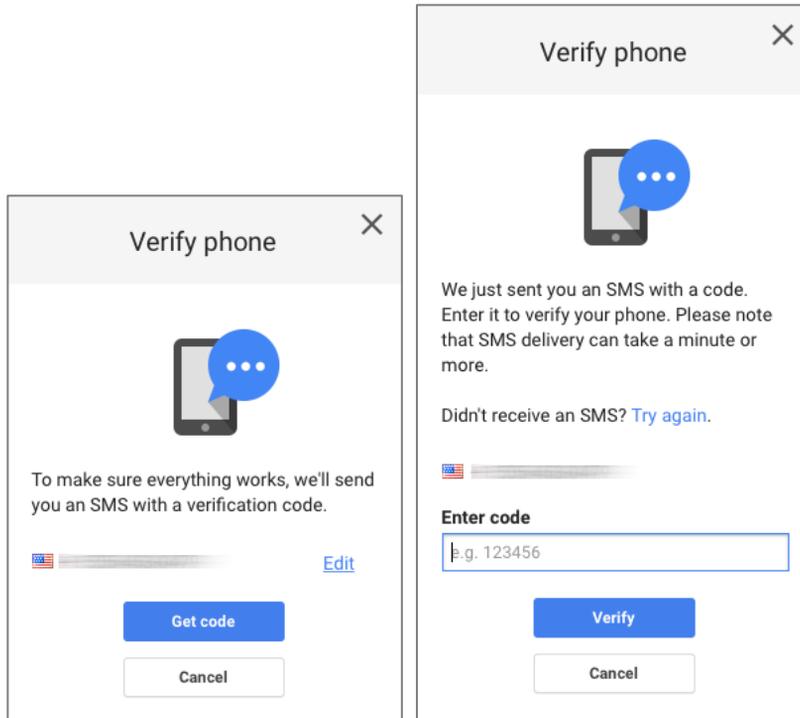
2. Under *Security Checkup*, click *GET STARTED*.

3. In the event Google detects unusual activity on this account, or if you get locked out, you will need to have a recovery phone and recovery email on record with Google. These are used to authenticate your identity.



- **Recovery Phone:** If the listed number is not correct, click *Edit*, and then enter the correct phone number.
- **Number not verified:** If the recovery phone number is not verified, click *verify now*. The phone number can't be used for authentication until it is verified. After clicking *Get code*, a code will be sent to the phone number. Enter the received code, and then click *Verify*.

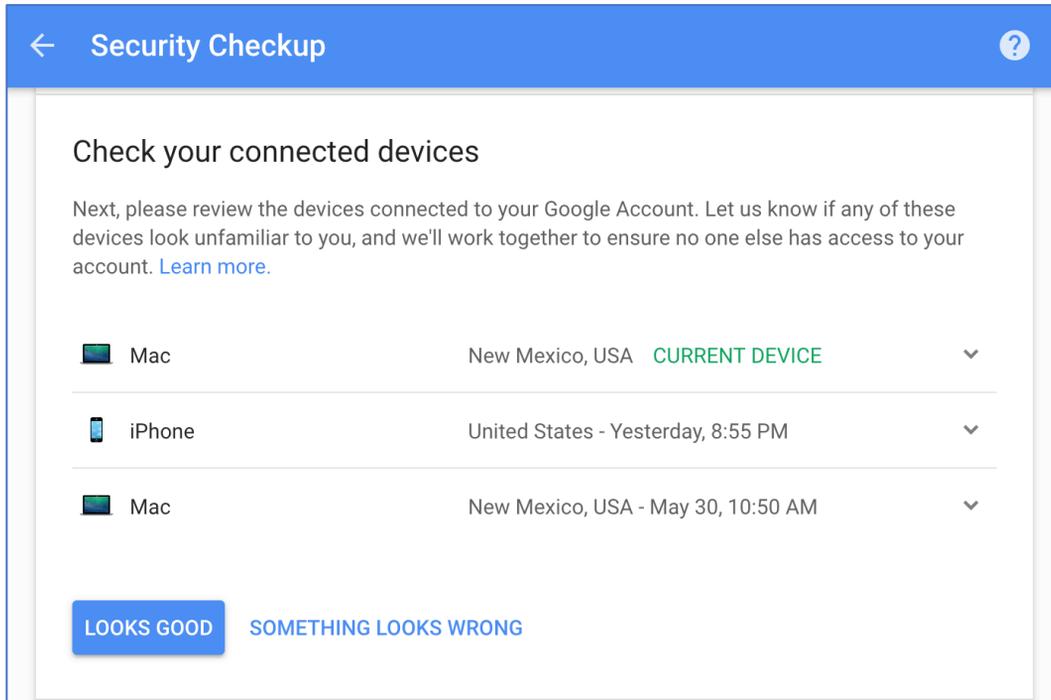
20 Social Media



- *Recovery email*: If the listed address is not correct, click *Edit*, and then enter the correct address.
4. When complete, click *Done*.

Check Your Connected Devices

5. The *Check your connected devices* section appears.



- If anything looks suspicious, click the *Something looks wrong* button, and then follow the on-screen instructions.
- If everything looks ok, click the *Looks good* button.

Check Your Account Permissions

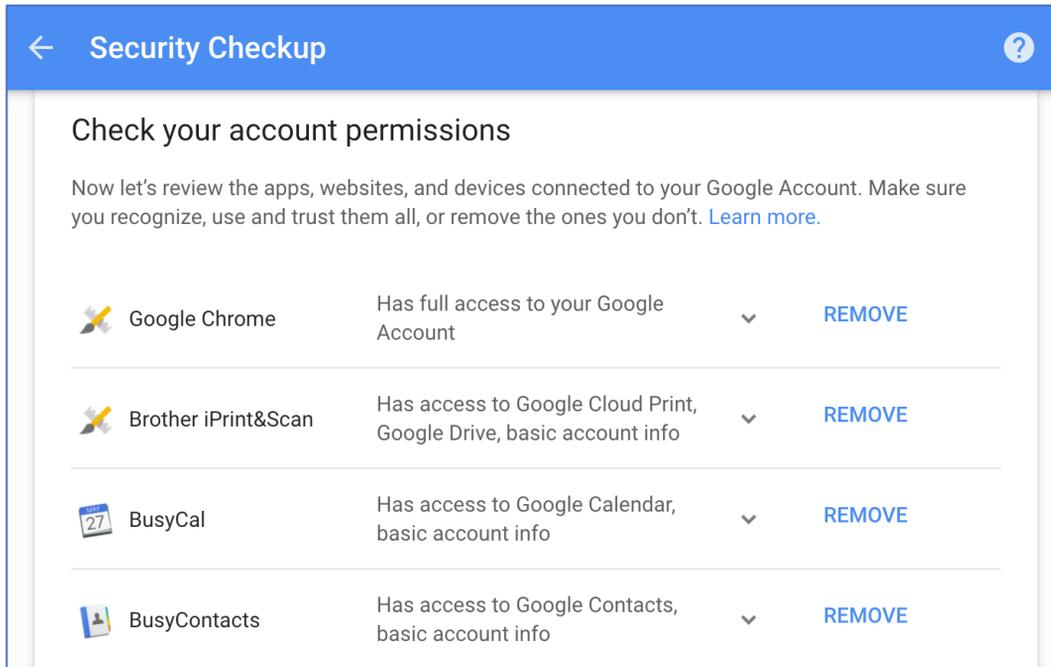
Many websites and apps offer to connect to your Google account. In my example below, Google Chrome, Brother iPrint&Scan, BusyCal, and BusyContacts are all applications that connect to Google for data feeds. Websites may do the same, or

20 Social Media

you may have an app or website that you can log into using your Google credentials.

Be mindful that all of these apps and websites may have access to some or all of the information that Google holds about you.

6. The *Check your account permissions* section appears.
7. If you see any item that should not have access to your Google account, click the *REMOVE* link.



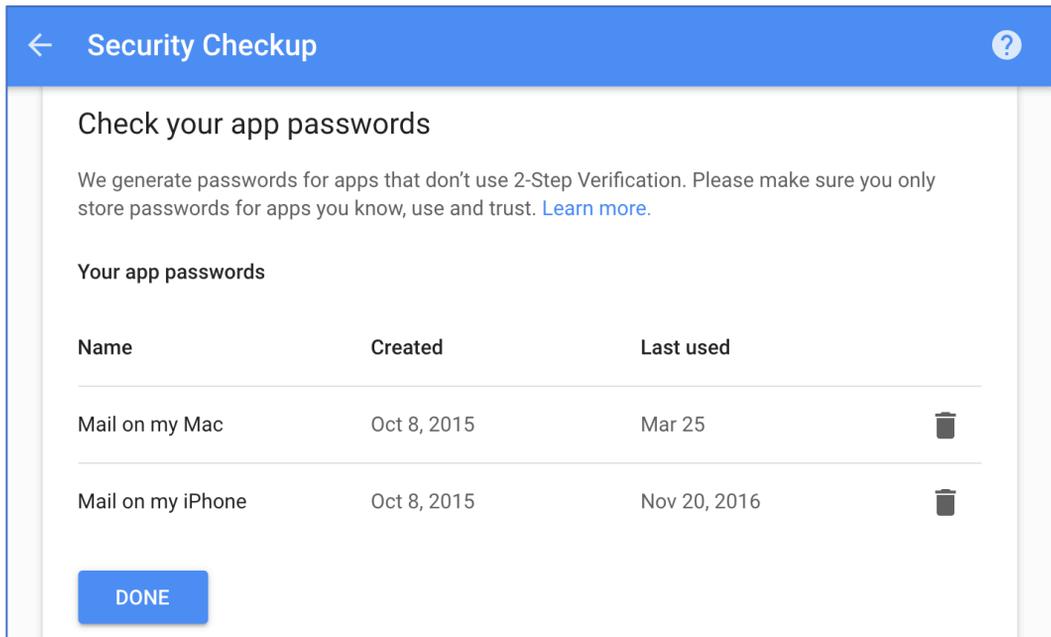
8. When complete, click the *DONE* button.

Check Your App Passwords

Some apps and applications that connect with your Google account do not support 2-Step Verification. To ensure the security of the data managed by these apps if you do have 2-Step Verification active (and you should), they must have a separate *app password*.

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9. The *Check your app passwords* section appears.
10. If you see any apps that you don't use, click the trash icon to the right of the app to remove its app password. This way, nobody else will be able to use the app with your Google account.

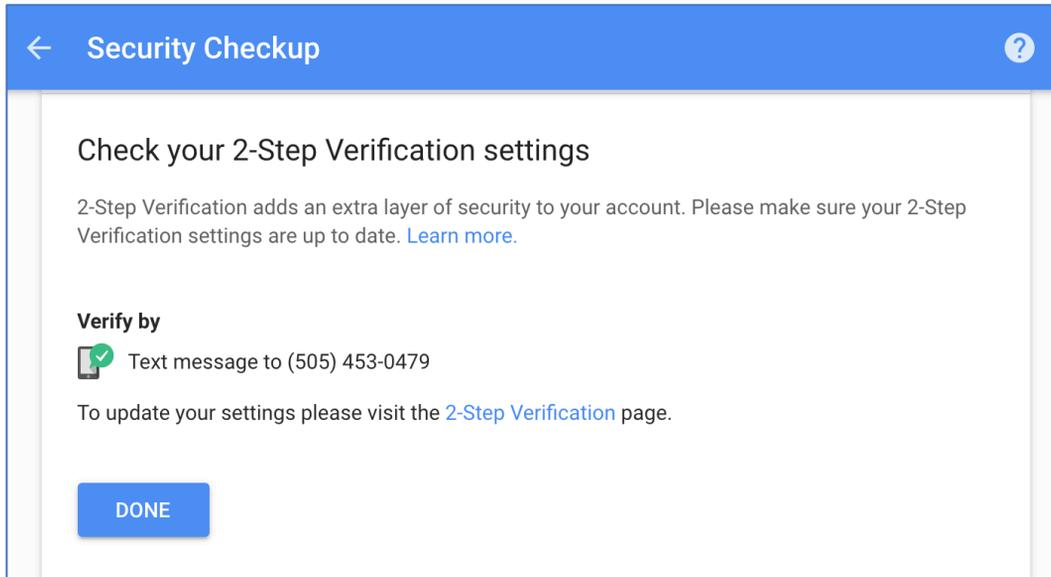


11. When complete, click the *DONE* button.

Check Your 2-Step Verification Settings

12. If you already have Google 2-Step Verification active, the next section to appear is Check your 2-Step Verification settings.

- If you do not currently have 2-Step Verification enabled, skip to **Account Settings**. In the next assignment, you will enable Google 2-Step Verification.

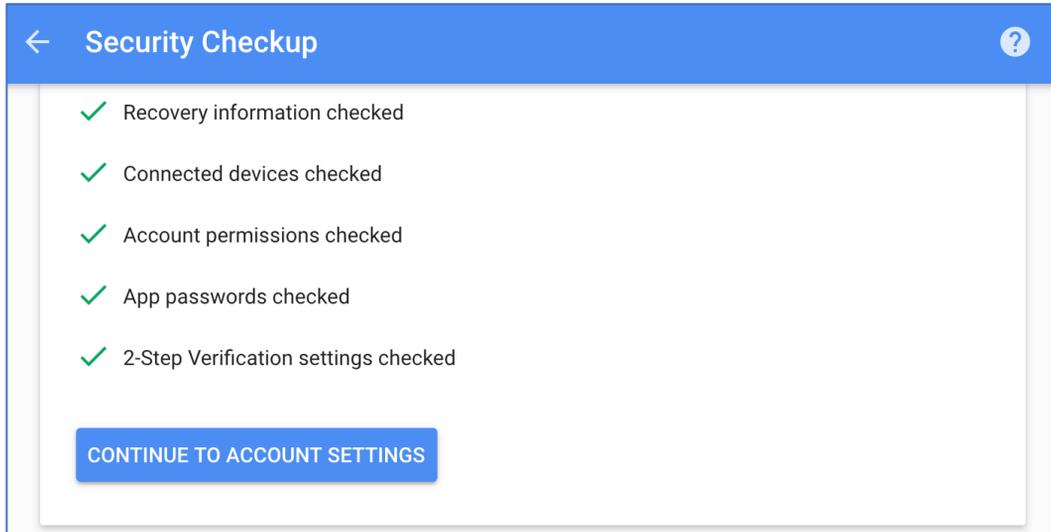


13. If you need to make changes, click the *2-Step Verification* page link

14. When complete, click *DONE*.

20 Social Media

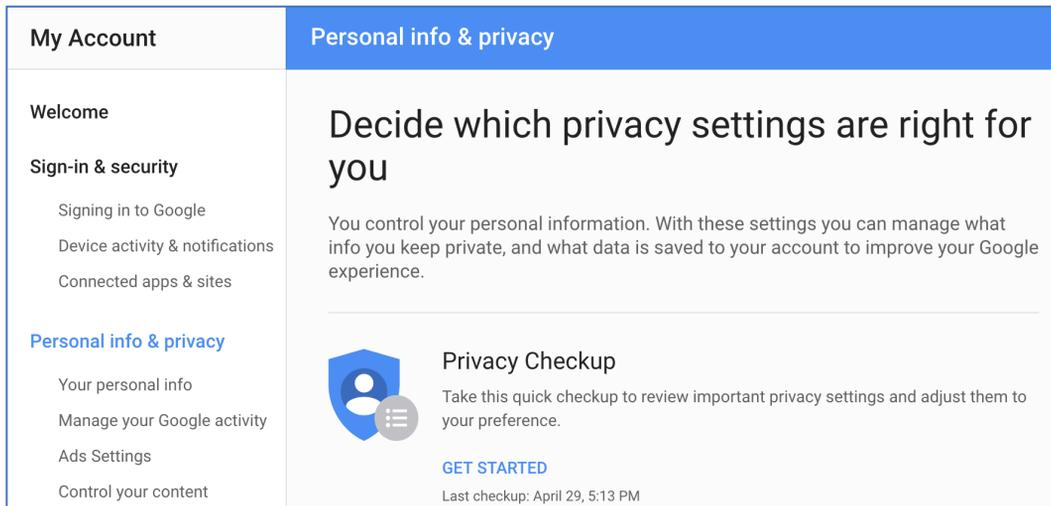
15. Click *CONTINUE TO ACCOUNT SETTINGS*.



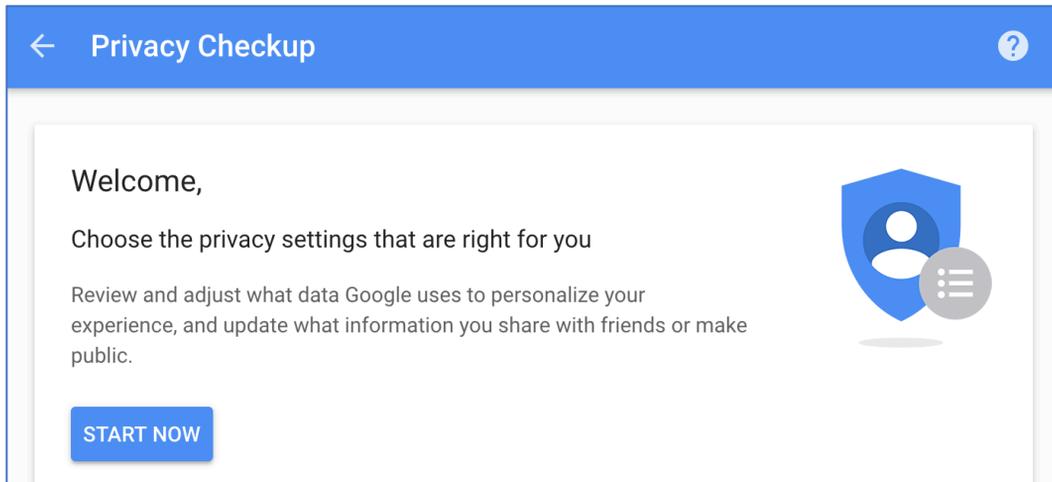
Account Settings

16. You are returned to the *My Account* page.

17. From the sidebar, select *Personal info & privacy*, and then click the *GET STARTED* link.



18. In the *Welcome* page, click *START NOW*.



19. In the *Manage what you share on YouTube* page, configure to your taste. Shown below is my recommendation for highest privacy.

The screenshot shows the 'Privacy Checkup' interface for YouTube. At the top, there is a blue header with a back arrow, the text 'Privacy Checkup', and a help icon. Below the header, the main content area is titled '1. Manage what you share on YouTube'. Under this title, there is a sub-header '1. Manage what you share on YouTube' and a paragraph: 'Choose who can see your YouTube videos, likes, and subscriptions, and decide where you share them.' To the right of this text is a small thumbnail image of a YouTube search results page with various cat-related video thumbnails. Below the introductory text, there are two sections: 'Likes and subscriptions' and 'Your YouTube activity feed'. The 'Likes and subscriptions' section includes a paragraph: 'You can share your liked videos, saved playlists, and subscriptions with other YouTube users.' followed by three checked checkboxes: 'Keep all my liked videos private', 'Keep all my saved playlists private', and 'Keep all my subscriptions private'. The 'Your YouTube activity feed' section includes a paragraph: 'You can choose to automatically have your public YouTube activity show up in your channel's activity feed. Don't worry, we'll never share information about activity on private videos.' followed by a 'Learn more' link with an external link icon. Below this are four unchecked checkboxes: 'Post to feed when I add a video to a public playlist', 'Post to feed when I like a video', 'Post to feed when I save a playlist', and 'Post to feed when I subscribe to a channel'. At the bottom left of the main content area, there is a blue button labeled 'NEXT'.

20. In the *Help people connect with you* page, configure to your taste. My recommendation for highest privacy is shown below.

The screenshot shows a 'Privacy Checkup' interface with a blue header. The title is '2. Help people connect with you'. Below the title is a description: 'Let people with your phone number find and connect with you on Google services, such as video chats.' To the right is an illustration of a smartphone with a green speech bubble icon. Below the description is the phone number '(505) 453-0479'. There are two unchecked checkboxes with associated text and 'Learn more' links. At the bottom left is a blue 'NEXT' button.

← Privacy Checkup ?

2. Help people connect with you

Let people with your phone number find and connect with you on Google services, such as video chats.

(505) 453-0479

- Help people who have your number connect with you across Google services. [Learn more](#)
- Also help them find your name, photo, and other information that you've made visible on Google. [Learn more](#)

[EDIT YOUR PHONE NUMBERS](#)

NEXT

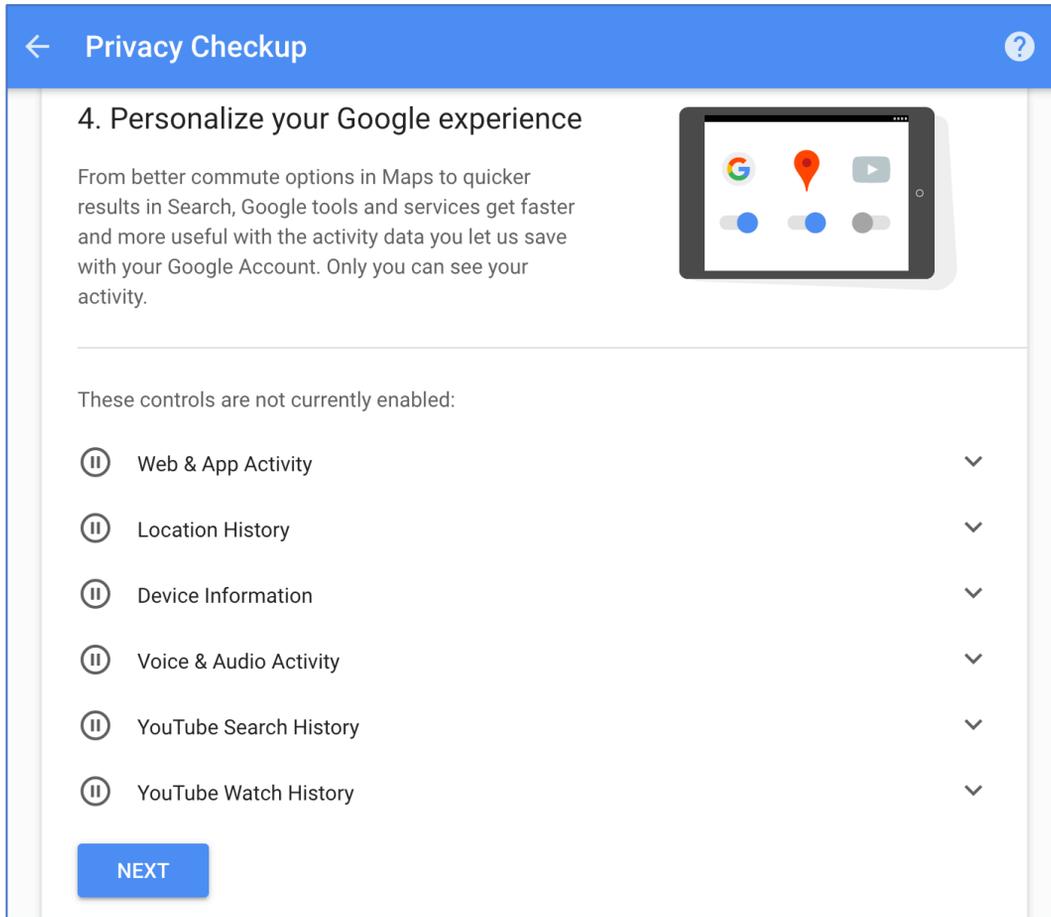
21. When complete, click *NEXT*.

22. In the *Choose what Google+ profile information you share with others*, configure to your taste. My recommendation for highest security is shown below.

The screenshot shows the 'Privacy Checkup' interface for a Google+ profile. The title is '3. Choose what Google+ profile information you share with others'. Below the title, it says 'Decide who can see your information, and choose what information you make public or keep private.' with a 'Learn more' link. To the right is a profile card for Marc Mintz, showing his profile picture, name, and details: 'Works at Mintz InfoTech, Inc.', 'Attends Western Governors University', 'Lives in Albuquerque, NM', and '58 followers'. Below the profile card is a link 'EDIT WHAT OTHERS SEE ABOUT YOU'. Underneath, there are two sections: 'Google+ communities' with an unchecked checkbox for 'Show your Google+ community posts on the Posts tab of your profile.' and 'Photos and videos' with a checked checkbox for 'Don't feature my publicly shared Google+ photos as background images on Google products & services.' A blue 'NEXT' button is at the bottom left.

23. When complete, click *NEXT*.

24. In the *Personalize your Google experience* page, configure to your taste. My recommendation for highest security are shown below.



25. When complete, click *NEXT*.

Ads Personalization

All the information Google has on you may be shared with advertisers. This is done to provide targeted ads. If you prefer not to have your information shared with advertisers, you will still see ads, but they won't be targeted to you.

26. In the *Make ads more relevant to you* page, click *MANAGE YOUR ADS SETTINGS*.

← Privacy Checkup ?

5. Make ads more relevant to you

You can change the types of ads you see from Google when you adjust your interests, age and gender or opt-out of ads based on your interests. Please note that you will still see ads after opting out – they'll just be less relevant. [Learn more about Google ads](#) ↗



[MANAGE YOUR ADS SETTINGS](#) ↗

NEXT

20 Social Media

27. To stop Google sharing your information with advertisers, turn *Ads Personalization* to *OFF*.

Make the ads you see more useful to you

Control the information Google uses to show you ads



These settings apply when you're signed into Google services as **marc@mintzit.com**.

Ads Personalization works differently when you are on one of the 2+ million websites that partner with Google to show ads. [Control Ads Personalization](#)

Ads Personalization OFF

Make the ads you see more useful to you when using Google services (ex. Search, YouTube).

[TOPICS YOU LIKE](#) [TOPICS YOU DON'T LIKE \(0\)](#)

Remove topics you don't like and add ones you do to make the ads you see more useful to you. Topics will also be added as you use some Google services (ex: when you watch a video on YouTube). We're working to include topics from other Google services.

To add a topic you like, click or tap **+ New Topic** below

[+ NEW TOPIC](#)

28. Return to the *Privacy Checkup* section, *Make ads more relevant to you* page, and then click *NEXT*.

← Privacy Checkup ?

5. Make ads more relevant to you

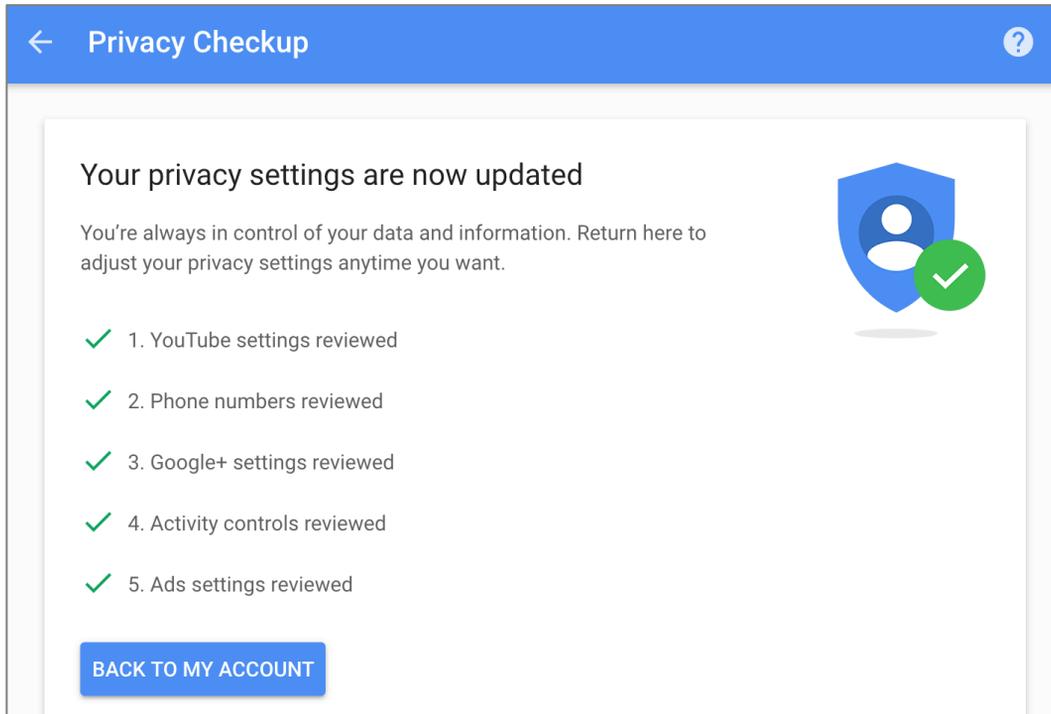
You can change the types of ads you see from Google when you adjust your interests, age and gender or opt-out of ads based on your interests. Please note that you will still see ads after opting out – they'll just be less relevant. [Learn more about Google ads](#) ↗

[MANAGE YOUR ADS SETTINGS](#) ↗

NEXT



29. In the *Your privacy settings are now updated* page, click *BACK TO MY ACCOUNT*.



30. From the *My Account* page, you may further configure your personal preferences from the sidebar, or exit. If you haven't yet configured your Google 2-Step Verification, stay right where you are for the next assignment.

20.5.2 Assignment: Enable Google 2-Step Verification

As we have discussed before, passwords may be cracked or discovered with a bit of social engineering. Two-factor authentication, or as Google calls it, 2-step verification make it significantly more difficult for someone else to access your account.

In this assignment, you enable Google 2-step verification.

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1. If you have just completed the previous assignment, continue to step 2. If not, open a web browser to the Google Security page <https://myaccount.google.com/intro/security>, and then click *Signing in to Google* from the side bar.
2. Scroll down to *2-Step Verification*. If it reports *On*, your account is already protected. If it reports *Off*, click the > icon to continue.

My Account Sign-in & security

Welcome

Sign-in & security

- Signing in to Google
- Device activity & notifications
- Connected apps & sites

Personal info & privacy

- Your personal info
- Manage your Google activity
- Ads Settings
- Control your content

Account preferences

- Language & Input Tools
- Accessibility
- Your Google Drive storage
- Delete your account or services

About Google

Privacy Policy

Help and Feedback

Signing in to Google

Control your password and account access, along with backup options if you get locked out of your account.

Make sure you choose a strong password
A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

Tired of typing passwords? Try using your phone to sign in. [Get started >](#)

Password & sign-in method

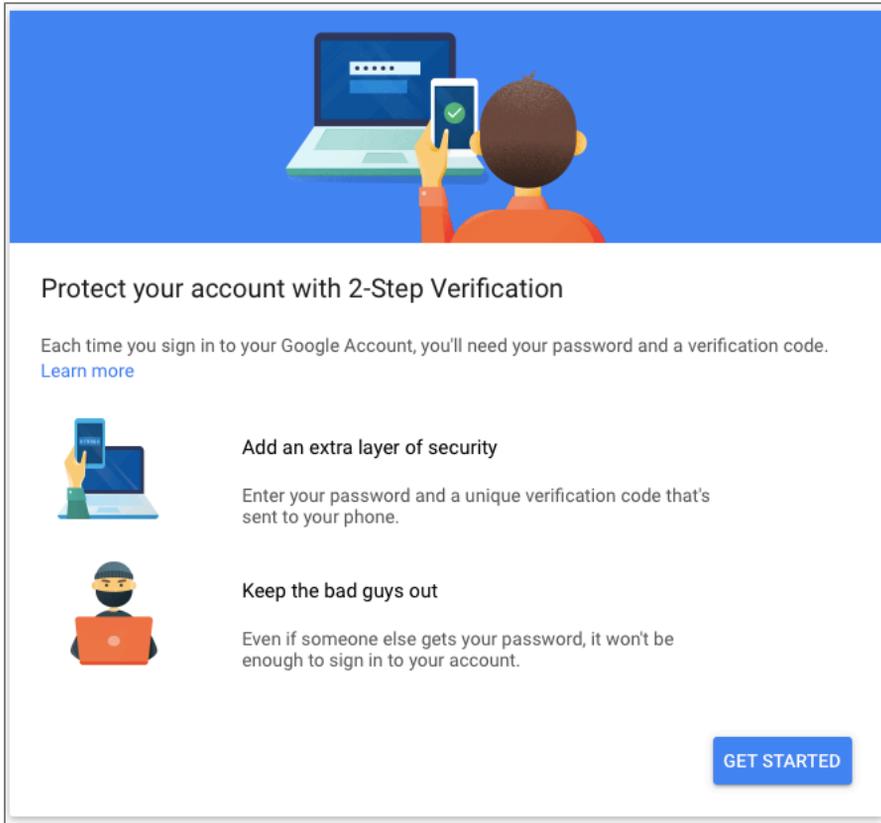
Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.

Note: To change these settings, you will need to confirm your password.

Password	Last changed: 41 minutes ago	>
2-Step Verification	Off	>

20 Social Media

3. At the *Protect your account with 2-Step Verification* page, click the *Get Started* button. The Google login window appears.



4. At the login window, enter your password, and then click the *Sign-In* button.

20 Social Media

5. In the *What phone number do you want to use?* field, enter the number you will use, select to get your codes via *Text message* or *Phone call*, and then select *Next*.
 - Note: US-CERT has recently recommended to *not* receive authentication codes via text as this is easier to intercept.

2-Step Verification



Let's set up your phone

What phone number do you want to use?

Google will only use this number for account security.
Don't use a Google Voice number.
Message and data rates may apply.

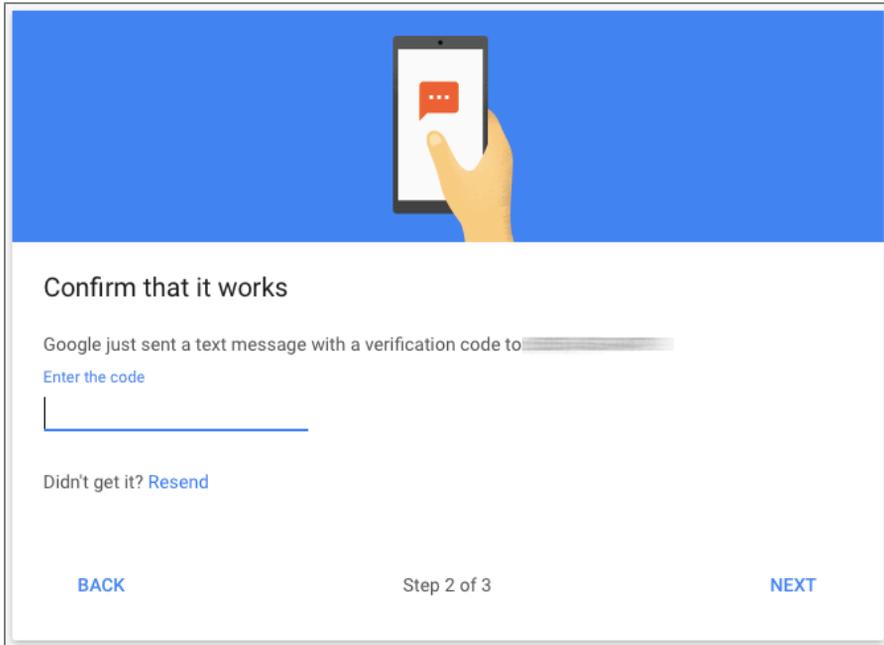
How do you want to get codes?

Text message Phone call

Step 1 of 3 NEXT

20 Social Media

6. In the *Confirm that it works* page, enter the code you received, and then select *Next*.



Confirm that it works

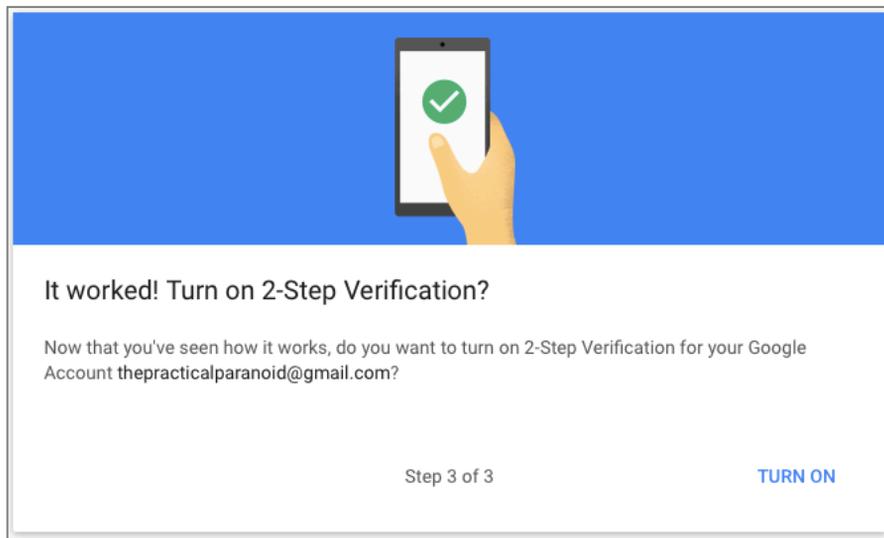
Google just sent a text message with a verification code to [redacted]

[Enter the code](#)

Didn't get it? [Resend](#)

[BACK](#) Step 2 of 3 [NEXT](#)

7. In the *It worked! Turn on 2-Step Verification* page, select *TURN ON*.



It worked! Turn on 2-Step Verification?

Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account thepracticalparanoid@gmail.com?

Step 3 of 3 [TURN ON](#)

20 Social Media

Your Google account is now hardened with 2-step verification.

20.5.3 Find What Google Knows About You

In this assignment, you will discover what Google knows about you. Google provides a service known as *Takeout* that allows you to download anything and everything Google knows about you (well, at least what they admit to knowing about you). When using Takeout, Google will deliver to you this data in .zip files. If your history with Google is extensive, the data is equally as large.

1. Open a web browser, and then visit Google Takeout at <https://takeout.google.com/>.
2. From the list of available data subjects, select what you wish to access.

The screenshot displays the Google Takeout interface, divided into two main sections. The left section, titled "Your account, your data. Export a copy.", provides instructions on creating an archive and includes a "MANAGE ARCHIVES" link. Below this is a "Select data to include" section with a table of products and their details. The right section is a list of data subjects with toggle switches to select or deselect each one.

Product	Details	SELECT NONE
+1s		<input checked="" type="checkbox"/>
Bookmarks		<input checked="" type="checkbox"/>
Calendar	All calendars	<input checked="" type="checkbox"/>
Chrome	All Chrome data types	<input checked="" type="checkbox"/>
Classic Sites	All sites	<input checked="" type="checkbox"/>
Classroom		<input checked="" type="checkbox"/>
Contacts	vCard format	<input checked="" type="checkbox"/>
Drive	All files Microsoft Powerpoint and 3 other formats	<input checked="" type="checkbox"/>
Fit	All data types	<input checked="" type="checkbox"/>
Google My Business		<input checked="" type="checkbox"/>
Google Pay Send		<input checked="" type="checkbox"/>

Google Pay: rewards, gift cards, & offers		<input checked="" type="checkbox"/>
Google Photos	All photo albums	<input checked="" type="checkbox"/>
Google Play Books	All books HTML format	<input checked="" type="checkbox"/>
Google+ Circles	vCard format	<input checked="" type="checkbox"/>
Google+ Pages	All pages HTML format	<input checked="" type="checkbox"/>
Google+ Stream	All Google+ Stream data HTML format	<input checked="" type="checkbox"/>
Groups		<input checked="" type="checkbox"/>
GSuite Marketplace		<input checked="" type="checkbox"/>
Handsfree		<input checked="" type="checkbox"/>
Hangouts		<input checked="" type="checkbox"/>
Hangouts on Air		<input checked="" type="checkbox"/>
Keep		<input checked="" type="checkbox"/>
Location History	JSON format	<input checked="" type="checkbox"/>
Mail	All mail	<input checked="" type="checkbox"/>
Maps (your places)		<input checked="" type="checkbox"/>
My Activity	All activity	<input checked="" type="checkbox"/>
My Maps		<input checked="" type="checkbox"/>
Profile		<input checked="" type="checkbox"/>

20 Social Media

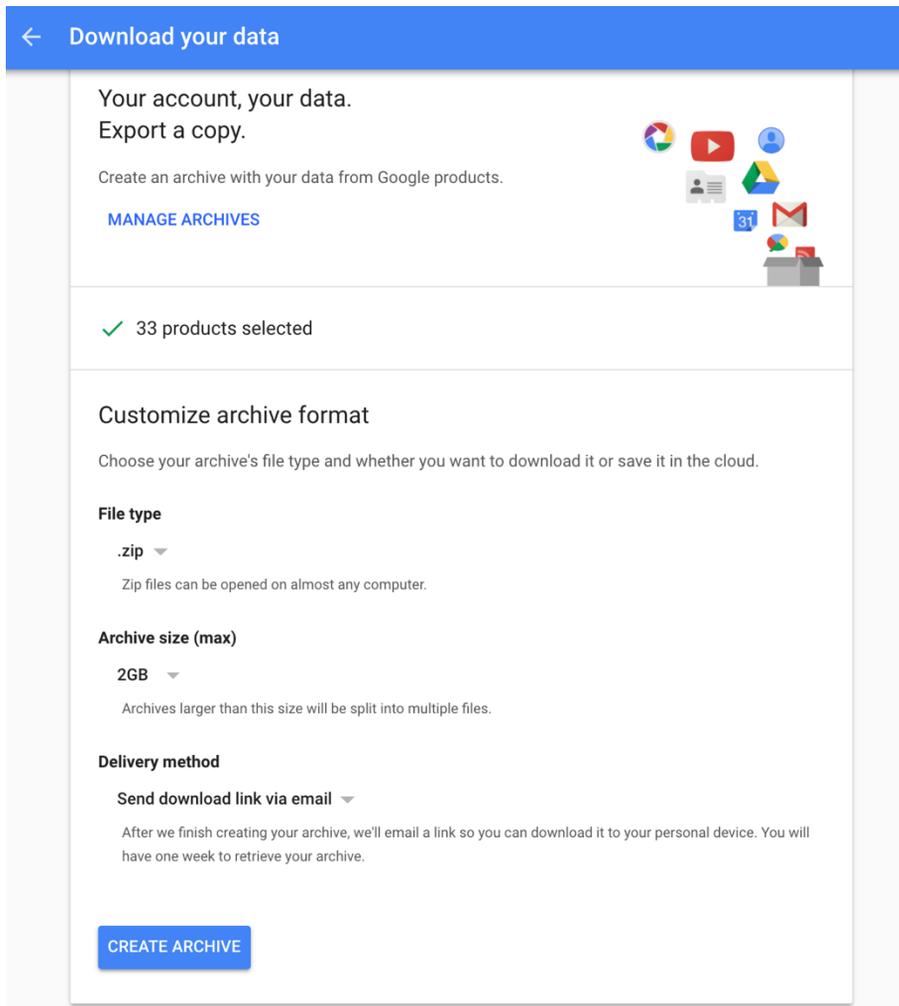


The screenshot shows a settings panel for social media archiving. It contains four rows, each with an icon, a label, and a toggle switch. The first row is 'Search Contributions' with a Google logo icon and a blue toggle switch. The second row is 'Tasks' with a yellow checkmark icon and a blue toggle switch. The third row is 'Voice' with a blue microphone icon, a dropdown arrow, and a blue toggle switch. The fourth row is 'YouTube' with a red play button icon, a dropdown menu showing 'All data types' and 'OPML (RSS) format', and a blue toggle switch. Below these rows is a blue button labeled 'NEXT'. At the bottom of the panel is the text 'Customize archive format'.

3. Select the *Next* button.

20 Social Media

4. In the *Download Your Data* page, select your *File type* (normally *.zip*), desired *Archive size*, *Delivery method*, and then select *Create Archive*.



The screenshot shows the 'Download your data' page. At the top, there is a blue header with a back arrow and the text 'Download your data'. Below the header, the main content area is white. It starts with the heading 'Your account, your data. Export a copy.' followed by the text 'Create an archive with your data from Google products.' and a blue link 'MANAGE ARCHIVES'. To the right of this text are several icons representing different Google services: Google Photos, YouTube, Google+, Google Drive, Google Maps, and Gmail. Below this is a green checkmark icon followed by the text '33 products selected'. The next section is titled 'Customize archive format' and contains the text 'Choose your archive's file type and whether you want to download it or save it in the cloud.' There are three sections for customization: 'File type' with a dropdown menu set to '.zip' and a note 'Zip files can be opened on almost any computer.'; 'Archive size (max)' with a dropdown menu set to '2GB' and a note 'Archives larger than this size will be split into multiple files.'; and 'Delivery method' with a dropdown menu set to 'Send download link via email' and a note 'After we finish creating your archive, we'll email a link so you can download it to your personal device. You will have one week to retrieve your archive.' At the bottom left of the form is a blue button labeled 'CREATE ARCHIVE'.

5. You will receive an email when your archives are available.
6. Once all archives are downloaded, double-click to open each. You may find that there are duplicate folders at the root level (such as *Google Drive*). Combine the contents of these duplicates.
7. Have fun learning about yourself!

Revision Log

20180420, v2.0

- The majority of chapters have been edited for updated information.
- *Chapter 2.6* renumbered for readability.
- *Chapter 4.5.1 Assignment: Harden the Keychain with a Different Password* removed. As of macOS 10.13.4 the login keychain password cannot be changed from the user account login password.
- *Chapter 19.3 NordVPN* revised to create a free trial account.
- *Chapter 20.3 Facebook* heavily edited to reflect the revised privacy and timeline settings.
- *Chapter 20.4 LinkedIn* heavily edited to reflect the revised privacy settings.
- *Chapter 20.5 Google* heavily edited to reflect the revised privacy and Takeout options.

20180325, v 1.3

- *Chapter 4.8 Password Policies* added.
- *Chapter 12.1 Find My Mac* has been slightly edited.
- *Chapter 14.8 Do Not Track* has been edited to reflect changes in Ghostery, and the Chrome extension installation process.
- *Chapter 15.7 End-To-End Secure Email With GNU Privacy Guard* rewritten to reflect the major update of GPGTools.
- *Chapter 19.3 NordVPN* is rewritten from scratch from our previous recommended VPN host.

20171022, v1.2

- *Chapter 14 Web Browsing* is rewritten.

Revision Log

- *Chapter 15 Email*, added *hacked-emails.com* for checking if your email account was included in site breaches.
- *Chapter 16 Apple ID and iCloud*, added that Two-Factor Authentication can use either text messaging or voice call.
- *Chapter 19 Internet Activity*, changed the recommended VPN provider to *Perfect-Privacy.com*.

20171001, v1.1

- Updated chapter *Documents > Encrypt A Folder for Cross Platform Use With Zip* to use Keka, instead of the depreciated macOS built-in tools.

20170923, v1.01

- Updated chapter *When It Is Time To Say Goodbye*

20170918, v1.0

Initial release

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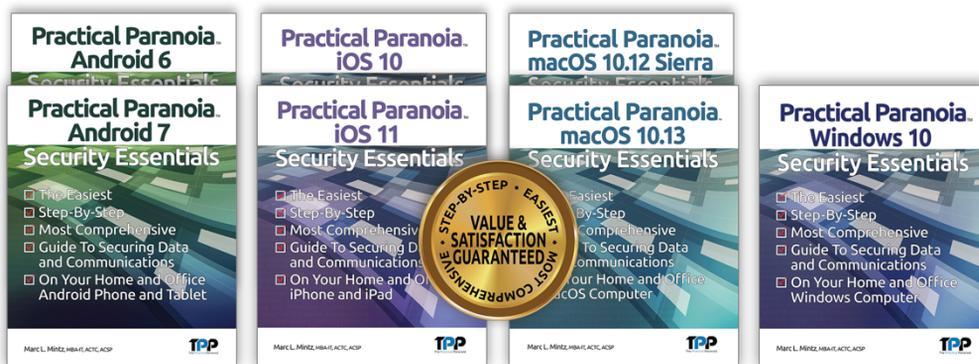
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