

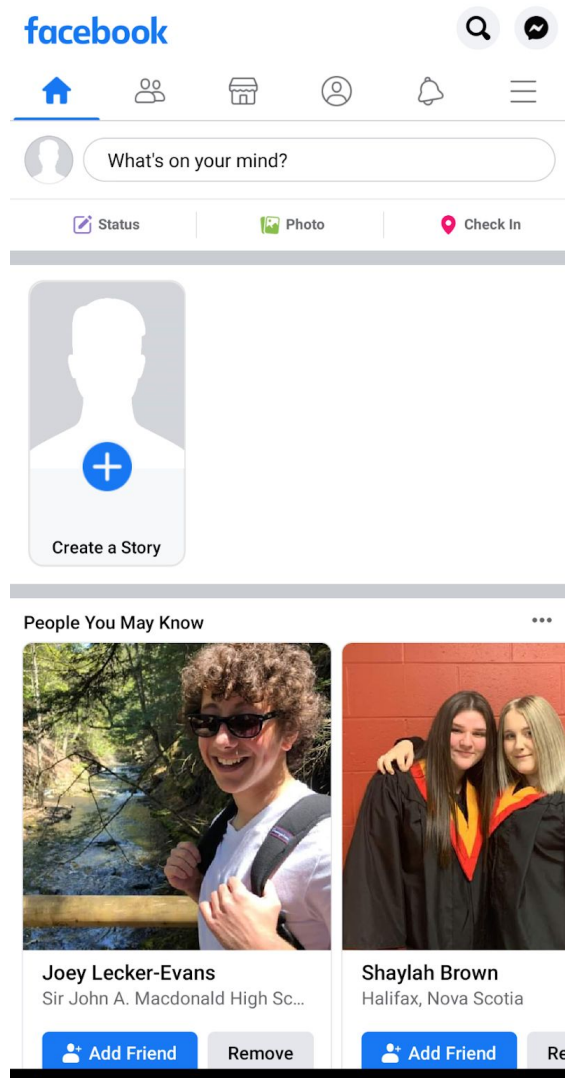
Creating a Facebook Account

1. Navigate to facebook.com in your browser or download the facebook app on your mobile device.
2. Select "Create New Account" button
3. You will be prompted to input info such as: your first and last name, phone number or email, date of birth, and your gender. Facebook will use this data to tailor your profile to you.
4. You will also be asked to create a password to access your profile. Strong passwords are a minimum of 8 characters long and use a combination of letters, numbers and special characters. It might be a good idea to write this password down for future reference.
5. Finally, select "sign up"
6. Congratulations! You've joined facebook!

Facebook Safety Tips

1. Keep your privacy settings set to protect your privacy. Make your posts visible only to friends, for example, not public.
2. Only accept friend requests from people you know personally and would like to stay in touch with. This also applies to sending friend requests.
3. Be cautious about responding to personal messages, through the Messenger feature on Facebook, and never open unsolicited attachments or videos.
4. Don't share personal information in Facebook posts, like your address, phone number, when you're out of the house, etc.
5. It's best not to post photos of and information about minor children without their parents' permission, even if they are your grandchildren.

Facebook Homepage:




This is the Facebook homepage. This page is where you will interact most with Facebook. From this page you can create posts, create stories -a post lasting 24 hours- and add friends from suggestions.

- To create a post select the “What’s on your mind?” box
- To create a story select the “create a story” box
- To add a friend, press add friend for the profile you wish to friend. To stop seeing this friend suggestion select “remove”


Posts and Stories you make will be visible on your page and to your Facebook friends.


← Create Post

POST




Noah Smith


 Friends ▾


 Album ▾


What's on your mind?


^


 Photo/Video


 Tag People


 Feeling/Activity


 Check In

 GIF

 Background Color

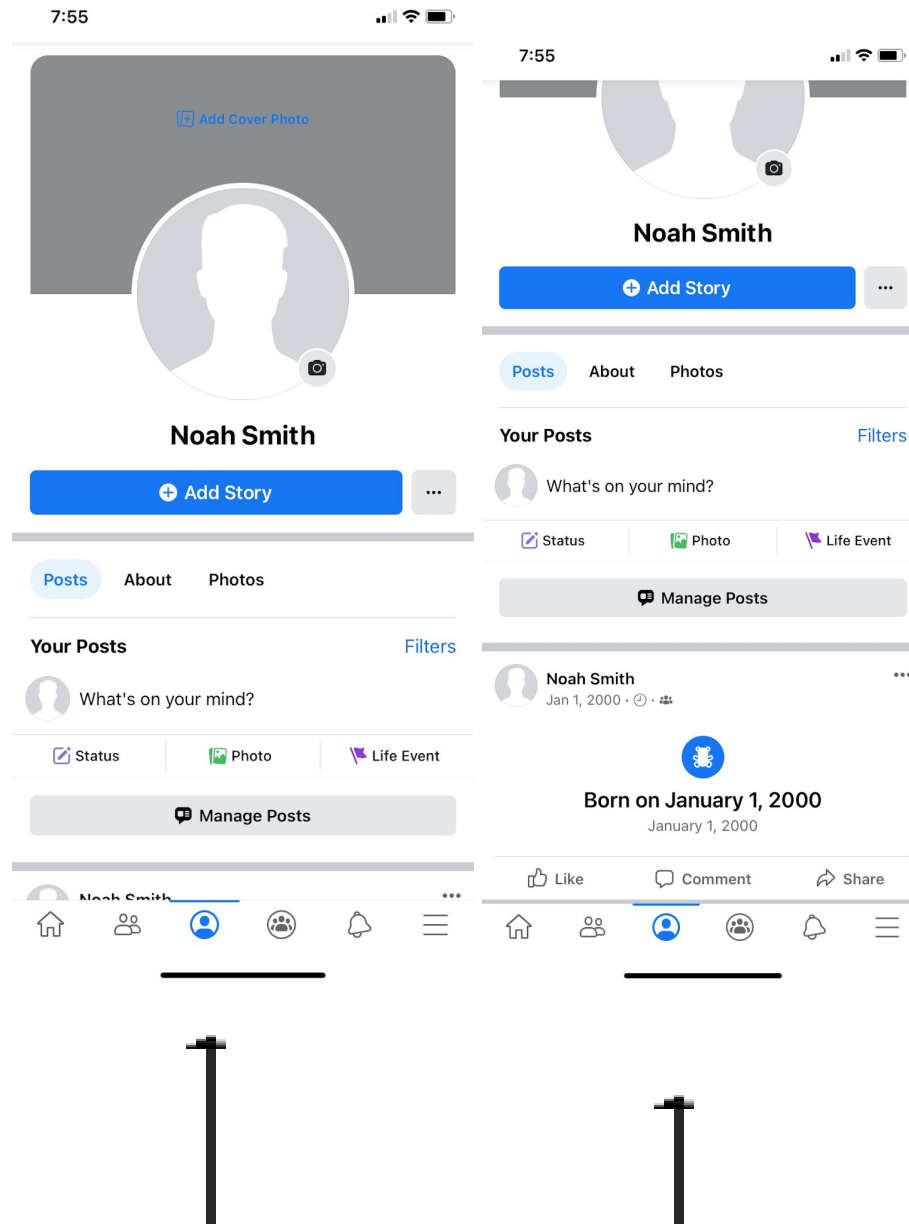
 Camera

 Ask for Recommendations

 Sell Something

This page will appear if you select the “What’s on your mind box?”. From here you can write a message that will be visible to your Facebook friends. You can also add photos and tag those people in these photos. Tagging someone signifies that they are in the photo. To post your content to Facebook, select the “post” button in the top right corner.

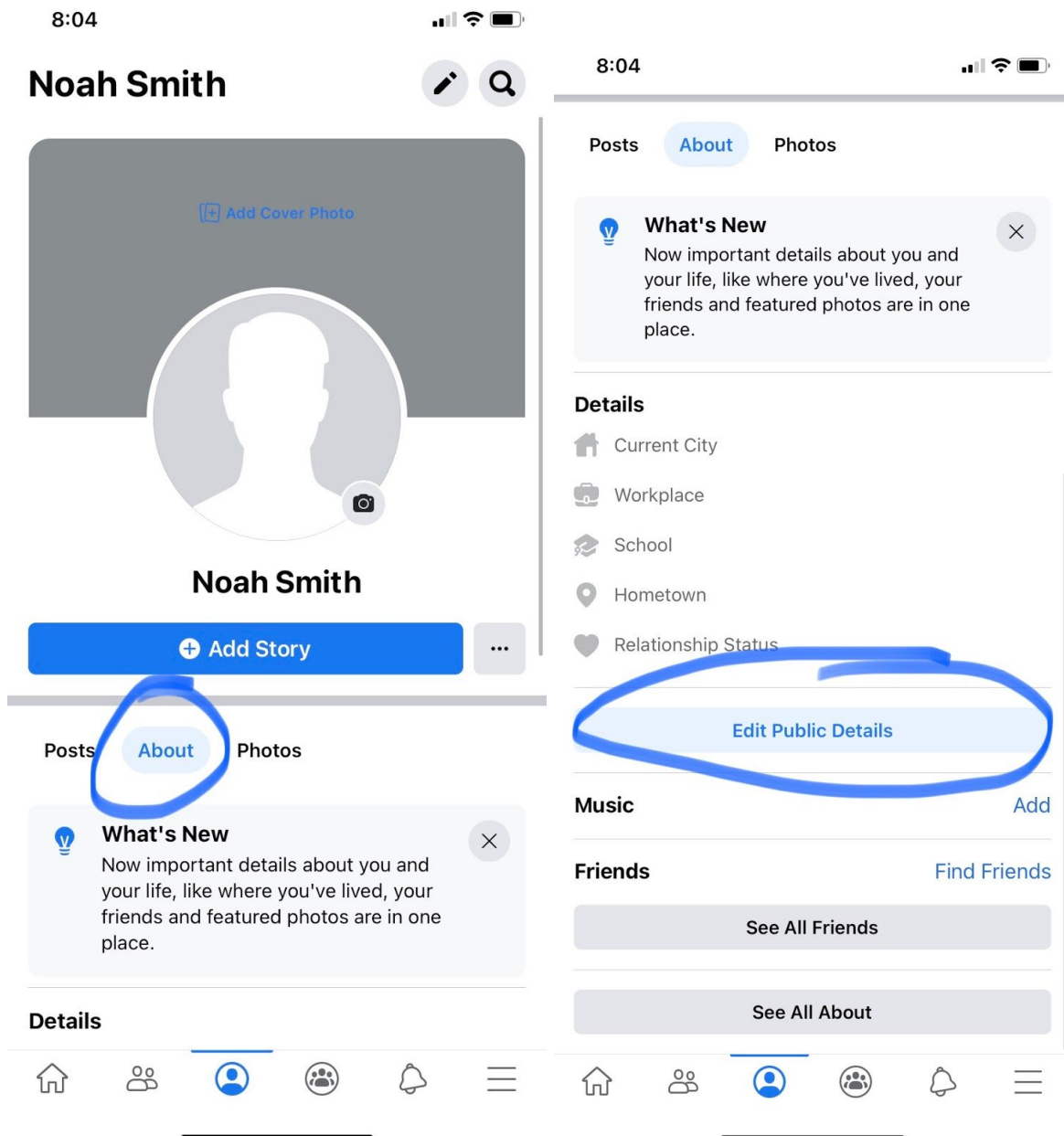
Facebook: Your profile



To first get to your profile you choose the emoticon pointed to above, highlighted in blue. Just underneath the big “Add Story” button you’ll three options: “Posts”, “About”, and “Photos”. The

This is the bottom of your profile, same as the first picture just scrolled down. This entire page acts as your own Homepage.

first one we are on right now is “Posts”, this is where you’ll see all of your own photos.

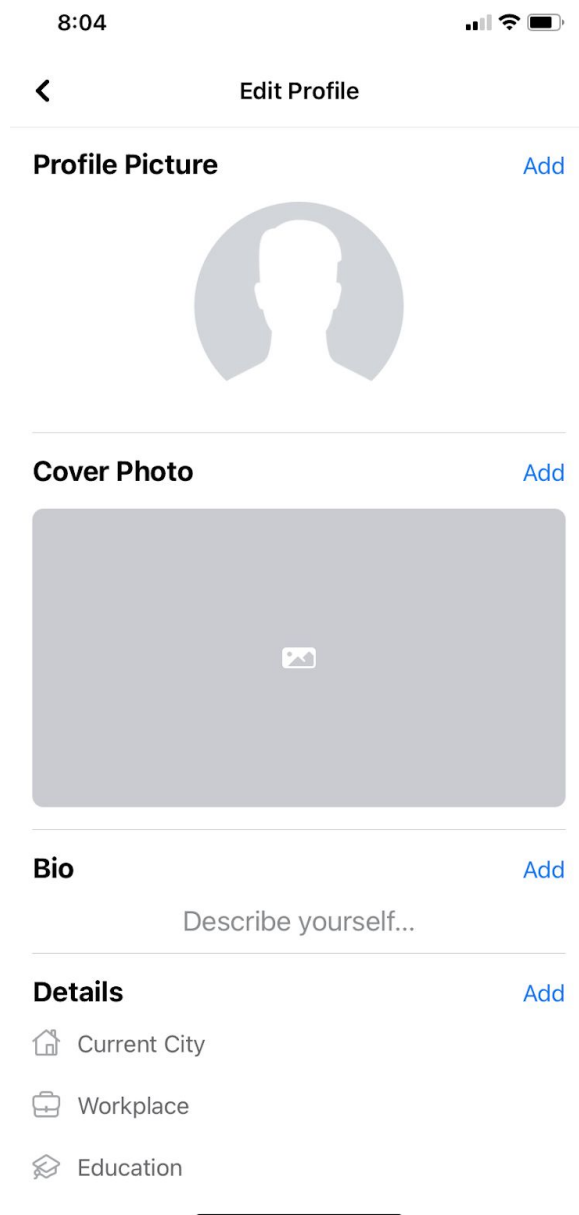


In the previous pictures we were under “Posts”,

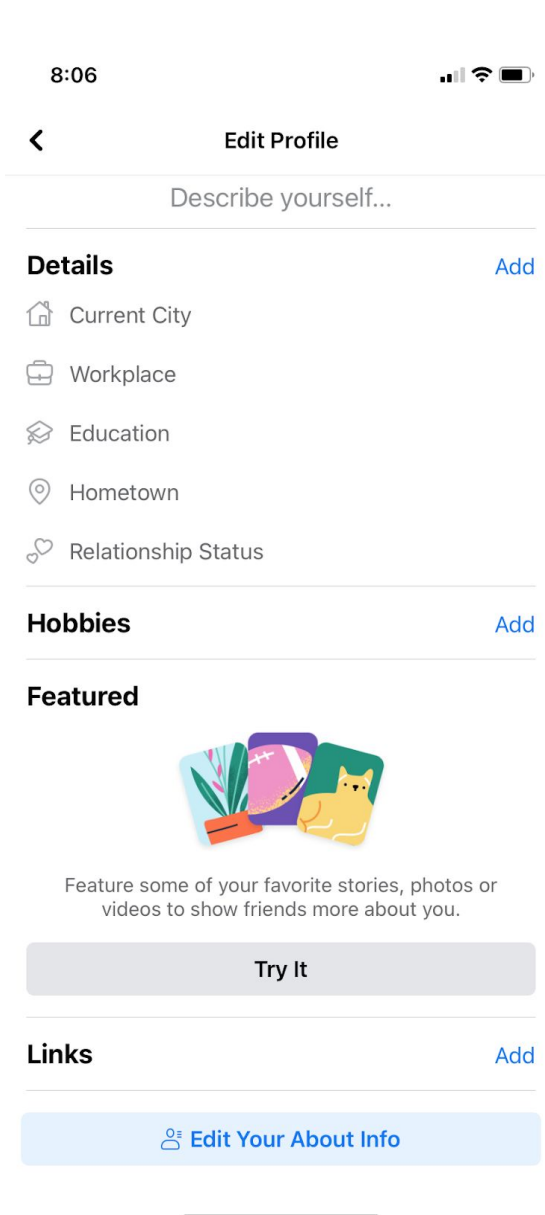
This is still the “About” page, just scrolled

now we will move on to the “About” page, as circled above. Here you will find all of your own information/personal details.

down. First we will explore how to edit your own details, and what you let the public see. We can do so by clicking the bar that is circled above.



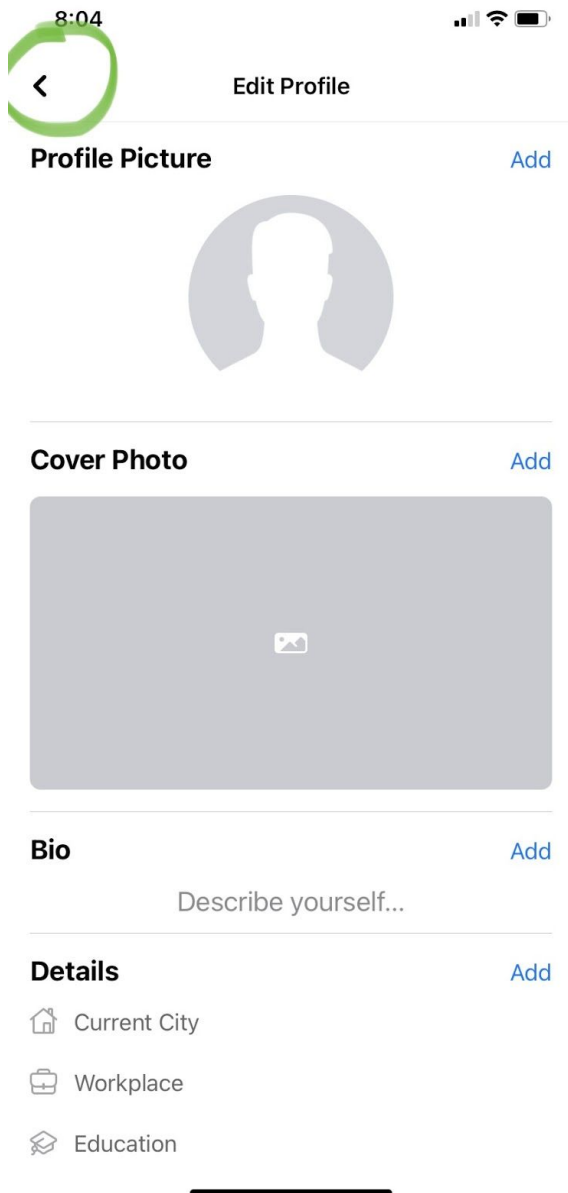
This the page you should come to. Simply



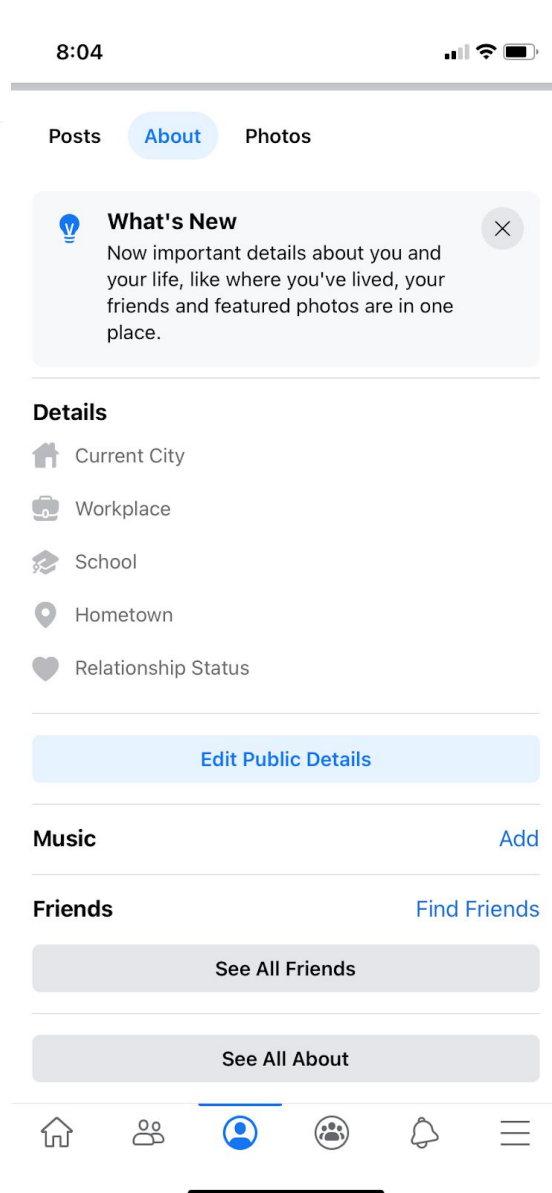
This is the same page, just scrolled down.

click “Add” in any of the following categories to edit your personal details.

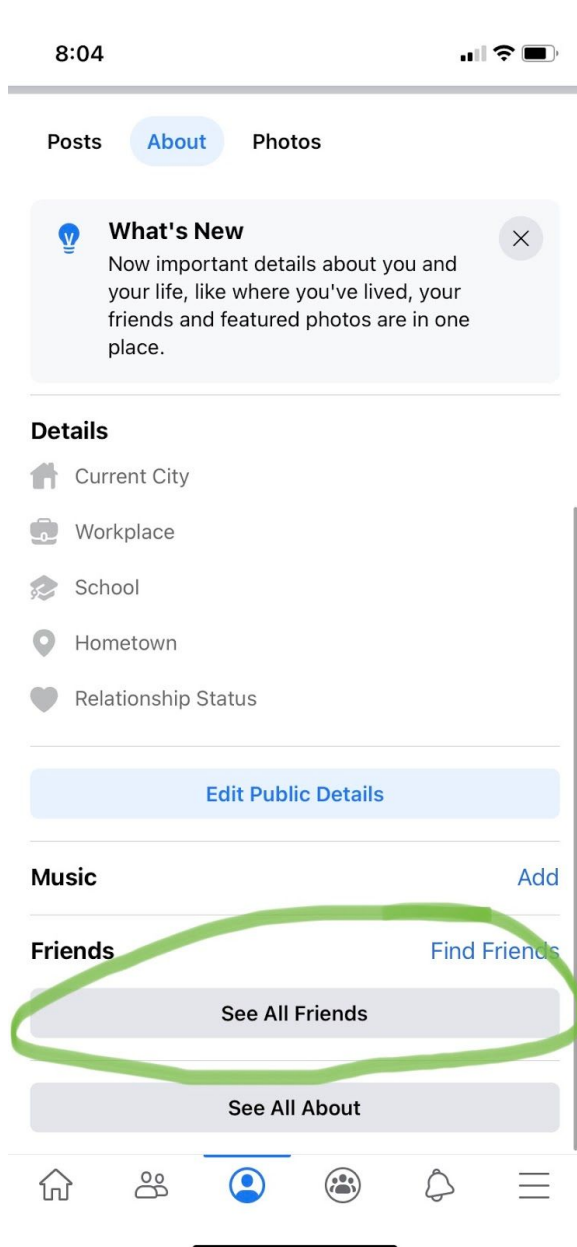
Same as before, all you have to do is hit “Add” and type or choose your details!



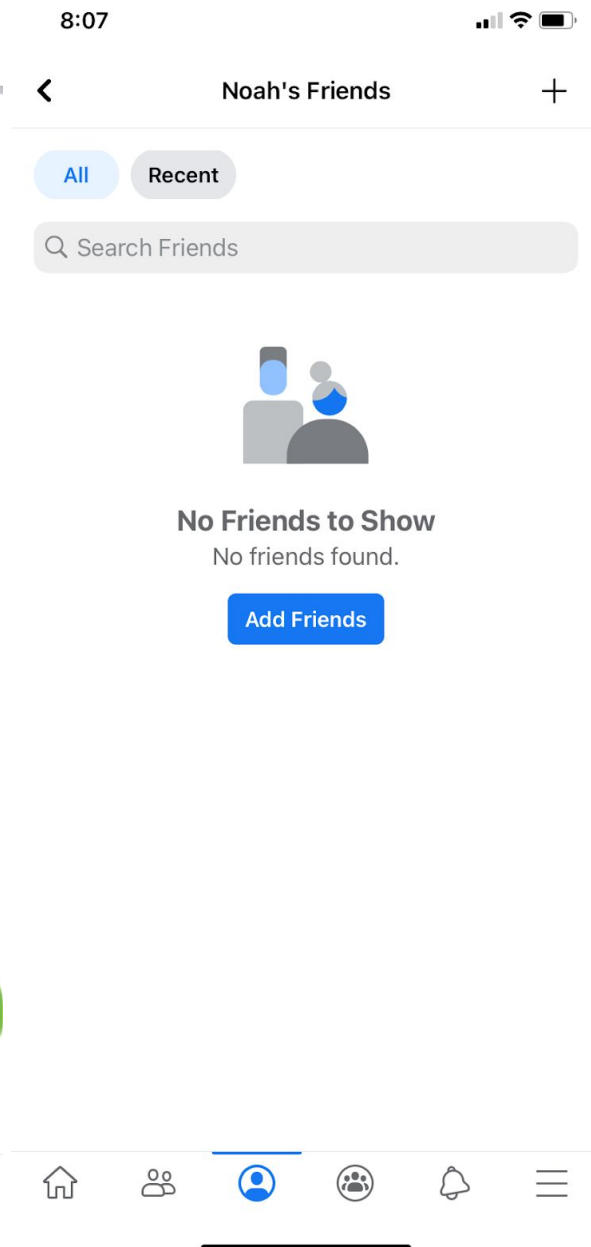
Once you finish filling out your personal details you can hit the arrow circled in the upper left corner to return to your original “About” page. Note: you do not have to add any specific details, these things are just useful for your friends and family when looking for your facebook page or to just see how you are doing! :)



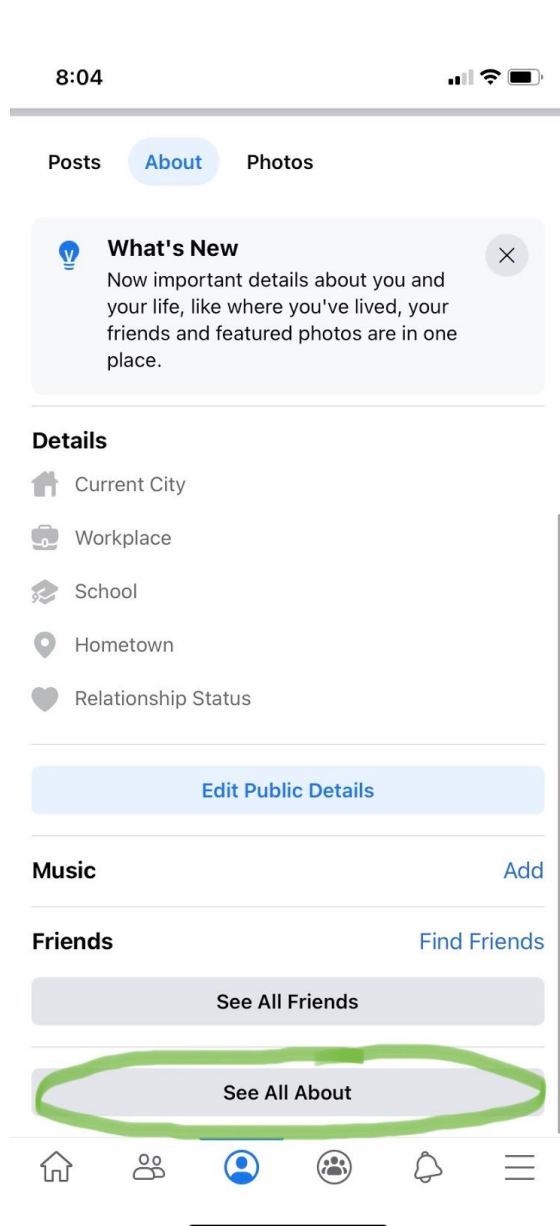
This is the screen you will come back to, and you can now head on over to the next page to explore the next tab!



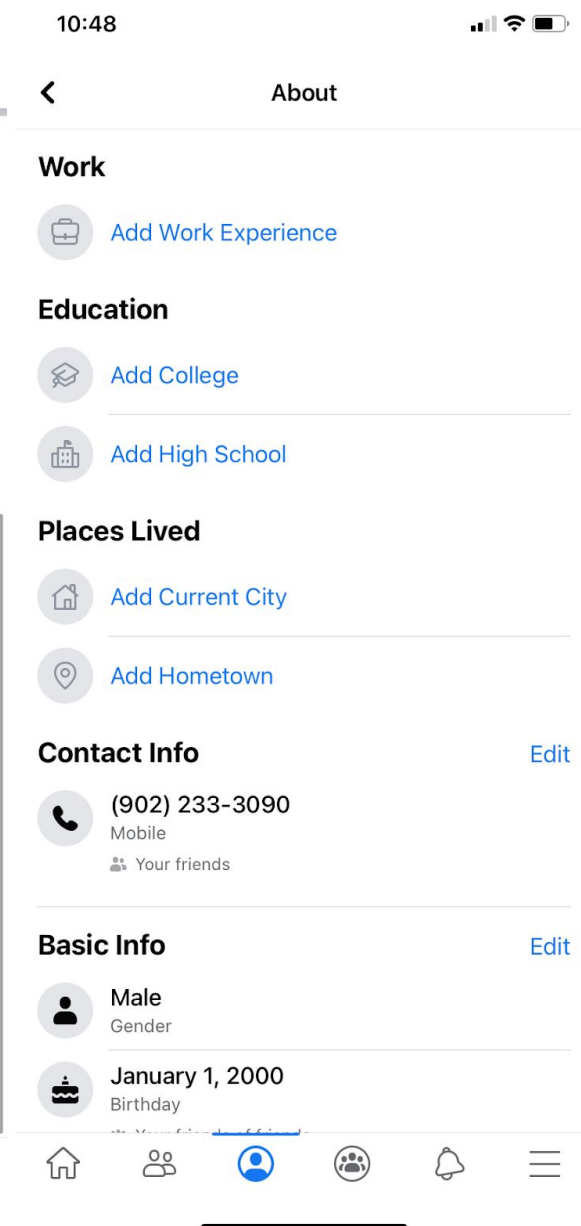
The next thing we will explore is the “See All Friends” bar. This is where all of your friends will be listed/shown. To see a complete list of your friends, simply click the bar circled above to see your friends listed!



This is where the bar should take you, the difference being that you will have friends listed instead of a blank screen. If you are looking for one specific friend, click the grey “Search Friends” bar and look up their name! As before, to return back to the main screen, hit the arrow in the upper left corner.

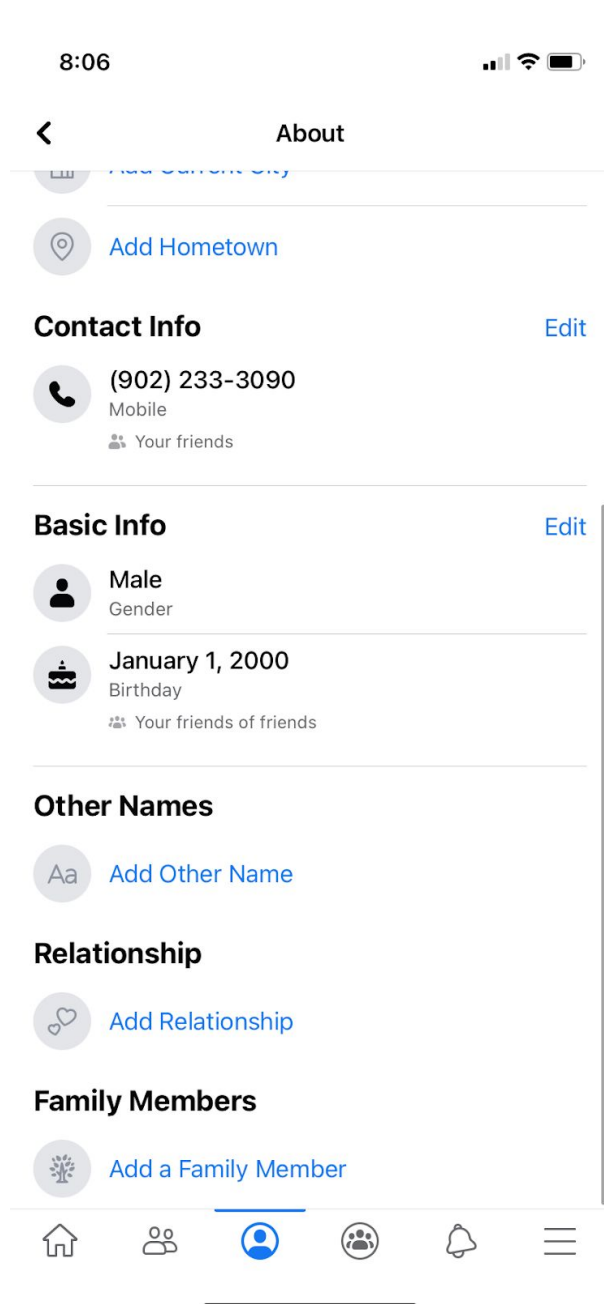


We are now going to explore the last bar underneath the “About” page. Just click on the “See All About” circled above in green and then see the next picture!

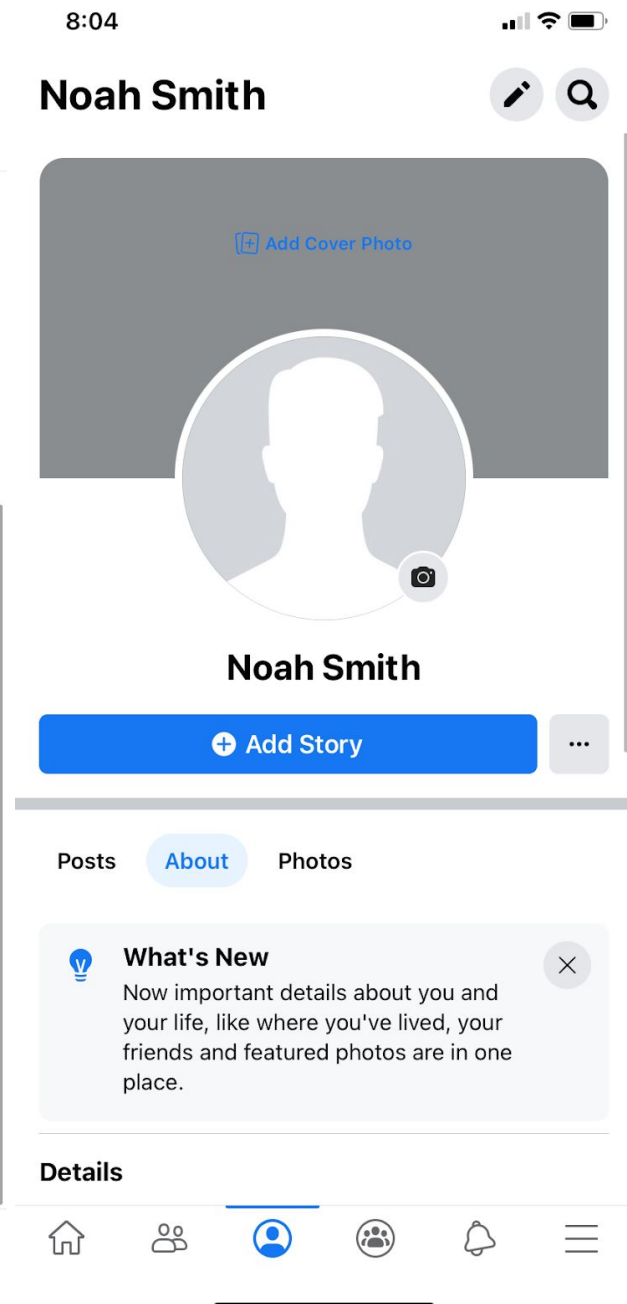


Once you've clicked on the bar shown in the previous picture, you should see the page shown above. This page is once again more personal details you can add to your profile. Click on the category you want to update and Type in or select what you want to say! When

Done, hit the arrow in the upper left bar to go Back to the “About” Homepage.

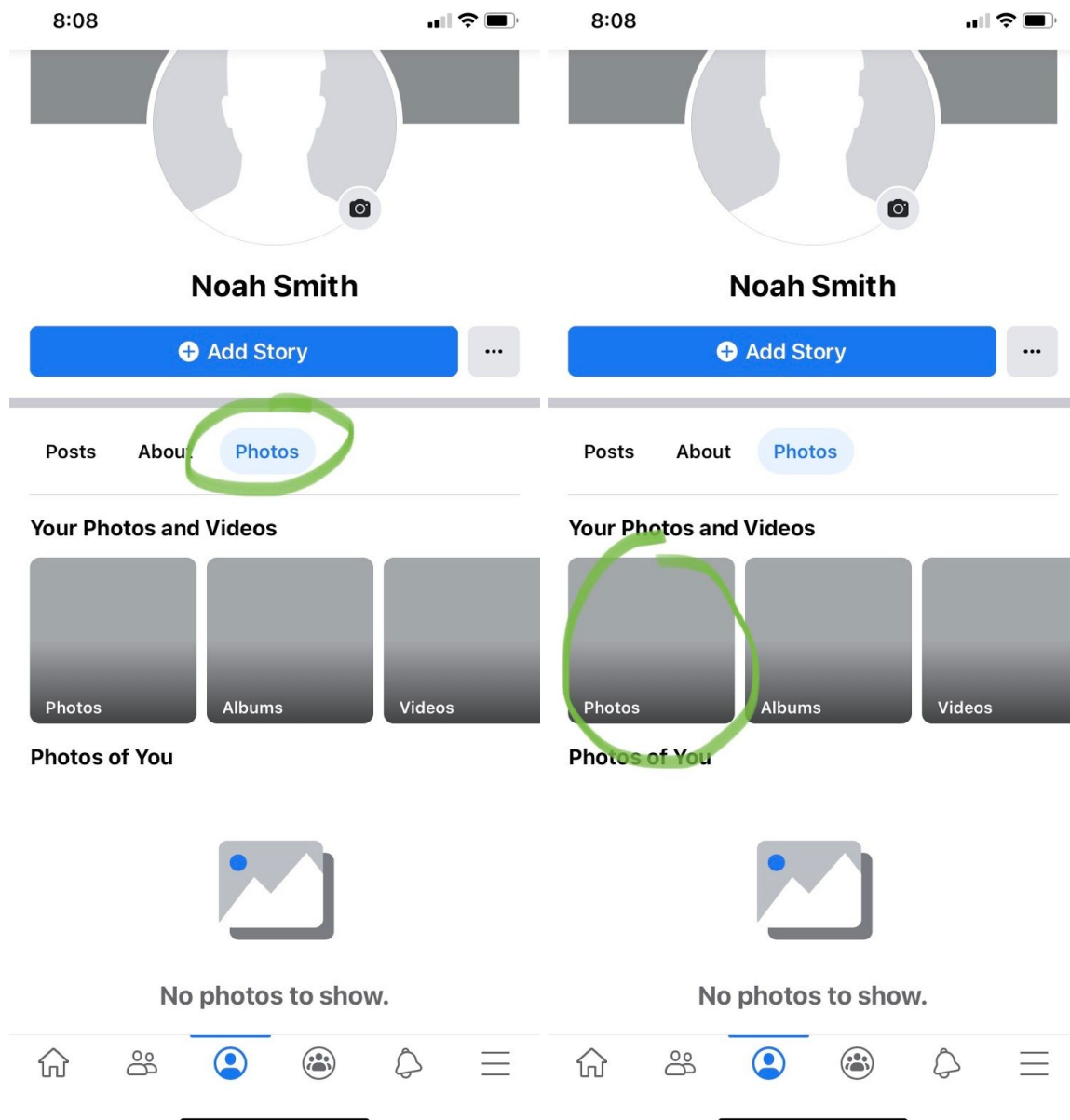


This is the same page as before, just scrolled down. Same as before, click on the category you wish to edit, and type/choose the details you want to put in. To exit this page click the arrow in the



Now we are back to the “About” Homepage and will now discover the last page within your entire Homepage: “Photos”.

upper left corner.

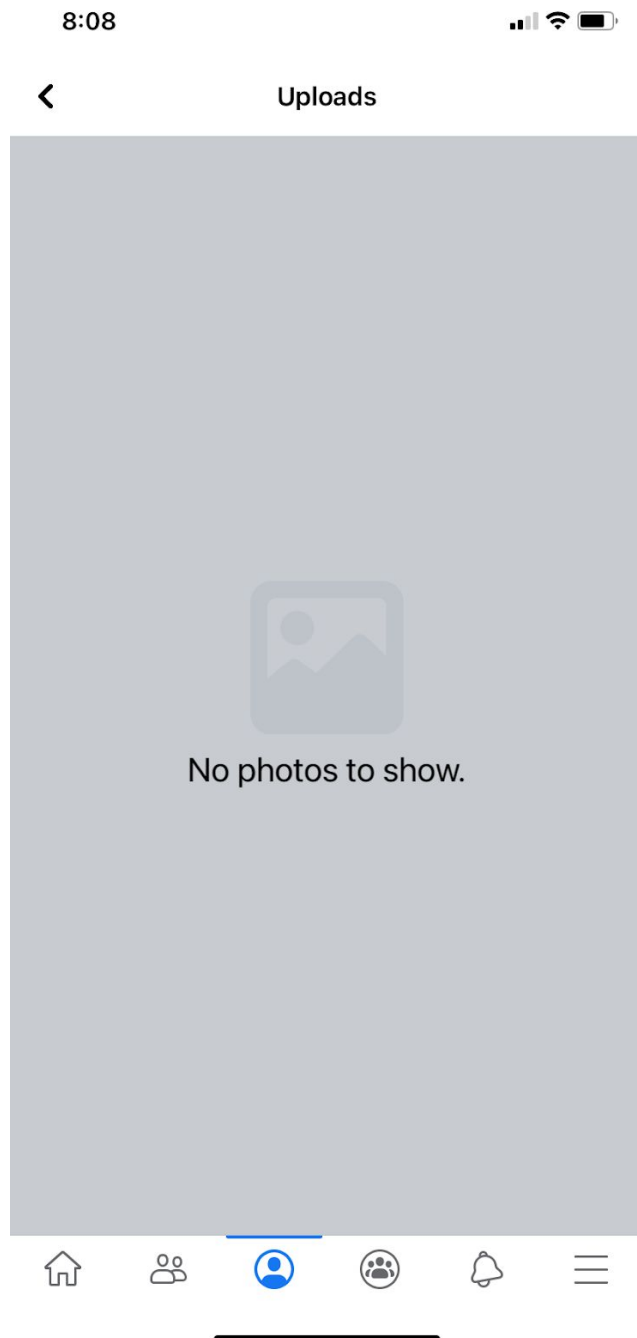


To get to your “Photos” Homepage click on the bubble circled above in green. This will take you to the page above where you will be able to see all of the photos and videos you

If you wanted to view all of your own photos only, you can click the square circled above labelled “Photos” and it will bring you to the next page, shown in

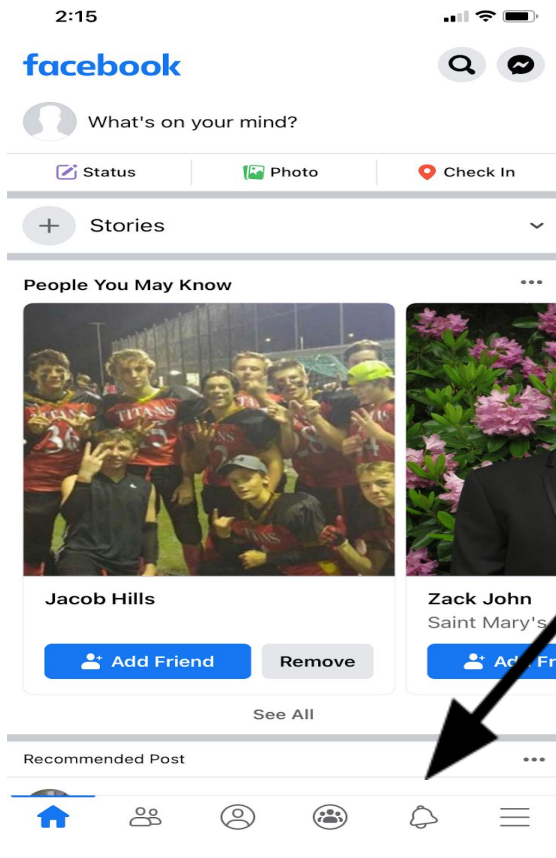
have shared with your friends.

the next picture.



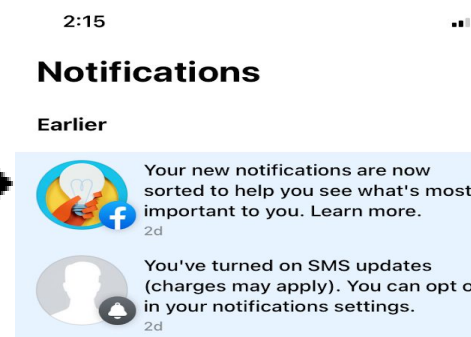
This is the page where you would see all of the photos you have shared! This one is blank right now, but as you add photos you will start seeing them all in this category. Once again, to exit you click the arrow in the upper left corner. These instructions also apply to the “Albums” and “Videos” squares.

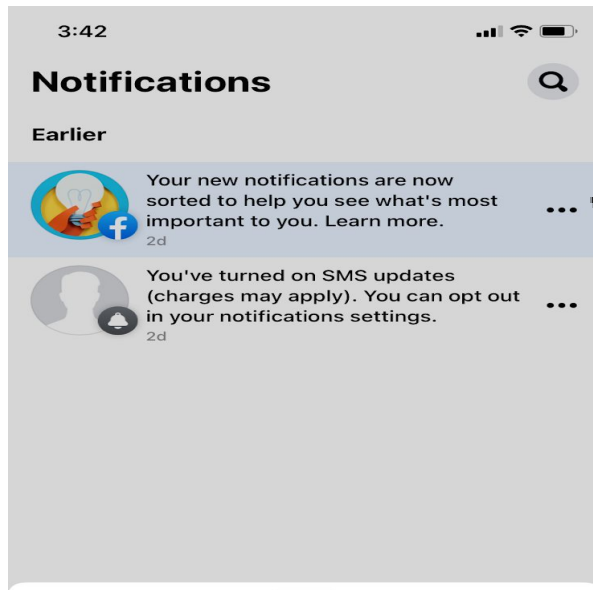
This is how you access notifications from a phone



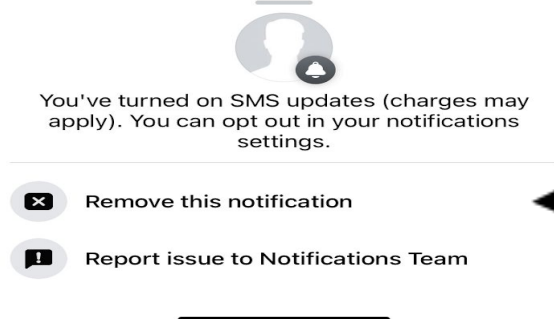
The small bell icon on the bottom of y
screen is where you click to see you
notifications

Here is where you can view all your
notifications. Notifications is where
facebook will alert you when people have
left **comments on your posts**, or **liked**
them. You will also find **shared posts** and
friend requests here.





Click on the **three little dots** to open up options for the notification



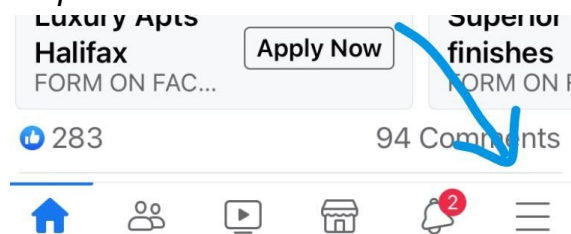
Click on “**Remove this notification**” to remove it

Click on “**Report issue to Notifications Team**” if you are unsatisfied with the context of the notification

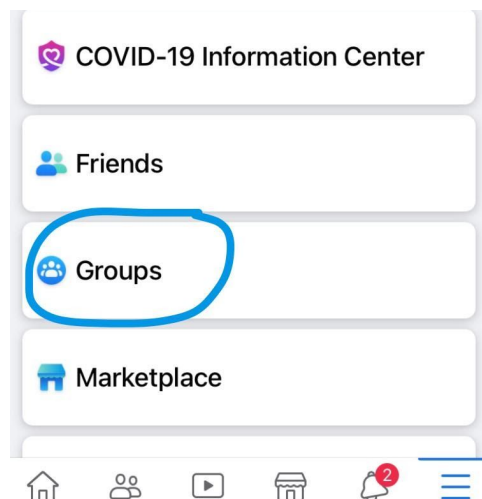
Facebook directions: Groups (from a smartphone)

To Join a Group

Step 1: Click on the small button of 3 lines in the bottom right corner.

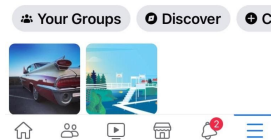
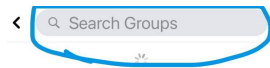


Step 2: Scroll down and click on the icon of 3 people in a blue circle labeled “Groups” (Directly underneath “Friends” and directly above “Marketplace”).



Step 3: To search up the name of a group you would like to join, click on the grey bar at the very top of the page labeled “Search Groups”, enter the name of the

group you would like to join, and click the grey **“Join”** button to the right of the

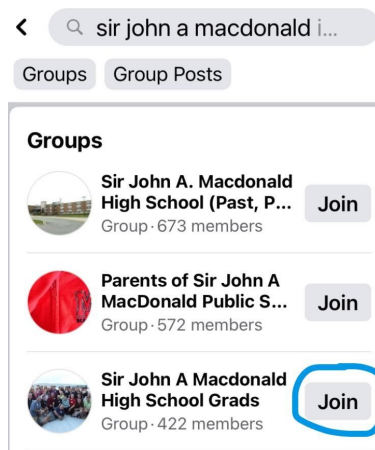
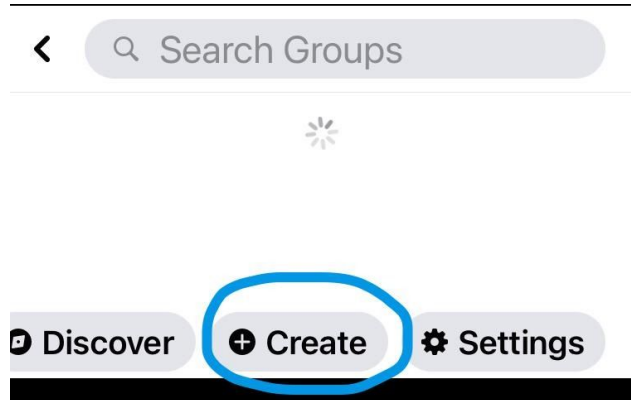


group name.

To Create a Group

Step 1: Follow the first 2 steps to getting to the **“Groups”** section

Step 2: Tap on the **“Create”** button directly underneath of the **“Search Groups”** button (Directly to the right of the **“Discover”** button. You may need to swipe the **“Discover”** button to the left to see the **“Create”** button).



*Step 3: You can choose the name of your group by typing the name into the text box underneath “**Name**”, and choose whether you want anyone to be able to join the group by picking “**Public**”, or only allow people you accept into the group to join by picking “**Private**” in the privacy text box.*

× **Create Group**

Name

Privacy

 Privacy
Public

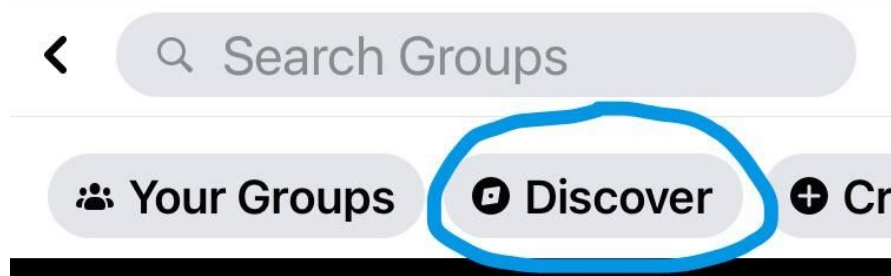
Create Group

*Step 4: After you’ve chosen the name and privacy settings of your groups, you can create it by hitting “**Create Group**” in the blue bar at the bottom of the screen.*

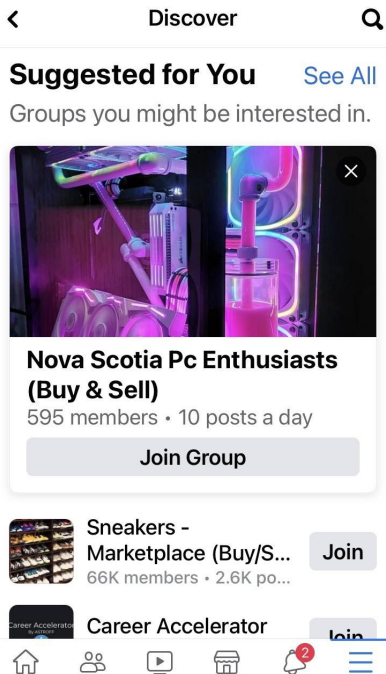
To See Groups Friends Are In

*Step 1: Follow the first 2 steps to getting to the “**Groups**” section.*

*Step 2: Click on the “**Discover**” bar located directly underneath the “**Search Groups**” bar and directly to the right of the “**Your Groups**” bar.*



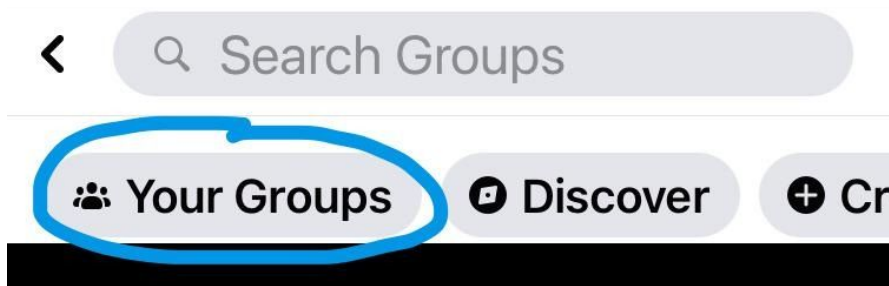
*If you scroll down on the page after clicking “**Discover**”, you will see groups your friends are in, and will see groups that have been suggested for you.*



To Leave a Group

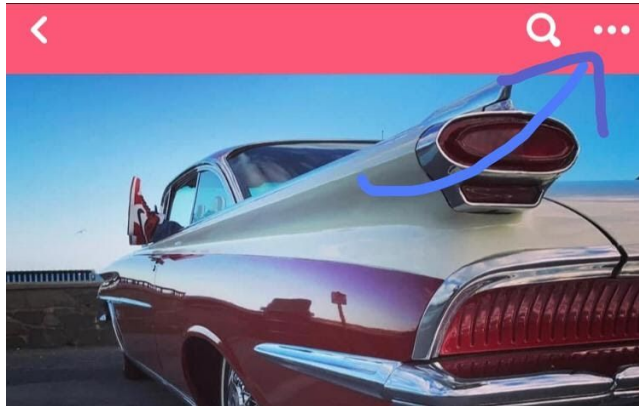
*Step 1: Follow the first 2 steps to getting to the “**Groups**” section.*

*Step 2: Click on the “**Your Groups**” bar directly underneath the “**Search Groups**” bar*

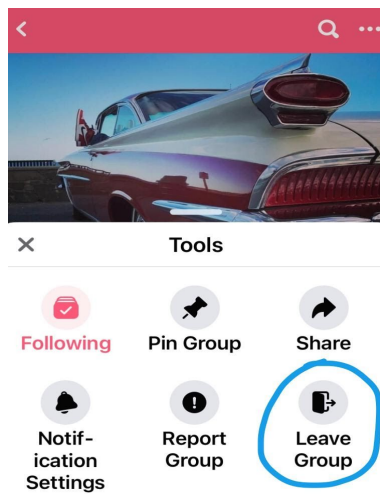


Step 3: Once you can see the names of all the groups you’re a part of, click the name of the group to want to leave

Step 4: Click the button of 3 horizontal dots in the top right



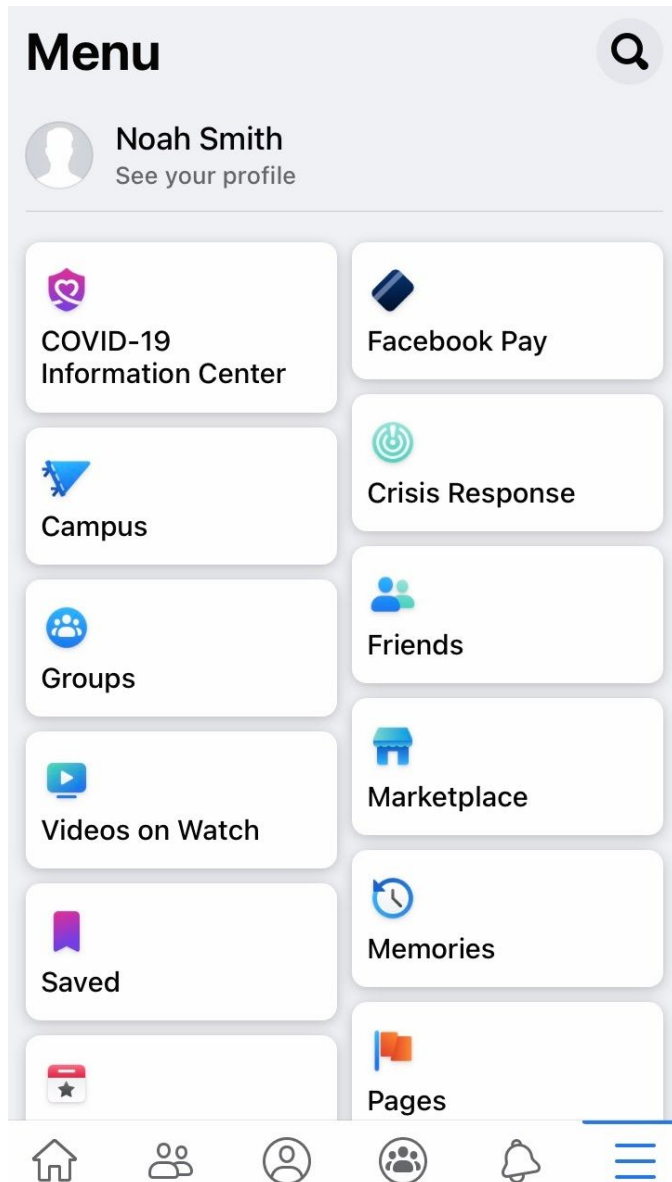
*Step 5: Hit the “**Leave Group**” button in the bottom right corner of the “**Tools**” section (picture of a door being opened)*



Facebook Drop down menu

Tablet/mobile phone:

This is what you will see when you click on the 3 lines at the bottom right hand corner of your screen (In blue right now) It is called the menu.



Search icon: Look for anything on Facebook, including friends, groups, pages, and posts about a specific topic.

Profile picture and name: Click here to be brought to the profile icon in the middle of the bar at the bottom. Here, you can change anything about your profile, including your picture!

COVID-19 Information Center: Click here to access the latest, local and global updates on COVID-19.

Facebook Pay: You can add your credit/debit card info to your facebook account to pay for things on Facebook.

Campus: For university or college students to connect with each other.

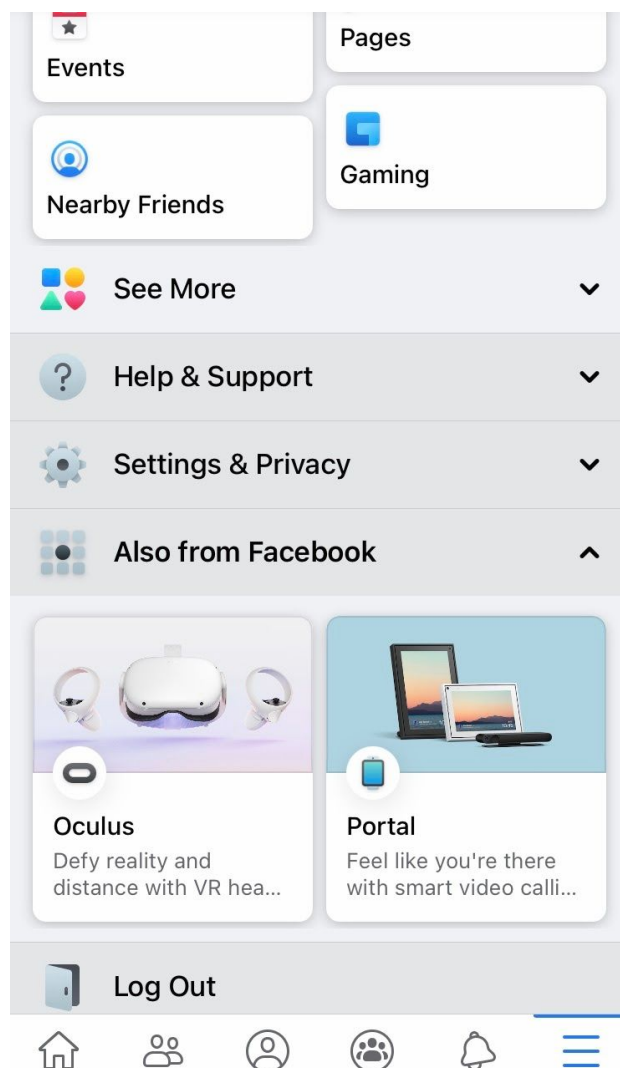
Crisis Response: Here you can see crises currently happening around the world and you can donate to help out!

Groups: Click here to see Facebook groups you are a member of, or groups you can join.

Friends: Click here to be brought to the friends icon on the bar at the bottom. Here, you can add new friends and see friend requests.

Videos on watch: Click here to watch

the latest trending videos! **Marketplace:** A place on Facebook where you can buy, sell or trade items with other users.



Saved: Clicking the banner or 'save' icon on any post will put the post in this saved collection. You can click here to view your saved posts anytime!

Memories: Click here to see yours and others' posts about big events that happened recently or long ago!

Events: Click here to view events coming up on Facebook, as well as your calendar. You can also search for events and find events near you with the search and arrow icons. If you see an event you want to attend, click interested, and it will go into your calendar.

Pages: Here you can see Facebook pages that you recently visited, or pages that facebook suggests for you, as well as pages that you have liked and any invites you may have. You can create a page here.

Nearby Friends: You and your friends can share your location (city, not exact address) with each other. Then you can

see where all your friends are at that moment. **Gaming:** This will bring you to Facebook's gaming app, you can download it to play games with your friends.

If you click on "See More":

Avatars: Create a facebook avatar. You can personalize them to look like you!

Device Requests: Facebook will ask permission to connect to devices on your local network. If you allow, Facebook can cast those devices to your TV.

Find Wi-Fi: Facebook will display wifi hotspots nearby and information about the businesses providing it.

Fundraisers: Here you can donate to fundraisers. You can donate to popular ones on Facebook, search for a specific one, or create your own to raise money for a cause!

Live videos: Watch videos happening live anywhere around the world. You can also search for a specific video.

Most Recent: You can see your friends' most recent photos and posts.

Movies: Here you can see movies that are playing in theatres and information about theatres in your area.

Offers: See offers for products and services that Facebook recommends for you.

Recent Ad Activity: You can see ads that you recently looked at and follow or save ads that you want to look at later.

Weather: Look at the latest weather forecast in your area.

If you click on “Help & Support”:

You can access help with Facebook with supports like the **Help Center, Support Inbox, Report a Problem, and Terms and policies**. All accessible by clicking the Help & support icon.

If you click on “Settings & Privacy”:

You can change lots of settings on Facebook, for example Settings about your account and security, privacy shortcuts and Dark mode. You can even change the language that the app uses and you can see and manage how much time you spend on Facebook.

If you click on “Also from Facebook”:

There are 2 pictures that appear; **Oculus** and **Portal**. Oculus is a virtual reality system that you can use through Facebook. Portal is a video calling system with a built-in Alexa voice assistant. You can call any of your Facebook friends!

Log out: Click here to log out of your account. When you go on Facebook the next time, you will have to enter your username and password again.

