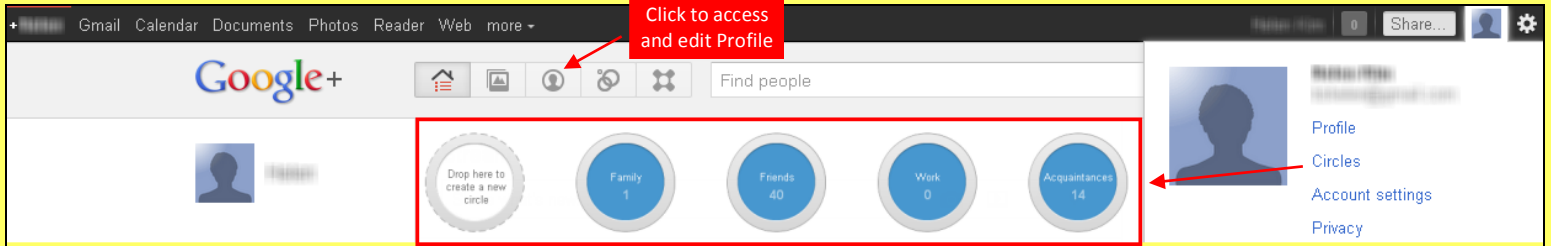# Google+ Smart Card

G+ 121911_2000

Social Networks - Do's and Don'ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. **Never post Smartphone photos and don't** use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Managing Your Google+ Profile

Google+ provides privacy and sharing options using **Circles**. Circles are groups that users create for different types of connections, such as family, friends, or colleagues. Content is shared only with circles you select. Google+ requires that users provide real names - no pseudonyms.

Gmail Calendar Documents Photos Reader Web more ▾

Share...

Google+

Find people

Click to access and edit Profile

Drop here to create a new circle

Family 1

Friends 40

Work 0

Acquaintances 14

Profile
Circles
Account settings
Privacy

Profile Settings

Apply and save the **Profile** settings shown below to ensure that your information is visible to only people of your choosing.

Click on the parts of your profile you want to edit. Done editing

This box is **PUBLIC.** Do not fill out additional information

Name & Profile Picture are **PUBLIC**

Add some photos here

change photo

Send an email

In [____] circles (29)

View all »

Have [____] in circles (23)

View all »

Change who is visible here

Posts   About   Photos   Videos   +1's

○ Introduction Put a little about yourself here so people know they've found the correct Michael.

○ Bragging rights

○ Occupation

○ Employment

○ Education

○ Places lived

Canada
United States
México
©2011 Google

🔒 Home   Phone
🔒 Work   Phone

○ Relationship   Married
○ Looking for   Who are you looking for
○ Gender   Male
○ Other names   For example: maiden name, alternate spellings

Nickname   Nickname

Search visibility   Not visible in search

Uncheck top button

In your circles
☐ Show people in
7 circles ▾
Who can see this?
○ Anyone on the web
○ Your circles
Have you in circles
☑ Show people who have added you to circles
Save   Cancel

Select Edit Profile to make changes

Edit Profile

Uncheck both

☐ Show this tab on your profile
Albums in the Photos tab are visible only to people they've been shared with.
People whose tags of you are automatically approved to link to your Profile:
+ Add circles or people to share with...
When a tag is approved, it is linked to your profile, and the photo is added to the "Photos of you" section.
☐ Show photo geo location information in newly uploaded albums and photos.

Uncheck

☐ Show this tab on your profile

DO NOT add links to other online presences, such as a webpage, Facebook, Twitter, or LinkedIn

○ Links
Where are you on the web?

Change to **Your Circles**

Your circles ▾
Save   Cancel

To share information on this page with specific people, select **Custom** then choose appropriate **Circles**

Custom ▾

Type or select a circle or person. Or just enter an email address.

Friends (2)
Your circles
Extended circles
Public

Who can see this?
○ Anyone on the web
⋔ Extended circles
○ Your circles
🔒 Only you
Custom

Change to **Only You**

Change to **Your Circles**

Your circles ▾
Save   Cancel

Uncheck

Search visibility ☐ Help others find my profile in search results.

Account Settings & Minimizing Your Activities

Apply the Account settings shown with arrows below to ensure that your information is shared in a limited fashion.

Account overview
Profile and privacy
Google+
Language
Data liberation
Connected accounts

Google+
« Back to Google+

Who can interact with you and your posts

Who can send you notifications? Learn more — Your circles

Who can comment on your public posts? Learn more — Your circles

Who can start a Messenger conversation with you? — Circles

Change as indicated

Notification delivery

Email: itshelen@gmail.com

Phone: ▼ Add phone number — **Don't Add Phone Number**

via ● Push notifications ○ Don't notify me

Manage email subscriptions — **Uncheck**

☐ Occasional updates about Google+ activity and friend suggestions

- Account settings can be accessed under **Account Settings > Google+**.
- Maintain a small Google+ "footprint". Select only important Google+ notifications as shown in the box to the left.
- Limit notifications to email as opposed to text.
- **Do not** connect your mobile phone to Google+ or use the Google+ mobile application, and **Disable +1** on non-Google Websites
- **Do not** allow contacts to tag you then automatically link to your profile
- **Disable** your circles from accessing your photo tags prior to you

Google +1
+1 on non-Google sites — Off — Edit — **Change to "Off"**

Google+ Pages
☐ Automatically add a Google+ page to my circles if I search for + followed by the page's — **Uncheck**

Photos
☐ Show photo geo location information in newly uploaded albums and photos. — **Uncheck**

☐ Allow viewers to download my photos — **Uncheck**

☐ Find my face in photos and prompt people I know to tag me. Learn more — **Uncheck**

People whose tags of you are automatically approved to link to your Profile:

➕ Add circles or people to share with… — **Remove Everyone**

When a tag is approved, it is linked to your profile, and the photo is added to the "Photos of you" section.

Receive notifications
Notify me by email or SMS when someone… — **Check as indicated**

Posts and mentions of my name | ✉ Email | 📱 Phone
Mentions me in a post | ☑ | ☐
Shares a post with me directly | ☐ | ☐
Comments on a post I created | ☐ | ☐
Comments on a post after I comment on it | ☐ | ☐

Circles | ✉ Email | 📱 Phone
Adds me to a circle | ☐ | ☐

Photos | ✉ Email | 📱 Phone
Tags me in a photo | ☑ | ☐
Tags one of my photos | ☑ | ☐
Comments on a photo after I comment on it | ☐ | ☐
Comments on a photo I am tagged in | ☐ | ☐
Comments on a photo I tagged | ☐ | ☐

Messenger | ✉ Email | 📱 Phone
Starts a conversation with me | ☐ | ☑

Connected accounts

Account overview
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Connected accounts

You can improve your Google experience by connecting your accounts from other services.

helenbkeller — Yes this is me — No — Suggested

🐦 Twitter — ☐ Add this link to my public Google Profile, too — **Uncheck**

Connect an account ▼ — **Do not add outside accounts**

Connecting your accounts

- When you search, you can see relevant content your friends share on the web.
- You make it easier for them to find the stuff you share on the web.
- You can choose which accounts to show on your public Google Profile.

Remember, Google won't share your searches or other private information with third-party services without your consent.

☑ Use my Google contact information to suggest accounts from other sites. — **Uncheck**

By default, Google+ uses your Google contact information to link your accounts from other online services, aggregating your online identity in one location. To disable this feature:

- Go to **Account Settings > Connected Accounts**
- Click "No" to Google-suggested 3rd-party accounts
- Disable Google+ access to your contact information
- Do not manually connect other online accounts using Google+

Deleting Your Google+ Profile Information or Account

Account overview
Profile and privacy
Google+
Language
Data liberation
Connected accounts

Account overview

Edit profile

Go to Account Settings > Account Overview

Services

Delete profile and Google+ features — Delete profile and remove associated Google+ features
Delete entire Google account — Close entire account and delete all services and info associated with it
View, enable, or disable web history — Go to web history

- **Delete Google+ Content** removes Google+ related information such as circles, +1's, posts, and comments
- **Delete your entire Google profile** removes all user data from Google services, including your Gmail
- **Disable web history** to prevent accumulation of your digital footprint

Useful Links

A Parent's Guide to Internet Safety — www.fbi.gov/stats-services/publications/parent-guide
Wired Kids — www.wiredkids.org/
Microsoft Safety & Security — www.microsoft.com/security/online-privacy/social-networking.aspx
OnGuard Online — www.onguardonline.gov/topics/social-networking-sites.aspx