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[TELUS Wise online basics]

[13. TELUS \_ Privacy on social networks]

[Two images of different social networks appear on the screen. The words "Open Network" and "Closed Network" are above them.]

[Voice of a woman]: There are lots of different social networks, but when it comes to privacy, there are really only two kinds you need to be aware of: open network and closed.

[A mobile phone appears on the screen. A message is displayed on the social network app. The finger clicks on "Post". The open network profiles turn green, one by one.]

Anything you post on an open network can generally be seen by anyone and in particular, by those who choose to follow you. You can see what others post on the network, too, and if you follow them, their posts will be automatically shown to you.

[Twitter, YouTube and Pinterest icons appear on the screen above the mobile phone.]

Twitter, YouTube and Pinterest are examples of open social networks.

[The closed network image and the mobile phone appear on the screen. The finger clicks on "Add Friend".]

On closed social networks, two people have to decide to friend or follow one another. In general, only your friends can see what you post, and you can see what they post.

[Facebook and Instagram icons appear on the screen above the mobile phone.]

Facebook and Instagram are examples of closed networks.

[The finger clicks on "Create a post" and then clicks on "Publish". The message is published on a social network. The number of people who react to this message increases to 1050.]

You have to think carefully about who you accept as a friend on a closed network, because they'll be able to see everything you post and may also be able to share your post with their own friends who may not be the same as yours.

[The screen of a social network app is displayed. The finger clicks on "Remove".]

Don't accept friend requests from people you don't know or don't trust.

[The name Tamara Knight is entered in the search field. An online profile appears. The finger clicks on "Add Friend"]

You can look for names of people you know and connect with them when you sign up.

[A list of suggestions from people appears on the "People you may know" screen. The finger clicks "Add Friend" for two of these people.]

Once you start to make connections, a lot of social networks will also suggest people they think you might know or might want to connect with.

[The Friends list is displayed. The finger clicks on "Unfriend" for three of these names.]

If you friend someone and later change your mind, you can unfriend them. That means they won't see your posts anymore and you won't see theirs.

[The "All Friends" list is displayed. Harold is selected and his Timeline is displayed. The finger clicks on "Friends" and then on "Unfriend". The message "Unfriend Harold Are you sure you want to remove Harold as your friends? " is displayed. The finger clicks "Cancel".]

For example, on Facebook, to unfriend someone, go to their Timeline, click on "Friends" and then click "Unfriend".

[The finger clicks on the three small dots under Harold's name and then on "Block". The message "Block Harold? People you block can no longer tag you, invite you to events, or groups, start a conversation with you, add you as a friend or see things you post on your timeline. If you're friends, blocking someone will also unfriend them" is displayed.]

If you want to totally cut off contact with someone, you can block them. If you block someone, they can't send you a new friend request, can't see anything on your profile and can't send you messages on that network.

[Facebook's homepage is displayed. The finger clicks on Settings, the screen scrolls and the Blocking page appears.]

The steps to block someone vary, depending on the social network. Typically, you will find the options in Settings, under Blocking or Privacy and security. If you can't find the option to block, an Internet search may help you with step-by-step instructions.

[The "All Friends" list is displayed. The screen scrolls and the finger clicks on Justin's name, then on the Unfollow Justin option.]

If you want a break from someone, but don't want to block or unfriend them, most social networks let you mute or unfollow people. This means that you are still connected, but you won't see their posts until you unmute or refollow them.

[Alexis' online profile is displayed. The finger clicks on the three small dots and then on the option "Snooze Alexis for 30 days".]

And don't worry, people aren't told that you've muted, unfriended or blocked them, but if they pay close attention to their friends lists, they may notice your absence.

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

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