

# Quick How-To: Clean Up Your Digital Footprint

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## Who is this for?

This guide is for anyone who wants to remove old posts, unused accounts, or online information they no longer want public.

## Step-by-Step Instructions

### Step 1: Search for Yourself Online

- Type your name into a search engine (like Google).
- See what comes up—old profiles, photos, or posts you’ve forgotten.

### Step 2: Delete or Hide Old Posts

- Visit your social media accounts and delete posts you no longer want public.
- You can also change the privacy to “Only Me” if you don’t want to fully delete it.

### Step 3: Close Unused Accounts

- Think about old email addresses, apps, or websites you don’t use.
- Sign in and delete your account or remove personal info if you can’t delete it.

### Step 4: Update Privacy Settings

- On your active accounts, adjust privacy settings to limit who can see your posts.
- Set posts to “Friends” or “Private” instead of “Public.”

## **You Did It!**

You've cleaned up your digital footprint.