

How to Facebook?

A Guide for Beginners

What is Facebook?

- A free social network platform
- Helping you stay connected to friends & family!

What you will need

✓  **Internet connection** (WiFi or Mobile data)

✓  **Computer / Laptop / Tablet / Mobile**

WARNING

Unless you have unlimited access to the internet, make sure you have enough **data allowance** with your broadband or mobile monthly plan.

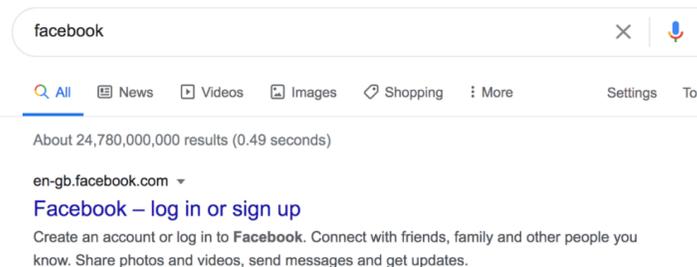
In doubt, check with your provider.



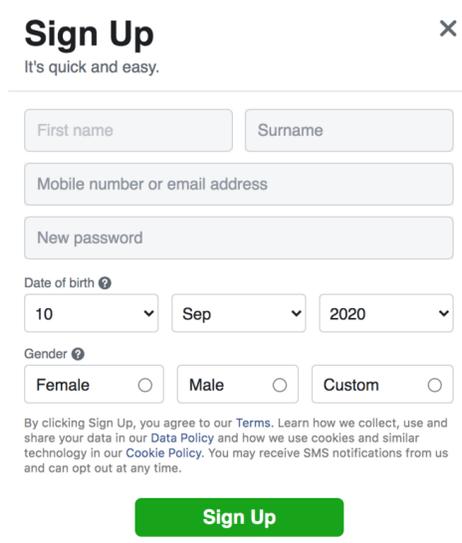
For information about Facebook's privacy policy go to:

<https://en-gb.facebook.com/policy.php>

STEP 1: Search for 'Facebook' in Google and click the first option



STEP 2: Enter in your name, email of phone number, gender and date of birth on the sign up page

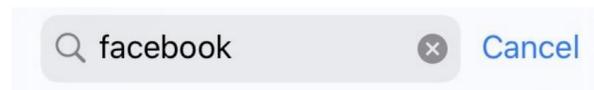


The screenshot shows the Facebook Sign Up page. The title is 'Sign Up' with a close button. Below the title, it says 'It's quick and easy.' There are several input fields: 'First name', 'Surname', 'Mobile number or email address', and 'New password'. Below these fields, there are dropdown menus for 'Date of birth' (set to 10 Sep 2020) and 'Gender' (with options for Female, Male, and Custom). At the bottom, there is a green 'Sign Up' button. Below the button, there is a small disclaimer: 'By clicking Sign Up, you agree to our Terms. Learn how we collect, use and share your data in our Data Policy and how we use cookies and similar technology in our Cookie Policy. You may receive SMS notifications from us and can opt out at any time.'

STEP 3: Confirm your details via email/phone number. You are signed up!

Accessing Facebook from your phone?

- It is easier to use Facebook on your phone if you've downloaded the App.
- Search 'Facebook' on Apple's App Store or Google Play

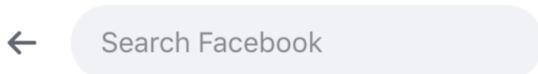


- This is still completely free!

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Adding friends on Facebook

- When you add someone as a friend on Facebook, it means that you can connect with them, and see what they have been up to!
- You can add people as friends by searching for them in the search icon



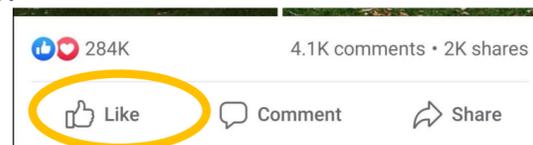
- On your profile, under the 'Friends' tab, you can also find your 'Friend Requests'. These are people that want to add you on Facebook!
- Under the 'Friends' tab, you can also see a list of people you may know

How to like a post

- Under every post you will see this tab



- In order to 'like' a post you will have to click on the 'like' button

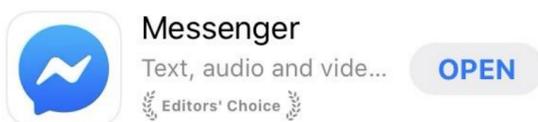
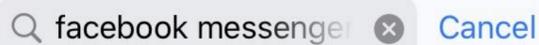


- If you press on the 'like' button for 3 seconds or more, you will see these different options appear. These are known as 'reactions' and you can choose whichever one you find the more appropriate for the post



What is Facebook messenger?

- You can stay in touch with your friends via Facebook messenger
- It is also completely **free of charge!**
- You can access Messenger via the Facebook website
- You can also access Messenger via the app, Search 'Facebook Messenger' on Apple's App Store or Google Play



- You can send texts and videos
- You can even make calls



ICSM
Volunteers

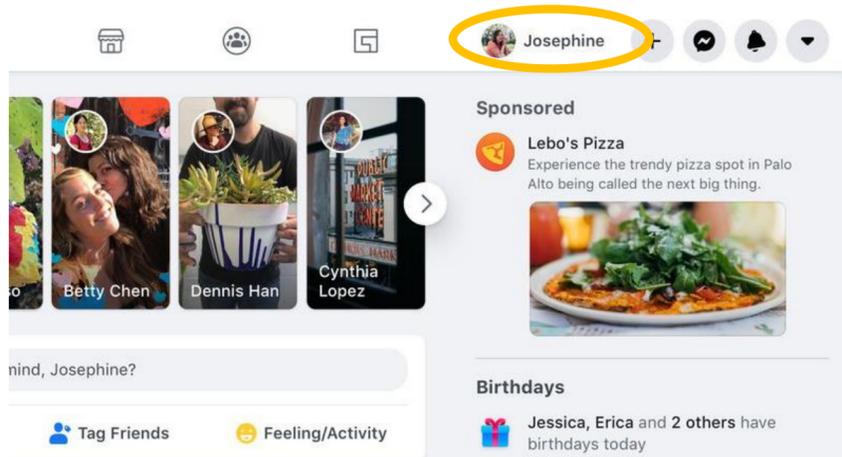
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A. Dayanambay, S. Gupta, G. Iacona, A. Israni, C. Oldfield,
M. Panthula, R. Kurian Thomas, X. Ye, N. Zaman

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How to set up my profile picture

- To add a Facebook profile picture or change your current profile picture click your profile picture in the top right of Facebook.



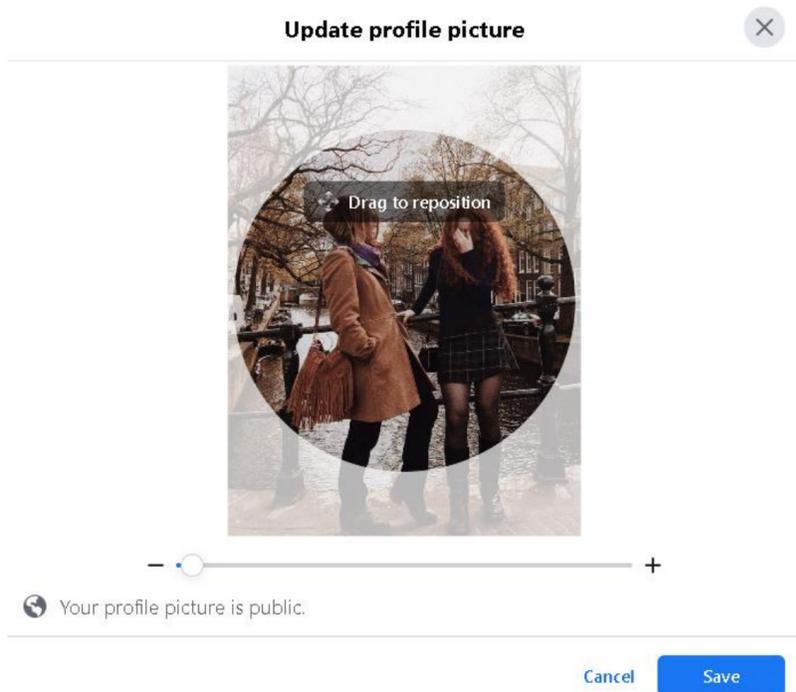
- Click  in the bottom right of your profile picture.



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[Add Bio](#)

- Choose a photo or add a frame.
- Zoom and position your photo the way you prefer and then click Save.



How to add or change your cover photo

- A cover photo is the larger photo at the top of your profile, above your profile picture. Like your profile picture, cover photos are public, which means anyone visiting your profile will be able to see them.
- To add or change your cover photo click your profile picture in the top right of Facebook.
- Click  **Edit Cover Photo**. If you don't currently have a cover photo, click  **Add Cover Photo**.



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[Add Bio](#)

- Click **Upload Photo** to upload a new photo from your computer or **Select Photo** to pick a photo from one of your Facebook albums.
- Once you choose a photo, you can reposition it by clicking the image and dragging it up or down.
- Click **Save Changes**.

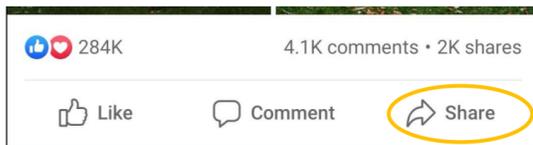
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How to share a post

- Under every post you will see this tab



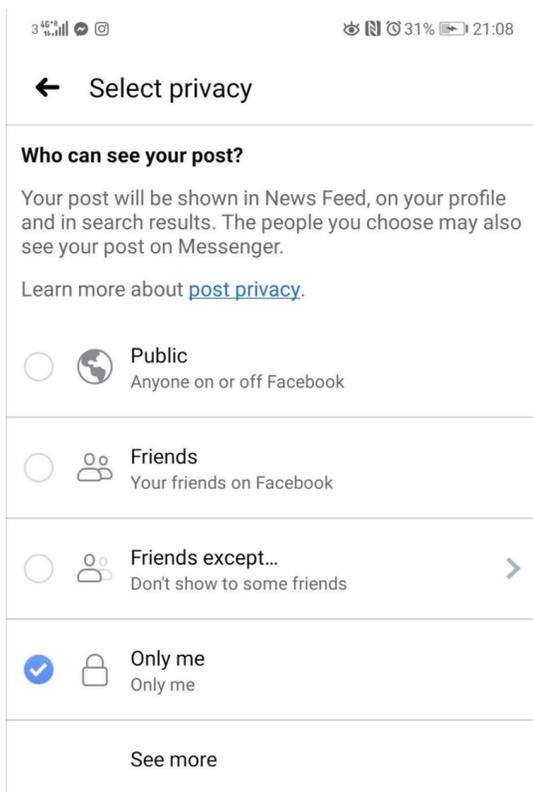
- In order to 'share a post you will have to click on the 'share' button. You can choose to just share the post or to write a comment about it.



- When you share a post you can choose who to share it with. You can choose different privacy settings. To do so you will have to click on this item

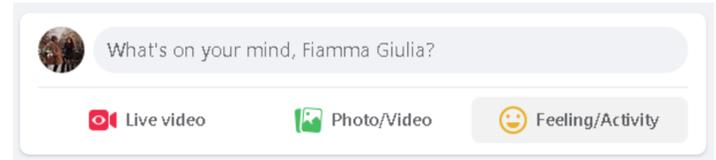


- You will then be able to choose who can see the post you want to share

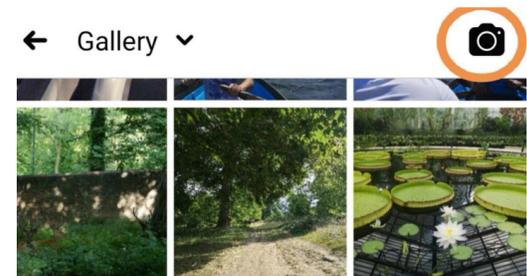


How to post

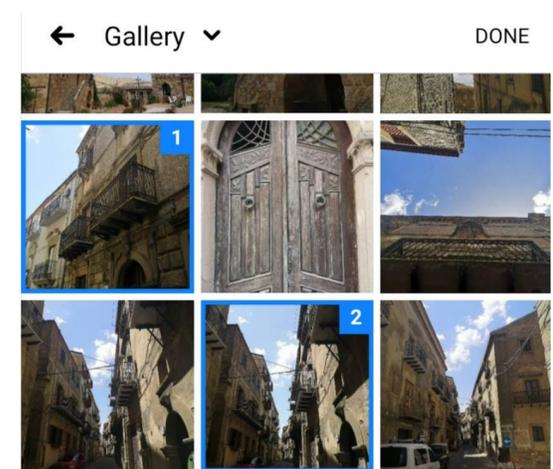
- To post something (text, pictures, videos) on Facebook you will have to find the following at the top of your News Feed.



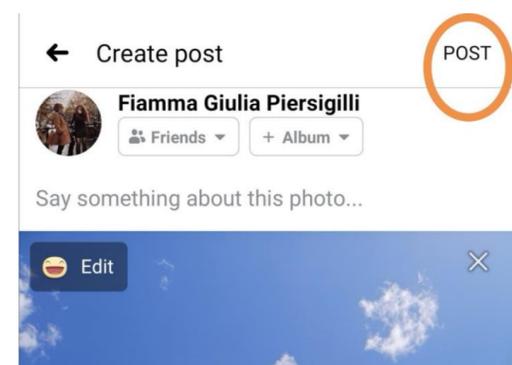
- If you want to type something click where you see **What's on your mind, [Name]?** and start typing.
- If you want to add videos or picture, then click the icon
- If you want to take a picture or video instead of selecting one already on your phone, then click the camera icon. You will then be able to take a video or picture.



- If you want to select pre-existing photos or videos you only have to click on it. If a photo has been selected it will have a blue frame and a number on the upper right corner.



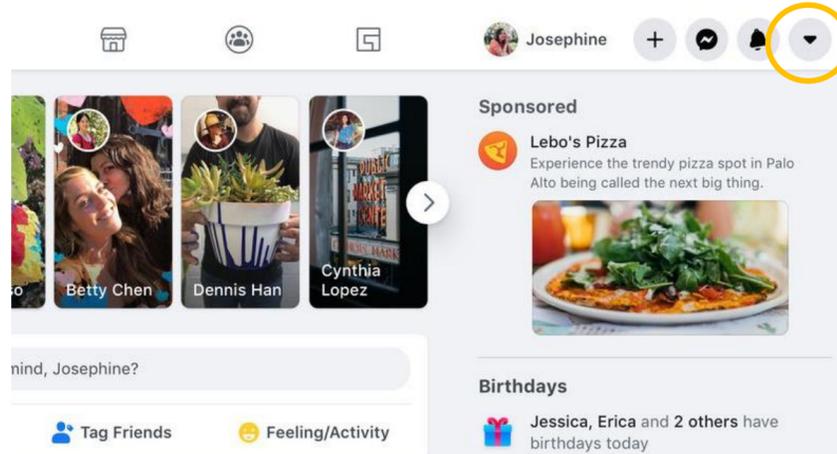
- Once you are done selecting the picture you would like, click on the "done" button.
- You can add some text and when you are satisfied you can press "Post".



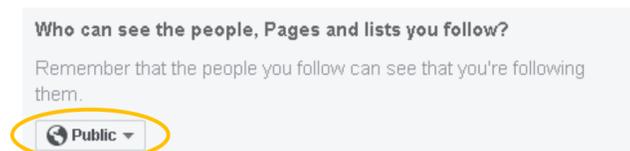
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Privacy Settings

- You can view and adjust your privacy settings at any time. To do so click  in the top right of Facebook.



- Select **Settings & Privacy** then click on **Settings**.
- Click **Privacy** in the left column.
- You can then customise your privacy settings by clicking **Edit**.
- You can then normally choose from different options by clicking the rectangle box and selecting the option you prefer.



- Facebook also has privacy check-ups. Click  in the top right of Facebook.
- Select **Settings & Privacy** then click on **Privacy Checkup**.
- You can then click on one of the different topics and they will guide you through some settings so that you can make the right choices for your account.

