राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, रोपड़

National Institute of Electronics and Information Technology (NIELIT), Ropar

SOCIAL MEDIA MANAGEMENT IN DIGITAL ERA

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Social Media Management

In today's World, Social Media accounts in multiple platforms are held by individual through different devices so it is required for everyone to Know about Social Media Management in term of Cyber Security.

Social Media Management in term of security are set of process of protecting personal information while using social media platforms

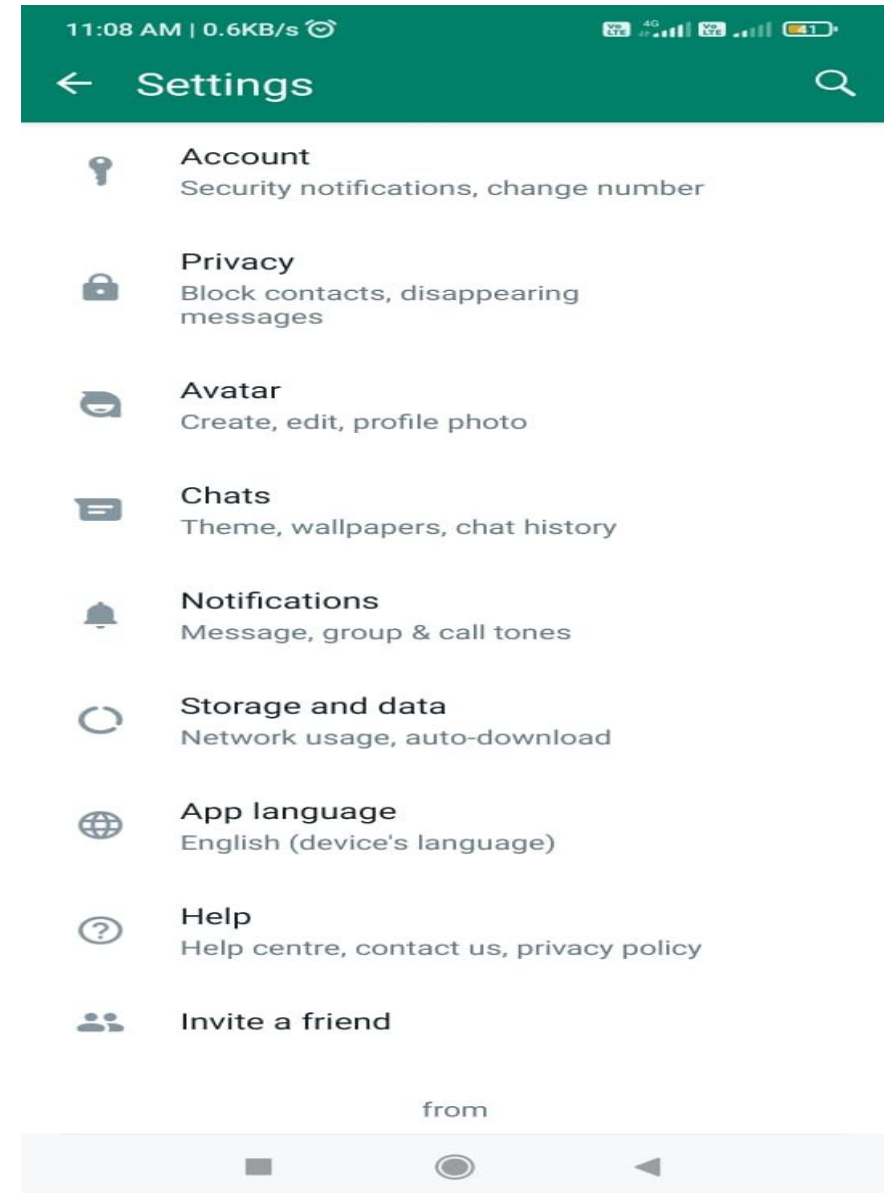This can be by applying appropriate same safeguard or by safe settings in various media platforms.

Whatsapp Settings

By default, WhatsApp sets your privacy settings to allow:

Any user to see your profile photo, read receipts and when you're online.

Your contacts to see your status updates, about and when you were last seen.
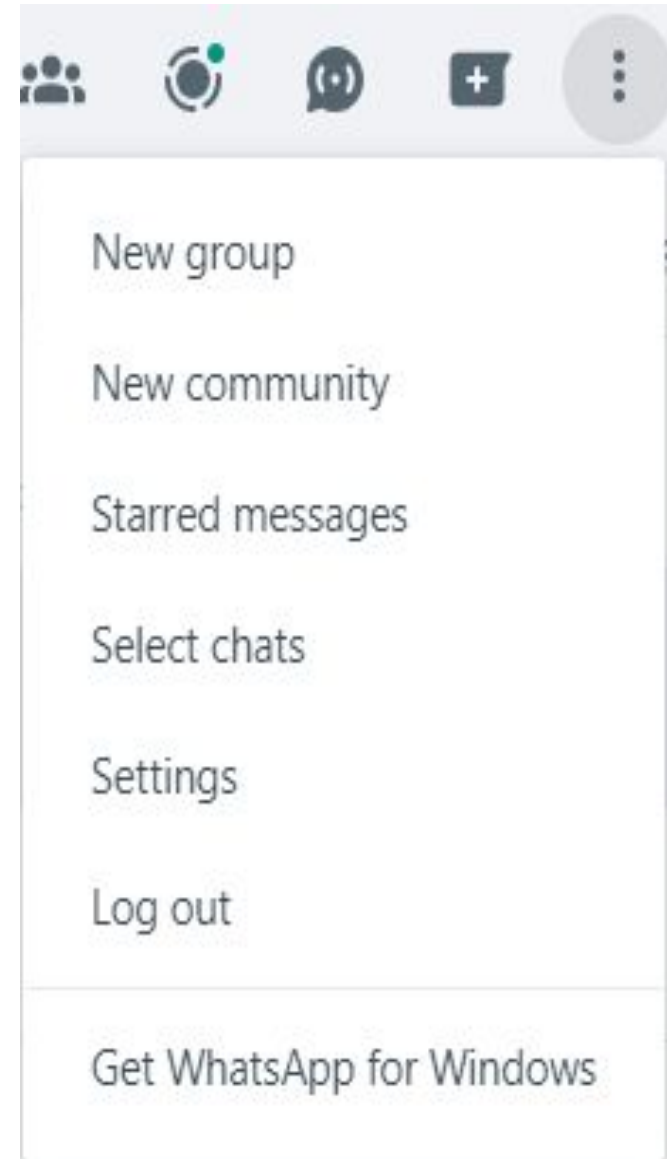
Any users to add you to groups.

Change privacy settings

On:

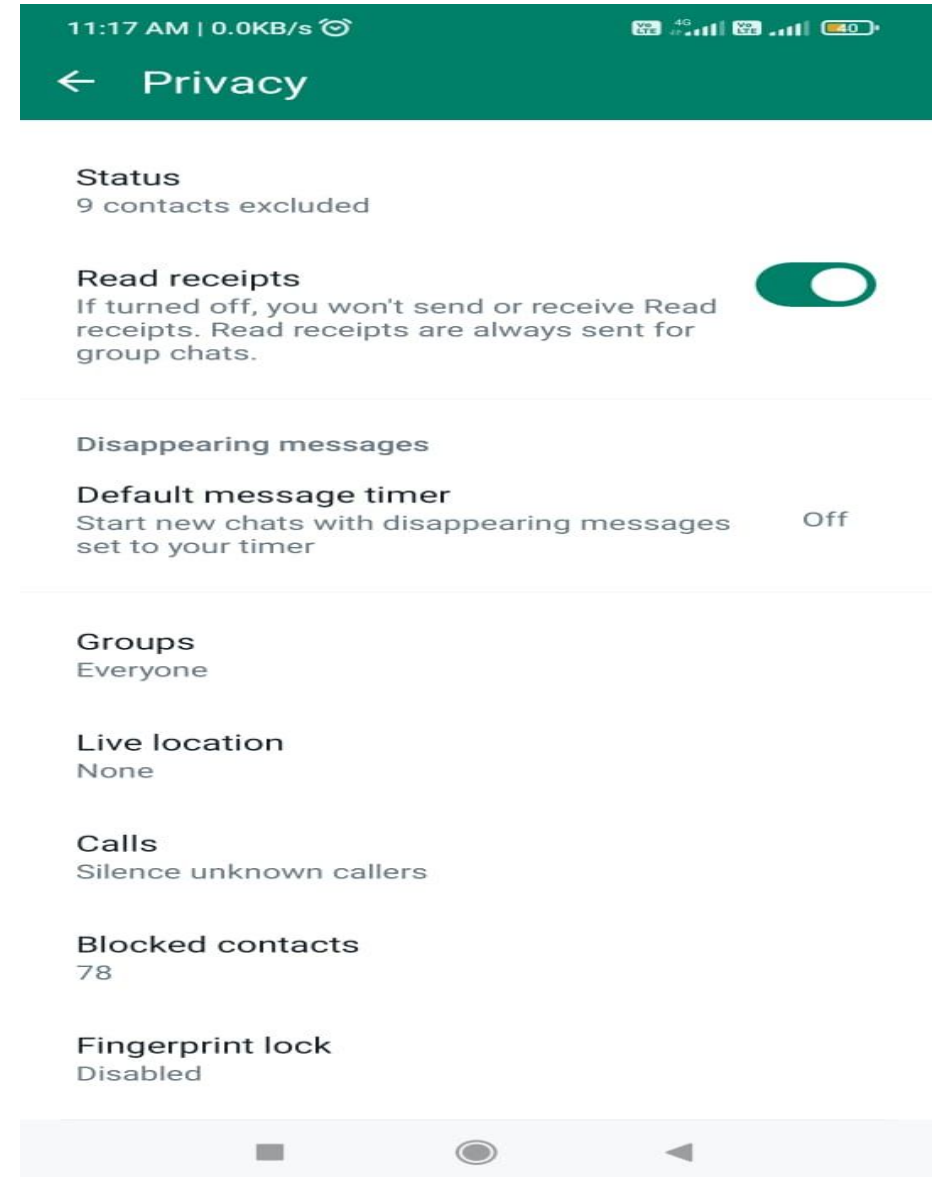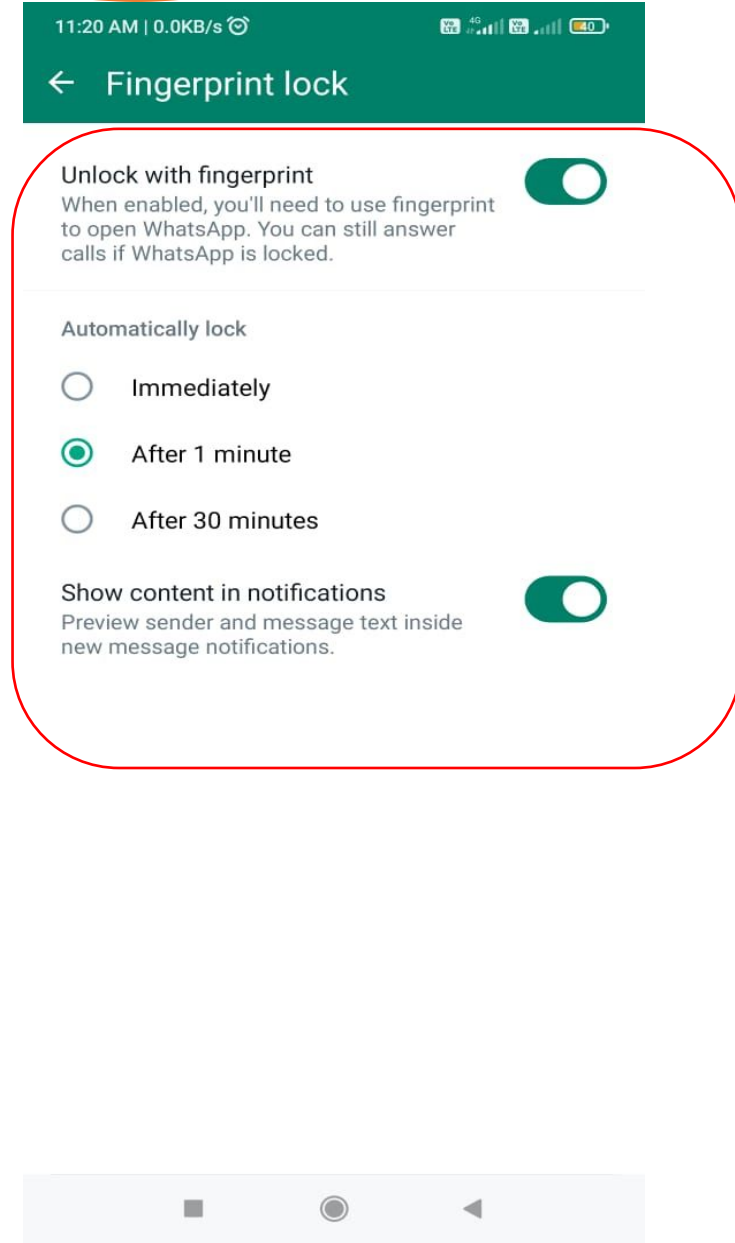 Android: Tap > Settings > Privacy.

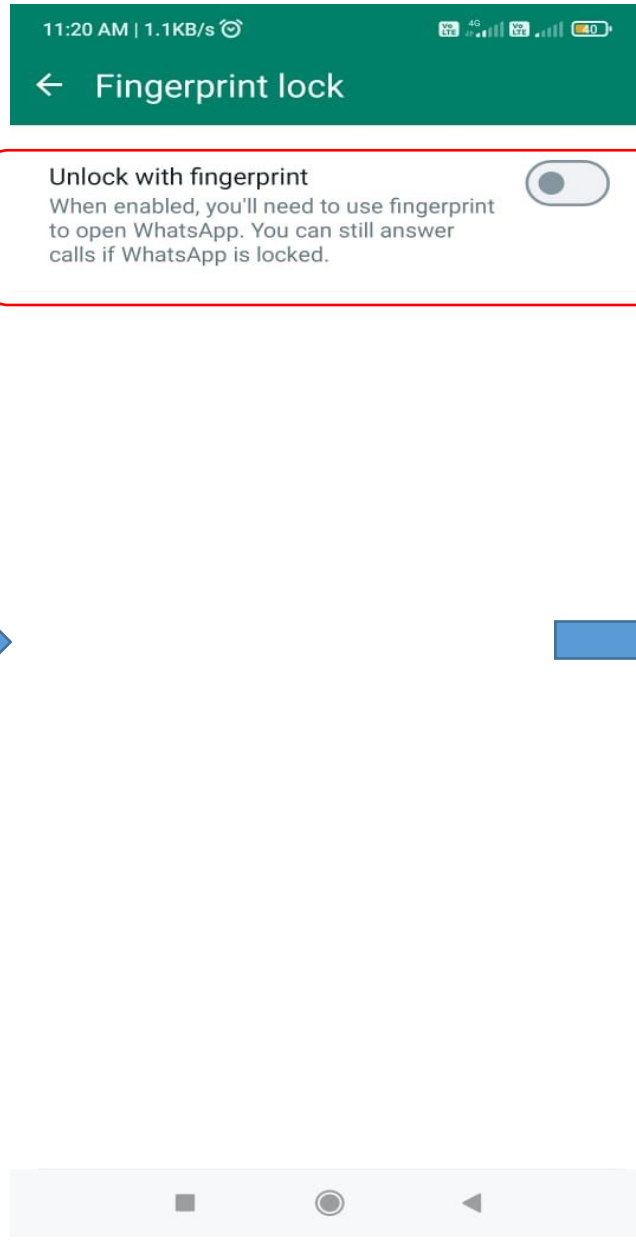 iPhone: Tap Settings > Privacy.

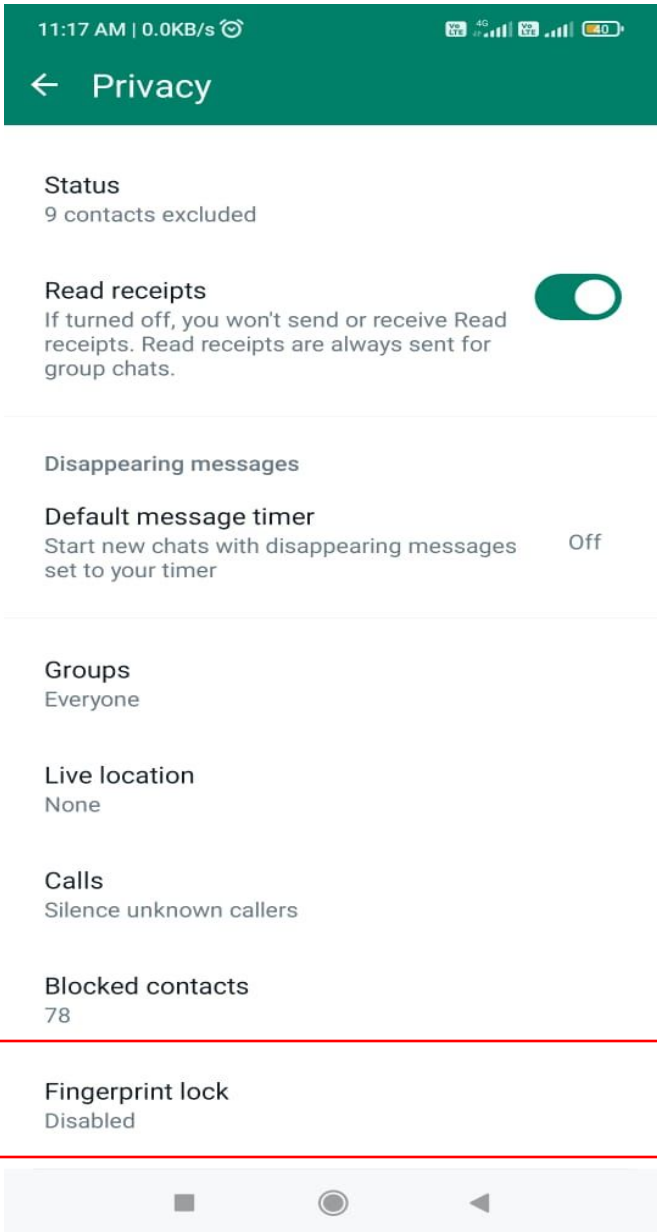 Desktop: Click Settings > Privacy.
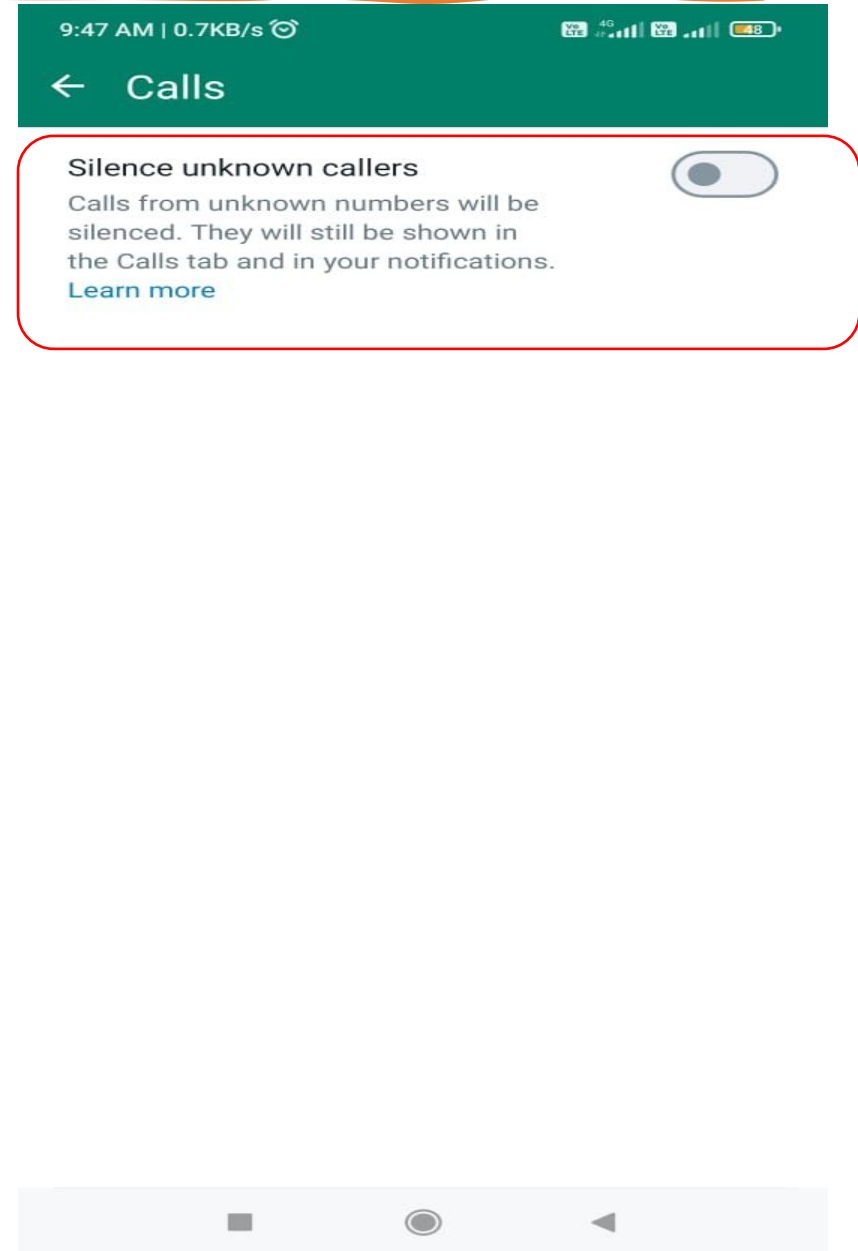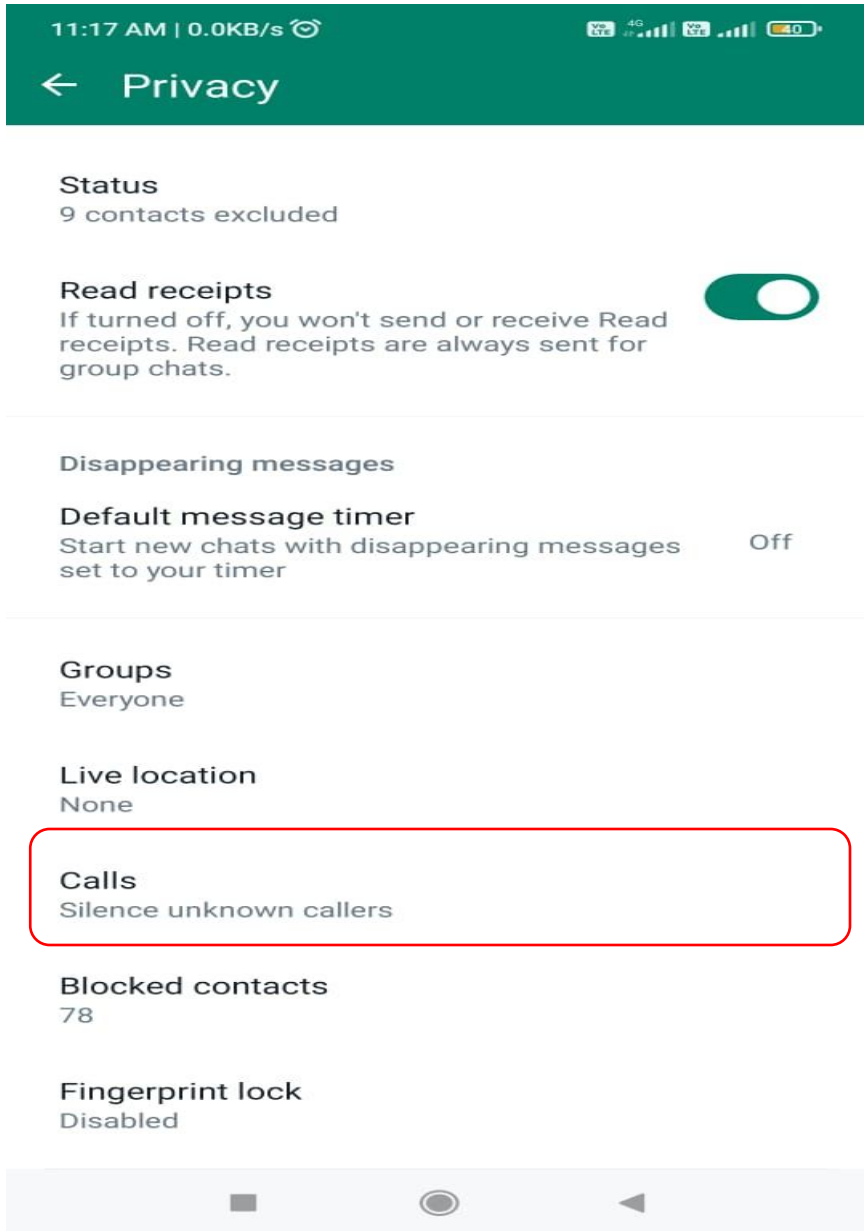
Change privacy settings

You can change:

- Who can see your Last Seen and Online.
- Who can see your Profile Photo.
- Who can see your About information.
- Who can see your Status updates.
- Whether Read Receipts get sent.
- Who can add you to Groups.
- Which calls get silenced.
- Who can call you.

Fingerprint Lock

Privacy

Status
9 contacts excluded

Read receipts
If turned off, you won't send or receive Read receipts. Read receipts are always sent for group chats.

Disappearing messages

Default message timer
Start new chats with disappearing messages set to your timer
Off

Groups
Everyone

Live location
None

Calls
Silence unknown callers

Blocked contacts
78

Fingerprint lock
Disabled

Fingerprint lock

Unlock with fingerprint
When enabled, you'll need to use fingerprint to open WhatsApp. You can still answer calls if WhatsApp is locked.

Fingerprint lock

Unlock with fingerprint
When enabled, you'll need to use fingerprint to open WhatsApp. You can still answer calls if WhatsApp is locked.

Automatically lock

○ Immediately

⦿ After 1 minute

○ After 30 minutes

Show content in notifications
Preview sender and message text inside new message notifications.

Block Unknown Calls

Privacy

Status
9 contacts excluded

Read receipts
If turned off, you won't send or receive Read receipts. Read receipts are always sent for group chats.

Disappearing messages

Default message timer
Start new chats with disappearing messages set to your timer   Off

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Live location
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Calls
Silence unknown callers

Blocked contacts
78

Fingerprint lock
Disabled

Calls

Silence unknown callers
Calls from unknown numbers will be silenced. They will still be shown in the Calls tab and in your notifications.
Learn more
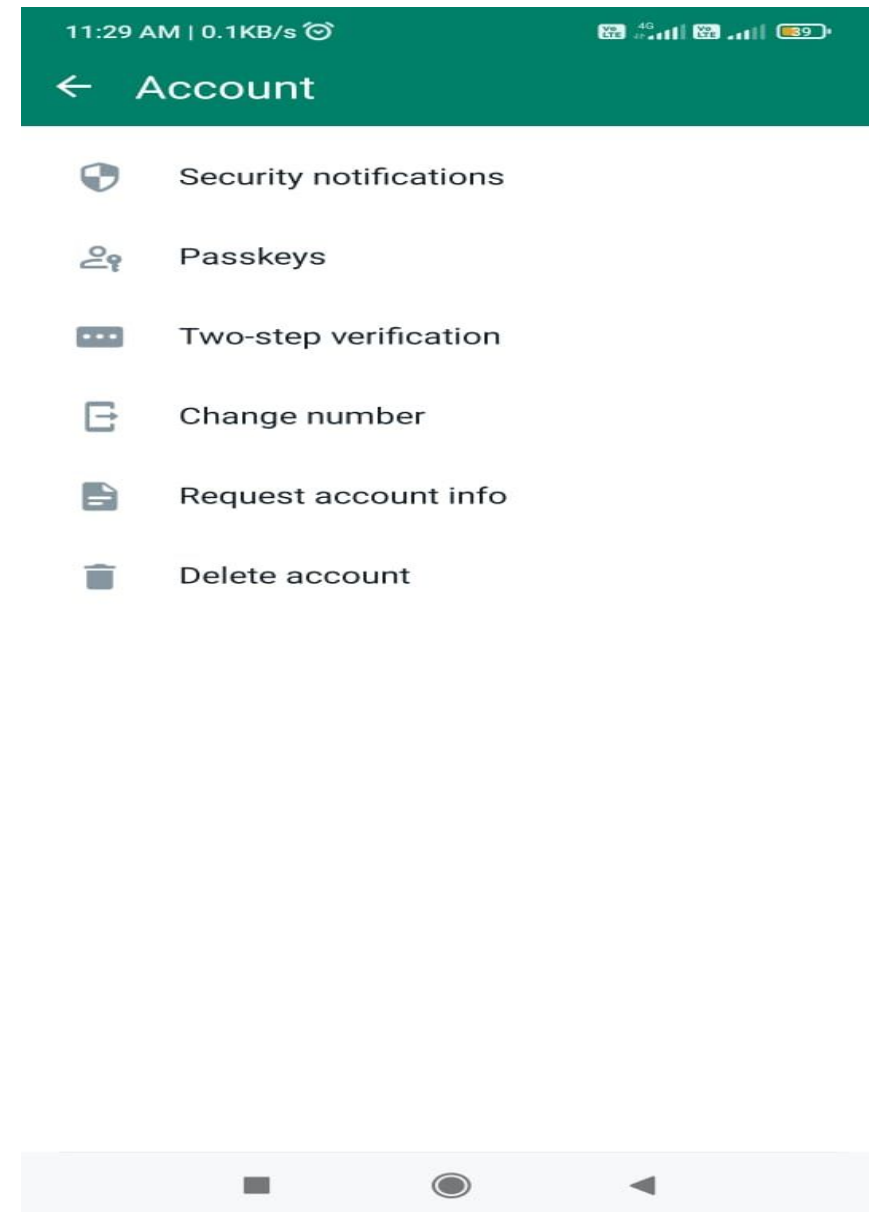
Whatsapp Settings

□Security Notifications : You can receive notifications when your security code changes for a contact's phone in an end-to-end encrypted chat. To do so, you'll need to enable the setting on each device where you want to get notifications.

□Two Step Verification : This feature allows you to add a password to access your Whatsapp account when logging in from a new device. This will prevent people with access to your SIM card or phone number from logging into your Whatsapp account

11:29 AM | 0.1KB/s

← Account

🛡 Security notifications

👤 Passkeys

▪▪▪ Two-step verification

⤷ Change number

📄 Request account info

🗑 Delete account

Manage future activity off with Meta Tech. In Facebook

- at Connect 2021, CEO Mark Zuckerberg introduced <u>Meta</u> which brings together apps and technologies under one new company brand.

- focus will be to bring the metaverse to life and help people connect, find communities and grow businesses. So the name change of facebook has taken place in a way and on your settings page it wold be displayed as Meta technologies

- a User can choose to turn off hi /her future activity off Meta technologies with the **Manage Future Activity** setting.

- A user's s activity off Meta technologies is summary of activity that businesses & organizations shared with Facebook

- about User's interactions with them, such as visiting apps or websites. This helps facebook give the user a more personalised experience..

Task 1 A User may Turn off future activity of Meta technologies for all apps and websites in Facebook's Accounts Center:

1. Click on your profile picture in the top right, then click **Settings and privacy**.

2. Click ⚙ **Settings**.

3. Click **Accounts Center**, then click **Your information and permissions**.

4. Click **Your activity off Meta technologies**.

5. Click **Manage Future Activity**.

6. Click **Disconnect future activity**.

7. Click **Continue**, then click **Confirm**.

A user may access this setting through his /her Facebook settings

1. Click on your profile picture in the top right, then click **Settings and privacy**.

2. Click ⚙ **Settings**.

3. Click **Your Facebook Information** in the left column, then click **Your activity off Meta technologies**.

4. Next to **Your activity off Meta technologies**, click **View**.

5. Click **Manage Future Activity**.

6. Click **Disconnect future activity**.

7. Click **Continue**, then click **Confirm**.

TASK 1 a. A User may turn off his /her future activity of Meta Technologies for one app or website

1. Click your profile picture in the top right of Facebook.

2. Select **Settings & privacy**, then click **Settings**.

3. Click **Your Facebook Information** in the left column, then click **Off-Facebook Activity**.

4. Click **Manage Your activity off Meta technologies**. You'll be prompted to re-enter your password.

5. Click the app or website you'd like to review.

6. Click **Turn off future activity from [name of business or organization]**, then click **Turn Off**.

What Happens When future activity is turned off in Meta Technologies:

- Your future activity off Meta technologies will be disconnected within 48 hours from when it's received. During this time it may be used for measurement purposes and to make improvements to our ads systems.

- If you choose to turn off your future activity for all apps and websites, you'll also disconnect all your past activity off Meta technologies.

- You may still see ads from these businesses. For example, advertisers can show ads based on your activity on Facebook, such as when you like a business page. Also, they can upload customer lists and show their ads to people on that list. Learn more about advertisers using these lists on your Ad Preferences page.

- You'll still see the same number of ads, but the ads you see may be less personalized to you.

- You may be logged out of apps and websites. To log in with Facebook in the future, you'll have to allow information from that app or website to stay connected to your Facebook account.

Task 2. A user can Manage contact uploading with the Facebook app

A user can manage continuous contact uploading to facebook on the Android, iPhone, iPad devices.

When continuous contact uploading is turned on, Facebook will automatically upload contacts from user's phone or tablet whenever a user logs into his / her Facebook account.

Steps To turn continuous contact uploading off or on in the Facebook app in various devices

Android:

1. Tap ☰ in the top right of Facebook.

2. Scroll down and tap **Settings & Privacy**, then tap **Settings**.

3. Scroll down to the **Permissions** section and tap **Upload Contacts**.

4. Tap next to **Continuous Contacts Upload** to turn this setting on or off

iPhone:

1. Tap ☰ in the bottom right of Facebook.

2. Scroll down and tap **Settings & Privacy**, then tap **Settings**.

3. Scroll down to the **Permissions** section and tap **Upload Contacts**.

4. Tap next to **Upload Contacts** to turn this setting on or off.

TASK 3. Lock one's Facebook profile

To lock one's profile from his /her profile page:

1. Click ⋯ under your name.

2. Click **Lock Profile.**

3. Click **Lock Your Profile.**

4. Click **OK** to return to the previous page.

After one locks his/her profile, people who aren't friends will see a blue badge on your profile

Task 3a. Unlock Your Profile

1. Click ··· under your name.

2. Click **Unlock Profile**.

3. Click **Unlock**.

4. Click **Unlock Your Profile**.

5. Click **OK** to return to the previous page.

What happens when you lock your profile??

- Only friends will see the photos and posts on your profile.

- Only friends can see your full size profile picture and cover photo.

- Any posts you've shared in the past to Public will change to Friends.

- Only a portion of your About Info will be visible to everyone on your profile.

- Only your friends will be able to see your Stories.

- Profile review and tag review will be turned on.

- You'll be able to share new posts and photos with only your friends.

Note: When you lock your profile, your settings for how people find and contact you don't change..

TASK 4. Who views your Facebook profile ??

Facebook doesn't let people track who views their profile. Third-party apps also can't provide this functionality. If you come across an app that claims to offer this ability, please report the app.

TASK5. See how many people have visited your Facebook Page ???

 One can see the number of people who have visited one's Page in <u>Meta Business Suite</u>

 To see the number of people who have visited one's Page:

✔ Log into Facebook, then click your profile photo in the top right.

✔ Click **See all Profiles**, then select the Page you want to switch into.

✔ Click **Meta Business Suite** in the left menu.

✔ Click **Insights** in the left menu.

✔ Click **Results**.

✔ Scroll down to **Page and profile visits**.

Task 6. Block profiles from your Facebook Page

One can block a profile from his/her your Page in the new Pages experience, it can no longer do the following things while logged in as that profile:

- See things you post on your Page

- Tag your Page

- Invite your Page to events or groups

- Start a conversation with your Page

- Find your Page by searching for it on Facebook

 If you block a profile that follows your Page, it will also be removed as a follower.

IMPORTANT Keep in mind: When you block a profile or Page, you only block it from your Page. This does not include apps, games or groups that your Page and the blocked profile or Page both participate in.

There are several ways to block a profile, app or Page from your Page in the new Pages experience.

 From Page settings:

 Log into Facebook, then click your profile photo in the top right.

 Click **See all Profiles**, then select the Page you want to switch into.

 Click your Page photo at the top right of Facebook, click **Settings & Privacy**, then click **Settings**.

 In the left menu, click **Privacy**, then click **Blocking**.

Select the profiles, apps and Pages you want to block:

- **Block users:** Type the name of the profile you want to block, then click **Block**. You can also click **Block Followers** and search for profiles that you want to block.

- **Block apps:** Type the name of the app that you want to block.
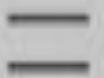
- **Block Pages:** Type the name of the Page you want to block.

One can also block multiple followers at one time:

 Click **Block Followers**, then click the box next to the followers that you want to block.

 Click **Block**.

 From your list of followers:

 From comments on a post:

TASK 7. Use Crisis Response on Facebook

 Visit the Coronavirus (COVID-19) Information Center for guidelines about maintaining a safe distance from people outside of your household. If you need urgent help, contact emergency services.

 You can use Crisis Response to find help through your community for things such as transportation, food or supplies.

 To request help using Crisis Response, visit Facebook on an iOS or Android device.

1. Tap ≡ in the bottom right of Facebook.

2. Scroll down and tap **Community Help** or **Crisis Response**. Keep in mind, you may need to tap See More to access these bookmarks. From **Community Help**, you can access Crisis Response by scrolling and tapping **Crisis Response** in the top menu on the Community Help page.

3. Select the crisis you want to find help for.

4. Scroll down to view posts. If you don't see a post offering the help you need, tap **Create Post** and describe the help you need.

TASK 7. Use Crisis Response on Facebook on Android

1. Tap ☰ in the top right of Facebook.

2. Scroll down and tap **Community Help or Crisis Response**. Keep in mind, you may need to tap See More to access these bookmarks. From **Community Help** you can access Crisis Response by scrolling and tapping **Crisis Response** in the top menu on the Community Help page.

3. Select the crisis you want to find help for.

4. Scroll down to view posts. If you don't see a post offering the help you need, tap **Create Post** and describe the help you need.

Crisis Response posts must follow these guidelines

- They must follow our Community Standards.
- They must be relevant to the crisis.
- They can't be promotional in nature or contain commercial offers.

Get alerts about unrecognized logins

- Go to your Security and Login Settings.
- Scroll down to **Get alerts about unrecognized logins** and click **Edit**.
- Choose where you want to receive your alerts, such as from your email account or with a Facebook notification from a recognized device.
- Click **Save changes**.

After you start getting alerts about unrecognized logins:

- When you receive a login alert, you can tell us if you recognize the login activity by clicking or tapping **This was me**.

- If you don't recognize the login activity, click or tap **This wasn't me** and we'll help you reset your password and secure your account.

Windows Parental Control

- A set of settings called parental controls let you keep an eye on and limit what your kids can see on the internet.
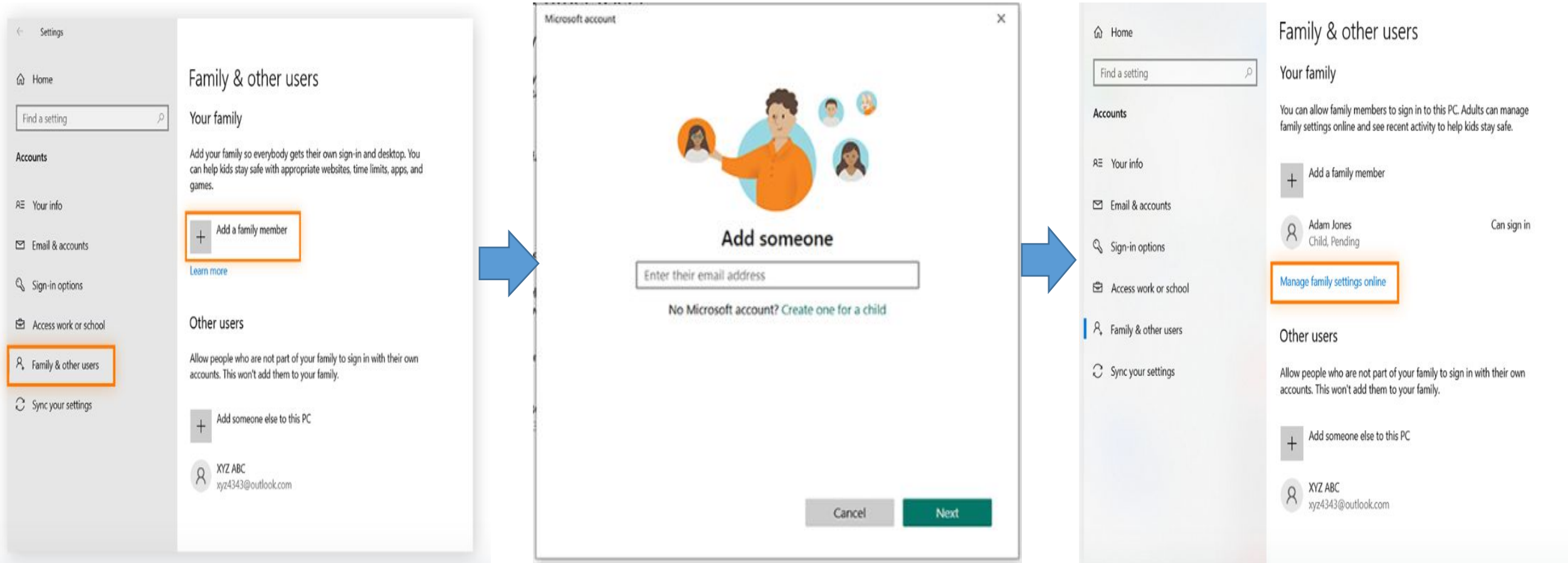
- They can aid in shielding kids from offensive material, cyberbullying, online grooming, and other problems related to online safety.
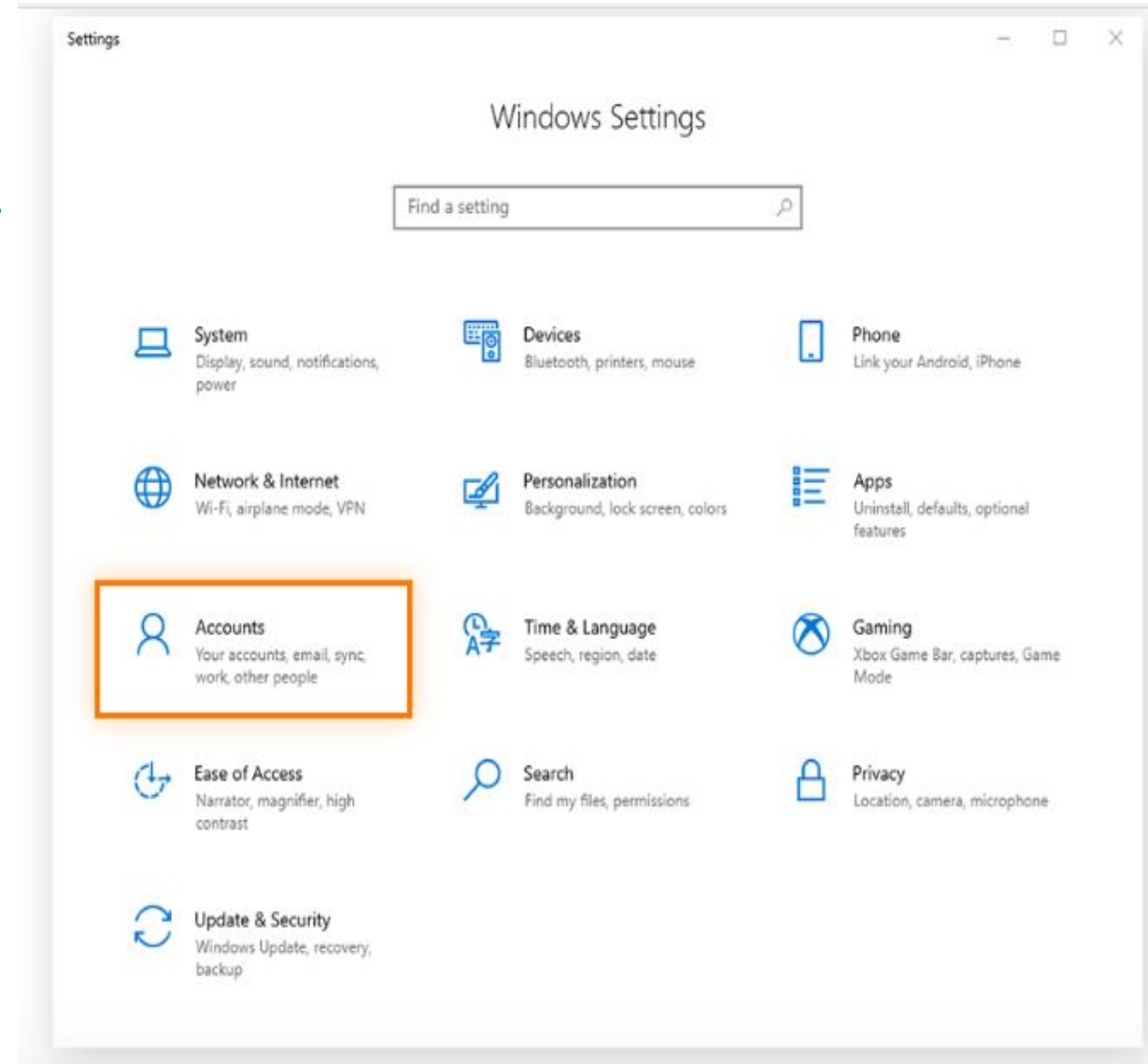
Create Family Group and Child Account

 You can add family member in family group by clicking on add a family member under Family and Other users option.

 Click on create one for child account for creating Microsoft child account.

Once you have set the account

Click on Manage Family settings

Create Family Group and Child Account

Ref : https://www.avast.com/c-parental-controls-windows

Parental Control Achievables

- Monitor all his activity.
- Set time limit for online activity
- Schedule time for any activity
- Schedule in all the devices
- Set time limit for individual games and Apps
- Block website.
- Content Filter
- You can also apply the same setting to gaming consoles from same account

Family Link App

- Google Family Link is a free app that helps parents manage their children's digital activity. It works with Android and iOS devices.

- Parents can use Family Link to:
  - ✔ Keep track of their children's digital activity
  - ✔ Manage device location, screen time, and privacy
  - ✔ Set ground rules and guide their child's experience online
  - ✔ Manage apps
  - ✔ Change or reset their child's password
  - ✔ Edit their child's personal information
  - ✔ Delete their child's account

- Family Link allows parents to choose the right balance for their family and help them create healthy digital habits

FAMILY LINK APP SNAPSHOTS

9:19 PM | 45.5KB/s

Welcome to Family Link

With Family Link you can see how your children spend their time on their devices and help manage their activity remotely

Google

A Akash Sharan
akashsharan13@gmail.com

Continue as Akash

9:19 PM | 7.5KB/s

Does your child have a Google Account?

They'll need an account ending in @gmail.com in order to set up supervision for them

Yes

No

9:19 PM | 11.1KB/s

Get your child's device

1 Open **Settings**

2 For Android devices, go to **Google**, then **Parental controls**

   For Chromebooks, go to **People**, then **Parental controls**

3 Follow the steps to set up **parental controls**

4 Tap **Done** below when you're finished

Need help? Done

Family Link App Snapshots

9:20 PM | 10.6KB/s

Who will be using this device?

Child or teenager

Parent

9:21 PM | 1.4KB/s

Next steps

Set up parental controls for your child

Link your child's Google Account with your own in a Google family group

Choose apps for this device and set filters

From your own device, set controls such as bedtime and screen time limits

Next

You can monitor and mange activity of Child from

https: // myaccount. google.com/family/details

and the Family Link App

Safe Search

□ SafeSearch is intended to identify explicit content on Search, such as graphic violence and adult content.

□ You can choose to Blur explicit images or Filter any explicit content that has been detected if you don't want to see them in your search results.

□ These features can be implemented at antivirus for individual system or for whole network through Firewall

Today's (आज का) Cyber Security Slogan (नारा)

लावारिस पढ़ी पेनड्राइव (PenDrive) को कभी ना करें अपने सिस्टम (System) पे इस्तेमाल, रहेगी आपकी इन्फोरमेशन (information) प्रोटेक्टेड (protected) सिस्टम (System) पे हर हाल

Thank YOU all .
आप सबका बहुत आभार