

## Create an account on Facebook...and use it

Facebook is the largest social network in the world. It currently has over 500 million *active* users; that's 1 in 13 people in the world.

But don't be daunted by these numbers – it's fairly simple to use and is a great way of keeping in touch with, and finding new, friends and family members.

You can also join groups, follow organisations, tell people you are attending events and share interests, if you want to.

Facebook is secure – just follow the simple steps at the end of section 2 and the tips throughout the guide.

You will need an email address to be able to get started on Facebook.

You can't see any of the content on Facebook unless you are a member and you have signed in.

### Getting started on Facebook:

1. Create your account
2. Set up your profile
3. Find friends and family
4. Keeping in touch

There is of course much more to Facebook than just keeping in touch with people and the features mentioned here, but this guide will concentrate on helping you get started.

## 1. Create your account

Go to <http://www.facebook.com> or search for Facebook in a search engine like Google.

You can't see any further than this page until you have created your account.

Fill out your details under 'Sign Up'. Don't worry, you can specify later who can see your email address or not.

Choose a complicated password that no one will guess, but not so complicated that you can't remember! If you forget your password, there is an option to retrieve it by having an email sent to your email address.

Don't forget your email address though! Facebook has been developed to keep your account secure, so if you forget your login details it is very difficult to get back into your account.

On the next page, complete the security test. This is to make sure you're human and not a computer trying to create fake accounts.

Sometimes these can be hard to read. If you can't read the test, click the link to 'try different words' or an 'audio captcha'. For the audio captcha you will need speakers and to make sure your volume is turned up. Type in the numbers that are read out.

**Step 1**  
Find friends

**Step 2**  
Profile information

**Step 3**  
Profile picture

### Are your friends already on Facebook?

Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook.

**Yahoo!**

Your Email

**Find friends**

**Windows Live Hotmail** [Find friends](#)

**Other email service** [Find friends](#)

[Skip this step](#)

On the following page Facebook will ask you if you would like to see if your friends have profiles.

If you like, you can ask it to check your email address book to see if any addresses you have saved match those on Facebook.

If you prefer, you can 'Skip this step'.

**Step 1**  
Find friends

**Step 2**  
Profile information

**Step 3**  
Profile picture

### Fill in your Profile info

This information will help you find your friends on Facebook.

**Secondary School**

**University**

**Employer**

[Back](#) [Skip](#) **Save & continue**

Step 2 is to enter the school and/or college you went to and your employers – you can skip this step too if you prefer.

By entering your school or employer, you can find other people who also went to the same school or worked at the same place. Other people can also find you. You can enter multiple employers.



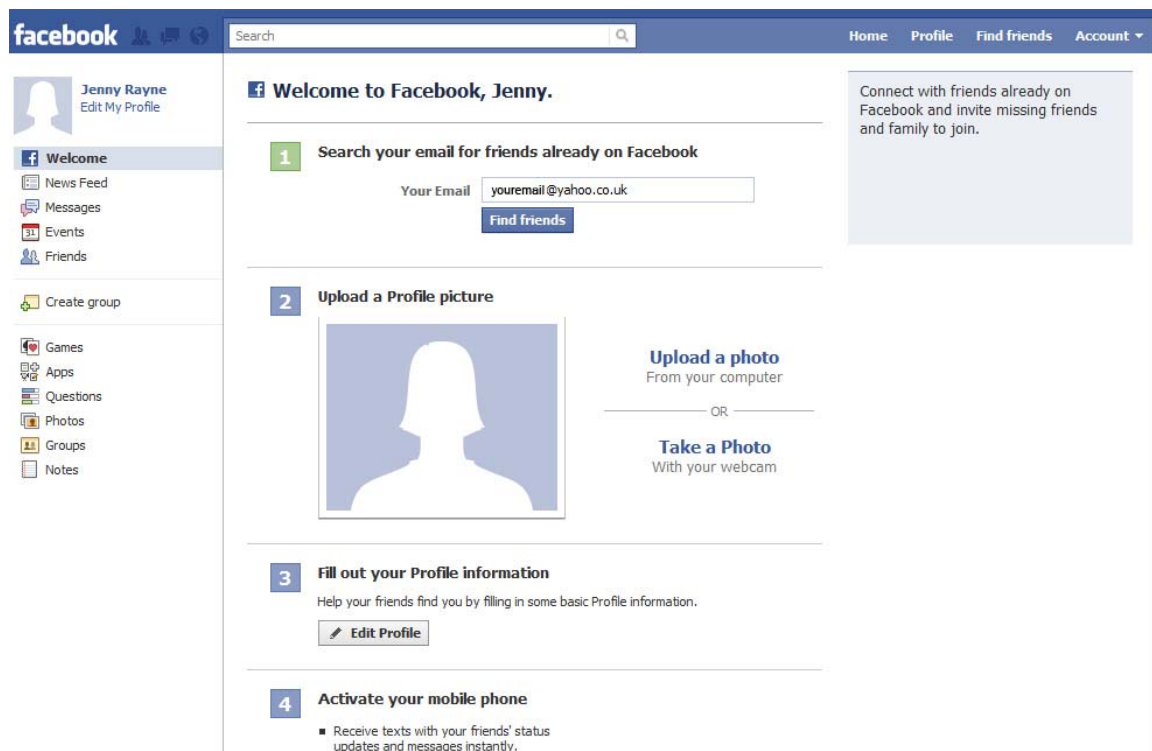
Do you want to add a photo to your profile? In step 3 you can. This will help friends identify you if there are several people with the same name. And with over 500 million people on Facebook, there often are!

That's it! You've created your profile.

Just one last thing to do, and that is to confirm your email address is correct.

Go into your email account and find the message sent from Facebook. In this there will be a 'Get Started' link you need to click to confirm that it is you who has just created your new account.

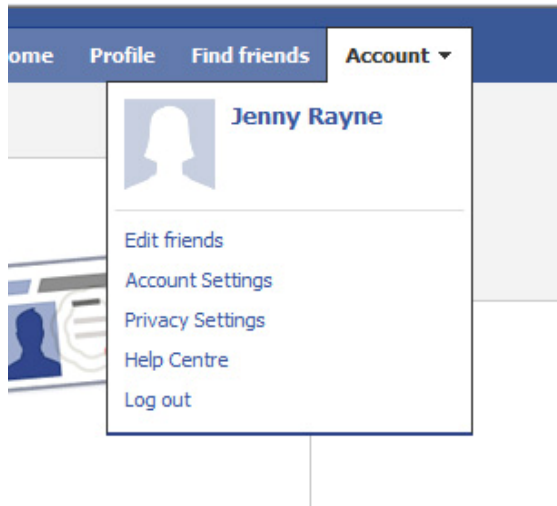
This is how your profile page will look like in the beginning:



On the left hand side there are several links but all will be empty at the moment until you start using Facebook.

In the centre column there are a number of options. If you select number 6, 'Controlling what information you share' you will be taken to Facebook's Privacy page which explains about setting your privacy options and more information about your data.

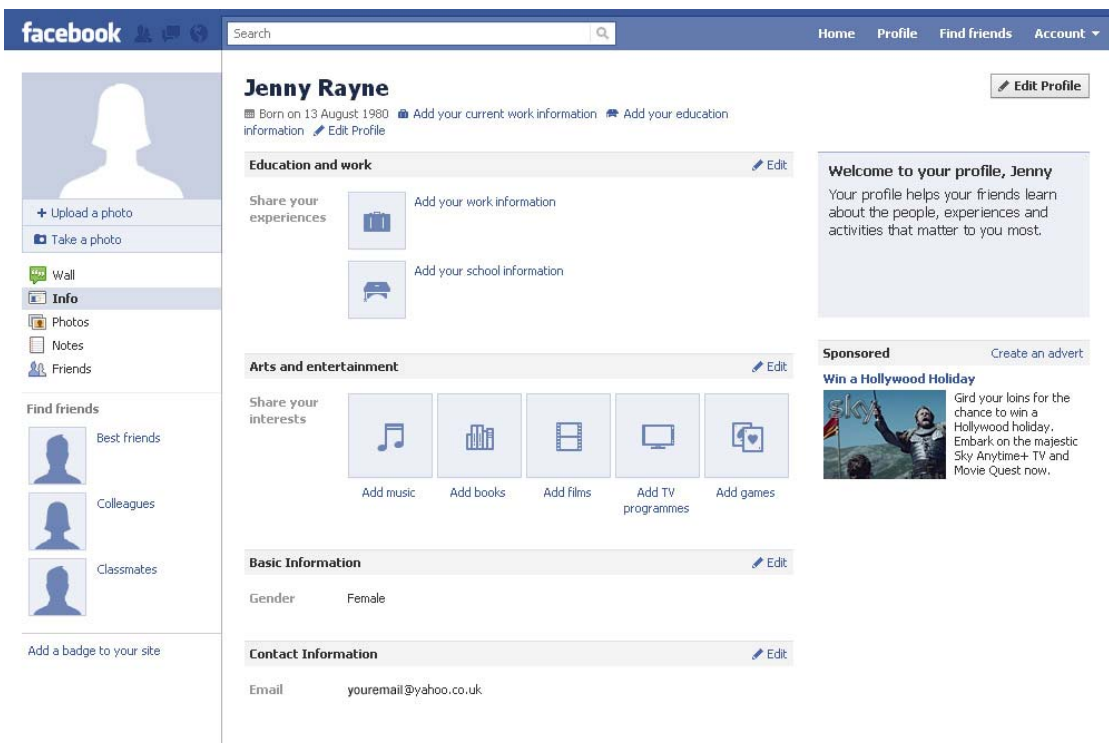
To change your privacy options, click on the 'Account' link in the top right hand corner of your page.



Click 'Privacy Settings'.

Your privacy settings will have been set at the recommended level, but you can set them higher if you prefer.

## 2. Set up your profile



This is your profile page, at the moment it does not contain any information.

1. You can add your work information – current and previous employers. This can help other people find you and also let you see people who have also worked for the same organisations.
2. Add your school information – as with your work information, this can help other people find you and you to find people who went to the same school as you.
3. Arts and entertainment. Here you can enter your interests. This will let people who view your page see what you are interested in. Facebook also uses this to help tailor the adverts shown on the right hand side to your preferences and to make suggestions.
4. Basic information – this is where you can start adding personal information. You can select whether you want this to be displayed on your profile or not. For example, you may want to keep your date of birth hidden for security purposes. You may also want to add a more general ‘current location’ rather than be very specific about where you live.

Essentially you do not have to show any of this information on your profile, but if you show, for example, your hometown and write a short ‘about me’, then people from your past will be more likely to recognise you. If you prefer to be the one who gets in touch with other people on Facebook, you can just add a message when you contact them to let them know who you are instead.

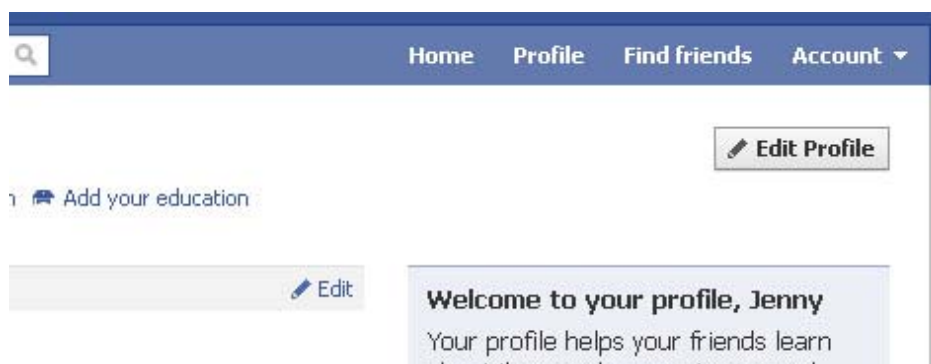
5. Contact information – again you can change your settings to say who can see your contact information. It is not be a good idea to add your phone number and definitely NOT a good idea to put your address in your profile, unless you are creating an account for an organisation.

Facebook is secure, but you can follow some basic steps to make it more so:

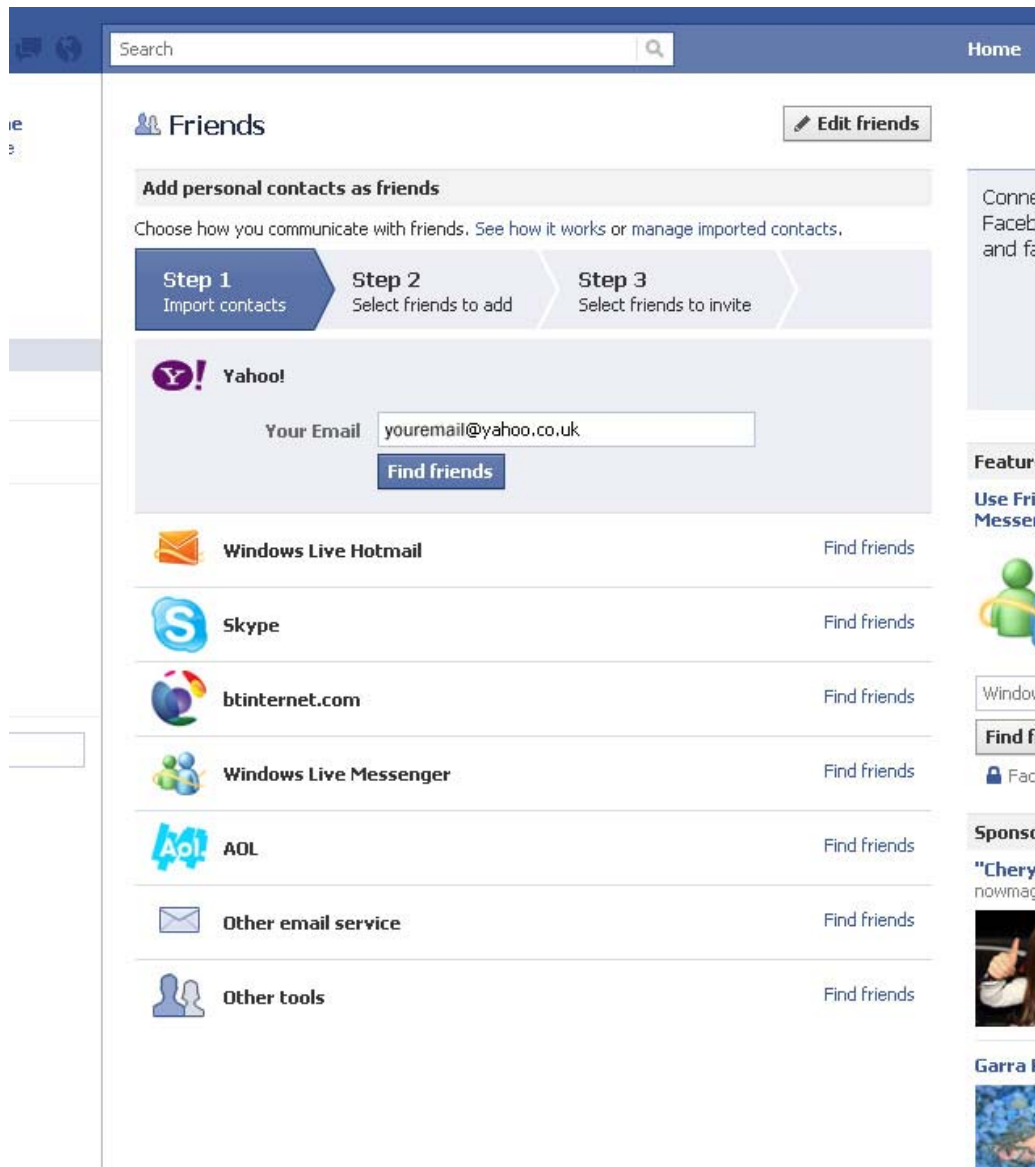
1. Do not add your phone number or your address to your personal profile.
2. If you want to be really secure, do not add a specific current location, for example, ‘Wales’ or even ‘UK’ will be adequate. However, you may like to let your friends know where you are and most people do put in the nearest city or county.
3. Add a hometown if you wish for people from your past to find you. If you are not particularly interested in this or do not mind if they can’t find you, then do not add one.
4. Do not respond to messages from people you do not recognise.
5. Do not click links in any messages from people you do not recognise.
6. Keep your Privacy Settings at the recommended level or higher.

### 3. Find friends and family

In the top right hand corner of your profile page, click the ‘Find friends’ link.



On this page you can import your contacts so that Facebook can search for them on the website. You may be asked to confirm that you allow Yahoo!, or another email provider, to share information with Facebook.



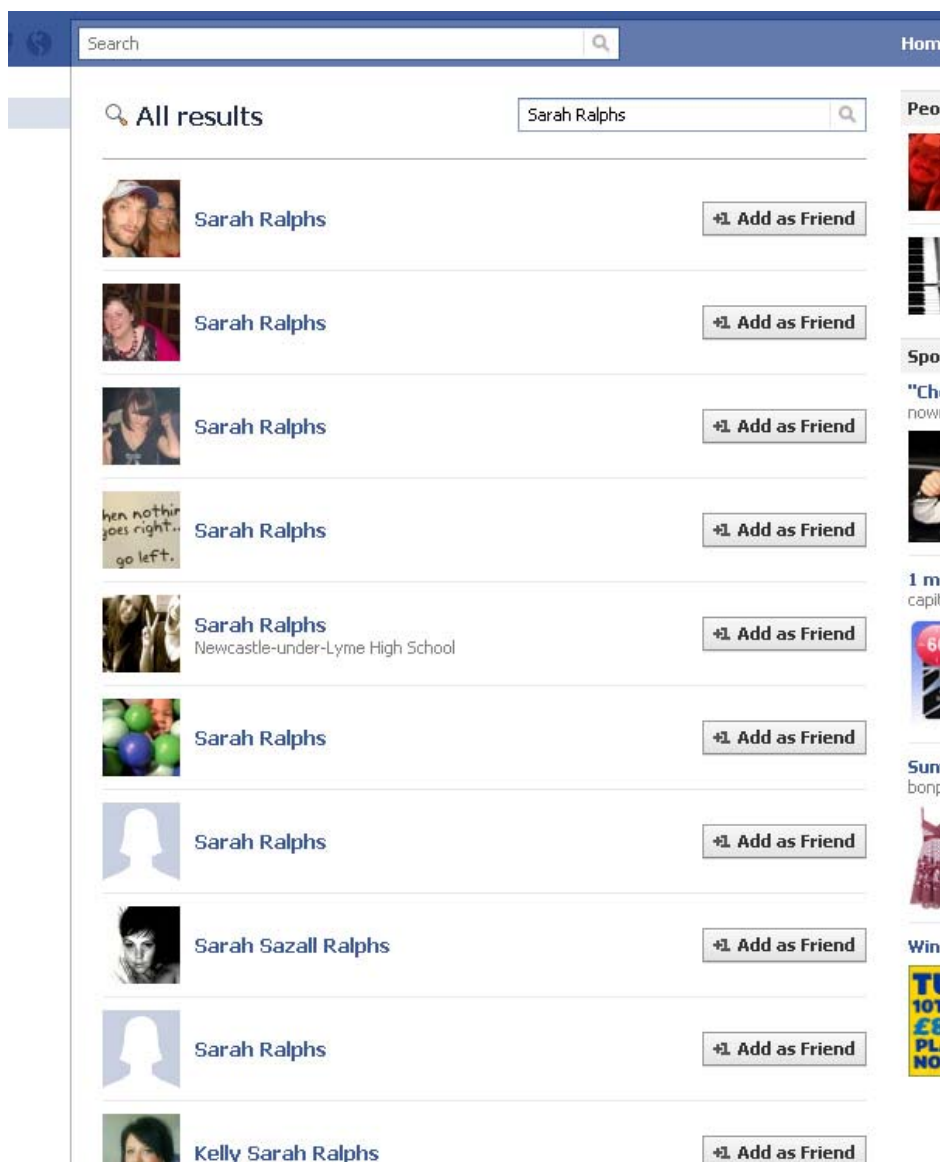
Facebook will then present you with a list of people from your address book who are on Facebook – you can select to add them as friends. Or you can skip this step, and in the next step select which friends you'd like to invite to Facebook. Facebook will send them an email letting them know you have a Facebook page and you've invited them to join.

Alternatively, enter a family member or friend's name into the search box at the very top of the page.

As you can see below, there are often several people with the same name. To find the person you know, use their photographs, or, if they have protected much of their information, the only other information you can see is their friends list.

If it is the person you know, you can add them as a friend and a request will be sent to them. If you're not sure, you can send them a message.





Beware of adding colleagues as friends – perhaps you would prefer that people at work don't know what you get up to in your personal life!

Your notifications, including people sending you friend requests, will show up as red numbers over the icons in the top left hand corner, including messages and friend requests to you.

Always remember that if you don't know the person who has got in touch with you, do not divulge any of your personal details.

#### 4. Keeping in touch

On the left hand side of your Facebook page you will see a list of links. One of these is 'News feed'.

This is a list of updates from your friends and the organisations you follow (or 'like'). You can use this to see what your friends and family are up to, and let them know what you've been doing too.

You can add comments to other people's updates.



Share: Status Photo Link Video Question

What's on your mind?



**MiniatureMusic Press**

Do you smoke? Are you ace? Find out for real at Smokin Aces' show tonight at O'Neill's on St Mary's St.  
FREE

about an hour ago · Like · Comment



**Harry Hardisty**

RIP Wouter Weylandt



**David Millar: Weylandt's crash is 'the unthinkable'**

velonews.competitor.com

RAPALLO, Italy (VN) – David Millar won the pink jersey Monday, but he was in no mood to celebrate following the tragic death of Belgian rider Wouter W

16 hours ago · Like · Comment · Share

2 people like this.

View all 9 comments



**Harry Hardisty** You or contador?

15 hours ago · Like



**Darren Wild** Contador of course. He's innocent. Till proven otherwise

15 hours ago · Like

Write a comment...

You can add your own updates to this list in the box that says 'what's on your mind?'

For example, you can add links you want to share with people. You can add comments ('status') about anything – a TV programme, what you're doing, what the weather's like etc.

You can also add photos, videos or ask questions, using the links at the top of the feed.

If you are not completely familiar with all of your friends or your news feed is visible to people who are not friends, be careful about adding updates such as when you're going on holiday and will therefore be away from home. By all means add the news when you get back!

Alternatively you can send individuals a personal message by clicking on their name and finding the 'send a message' link.

This guide is part of the 'How to...' series from Communities 2.0. See <http://clickconnectdiscover.org/how-to> for more details.

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