



Facebook

I. What is Facebook?

- A. Facebook is a website where you can create a personal profile, contact people that you know (called **Friends** on the site), and keep in touch by sharing information such as updates on your activities, pictures and other interests.
- B. Facebook was created by Harvard student Mark Zuckerberg in 2004. Originally it was open only to college students, but is now open to everyone 13 and over. As of July 2010, there were over 500 million Facebook users worldwide.

II. What can you do on Facebook?

A. Facebook allows you to:

- Connect with people with whom you have lost touch
- Maintain contact with family members
- Keep in touch with people you know
- Keep up with favorite businesses, organizations and public figures

B. Ways you can use Facebook:

- Share updates
- Share photos
- View pictures from your friends
- Link to articles and websites
- Send private messages to friends
- Chat in real-time with friends
- Send invitations

III. What we will cover in this class

A. Creating an account

- Personal Profile
- Finding Friends
- Posting updates

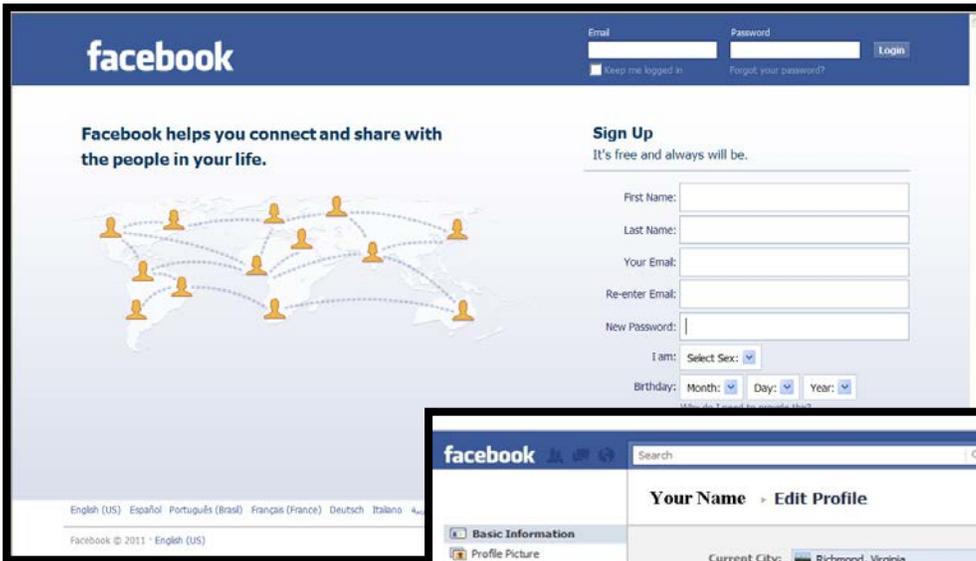




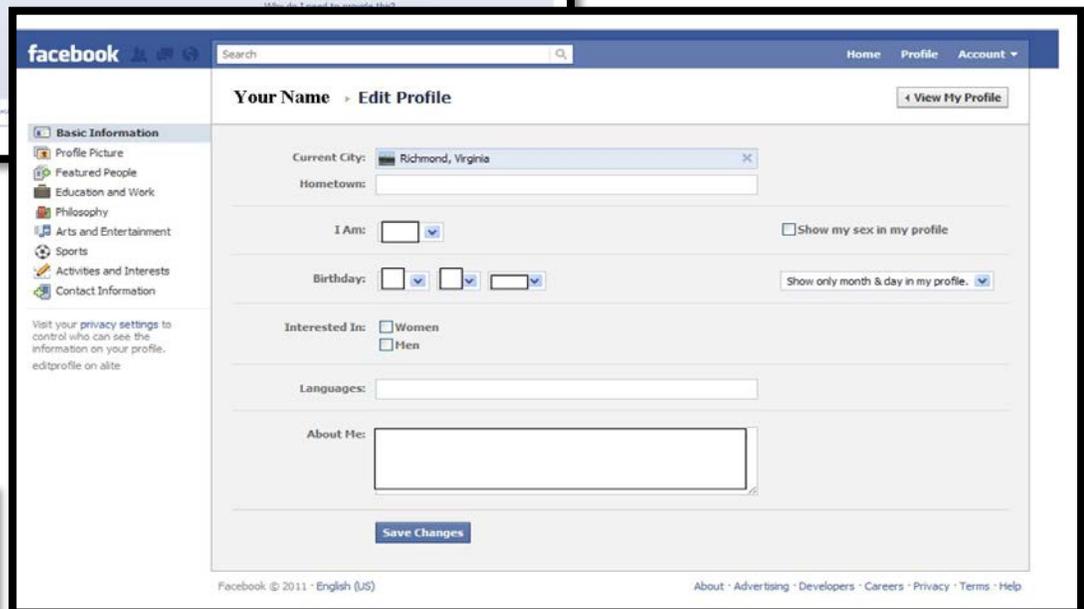
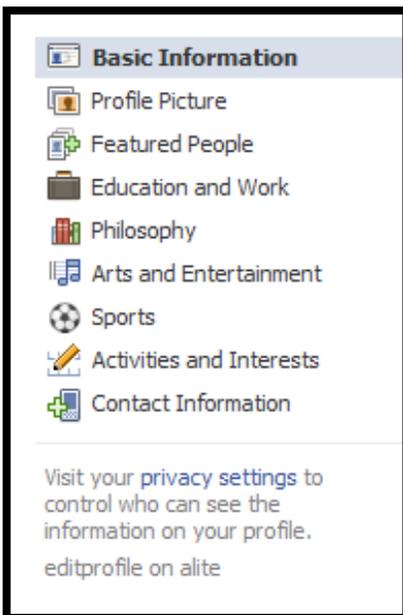
IV. Signing Up

Go to www.facebook.com
 Fill in the form to begin the process of joining.

Facebook will walk you through the basic steps of creating a profile.



V. Creating a Profile



This is the 'Profile' screen. It is where you will enter basic information about yourself.

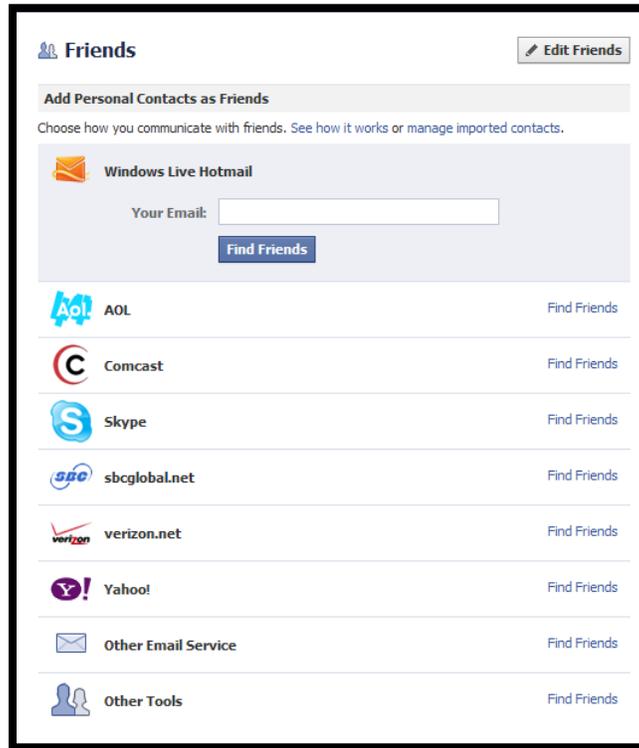
It isn't necessary to fill out everything. Only share what you are comfortable sharing. You can add or delete things anytime.

These are the different parts of a profile. They help people learn more about you.

Fill out as much or as little as you want.



VI. Finding Friends



- A. Facebook will help you find people you may want to connect with. You can enter your email address and password and it will search your contact list and suggest people to become friends with.
- B. You can also search for a person by name or email address.
- C. Once you have a few friends you can see who they are friends with. If you see someone you know, send him/her a friend request. If he/she accepts you will be able to see any pictures, messages or videos they post. You will also be able to send him/her messages.
- D. After a while Facebook will suggest people you may want to friend. This is based on whom you are friends with.
- E. You will receive friend requests too. You can accept or ignore them. If you don't know the person, feel free to ignore the request. When you receive a request you will be notified in Facebook. You will be able to see some information about the person sending you the request. Their basic information and a list of friends is generally provided.



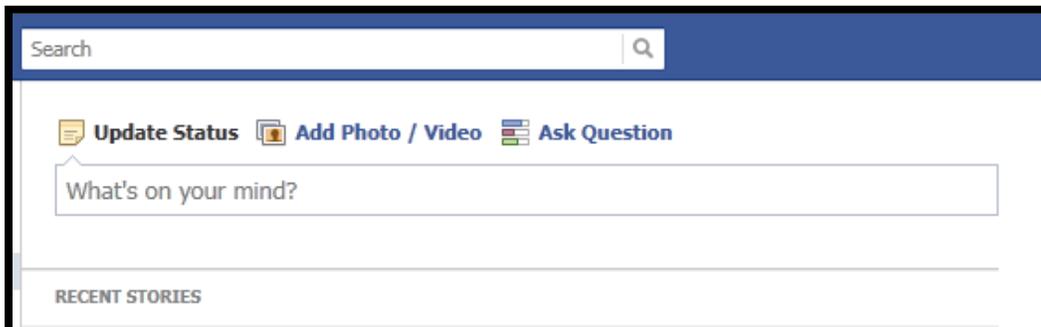
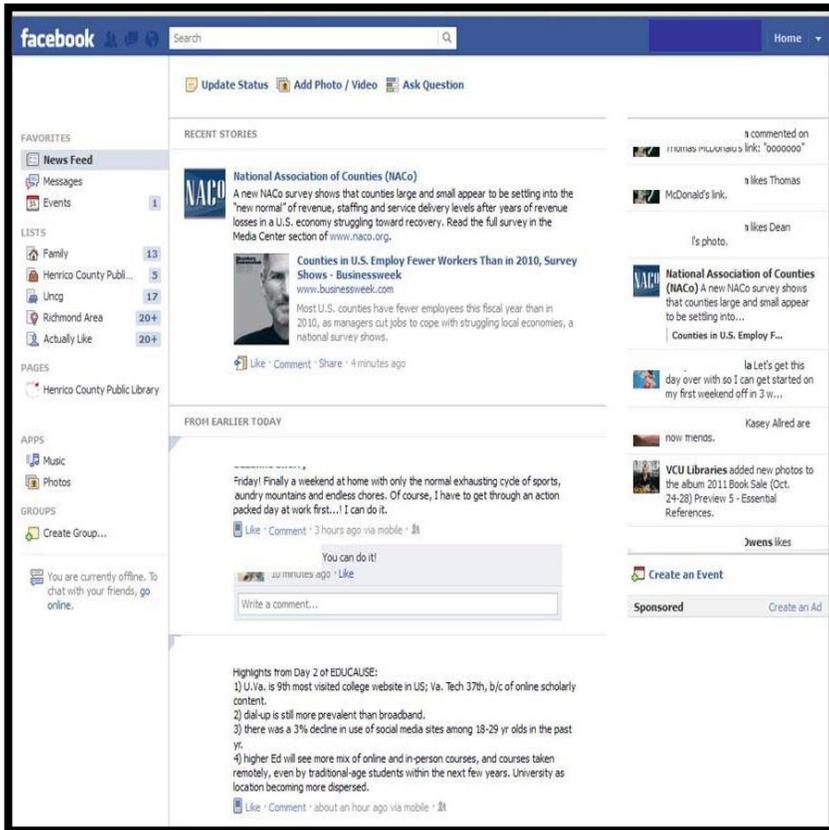
VII. Posting Updates

The 'News Feed' is where you will see the updates of your friends.

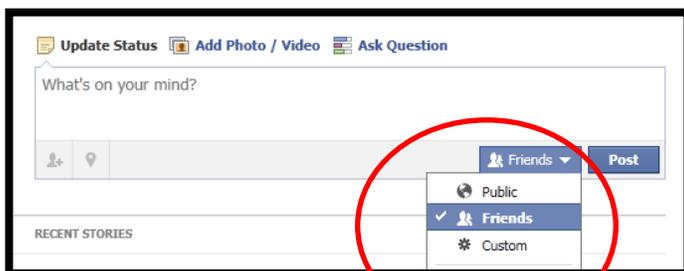
Under "Recent Stories," your friends' most current updates, photos, and links will be displayed.

Any comments made on friends' updates will be shown below the update. Clicking on "Like" is a way to 'like' a post without commenting on it.

The "Ticker" on the right side of the screen gives you quick notifications of your friends' activity on Facebook. Events and Birthday notifications are also found in this section on the right.



Updates are the basic method of communication on Facebook. By posting updates you are telling your friends what you are thinking or doing. Your updates will show up in the News Feed of your friends.



At the time you post an update, you can choose to share it with everyone ("Public"), only your friends ("Friends") or only the people on a personal list that you have created ("Custom"). In the example to the left, this update will go only to Friends.



To create an update, answer the question: “What’s on your mind?” in the ‘Status’ box. The answer to this can be as long or short as you’d like.

You can post pictures, videos, links to other websites, and even ask your friends a question via the ‘Status’ box. To share a link with your friends, type the web address of the link in the ‘Status’ box, and it will become a link after you click to Post the link. Many websites, such as YouTube, provide a ‘Share’ button through which you can post a link to your Facebook page.

VIII. Communicating Directly with Friends

In addition to posting general updates to all of your friends, Facebook provides several ways to “talk” directly to individual friends.

A. Post on Wall

You can post a message directly to a friend’s Wall. The **Wall** is the page for each of your friends which displays their recent activities on Facebook, such as comments they have made, updates or links they have posted, or pictures they have been tagged in.

To do this, go to the friend’s Wall by clicking on their bolded name somewhere on your Facebook page. Or, you can search for their name in the search box at the top of the screen.

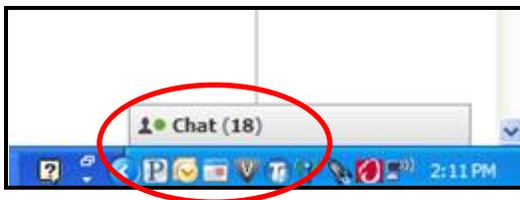


Click in the search box, and type in the name of the friend you are looking for.



B. Message/Chat

You can send private messages to friends through the Messages/Chat feature.



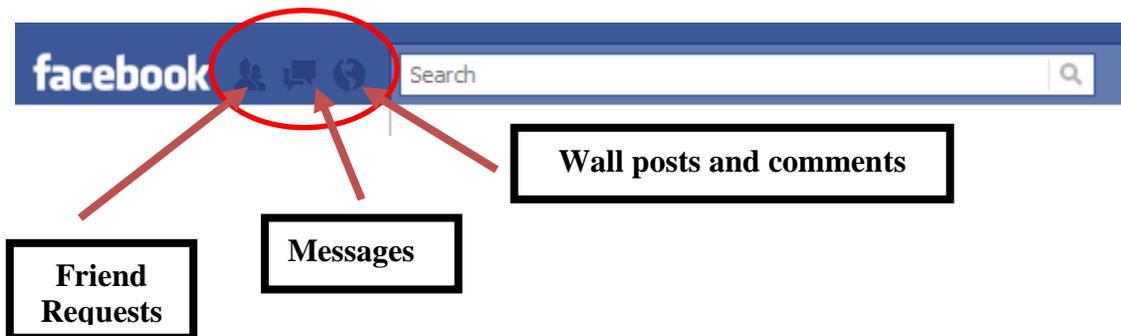
At the bottom right hand corner of the screen, you can access the chat window and initiate a chat session with a friend if they are also logged onto Facebook at the same time.



Click on the word “Chat” and a list of your available friends will expand. If you click on a person’s name, that will begin a chat session with that person. Facebook Chat also provides a Video Calling option, available from the chat window.

IX. Notifications

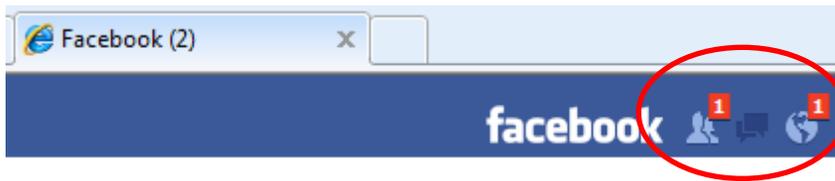
Notifications appear in red at the top of the Facebook screen, in the circled area on the screenshot below. They are Facebook’s way of letting you know that someone is communicating with you.



Here are some examples:

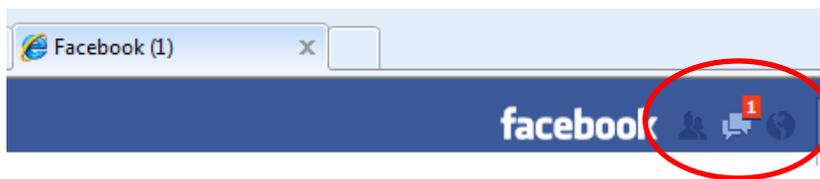
A. Friend Requests

- This screen shows one new Friend Request and one new Comment/ Wall Post.



B. Messages

- This screen shows one new Message.



C. Wall posts and comments

- This screen shows two new Comments/Wall Posts from friends.



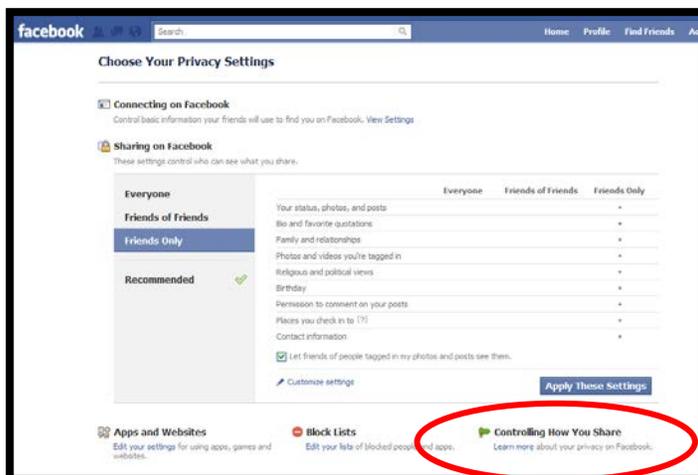
X. Privacy

While sharing and connecting with people is a big part of Facebook you do need to be mindful of your privacy. Everyone’s comfort level of sharing is different. You should only share what you feel comfortable sharing. This section of the class will provide a very quick overview of the privacy settings available in Facebook. It is recommended you spend some time looking at the available settings and find a level of sharing that is comfortable to you.

A. Settings

Your privacy settings can be accessed by clicking on the Account menu in the upper right corner of your screen and choosing ‘Privacy Settings’. You will see a page that lists a few of the available sharing options:

- Everyone – Not very private
 - Everything you do on Facebook is available to anyone to see.
 - They do not need to be a member of Facebook.
- Friends of Friends – More private
 - Only friends of your Facebook friends can see some of what you do.
 - They have to be members of Facebook.
- Friends Only – Private
 - Only the people you have accepted as Friends can see what you do on Facebook.
 - They must be members of Facebook.
- Recommended – More private
 - This is a mix of the three options.
 - Some things are open to the general internet but some things are more private.
 - This is the original setting





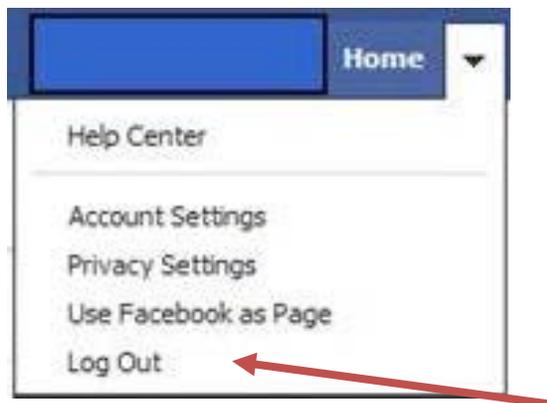
These options are just the beginning of your Facebook privacy settings. There are a lot of ways you can control your privacy and you should spend some time getting familiar with them. A good way to do this is by visiting the 'Controlling How You Share' section of the Privacy Settings site. You will find further details about how you can control your privacy there.

B. Rules of Thumb

- If you are new to Facebook you may want to begin with your privacy level set to Friends Only. This will allow you to become more comfortable with Facebook and 'ease your way' into it.
- You can change your settings at any time.
- You don't have to accept every friend request you receive. You can be selective. Your Facebook friends will be able to see the things you post so consider that before you accept.
- Many games (or Applications) can see your information. Visit the 'Apps and Websites' section of the Privacy Settings site to learn more about this.
- Think before you post something. Some people call it the 'Grandmother' rule: Would you want your grandmother to read/see what you are about to post?

XI. Facebook Help Center

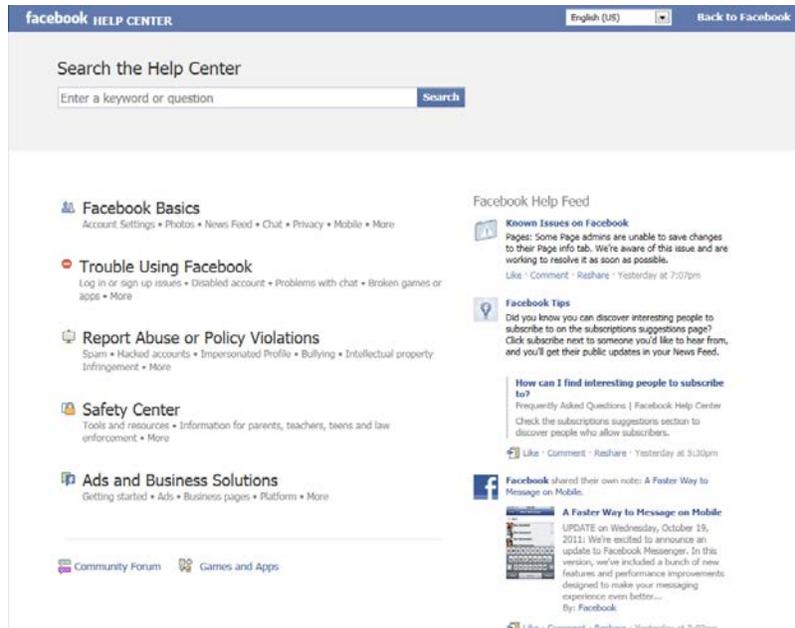
Facebook provides Help screens to answer questions you might have about the site.



You can access the Facebook Help Center through the arrow at the top right of the screen.



After you open the Help Center, you can search for a subject in the search box, or browse through the help topics.



XII. Logging Out of Facebook



Always Log Out of your Facebook profile when you are done using the site. This is the only way to ensure that no one else can use your account.

You can Log Out using the arrow at the top of the screen, and then clicking on the words **Log Out**.

Thanks for attending!

XIII. Comments and Suggestions

Please fill out the Comments and Suggestions sheet and put it on the instructor's desk.