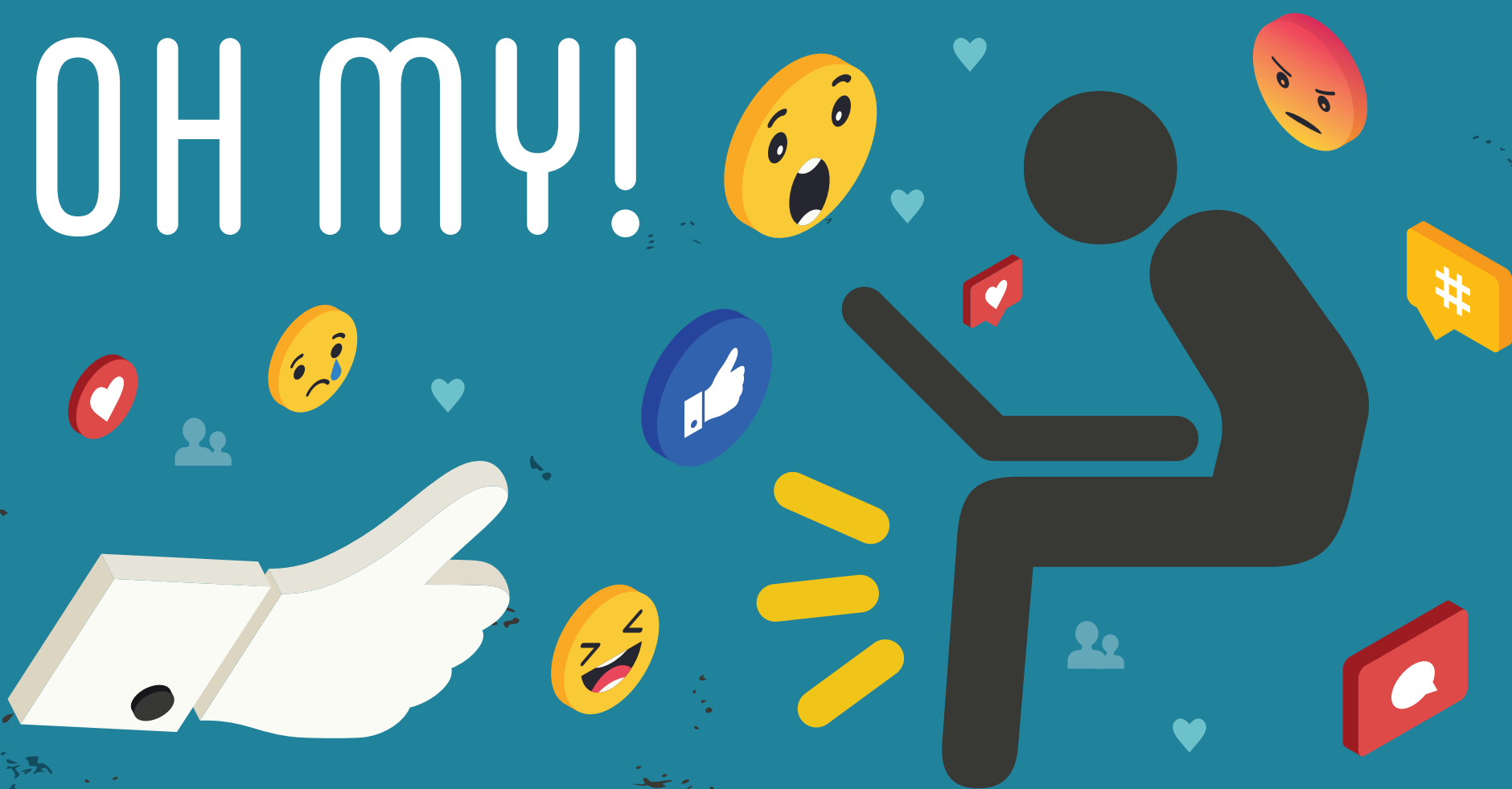


Using Social Media Responsibly

Comments, Posts, and Likes, OH MY!



Best Practices:

- **Set your preferences to allow only your friends the ability to view your profiles and posts.**
- **Turn off tagging and location services.**
- **Avoid posting personal information.**
- **At work, be sure to follow your organization's acceptable use policies.**
- **Never post or share confidential information or trade secrets.**