

Facebook for Beginners



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Facebook for Beginners

Class Objectives

- Creating an account
- Setting up a Facebook profile
- “Friending” people
- Posting content
- controlling your privacy
- using Messenger

Facebook

Facebook is a social media site, which launched in 2004. Anyone 13 years of age or older can sign up for a free Facebook account with an email address or mobile phone number. When signing up for an account, you will need to provide your first and last name, email address or mobile phone number, birthdate, your gender, and you will need to create a password. Facebook only allows one account per email address, so if you share an email account with someone, only one person will be able to use that email address to create their Facebook account. Facebook also requires that people use their real name and birth date (or the name that you are commonly known by—Bob instead of Robert), but provides a way for people to include nicknames or maiden names in their Facebook account profile. If people at Facebook come across an account that looks fake or looks like it is providing fake information, they may ask the owner to confirm they are who they say they are, or they may suspend or ban the account.

Before creating an account on Facebook, or anywhere else online, it is always a good idea to read through the Terms of Service so you know what you are agreeing to when you create your account. Facebook’s Terms of Service are available here: <https://www.facebook.com/terms.php>.

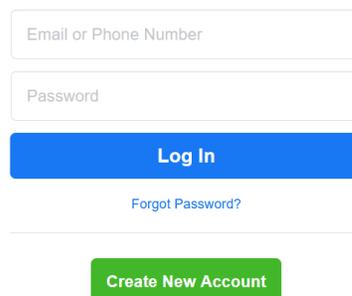
How Facebook Works/Overview of Facebook’s Vocabulary

Facebook is made up of individuals who create a Facebook **profile** and businesses/organizations that create a Facebook **page**. Facebook users can **post** photos, videos, and text posts about anything they wish. Users connect with one another by becoming **friends** of individuals, or by **liking** or **following** a business/organization. Once you become friends with another user, or like or follow a business, you will begin to see their posts on your **News Feed**. You may also be able to post things directly to their **Timeline**, which all their friends will be able to see. If you want to send a message directly to a person or a business, you can do so through **Messenger**, which only the sender and recipient(s) will be able to see. You can update your **Status** (i.e. share your thoughts, photos, or videos with your Facebook friends) by posting to your profile page. What you post will then end up in your friends’ News Feed. If you wish to **react** to a post someone else posted, you can do so by clicking the **Like** button below their post, or by

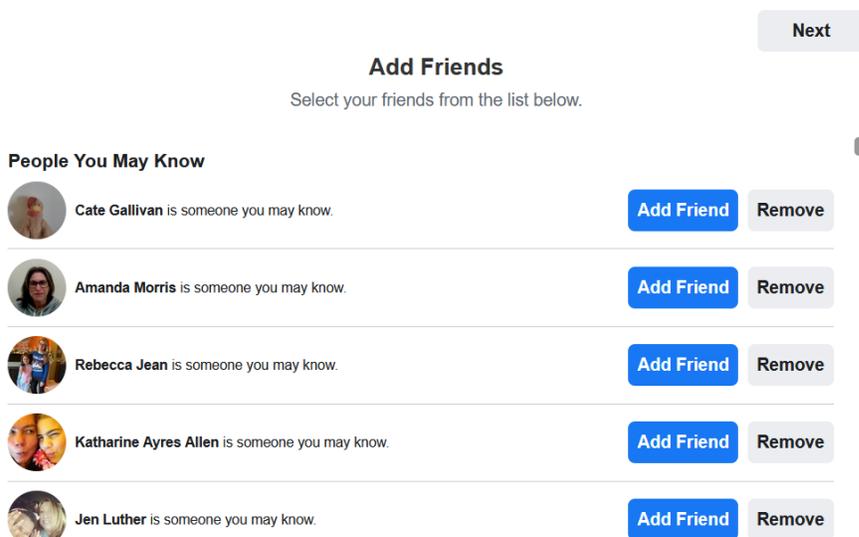
clicking on one of the **Reactions** below the post. If you wish to **comment** on a post, you can type in the comment space below the post and hit Enter to post your comment.

Starting an account and setting up your profile

To create a Facebook account, go to <https://www.facebook.com/> and click the **Create New Account** button. The next screen will prompt you to enter your first and last name, your email address or mobile phone number, set a secure password, and enter your birthdate and gender. Once you have filled out this information, click **Continue**. Facebook will then send a numeric code to your email or your cell phone, depending on which you provided. You must enter this code to finish signing up. Once you enter the numeric code, FB will prompt you to finish setting up your account. The next screen will suggest friends to you -- people you may or may not know, who you can choose to send friend requests to, if you'd like.



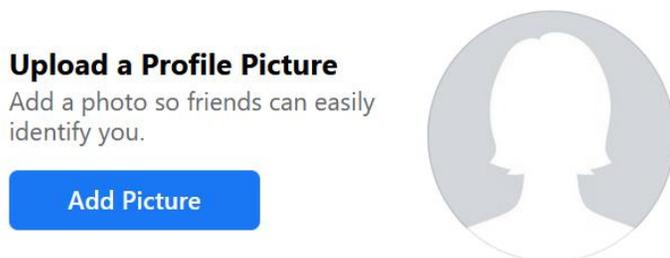
The image shows a portion of the Facebook login and sign-up interface. It includes two input fields: 'Email or Phone Number' and 'Password'. Below these is a blue 'Log In' button and a link for 'Forgot Password?'. At the bottom of the form is a green 'Create New Account' button.



The image shows the 'Add Friends' screen on Facebook. At the top right is a 'Next' button. The main heading is 'Add Friends' with the instruction 'Select your friends from the list below.' Underneath is a section titled 'People You May Know' which lists five suggested friends. Each entry includes a profile picture, the person's name, a short description, and two buttons: 'Add Friend' (in blue) and 'Remove' (in grey).

Name	Description	Add Friend	Remove
Cate Gallivan	is someone you may know.	Yes	Yes
Amanda Morris	is someone you may know.	Yes	Yes
Rebecca Jean	is someone you may know.	Yes	Yes
Katharine Ayres Allen	is someone you may know.	Yes	Yes
Jen Luther	is someone you may know.	Yes	Yes

Next, you will be prompted to add a profile picture. Clicking Add Picture will allow you to upload a photo from your computer or phone, and set it as your profile picture. Profile pictures are always publicly visible.



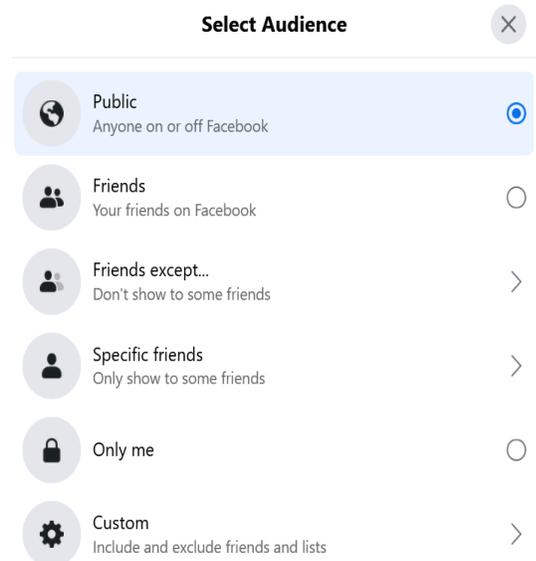
The image shows the 'Upload a Profile Picture' screen. It features the heading 'Upload a Profile Picture' and the instruction 'Add a photo so friends can easily identify you.' Below this is a blue 'Add Picture' button. To the right of the text is a large, light grey circular placeholder for a profile picture.

Now your account is ready to use, but there are still options for personalizing it. Clicking on your name or profile picture in the upper-left corner, below the Facebook search bar, will take you to your **profile page**. Here, you can upload a **cover photo**, similar to a profile picture, but larger, and across the top of your page like a banner. Like your profile picture, your cover photo is always publicly visible, so anyone on Facebook can see it. Do not include personal information in either your profile picture or your cover photo.

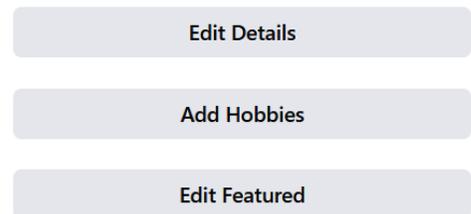
Below your profile and cover photos, you will see a link to **Add Bio**. Click this link to add a short description of yourself. Your bio is also public, so can be seen by anyone. Do not put personal information, like your street address, birth date, etc., in this bio.

Scrolling down to just below the bio section, on the left-hand side, there are sections to further personalize your profile. Clicking **Get Started** will lead you through a series of prompts for information you can choose to provide, like your workplace, where you went to school, your city, etc. You can opt not to provide this information if you wish, or you can provide it, and control who is able to see the information. For example, you can list the city you are from, and change who can see it by clicking the **Public** button. When you click this button a menu of privacy options will open. You can choose to keep the information public, or you can change the setting so that only certain people can see it. You can also choose to **skip** some of these questions.

Once you're finished, you can personalize your profile even further by clicking the buttons under the **Intro** section. You can add hobbies, links to your other social media profiles, edit your workplace, school, and city information, and choose featured photos that people will see when they look at your profile page. All of this information is public, and cannot be made private, so be careful what information you share here. Once you have added the information you want to share, and set the privacy settings on it, you're ready to start using Facebook!



Intro



Finding Friends

Facebook operates based on a network of Facebook “friends”. These are people to whom you have sent a Friend Request, or who have sent a Friend Request to you, and you have both agreed to be friends. To find a Facebook friend, type their name into the search box at the top of the Facebook page and click

search. You will get a list of results. You may need to click on the person's name to find more information about them. Once you have found the person you are looking for, click the **Add Friend** button. If other people have sent requests to be your Friend, you will see a notification at the top of your screen. Click on the **Friends** symbol to see a list of requests. You will also receive a notification here if people accept your Friend requests. You can choose to either **Accept** or **Decline** Friend requests. A good internet-safety rule of thumb is to decline friend requests from people you do not know. Once you accept someone's Friend request, you will immediately begin to see their posts on your **New Feed**, and, if they have set their preferences to allow it, you can post to their **Timeline**.

Posting Content to your News Feed or Timeline

To post content on Facebook, click in the box at the top of your News Feed. If you just want to post text, you can start typing and click Post when you are done. If you want your post to include photos or videos, click the Photo/Video button below the text box. A file explorer window will open and you can select the photo or video you wish to include. You will be given the opportunity to type something about the photo and to tag friends. Tagging someone means you associate their name to the picture. You may choose to do this if you are, for example, uploading a picture that includes someone else. Once you are finished, click Post. You can also stream live video by clicking the Live Video button, or click the Feeling/Activity button to share what you are doing and how you are feeling.

When you click on the box to post, it will open and give you even more options. Clicking the multicolored button in the lower left will open a menu of background colors and images you can use in your post. These only work on short posts, 130 characters or less. Along the bottom, you will see options to add photos to your post, tag a friend, add your feeling/activity, or check in at a location.

Clicking the vertical ellipses gets you even more options, including **Live Video**, add a **GIF**, or **Raise Money**, which lets you create a fundraiser for a cause or a charity. Your friends can donate to your fundraiser directly through Facebook, and Facebook takes care of disbursing the funds to the charity or organization.

Once you have finished creating your post, click the **Post** button at the bottom of the window, and your post will be visible on your Timeline and on your friends' News Feeds.

Interacting with Other People's Posts

There are a number of ways for you to interact with the posts your Facebook friends make, whether you come across that post in your News feed or on your friend's



Timeline. Below your friend's post, you will see a section that allows you to choose from three methods of interacting with their post. Below that, you will see comments others may have posted. Your first option is to react to your friend's post. Previously, the only option was to "Like" a post. Now Facebook has provided other options, each with their own symbol. If you wish to react to a post, let your mouse hover over the "Like" button, which will open up the full set of reactions you have to choose from. Then, click the reaction you wish to use.

Another option is to **Comment** on their post. To do so, click the **Comment** icon, and type your comment in the box that opens below the post. You may also post pictures, gifs, emojis, or stickers. When finished, tap the enter key on your keyboard to post the comment. The third option is to **Share** their post. You can share a post to your own timeline, or you can post it on a friend's timeline. You can also share the post with a friend in Facebook's private-messaging app, **Messenger**, copy the link to the post, embed the post to your own website or blog, or share the post to Twitter or Whatsapp, if you use those social-media platforms. You would need to connect those accounts to your Facebook account in order to share Facebook posts there.

Controlling your Privacy

An important concern many people have when creating an account is controlling who sees what information. Some information is always public—that is, anyone can see it and there is no way for you to limit it. That information includes:

- Name
- Profile picture
- Cover photo
- Pronouns

You are able to control who sees all other information. The first place to start is in the Settings of your Facebook account, which you can find by clicking your profile picture in the top-right of your page and then clicking on **Settings & Privacy**. This allows you to set a default audience for all the information on your account or that you may enter at a later time. Depending on the field, your options may include:

- **Public** - anyone will be able to see your post
- **Friends** - limits the information to people with whom you have chosen to become friends
- **Friends of Friends** - limits the information to your Facebook friends and their Facebook friends
- **Friends Except** and **Specific Friends** - allows you to limit which of your friends sees your post
- **Only Me** - no one will be able to see the post but yourself
- **Custom** - you can set a custom privacy setting to show your posts to some people, but not all.

In the same Settings & Privacy section, you can change your password, review your account settings, manage your data on Facebook, and other important things. This section is worth familiarizing yourself with.

When you post something, you can control who sees your post by clicking the button just below your name in the **Create Post** window. Clicking this button opens a menu that allows you to select your audience for the post; the options are Public, Friends, Friends Except..., Specific Friends, Only Me, or Custom. There are a couple of important things to note about this system. If you make a post and limit it to your Friends, a friend has the option of sharing that post and selecting their own audience, including making it public. Additionally, when you comment on a Friend's post, whatever audience they selected to see the post will see your comment. When you post on Facebook Pages and public groups, anyone who can see the Page or group can see your post or comment. Generally, when you post or comment on a Page or to a public group, a story can be published in News Feed as well as other places on or off Facebook.

Activity Log and Tagging

When you are tagged in a post by a friend, the post will appear in your Timeline and your News Feed. Timeline Review allows you to choose whether posts you are tagged in appear on your Timeline. Keep in mind that posts you're tagged in can also appear in News Feed, search and other places on Facebook. When people you are not friends with tag you in a post, they automatically go to Timeline Review. To turn the feature on for everyone, go to **Settings & Privacy**, click **Settings**, and select **Profile and Tagging**. Turn on the feature that says "Review posts you're tagged in before the post appears on your timeline?" In order to review these tags, you will need to go to your **Activity Log**. You access that by clicking **Settings & Privacy**, then selecting **Activity Log**. Here, you can see any posts you have been tagged in, and either choose to allow them on your timeline, refuse to allow them, or remove the tag. This includes posts by your friends.

Messenger

Messenger is a tool on Facebook that allows you to send messages directly to a person or a group of people. Sometimes referred to as "Direct Messaging," (or DM) this system works similarly to email or text messaging, where only the person you select receives the message, as opposed to posting to someone's Timeline where others could see it. To view your messages or send someone a message, click on the messenger icon at the top of your page. It will display recent messages and have a link to a dedicated messenger page that will allow you to see all your messages. When you have unread messages, there will be a red number next to the Messenger icon on your page.

To see a message, click on the Messenger icon. A window will appear at the bottom of your screen that shows all the messages that you have sent to this friend. To send a new message, click on “New Message.” A message window will appear that shows recent messages you have received.

Click on an individual message in this list, or click **See All in Messenger** to go to a page that will allow you to see all of your messages. When you click on a message, a window will open at the bottom of your screen showing all previous messages you have exchanged with your friend. You can type a new message at the bottom of this conversation. Type your message, hit Enter or click the Send arrow, and the message will be sent to your friend. You can include pictures, gifs, emojis, and stickers in your messages by clicking the icons at the bottom of the message window. You can also start a video chat or a voice call with your friend by clicking the icons at the top of the message window.

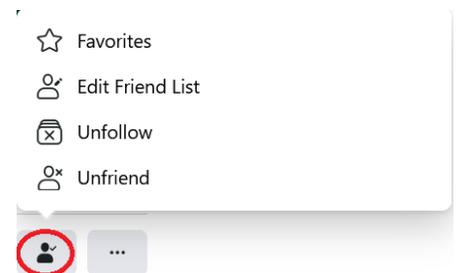
You can see messages that have been sent to you by people you are not friends with by clicking **See All in Messenger**, then clicking the ellipses icon at the top left of the screen. On the menu that opens, click **Message Requests**. This will show you any messages that have been sent to you by people you are not Facebook friends with. Be aware that quite often scammers use Facebook Messenger to try to defraud people, and use caution when accepting and replying to messages from people you do not know.

Chats



Blocking and Unfriending

If someone is bothering you, and you no longer wish to be connected to them on Facebook, you have two options. If you are Friends with the person, you can **Unfriend** them. This means that the two of you will no longer be Friends on Facebook, and your posts will no longer appear in each other’s News Feeds. To Unfriend, go to the person’s profile page, click the **Friend** icon, and select **Unfriend** from the menu that opens up.



If you want to stay friends with the person, but don’t want to see their posts in your News Feed, you can select **Unfollow** instead.

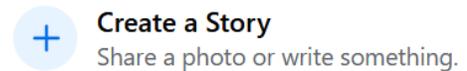
If you are being harassed by someone on Facebook, and you want to keep them from seeing your profile and posts, and prevent them from interacting with you at all, you can **Block** them. To do this, go to their profile, click on the ellipses next to the **Friends** icon, and select **Block** from the menu that pops up. You can also **Report** the profile if you feel that it shouldn't be on Facebook. Reasons why Facebook might remove a profile include: harassment, impersonating someone else, violent or racist conduct, or scamming. If you feel that a profile should not be on Facebook, you can choose to report it by using the **Find support or report profile** option in this menu. The person will not know that you reported their profile. Facebook will decide whether or not to take action.

- 🔍 Search Profile
- 👤 See Friendship
- ⚠️ Find support or report profile
- 👤 Block



Stories

Facebook Stories are short posts that stay on the site for only 24 hours, and then are deleted. You can use photos or text in Stories. They are designed to be brief, temporary posts.



To create one, click on the **Create a Story** link at the top of your News Feed. From here, you will have the option to **Create a Photo Story** or **Create a Text Story**. For a text story, there is a text box where you can type what you want to say, and options for the background color or graphic for the text box. For a Photo Story, you will be prompted to upload a photo from your computer, tablet, or phone. Once you have chosen a photo, you can choose to add text to the photo. You can also change the color and font of the text.

Additional Resources

Facebook's Help Center: <https://www.facebook.com/help/?ref=contextual>

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