

FACEBOOK 101

WHAT IS FACEBOOK?

- Facebook is a global and social networking website.
- When you create a Facebook account, you will be sharing information about yourself with others. You will also have the ability to see other user's information and to chat, email, share pictures, play games, and use other applications.
- The friends you obtain on Facebook give you the opportunity to do things like chat and view their profiles.
- On Facebook you can also create fan pages, and promote events among friends.

HOW TO CREATE A FACEBOOK ACCOUNT

- Open a web browser (like internet explorer) on a computer and go to www.facebook.com.
 - o It's free, and anyone can join.
 - o You have to have an Email account to sign up.
- On the main page of facebook.com, it will ask you for your:
 - o Name.
 - o Email address.
 - o Gender.
 - o It will ask you to create a password.
 - o Date of birth.
 - o Once done click, "Save and continue."
- Facebook will then perform a security check.
 - o All you have to do is type what you see in the box that is shown.

Step 1 (Optional, to skip this step click "Skip this step" in the lower right.)

The next step will ask you to provide your email address and password.

- o This step basically searches your email account for all of your contacts and email addresses that you might have stored on your email account.
- o Facebook then takes all of the contacts that it finds and searches other Facebook accounts for those email addresses.
- o This is a way for you to find people you know on Facebook. (So you can add them as friends).
- o It's up to you if you want to perform this type of search or if you want to look for people you know in a different way.
 - If you want to perform this search simply type in your email address and your password, Facebook will perform the search.

- After the search is performed, you may want to add people you have found. To continue Click, “Save and continue.”
- If you decide that you do not want to perform this search, click “Skip this step,” in the lower right.

Step 2 (Optional, to skip this step click the “skip” button)

The next step asks for some more information about yourself. (This allows you to share this information with other people on Facebook, or help others who may know you to find you and add you as a friend)

- Information asked:
 - The name of your high school and the year you graduated.
 - The name of the college and the year you have graduated.
 - The name of the organization you work for.
 - Once done, click, “Save and continue.”
- According to the information you have provided, Facebook will do a quick search on people you may know that already have Facebook accounts.
 - You can search through these people to find people you may know or you can skip this step and add friends later.
 - To skip this step simply click the, “skip,” button.
 - To add friends you can click on the “add to friends” button next to their picture and name.
 - This sends a friend request to this person to agree that you know each other. (You’re not automatically friends with this person).
 - Once you have finished looking through the people Facebook has found click the button, “Save and Continue,” to move on to the next step.

Step 3 (Optional, to skip this step click the “skip” button)

The next step asks you to upload a picture of yourself, or a picture that you would like to have represent your Facebook account.

- There are a number of options you have at this point.
 - You can upload a photo you may already have on your computer.
 - You can take a picture with a webcam.
 - Or you can choose to skip this step.
 - When you’re done click, “Save and continue.”

Once you reached this page you have created a Facebook account. Facebook will provide a summary of the steps you have just completed along with additional options.

- You can edit your profile and provide more information if you like.
- You can search for friends by simply typing in their name.

- You can activate Facebook on your account, depending on the plan you have with your wireless provider.
- You can set up your privacy settings to control what people can see about you, or what is published on your Facebook page.

Remember:

- You can always edit your profile or delete your account. Everything you create isn't permanent and can be edited later on.
- **Make sure to keep your profile up to date and to you manage your privacy settings.**

JOIN A FAN PAGE (Example: "Diabetes Partners in Action Coalition," page)

- Being a fan of a Facebook page is similar to being friends with someone on Facebook. However, a fan page is something created for a company, or a purpose.
- Being a fan of something like the, "DPAC," will provide you with updates as to what's going on with the organization or group. The actions or posts created by the page will be posted on its fan's news feed.

- To become a fan of the, "DPAC," log on to your Facebook profile.
- Once logged in, click in the search text box and type, "Diabetes Partners in Action Coalition." Then click the search icon, or hit enter on your keyboard.
- Once you find the page click on it.
 - This will bring you to the "DPAC" page.
- To become a fan, click on the, "Become a Fan," button near the top of the page.
 - You're now a fan!