

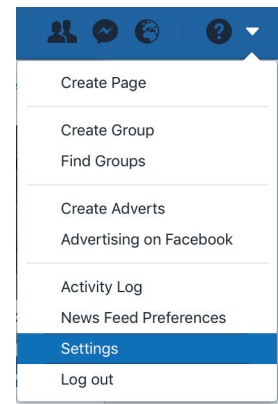
Control who can Friend you

Although the idea of Facebook is to forge links with other people, there will inevitably be some individuals who you would much rather avoid. Thankfully, there are three key ways of exerting some control over those you come across on Facebook. You can:

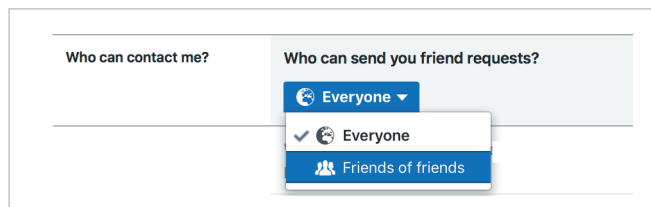
- Limit the people who can contact you to friends of friends
- Block individuals from contacting you
- Unfriend those you have already accepted

Limiting who can contact you

- 1 Click the downward arrow in the Navigation bar at the top of the screen, and select Settings
- 2 Look at the menu to the left of the screen, and click **Privacy**
- 3 You will see an option entitled **Who can contact me?** On this line, to the far right, will be the word **Edit**. Click this



- 4 A drop-down menu will appear. Click it, and you will see two options: Everyone and Friends of friends. Select **Friends of friends**



- 5 Click **Close**


Now, only people who are connected with your friends on Facebook will be able to send you a request. Everyone else will have to contact you direct and ask that you Friend them.

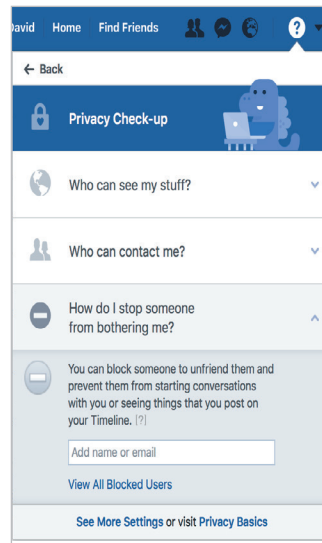
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Blocking someone

Blocking is something of an extreme measure in the world of social networking. It will prevent someone from viewing anything you post, and bar them from interacting with you.

Reasons for blocking people vary, but often it is because of abusive, bullying, sexist or racist behavior. Harassment, trolling and the sharing of sexually explicit content will also cause people to block others.

- 1 Click the  icon in the Navigation bar at the top of the screen
- 2 Click **Privacy Shortcuts** and select **How do I stop someone from bothering me?**
- 3 In the section that appears underneath, add the name or email address of the person you want to block
- 4 Click **Block**

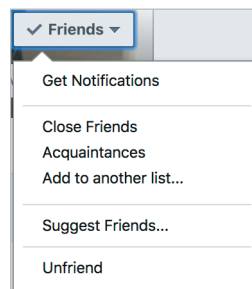


Even when you block someone, you may still see their name crop up during your use of Facebook. They can appear in posts made by mutual friends or in groups and message conversations, for example. They won't, however, be able to interact with you directly.

Unfriend someone

You can also decide to stop being friends with someone. The other person will not be notified.

- 1 Visit the person's profile
- 2 Hover your mouse over the Friends icon at the top of the screen to view the menu
- 3 Click **Unfriend**



If someone has unfriended you you'll only find out if you go to their profile page, and there is an option to add them as a friend.