[A laptop appears on the screen, displaying a padlock symbol.]

[Voice of a Woman]: There are lots of things you can do to manage your privacy online, but you can't control it completely.

[A mobile phone appears on the screen. An online profile is displayed. Other profiles appear around the phone, forming a network. The numbers of reactions to the message displayed on the phone are increasing.]

No matter how carefully you use your privacy settings, or how trustworthy your friends are, there will always be a chance that something you share online might be seen by more people than you originally planned to share it with.

Before you post anything, ask yourself these questions:

[Clouds with the following questions appearing on the screen]

Is that how I want people to see me?

Could someone use this to hurt me?

Would I be upset if they shared it with others?

What could happen if someone shares it?

[The home page of a social network appears on the screen. The name Elena Brown is typed in the search bar. Elena Brown's profile is displayed, and the screen scrolls down. Close-up of one of her posts, with some of the text blurred.]

These days, a lot of employers check social media when they're deciding whether or not to hire someone. Don't post things that are offensive or discriminatory. That includes liking posts from friends and others who share that kind of content.

[The screen scrolls down and a post reading "I'd never work for ... again. Worst job ever!" is displayed.]

Don't post negative things about your current or past workplaces.

Instead, focus on sharing things that you're proud of or tell a good story about you...

[Another profile, by Jasmine Best, is displayed on the screen. A photo of Jasmine running at the Marathon and one of Jasmine volunteering are shown.]

... like running a marathon or volunteering with a charity.

[A list of friends is displayed on a mobile phone. The finger clicks on the name of Elsa Guzman and then on Message. The Text message "Hey is it ok if I post a photo from the birthday party? The group shot with the kids?" is sent to Elsa. The answer is "Sure".]

Your friends are also trusting you to make good decisions about the things you post. In general, you should ask before you post pictures or videos of other people, especially when you post about children.

[The "Create a Post" option is displayed on the mobile phone. A photo is ready to be published. The finger taps on the three small dots and changes the privacy settings to "Friend sonly".]

You should also make sure you limit access to these photos by using privacy settings, so only family and close friends can see them.

[Clouds appear on the screen, indicating the following questions:

- How will others feel?

- How will my friend feel if someone close to them sees it?]

Also, before you share or like something that someone else has posted, ask these questions before sharing or liking a post posted by someone else: How will others feel about the content I'm liking or sharing? How will my friend feel if I share their post and it gets seen by a broader audience like their partner or employer?

[The conversation with Elsa continues:

"Here's the link: https://photo/AABBCC"

Elsa: "Thanks for asking"]

If you're not sure whether it's ok to share, just ask.

[Brandmark of TELUS Wise]

For more information on Online basics, checkout the other videos in the series.

[telus.com/WiseOnlineBasics].