How to use Facebook

A practical reference guide

SIGN UP

Signing up to Facebook is easy.

1. Access the Facebook website

https://www.Facebook.com/

2. Complete the brief personal details and click the Sign Up button.

You will be asked to enter a verification code then you will receive an e-mail which contains a confirmation link. Click this and you are then a member of Facebook.
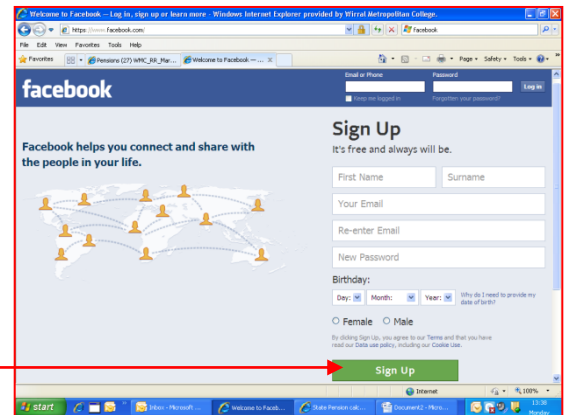
Confirm Facebook Logout before leaving the computer

Follow these steps to manually sign out and double-check that Facebook sign out is complete - that the next user won't voluntarily or accidentally end up in your profile:

- Facebook will automatically sign you out after a certain period of inactivity, after which point you or someone else will need to re-login to access their account and profile. Likewise, if you chose to make Facebook remember your profile and log you in automatically *(by checking the "Keep me logged in" checkbox in the sign in form)*, your profile will be automatically forgotten after a certain time elapses, or if you clear your cookies (the small text files your web browser uses to remember your login credentials for websites, shopping carts, etc)

- But relying on Facebook to forget your information to logout is often not a safe option, especially on a computer that isn't yours. In cases like this, you will want to manually logout yourself, and have it take effect immediately.
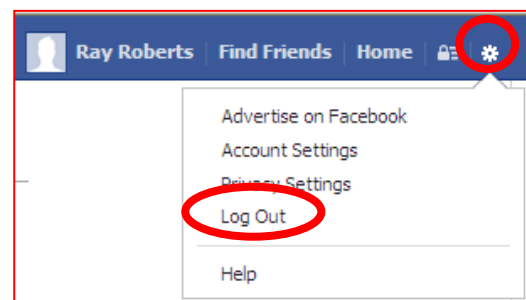
Protect your information – sign out after use!

- To manually sign out of your Facebook account, click on the "**Cog**" dropdown menu in the top right corner of any page in Facebook.com. Then, choose "**Logout**":

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SETTING UP YOUR PROFILE

If you have just joined Facebook, the **Info** tab is displayed after you added friends. If you logged out of Facebook before setting up a profile, then click on **View** and **Edit Profile** the next time you log on to Facebook.
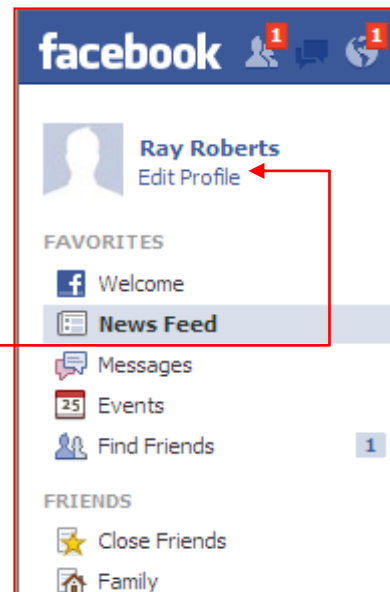
1. Enter your basic information.

2. If you only want to show the month and day of your birthday and not the year, select **Show only month and year in my profile** from the box underneath the birthday field.

3. To enter Personal, Contact and Education information, click on the appropriate section and enter the information.

4. If you do not want specific information displayed on your profile, leave the field blank.

5. When you have completed a section, click on the **Save Changes** button before moving to another section

6. To upload a profile picture, click **Upload Profile Picture** and browse to the picture you would like to display.

7. To write a brief bio that will be shown on your profile page, click **Write something about yourself** and type in your information.

8. When you have completed your profile, click on the **Done Editing** button and the information is saved.
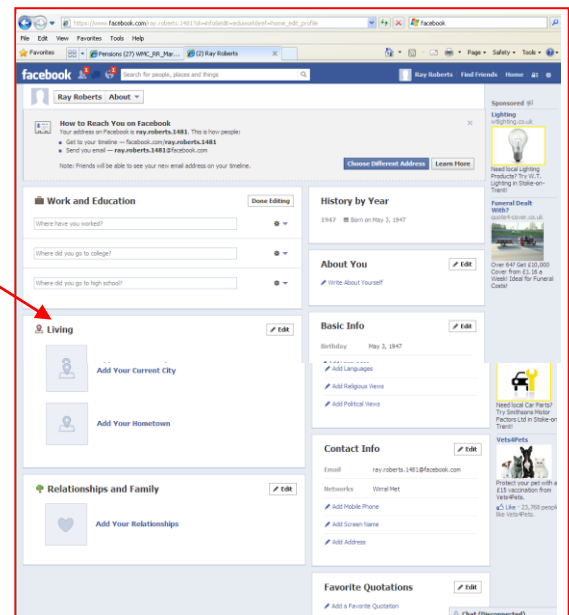
PRIVACY SETTINGS

You've probably heard about Facebook's privacy issues. They range from embarrassing photos, to harassment, to people who are fired for making negative comments about their workplace. You can almost always avoid these types of problems by being careful about what you share and by taking advantage of Facebook's privacy settings.

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These settings let you control exactly who can see the things you share. Unfortunately, many users simply do not pay attention to their privacy settings.
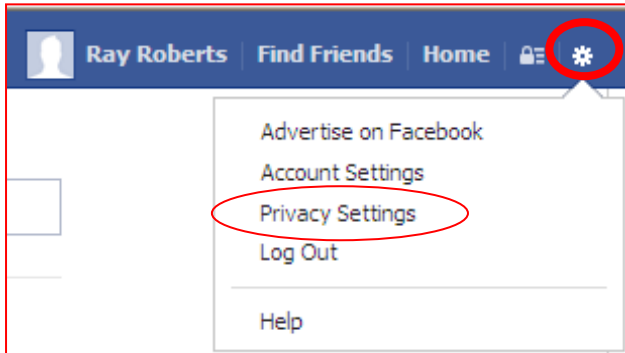
See page 7 for privacy settings information

You can access privacy Shortcuts by clicking the padlock on the toolbar.

Click the magnifier to search for privacy help topics.
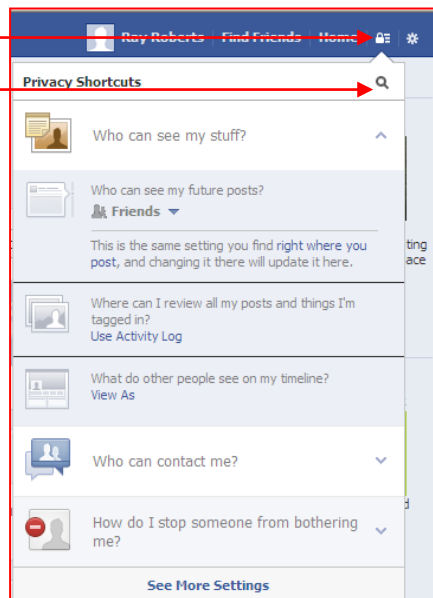
Here are five essential things you should know about Facebook privacy:

1. By default, the information you share on Facebook is publicly visible. In other words, if you never change your privacy settings, then anyone on Facebook—or the wider web—will be able to find and view your Facebook information and activity.

2. Some information from your profile will always be considered public, no matter which privacy settings you apply. This includes your name, profile picture, and gender, as well as the networks you belong to. If you'd rather not share this information, don't include it in your profile.

3. When you connect with third-party websites and applications, you're giving them permission to access and share information from your Facebook account. Pay special attention to application requests before agreeing to connect.

4. Facebook advertisers use your public information to show ads targeted to your interests and personal information. Facebook does not share information about your identity without your consent. However, if you click on an advertisement, that advertiser may put a cookie in your browser for tracking purposes.

5. Facebook uses facial recognition technology to identify you in photos. Facebook is able to use your tagged photos to collect data that will recognize your face. Currently, this data is only used to assist with tagging uploaded photos.
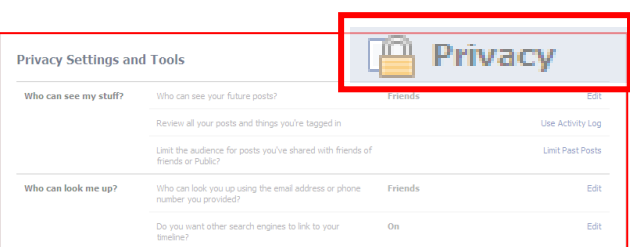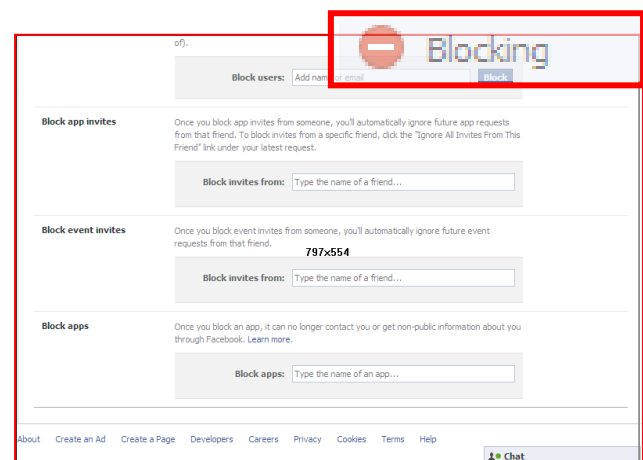
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Minors and Facebook Privacy

Facebook offers extra privacy protections for users under the age of 18. However, these protections aren't very strong. Minors do show up in public search results, and anyone can view their most basic information, like name and Profile picture. Unless they set privacy controls, their other personal information—including contact information, photos and updates—can be viewed by their Friends and their Friends' Friends, which includes people that the minor may not know, or wouldn't otherwise want viewing their information.

Parents should monitor their child's Facebook use, and work with their kids to set privacy controls that make sense. Remember, children under the age of 13 are not allowed to use Facebook.

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Privacy settings

Click this button
…………to access this list

Click Privacy settings.

You will now view the **Privacy Settings and Tools** window

Each of these tools will display a new window where you can change settings
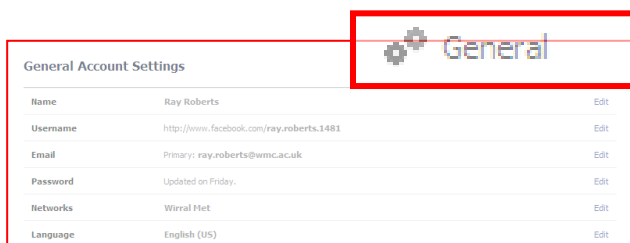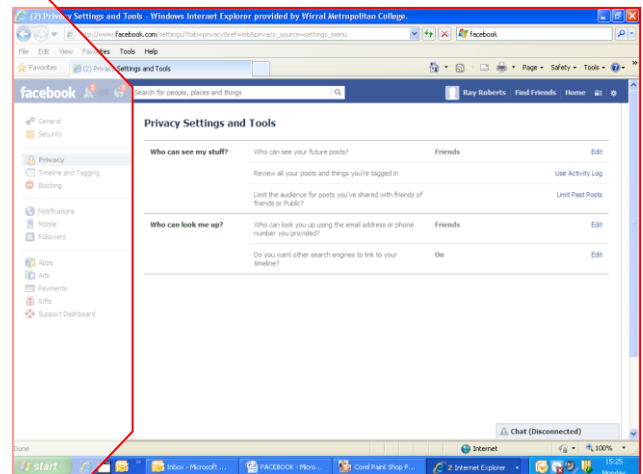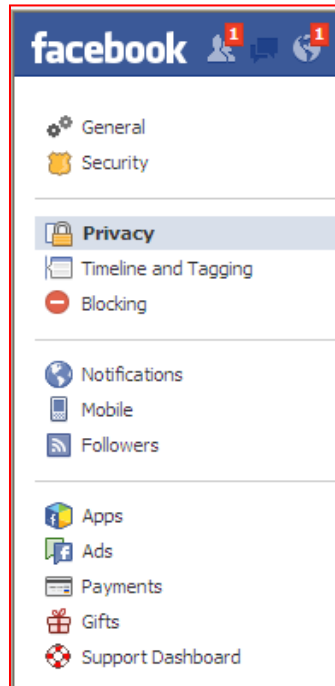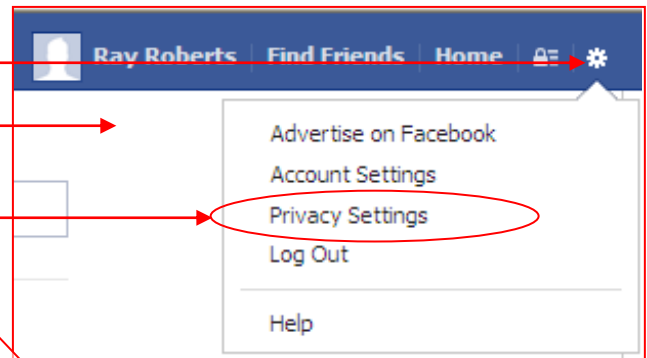
See below;

General Account Settings

Name	Ray Roberts	Edit
Username	http://www.facebook.com/ray.roberts.1481	Edit
Email	Primary: ray.roberts@wmc.ac.uk	Edit
Password	Updated on Friday.	Edit
Networks	Wirral Met	Edit
Language	English (US)	Edit

Security Settings

Security Question	Setting a security question will help us identify you.	Edit
Secure Browsing	Secure browsing is currently **disabled**.	Edit
Login Notifications	Login notifications are **disabled**.	Edit
Login Approvals	A security code is **not required** when logging in from an unknown browser.	Edit
App Passwords	You haven't created app passwords.	Edit
Recognized Devices	No recognized devices.	Edit
Active Sessions	Logged in from **London, LND, GB**.	Edit
Deactivate your account.		

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can look me up?	Who can look you up using the email address or phone number you provided?	Friends	Edit
	Do you want other search engines to link to your timeline?	On	Edit

Timeline and Tagging Settings

Who can add things to my timeline?	Who can post on your timeline?	Friends	Edit
	Review posts friends tag you in before they appear on your timeline?	Off	Edit
Who can see things on my timeline?	Review what other people see on your timeline?		View As
	Who can see posts you've been tagged in on your timeline?	Friends and Networks	Edit
	Who can see what others post on your timeline?	Friends and Networks	Edit
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	Off	Edit
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Friends	Edit
	Who sees tag suggestions when photos that look like you are uploaded? (this is not yet available to you)	Unavailable	

Blocking

Block users:	Add name or email	Block

Block app invites	Once you block app invites from someone, you'll automatically ignore future app requests from that friend. To block invites from a specific friend, click the "Ignore All Invites From This Friend" link under your latest request.
	Block invites from: Type the name of a friend…
Block event invites	Once you block event invites from someone, you'll automatically ignore future event requests from that friend.
	Block invites from: Type the name of a friend…
Block apps	Once you block an app, it can no longer contact you or get non-public information about you through Facebook. Learn more.
	Block apps: Type the name of an app…

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Notifications Settings

How You Get Notifications	On Facebook	All notifications, sounds on	View
	Email	Most notifications	Edit
	Push notifications	Some notifications	View
	Text message	Text notifications are turned off	Edit
What You Get Notified About	Activity that involves you	On	View
	Close Friends activity	On Facebook and Email	Edit
	Tags	Friends of Friends	Edit

Mobile Settings

Activating allows Facebook Mobile to send text messages to your phone. You can receive notifications for friend requests, messages, Wall posts, and status updates from your friends.

You can also update your status, search for phone numbers, or upload photos and videos from your phone.

Already received a confirmation code? [Confirmation code] [Confirm]

+ Add a Phone

Learn more about using Facebook on your phone at Facebook Mobile.

Follower Settings

Turn On Follow   [ ] Followers will only see your public posts and will not be added as friends. You choose what posts to make public, and you can share personal updates with just friends. Learn more.

Want to know what followers can see? View your public timeline.

App Settings

On Facebook, your name, profile picture, cover photo, gender, networks, username, and user id are always publicly available, including to apps (Learn Why). Apps also have access to your friends list and any information you choose to make public.

| Apps you use | Use apps, plugins, games and websites on Facebook and elsewhere? | Off | Edit |

Facebook Ads

Third Party Sites — Facebook does not give third party applications or ad networks the right to use your name or picture in ads. If we allow this in the future, the setting you choose will determine how your information is used.

You may see social context on third party sites, including in ads, through Facebook social plugins. Although social plugins enable you to have a social experience on a third party site, Facebook does not share your information with the third party sites hosting the social plugins. Learn more about social plugins.   Edit

Ads & Friends — Everyone wants to know what their friends like. That's why we pair ads and friends—an easy way to find products and services you're interested in, based on what your friends share and like. Learn more about social ads.

Here are the facts:
- Social ads show an advertiser's message alongside actions you have taken, such as liking a Page
- Your privacy settings apply to social ads
- We don't sell your information to advertisers
- Only confirmed friends can see your actions alongside an ad
- If a photo is used, it is your profile photo and not from your photo albums   Edit

Payments Settings

You have 0 Credits for purchasing premium items and playing games.
Facebook Credits are available for purchase through any game on Facebook that accepts payments.

Subscriptions	You have 0 recurring payments set up for apps on Facebook.	View
Purchase History	View your recent purchases of Facebook Credits.	View
Payment Methods	You do not have any payment methods saved.	Manage
Preferred Currency	Currencies will be shown and purchased as US Dollar.	Edit

Learn more about Facebook Credits.

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When I share something, how do I choose who can see it?

You'll find an **audience selector** tool most places you share status updates, photos and other stuff. Just click the tool and select who you want to share something with.
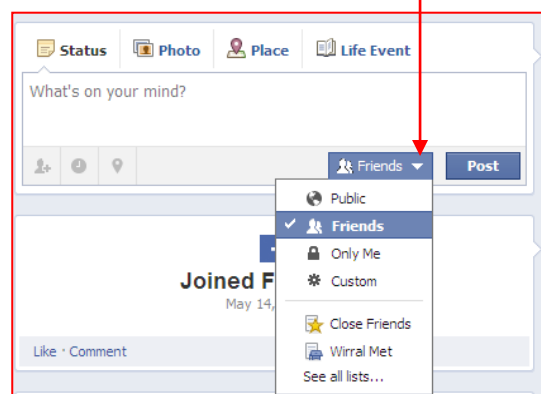
The tool remembers the audience you shared with the last time you posted something, and uses the same audience when you share again unless you change it. For example, if you choose Public for a post, your next post will also be Public unless you change the audience when you post. This one tool appears in multiple places, such as your privacy shortcuts and privacy settings. When you make a change to the audience selector tool in one place, the change updates the tool everywhere it appears.
The audience selector also appears alongside things you've already shared, so it's clear who can see each post. If you want to change the audience of a post after you've shared it, just click the audience selector and select a new audience.
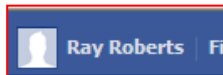
Remember, when you post to another person's timeline, that person controls what audience can view the

post. Additionally, anyone who gets tagged in a post may see it, along with their friends.

How can I control who can see what's on my Timeline

Click your name on the bar at the top of your Facebook screen to view your Timeline.

Here's an overview of who can see what's on your timeline and tools you can use to control what you share on your timeline.

Overview

- You can share basic information like your hometown or birthday when you edit your timeline. Click **Update Info** (under your cover photo) and then click the **Edit** button next to the box you want to edit. Use the **audience selector** next to each piece of information to choose who can see that info.
- Anyone can see your public information, which includes your name, profile picture, cover photo, gender, username, user ID (account number), and networks .
- Only you and your friends can post to your timeline. When you post something, you can control who sees it by using the **audience selector**. When other people post on your timeline, you can control who sees it by choosing the audience of the Who can see what others post on your timeline setting.

How do I control who can see posts that friends make on my timeline?

To select the audience for stuff your friends share on your timeline:

1. Click ⚙ in the upper-right corner of any page and select **Account Settings**
2. Click **Timeline and Tagging** in the left-hand column
3. Look for the setting **Who can see what others post on your timeline?** and click **Edit** to the far right

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4. Select an audience from the dropdown menu

Keep in mind, posts on your timeline may appear elsewhere on Facebook to the audience they're shared with, such as in News Feed and search

Tools

As you edit your info, you can control who sees what by using the **audience selector.**

- Before photos, posts and app activities that you're tagged in appear on your timeline, you can approve or dismiss them by turning on timeline review. Keep in mind, you can still be tagged, and the tagged content (ex: photo, post) is shared with the audience the person who posted it selected other places on Facebook (ex: News Feed and search).

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What is timeline review? How do I turn timeline review on?

Posts you're tagged in can appear in news feed, search and other places on Facebook. Timeline review is part of your activity log and lets you choose whether these posts also appear on your timeline.

When people you're not friends with tag you in a post, they automatically go to timeline review. If you would also like to review tags by friends, you can turn on timeline review for tags from anyone:

1. Click at the top right of any Facebook page and select **Account Settings**
2. In the left-hand column, click **Timeline and Tagging**
3. Look for the setting **Review posts friends tag you in before they appear on your timeline?** and click **Edit** to the far right
4. Select **Enabled** from the dropdown menu

- To see what your timeline looks like to other people, use the View As tool which you will find here;
  - Click at the top right of any Facebook page and select **Privacy Settings**
  - In the left-hand column, click **Timeline and Tagging**
  - Look for the setting **Who can see things on my Timeline?** and click **View As** on the far right
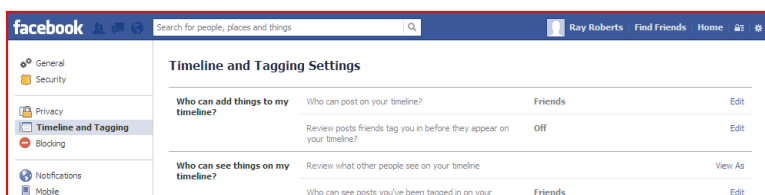
To close the View As screen click the cross here

Adding Friends.
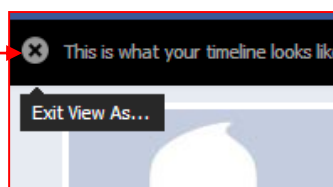
- After you login to Facebook, you will be able to see profiles of people with all their functionality (otherwise, you will be presented with a stripped down version of the page, with the sign in form displayed in the top right corner).

- Notice that Facebook shows a "**Add as Friend**" button next to the person's name:
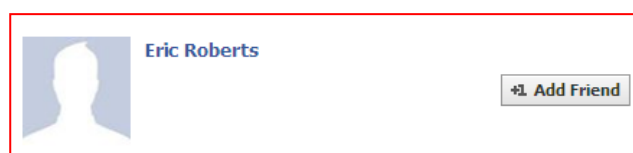
- Click on the button, and Facebook will open a dialog that asks for confirmation: "*Add {Facebook user name} as a friend?*" - and include a "**Add a personal message**" link that allows you to personalize the friend request (especially useful if you are contacting a person with whom you have not kept in touch in a long time).

  You will a get a confirmation message telling you your request has been sent.

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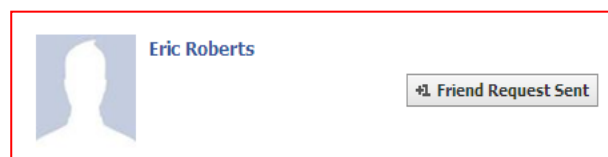
- To send the friend request, click on the "**Send Request**" button. Facebook will then send an internal message to the person you want to befriend, as well as an email notification to their account's email address. Facebook will show you a confirmation message, and offer to send other friend requests: if you are interested, click on the "**Add as Friend**" link shown next to the profile of a potential friend:

Friend Request Sent

Here is a friend of Jane Tutorial whom you may also know.

John Tutorial
Add as friend

- If you do, Facebook will replace the "*Add as friend*" link with a "*Friend requested*" confirmation message (in other words, it will skip the standard friend request dialog).

- Let's now switch to the Facebook user who received your friend request: they will see a red number in the top left corner of their screen, reflecting the number of pending friend requests they have received; once they click on the *Friend Requests* icon, a dropdown menu will display a list of requests:

facebook
Jane T
Edit My
Friend Requests   Find Your Friends
Joe Dohn
Hi Jane, this is John.
What's up?...
See More
Confirm   Not Now
Welcome
News Feed
Messages
See All Friends

- Notice from the screenshot above that the personal message you enter for your friend request will appear as well; if the other person clicks on "**Not Now**", you will not become

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Facebook friends. If the person clicks on "**Confirm**", she will receive a "*Friend request accepted*" confirmation message, and you will both become Facebook friends!

- On your end, you will receive a message confirming the new friend: click on the "**Notifications**" button when it shows a red number in overlay, and you will see that you have become mutual friends: "*{Facebook user name} accepted your friend request*".

Search
Notifications
Jane Tutorial accepted your friend request.
2 minutes ago
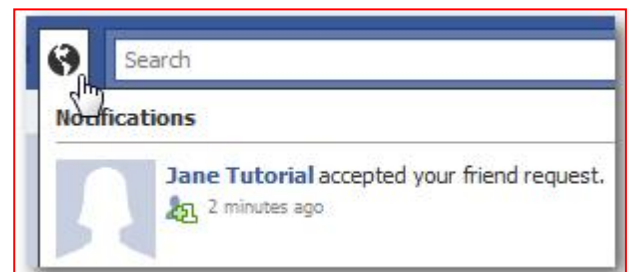
This is all it takes to add friend on Facebook!

Tip: Another way to add a friend on Facebook

- You can also add Facebook friends from the people search results page, as shown on the screenshot below. You will also see the "*Add {Facebook user name} as a friend?*" popup as described earlier, and the rest of the process is the same.

Jane Tutorial   +1 Add as Friend
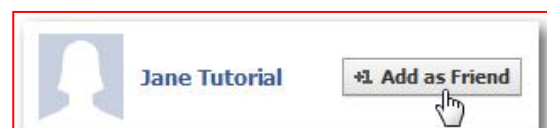
Adding Friends
www.freeemailtutorials.com

Finding Friends

There are several ways of finding friends (people you know)

- On the Home page of your Facebook you will see a column of options on the left hand side.
- Click the Find Friends button…………..
…………to view this Friends window.

Using this window allows you to import your contacts from the various applications shown.

This is how this works:-

Importing Your Contacts

Import contacts from your account and store them on Facebook's servers where they may be used to help others search for or connect with people or to generate suggestions for you or others. Contact info from your contact list and message folders may be imported. Professional contacts may be imported but you should send invites to personal contacts only. Please send invites only to friends who will be glad to get them.
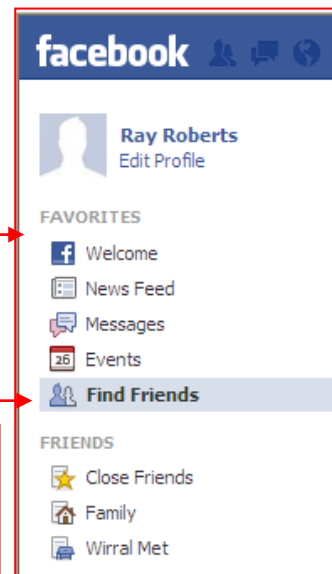
Clicking the Find Friends tab here also takes you to this view
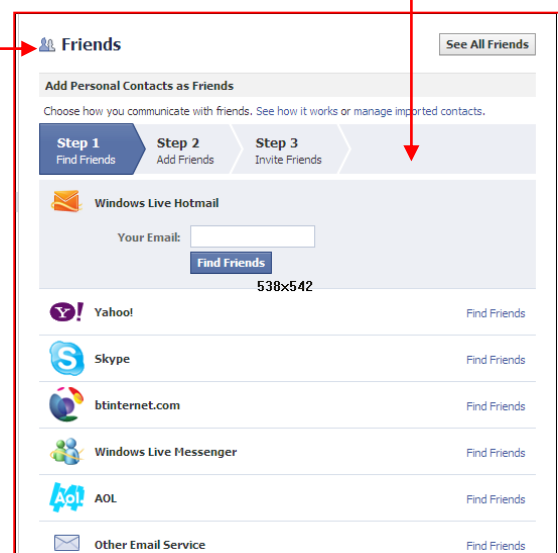
Another way of searching for friends is to use the search bar at the top of your page. Typing a name here enables Facebook to search the whole of Facebook and other media on the internet for the person you are looking for. When found you can invite that person to be a friend on Facebook.

The top 6 will show but to view more click the 'See more results' link

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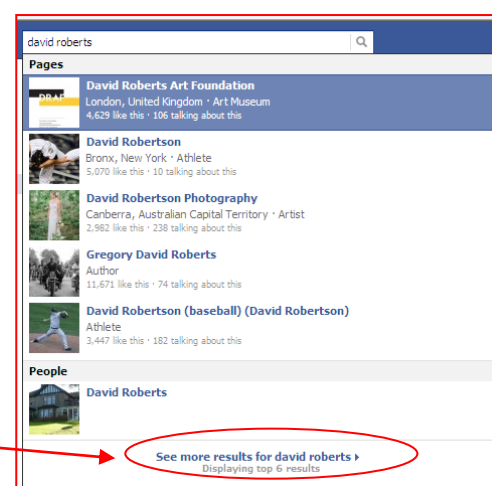
The Wall

What's this thing called the wall? Well it isn't called the wall any longer, it is now the **Timeline** but it serves the same purpose.

The **Timeline**/Wall is your Facebook page that is open to view by those you have allowed according to your Privacy settings.

Everything you post – information; photos etc is displayed on this page for others to see.

People who can access this page can also post comments or messages and photos / videos on this page. This is one of the ways you and your friends can keep in touch and up-to-date with what's happening.

You will be able to access your friends page and do likewise.

This shows the Timeline / Wall of the Merseyside Trade Union Education Unit.

You can write something here….

Or here….

You can upload one or more of your photos here.
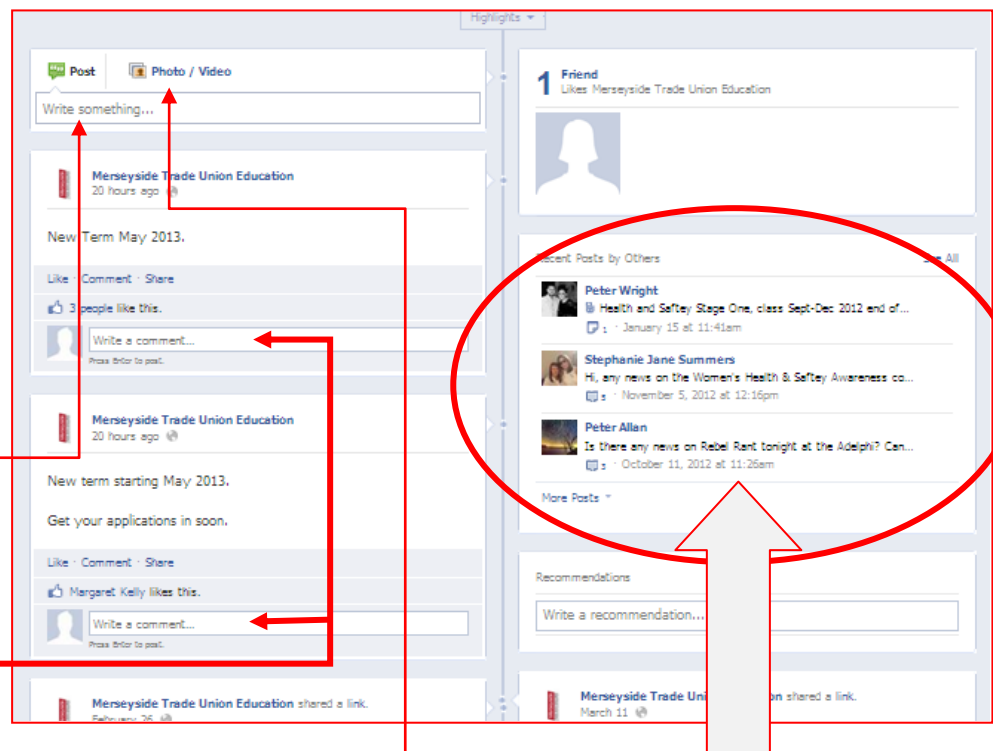
Posts by other people will be found here.

After visiting your friends page you can return to your own by clicking your name on the Facebook bar. This returns you to your Timeline page.

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Events

To create an event:

1. Go to the **Events** tab on the left side of your home page
2. Click **Create Event** in the upper-right corner of the page

From here, you can customize the event, edit its privacy settings and invite guests. Please note that you must include an event name and time.

You can invite any of your Facebook friends to join an [event you've created]. Invite friends by clicking **Invite Friends** in the lower-left corner of the event creation screen.
*You can also invite friends later by going to the event's page and clicking **Invite Friends** in the upper-right corner.*

In this example I have created an event with the title 'An Evening with Stephen Twigg'

When deciding who you should invite you have 3 options. **Beware choosing Public if it is a private event.** If you do choose public then everyone who views your Facebook page will turn up, they might tell others who will tell others and so on. You have probably seen some news stories about wild parties and some of the damage that was caused.

In my example I have restricted my event to 'Invite Only'

With this option you can choose who to invite. Click the invite friends link in the bottom left of the screen and all the people you recognise as friends will appear. Simply check the box next to the name to select and click the Save button.

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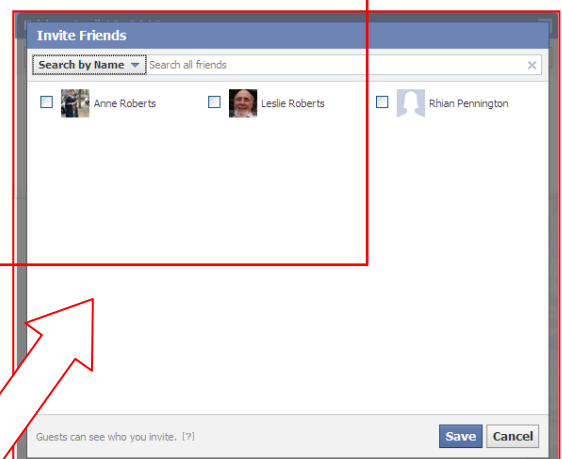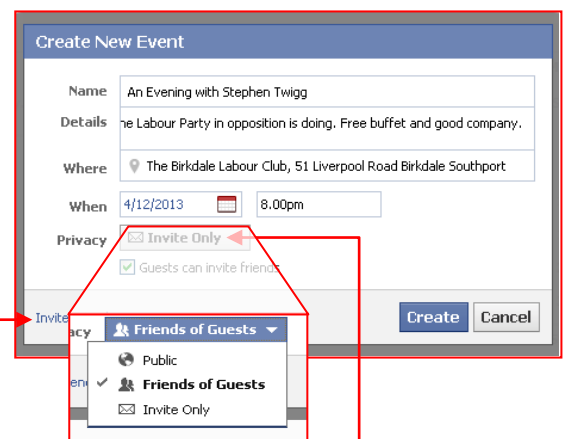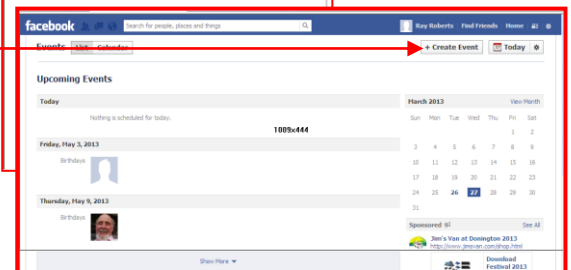
This is how your Event appears to those you have invited. It will not be seen on your Facebook page by anyone else.

How do I invite members of a Group to an Event?

Members of a group can create group events by clicking on the ⚙ menu in the upper-right corner. Select **Create Event** from the dropdown. This will lead you to the event creation page and will also set your group as the host of the event.

Once you create an event, the event will appear on the group's Wall and members can choose to join. You can also invite your entire group to an event by clicking **Invite all members** in the event creation window.

What is a Host and how can I add more hosts to my event?

When you create an event, you are automatically listed as the host. **Hosts have the ability to invite more people to the event, appoint other hosts and edit event content. Any host can add more hosts to an event by clicking Edit at the top right of the event and adding names to the Host field.**

Beware!

How do I create a group?

1. From your [home page](#), go to the **Groups** section on the left side menu and click on **Create Group**.
2. A pop-up box will appear, where you'll be able to add a group name, add members and select the privacy setting for your group. Click the **Create** button when you're finished.

Take special notice of the privacy settings

See the next page!

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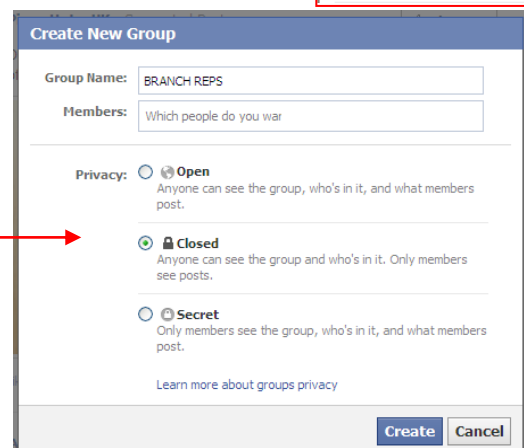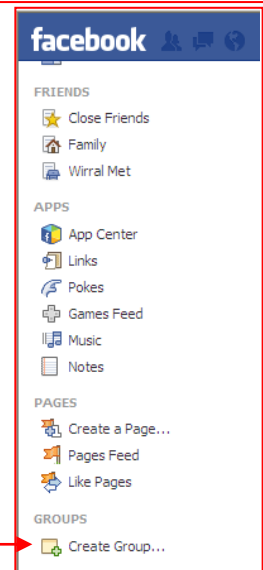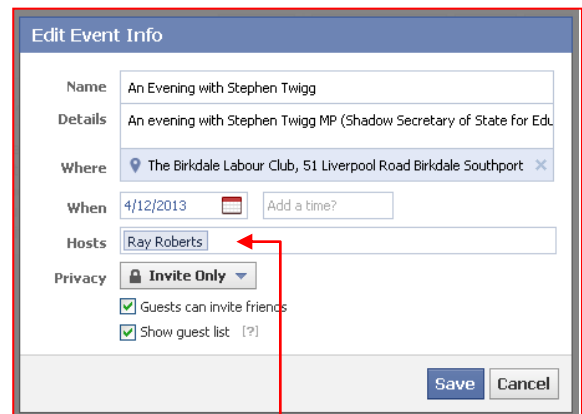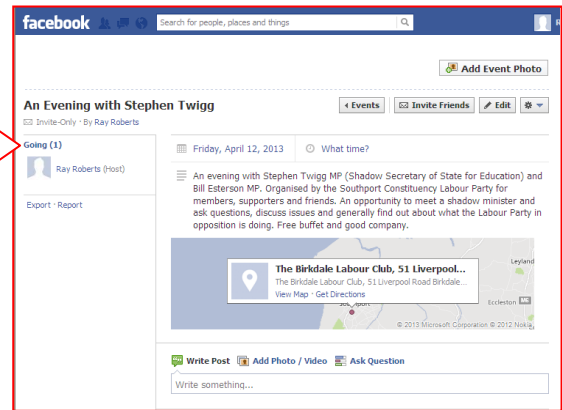
What are the privacy options for groups?
The privacy options for groups control who can see a group and the things people post there, including comments, photos and files uploaded to the group. The three privacy options are:

- **Open:** Anyone on Facebook can see and join the group. Open groups will appear in search results and all content that members post (ex: photos, videos and files) is visible to anyone viewing the group. People may see when you join or are invited to an open group, such as in news feed or search.

- **Closed:** Anyone on Facebook can see the group name, its members and people invited to join the group, but only members can see posts in the group. To join a closed group, a member needs to add you, or you can ask to join. People may see when you join or are invited to a closed group, such as in news feed or search..

- **Secret:** Non-members can't find these groups in searches or see anything about the group, including its name and member list. The name of the group will not display on the timelines of members. To join a secret group, you need to be added by a member of the group.

3. Once the group is created, you will be taken to the group's page. To get started click ✳ at the top right of the page and select **Edit Group Settings**. From here you can add a group description, set a group email address, add a group picture and manage members.

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Don't forget to update your status regularly. This is where you can tell everyone what's going on in your life and also where you initiate conversations with people.

Groups are great for;

- Campaigns
- Branch Communications
- Shop Steward Committees
- Public protests
- Clubs
- Membership sections

Etc.

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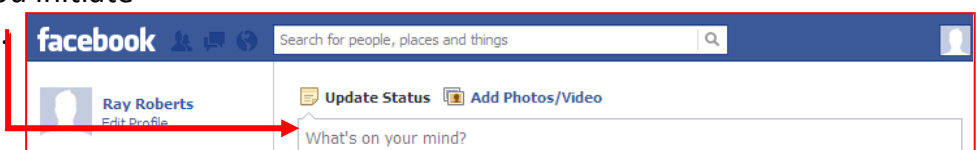
Help and free Facebook tutorials.

The first place to seek help for Facebook is Facebook itself.

Click the 'cog' in the upper right corner of your Facebook screen and select **Help**.
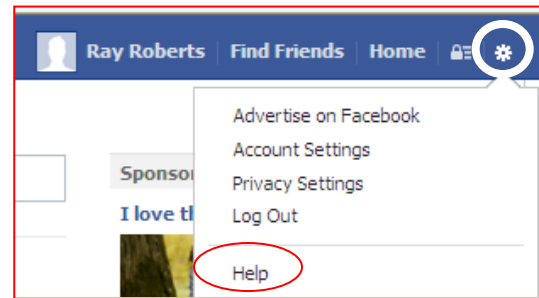
Type a help topic here…..

Or select from the list here…

There are many websites you can visit for help with Facebook or for free tutorials. Simply Google 'Facebook help' or 'Facebook tutorials' and scroll through the list.

Here are a few untested websites chosen randomly as examples.

How to use Facebook - general
http://www.mahalo.com/how-to-use-Facebook/

Help and tutorial videos

http://www.bing.com/videos/search?q=how+to+Facebook&qpvt=how+to+Facebook&FORM=VDRE#x0y792

How to use Facebook Timeline - videos
http://www.grovo.com/Facebook-timeline

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How to use Video Chat in Facebook
http://news.yahoo.com/blogs/technology-blog/Facebook-video-chat-010154318.html

How to use Facebook Lists
http://readwrite.com/2011/09/16/how_to_use_the_new_Facebook_lists

The Why and How of using Facebook for Educators
http://theedublogger.com/2011/05/11/the-why-and-how-of-using-Facebook-for-educators-no-need-to-be-friends-at-all/

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University and College Union

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