



ESTES VALLEY
LIBRARY
**Computer & Technology
Class**

Connect to Family and Friends with Facebook

In this class we'll learn about:

- How to Sign Up for Facebook
- Privacy Concerns
- Find Friends
- Post Pictures and Text
- Like and Comment on Friends' Posts
- Adjust Privacy Settings



Additional Resources:

gcflearnfree.org/facebook101
facebook.com/help

Sign Up for Facebook

Install the Facebook app on your mobile device and tap Sign Up or navigate your computer to facebook.com and click Sign Up

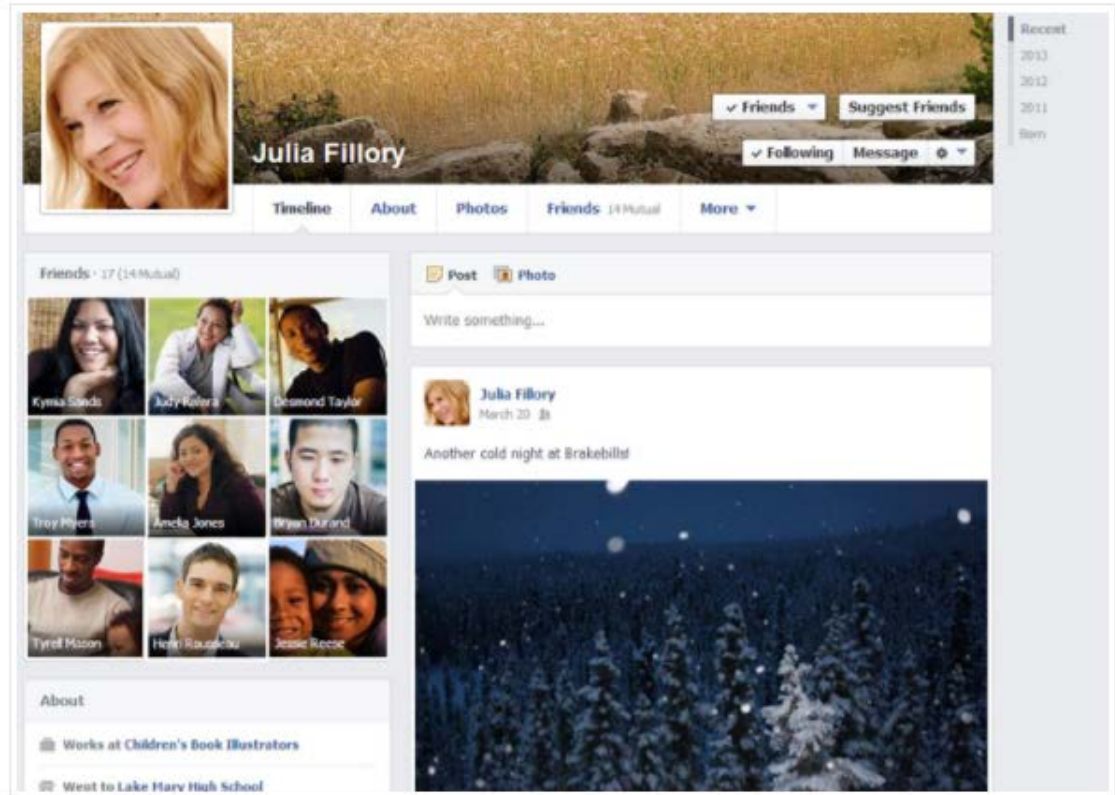
Enter your name, email address, date of birth, gender, and choose a password

Check your email for a confirmation request from Facebook

Must be connected to Internet & have a secure password that won't be forgotten

Set a profile picture and cover photo, start finding friends, and fill in your About profile information

information on your Timeline to be visible only to **Friends**. In this case, this is how your Timeline would appear to your friends:



By contrast, this is how it would appear to someone who isn't your friend on Facebook. Notice how most of the information is hidden, but the **name**, **profile photo**, and **cover photo** are still visible.



Image Courtesy of GCFLearnFree.org

Privacy Concerns

Post what you are comfortable being seen by your mom, employer, and clients, even if you aren't Facebook friends with them

Accept friend requests from people you know and trust

Review Facebook's Privacy Settings at least quarterly, because options change without notice

ABOUT

Your Home Page

Your home page is what you see when you log into Facebook. It includes your News Feed, the constantly updating list of posts from friends, Pages and other connections you've made. You can [react to things](#) you see or [search for people and topics](#) that matter to you. [Learn how to control what you see in News Feed.](#)



Scroll down to view your **News Feed**

ABOUT

Friending


You should send friend requests to friends, family and other people on Facebook you know and trust. You can [add a friend](#) by searching for them and sending them a friend request. If they accept, you automatically follow that person, and they automatically follow you — which means that you may see each other's posts in News Feed.



How to Add Friends

How do I add a friend on Facebook?

To add a friend:

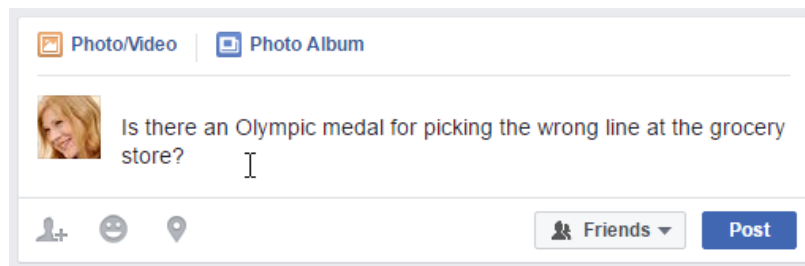
- 1 Click the search bar at the top of any page.
- 2 Type your friend's name, email or mobile phone number in the search bar and click . If you don't see your friend, try clicking **People**.
- 3 To send someone a friend request, click **Add Friend** next to their profile picture. Some

Instructions courtesy of Facebook.com

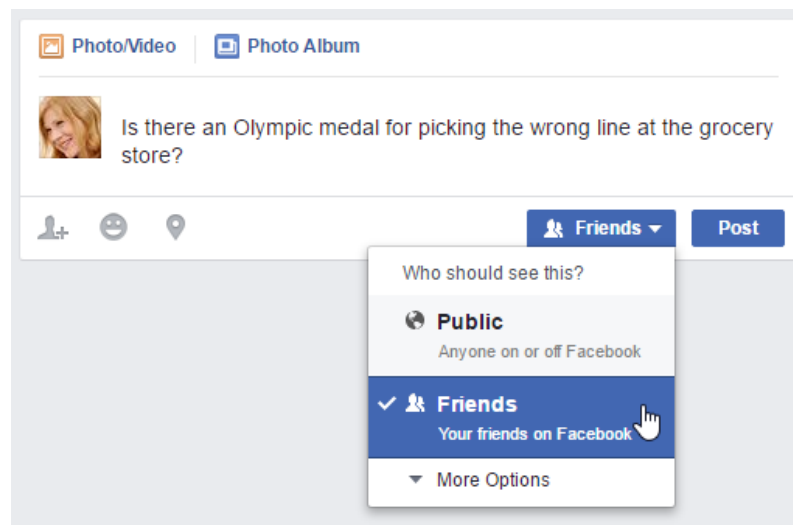
To post a status update:

One of the most common things people share on Facebook is a **status update**—a short text-based post your friends can read and comment on. When you post a status update, it will appear on your Timeline, as well as on your friends' News Feeds.

1. **Type** your status update in the **Publisher** on the **News Feed** or your **Timeline**.



2. Check the **audience selector** to make sure you're sharing the post with the desired audience. In this example, we only want to share with our **friends** on Facebook, so we'll leave this unchanged.

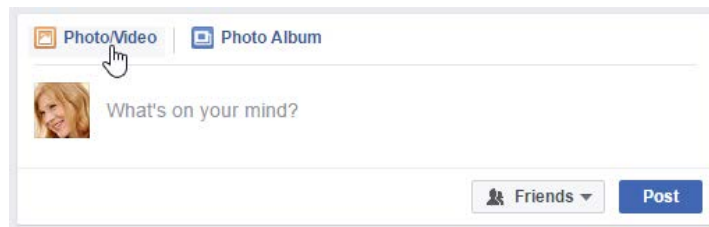


3. Click **Post**. The status update will appear on your Timeline, on your News Feed, and on your friends' News Feeds.

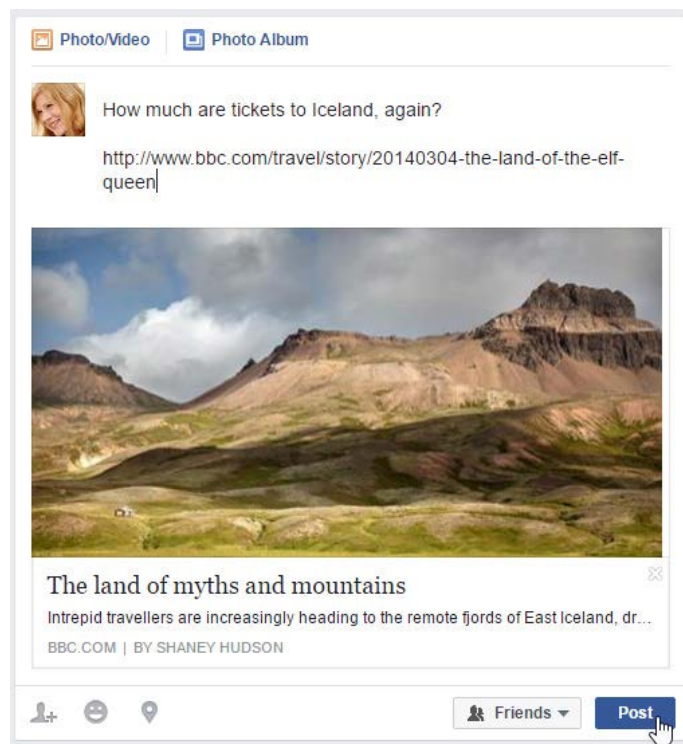
More types of sharing

Facebook allows you to share much more than just status updates. For example, you can share:

- **Photos:** It's easy to share your **photos** on Facebook. Just click **Photo/Video** in the Publisher. You can then **upload** a photo from your computer, or upload several pictures at once to create a **photo album**.



- **Links:** You can **share a link** to an article on the Web by typing or pasting the link into the Publisher.

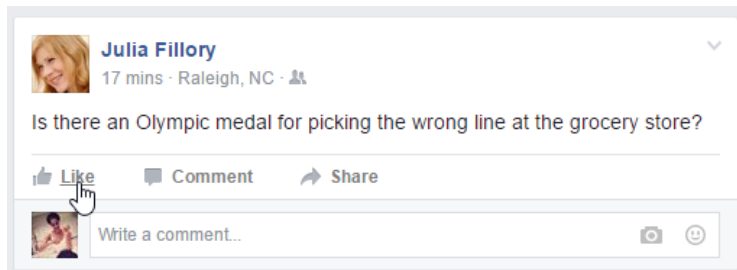


Likes, comments, and resharing

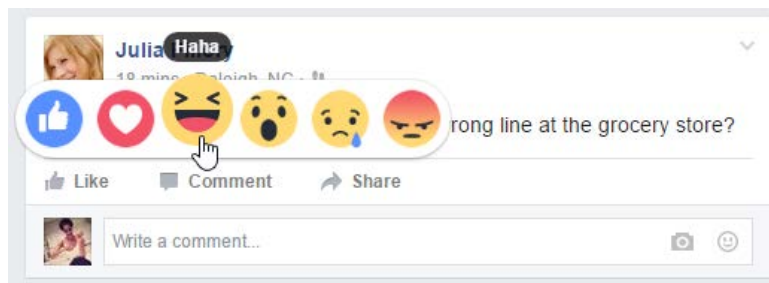
Sharing isn't limited to the things you post on Facebook. You can also **like**, **comment**, and **reshare** the other posts and stories your friends share on Facebook.

Likes and reactions

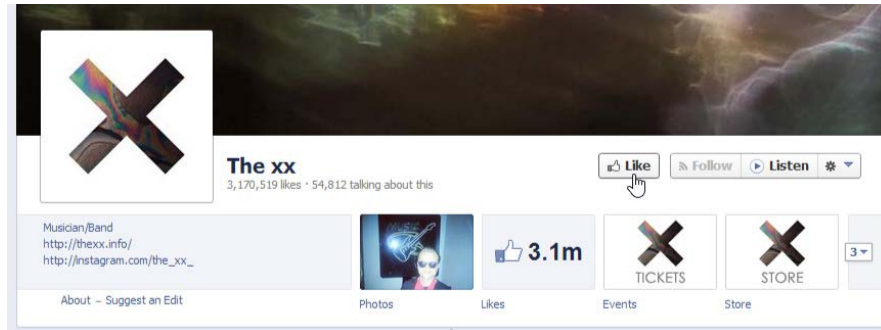
Whenever your friends share something on Facebook, you can choose to **like** the post. This is just a simple way of showing your friends that you enjoyed what they shared. To like a post, simply click the **Like** button.



Instead of liking a post, you can respond with different illustrated emoticons, called **reactions** on Facebook. To do this, hover your mouse over the Like button, then select the desired reaction. If you're using a mobile device, press and hold the Like button to choose a reaction.



You can also like the **Facebook page** for businesses and organizations to receive updates about them in your News Feed.



Note that any Facebook page you like can be posted to your **Timeline** and to your friends' **News Feeds**. This can be mildly embarrassing or revealing, depending on your interests.



Comments

Whenever your friends share on Facebook, you can leave a **comment** about their posts. Your friends will be able to see whenever you comment on something, as will the friends of the person who originally shared the post. To leave a comment, simply type it in the comment box below a post, then press **Enter** on your keyboard.

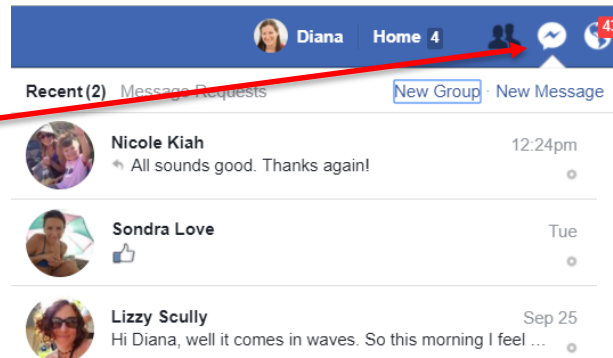


Send a Private Message Using Messenger



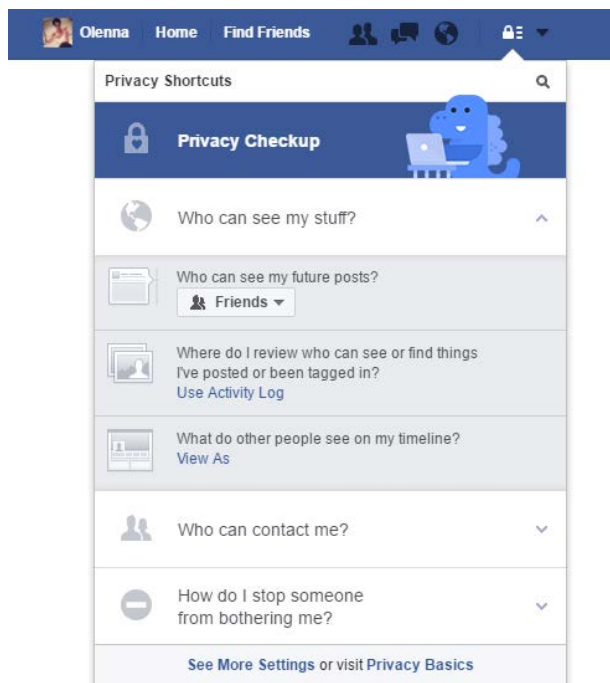
A separate app on your mobile device

In the upper, right on a computer



Privacy shortcuts

The fastest way to change your privacy settings is to use **privacy shortcuts**. To access privacy shortcuts, click the **Privacy Shortcuts** button on the toolbar. From here, you can modify the **audience selector**, choose your **message filtering settings**, and more.

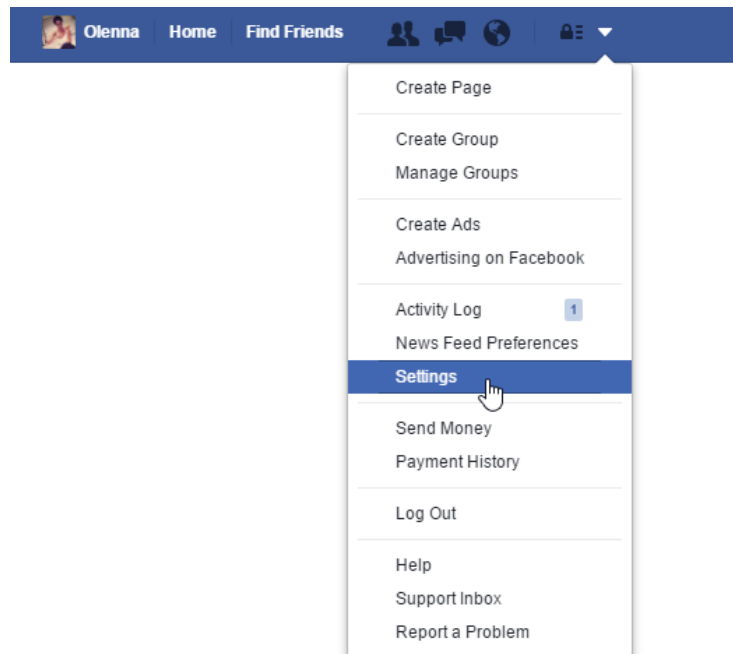


The Privacy Settings and Tools page

Any changes you make from Privacy Shortcuts will be reflected on the **Privacy Settings and Tools** page. This is where you can control some of the most important privacy settings on Facebook.

To access the Privacy Settings and Tools page:

1. Click the **drop-down arrow** on the Toolbar, then select **Settings**.



2. The **settings** page will appear. Next, select **Privacy**. The Privacy Settings and Tools page will appear.

General

Security

Privacy

Timeline and Tagging

Blocking

Language

Privacy Settings and Tools

Who can see my stuff?

Who can see your future posts?

Review all your posts and things you're tagged in

Limit the audience for posts you've shared with friends of friends or Public?

Here's a closer look:

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Everyone	Edit
Who can look me up?	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want search engines outside of Facebook to link to your profile?	No	Edit

Instructions courtesy of GCFLearnFree.org