

Using Facebook

Facebook is very useful for keeping in touch with family and friends.

Creating your Facebook profile

Many people use Facebook as their social network, because it allows them to:

- Be part of the most widely used social network in the world.
- Keep in contact their personal friends and family.
- Easily share photos and messages, no matter where their friends and family are.

Your profile, or 'timeline', is your part of Facebook. To create it, you need to:

1. Sign up for Facebook at www.facebook.com.
2. Type in your full name, gender, date of birth and email address.
3. Enter a password that is easy for you to remember but hard for others to guess.
4. A strong password should contain a mixture of letters, numbers and symbols, like T1me!0rd.
5. Confirm your account by following the link in the email that Facebook sends you.
6. Click on About on your Facebook page.
7. There you can add further details about yourself, such as your school and university, places you've lived and other details. This information can help people work out if they know you.

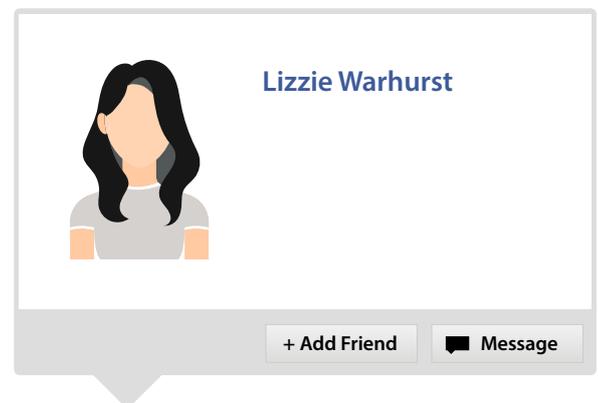


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Adding friends on Facebook

Facebook is a social network where you can communicate with the people you know, and even people you don't know. Here are the steps for adding someone to your Facebook social network.

1. Type the name of someone in the search field at the top of the Facebook page and press Enter.
1. A list will appear with some descriptive information and a picture.
2. Click on the person who seems to match and check their details.
3. Click Add Friend if they do. Facebook will change the name on the button to Friend request sent.
4. When the person accepts the Friend request, you will see their updates on your news feed and they will see yours.



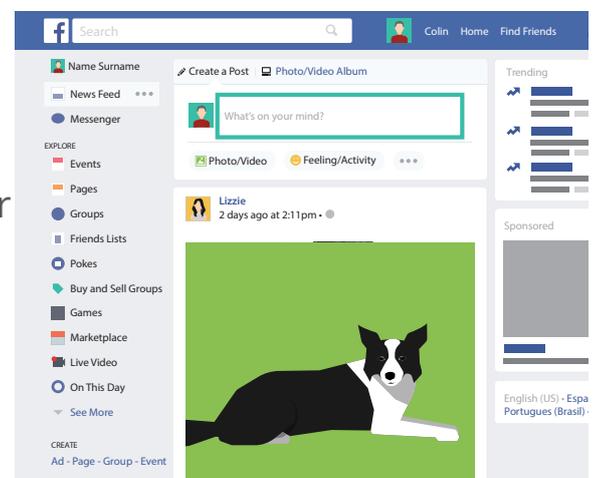
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Posting messages on Facebook

You can write messages on Facebook to keep friends and family up to date.

These are called 'posts'.

1. When you start Facebook it will open on your News Feed or timeline. Near the top is a box which says What's on your mind?.
2. Click on the box and type your message.
3. Click the Post button.



What's on your mind?

Using Facebook

You can also respond to what other people post on Facebook. Here are some of the options:

1. Click on Comment at the bottom of a post.
2. Type a comment in the box that appears.
3. Click on Like at the bottom of a post, or hover the cursor over Like and choose one of the other five reactions.
4. Add a photo to a comment by selecting the camera icon. Use the open file box to find the photo on your computer. Select it to upload. Click Post.

You can control the information other people see about you on Facebook.

Here's how to it's done:

1. Click the arrow at the top right and select Settings.
2. Click on Privacy at the left of the page.
3. Adjust the settings for Who can see my stuff as well as who can contact you or look you up.

Making more connections on Facebook

When you join Facebook, it's likely you will receive requests from others to become a Facebook friend. Here's what you can do.

1. You will see the request on the icon of two people at the top of the page.
2. The number of requests will be shown in red.
3. Click on the icon. Your friend requests will be listed.
4. Click Confirm to accept a request, or Not Now to reject it.
5. When you accept the Friend request, you will see their updates on your news feed and they will see yours.



Add as a Friend

Facebook friend request