



FACEBOOK INFO SHEET

T4T FACEBOOK SUPPLEMENT, 2016

SIGNING UP FOR FACEBOOK

- All you need is an email address! Go to www.facebook.com, type your email address where it says Sign Up and create a password. Voila! You're a Facebook user.

PRIVACY ON FACEBOOK

- It is important to remember that whatever you put on Facebook could be public, even with the strictest of privacy settings.
- There are three levels of privacy settings: Public, Friends, and Only Me
- There are two way to change privacy settings.
 - On individual posts: type your post. Before hitting Post, hit the down arrow to the left of post. Here is where you can change who will see that specific post.
 - On your profile: go to the top right corner of Facebook and find your picture/your name. Click the padlock icon or little down arrow to the far right of where your name is. Go through the Privacy settings and change the settings to how you want them.

NOTIFICATIONS

- Facebook sends you notifications when your Facebook Friends interact with you. The notifications are found in the top right corner of the Facebook window.
-  People icon: If this icon is lit up with a red number on it (like the globe icon below) that means you have a friend request. Someone who thinks they know you is asking to be your "friend" on Facebook and wants to see your posts
-  Globe icon: When lit up, this icon means you have general notifications. Often these are notifying you of activity from your friends. You can click on the notification and see more details.
-  Chat bubble icon: this means someone messaged you. A message is communication on Facebook that can only be seen by you and the person you are messaging. It's called Instant Messaging because you communicate by sending messages back and forth in real time.

THINGS TO TRY: search for an old friend! | find a news source you like and "Like" them on Facebook | change your Profile Picture | add a photo to your Timeline

DEFINITIONS...

Profile—this is your personal information page. You get to your profile page by clicking on your name in the upper right corner (near the notification icons)

Newsfeed—this is where information from your friends and companies shows up. You get here by clicking the HOME button in the upper right corner of the screen.

Status update—this is also called a Post. This is when you share some photos or information about yourself. To do this, type in the box near the top of the Newsfeed and hit Post when you're finished.

Like—1.) You can "like" someone's post by clicking the Like button on the bottom left of the post.

2.) You can "Like" an organization's page by going to the page and hitting the Like button

Search—this is at the top of the Newsfeed page (see above); use search to find your friends or look up companies/organizations/musicians you like.

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Search: technology for tomorrow to find us on Facebook.