



Twitter Settings

Twitter is an online news and social networking site. This is where you can share information and have visibility of your community and the world around you.

There are tools provided so that you can enjoy utilizing Twitter with confidence and regulate what you see and what others can see about you.

Changing your privacy settings

Select the cog-shaped image on your home page, choose "Settings," and then select the "Security and Privacy" tab to have visibility of a list of choices for protecting your profile. Select the "Protect MyTweets" box, and then select "Save Changes." You will be asked to confirm your password in order for the changes to be made.

Control what is visible to you

We have simplified the steps in order for you to take action on a Tweet. Click the image at the top of any Tweet, to rapidly access selections like unfollow, mute, block, report, and more.

Unfollow

Unfollowing is the easiest action to take so as to stop viewing a person's Tweets on your "Home timeline". One can follow that person again if you wish to in the future.

This option is accessible from the ^ in the message.

- Locate a Tweet from the person you'd like to unfollow.
- Guide your mouse to be over their name.
- Select the **Following /Unfollow** button.

Mute

Muting an account will mean that the account is no longer visible in your twitter timeline. It is a good way of staying connected to someone without having to view all of their tweets. They will be unaware that you have Muted the account and they will still be able to send you Tweets directly and you will be notified when their tweets make mention of you.

Unlike blocking or unfollowing, Muted accounts do not know that you have muted them.

Muting from a profile:

- Navigate to the profile page of the account you want to mute.
- Select the "overflow" icon
- Choose Mute from available choices.

Block

Blocking an account will curb the account's ability to communicate with you. Blocked accounts will not have visibility of your Tweets and you will no longer have visibility of their tweets. The account holder will not receive notice that you have blocked them, but will know if they attempt to view anything on your profile.

Blocking from a profile

- Navigate to the profile page of the account you want to block.
- Select the more Image.
- Choose Block from the choices given.
- Choose Block again to confirm.

Report

If you feel that an account is in violation of the Rules and Terms of Service of Twitter, you should report the offence. This could be violations such as sensitive media, impersonation, abuse, and spam. Reporting can be a little time consuming but will ensure that it remains a great social media platform.

Visit here to report violations: <https://help.twitter.com/en/rules-and-policies/twitter-report-violation>

Control what others have visibility about you

Protect your Tweets

Protecting your Tweets will only allow your followers to see them. If you protect your account, you will be able to have the ability to decide if you wish for someone to follow you. This will not affect any accounts that were already following you.

- Navigate to **Privacy and safety** settings.
- Select the **Tweet privacy**
- Tick the area adjacent to **Protect my Tweets**
- Select the **Save** button
- You will need to enter password at this stage

Photo tagging

Although this is a good way of remaining in touch with others, you can choose to make this more private and then decide who, if anyone should be able to tag you.

To Tag people in a photo

- Select "Tag people,"
- type in a name, or username,
- Select Done.

Discoverability

Locating friends and others can enhance your experience. It is as easy as using a phone number or email. You may however wish to change your settings in order to not be discovered so easily.

- Open your **Privacy and safety** settings.
- At the **Discoverability** section, the following choices are available:
 - Allow people to locate you from your email
 - Allow others to locate you from your phone
 - Click on either
- Select **Save**.

Sharing your location

The platform allows you to decide if you wish to include your location with every Tweet. This could be helpful but unfortunately you do not know all of your followers and this could expose you to danger. You must therefore be very wary of sharing your location. Location is not enabled by default.

How to remove location data

- Log in to your twitter account
- Navigate to **Privacy and safety** settings.
- In **Privacy**, search for Tweet location.
- Select **Delete location information**.

For more and all settings please refer to the following site:

<https://help.twitter.com/en>