Setting Up Your Facebook Account
Set up a facebook Account

1. Open up your internet and type the address for Facebook......
   [www.facebook.com](http://www.facebook.com)

2. When you get on to the home page, you will see a Sign Up bottom......see below
Set up a Facebook Account (cont.)

3. Fill in the following:
   A. Your first and last name
   B. Your email address
   C. Your Password:
      Very important….your password is private, never give to anyone other than. You should make note of it for your own reference. Keep it in a safe place.
   D. Gender
   E. Birth date.

[Facebook sign-up page image]
Adding Personal Information

1. Now that you have a Facebook account, Facebook will take you to a Find your friends page......skip this step now. You want to complete your account profile before you add friends..... Press “skip this step“ in the lower right hand corner of this page. Facebook will ask as you sure you want to skip this page. Press skip this step.
Adding Personal Information

2. You are now asked to fill in basic profile information. See below:

3. Facebook’s privacy setting begin at this point. Initially you may want to keep your account public because old friends might not tell who you are if they do not see information. However, that is your decision. If Friends is checked only your friends will see the information. Only me ...only you can see. Custom you create your own.

Note: Privacy settings can be changed at any time
Privacy Settings

1. It is at this point where Privacy setting can be set. See figure below:

2. Next the following box will appear:
Privacy Settings

Public: When you click the globe icon next to the word Public, it means that anyone who looks up your page can see this information.

Friends: The silhouette of two people, next to the word Friends, indicates that only those with whom you connect and “friend” on Facebook can see this information.

Only Me: The Padlock and Only Me mean, you are the only one that can see this information.

Custom: The Cog icon is a recurring theme almost everywhere on the web. When you see a cog, it means that you can change settings. Here, next to the word Custom, it means that you can decide specifically who can see this information. Custom privacy settings become more valuable once you are more active on Facebook.

Note: Any privacy settings can be changed at any time, so no need to get overly concerned about them now.
Upload Your Profile Photo

1. If you have a photo of yourself on your computer that you want to share:
   A. Click the upload a photo link....

Click here to find a photo
Upload Your Profile Photo

2. Click the browse button to start your picture selection.
Upload Your Profile Photo

3. The file upload window opens and a directory of your computer’s contents will appear. Go to the folder where you store your photos.

Click on photo you would like to upload.
Upload Your Profile Photo

4. Click open, and the picture you chose should be uploaded.

Press Save & Continue
Confirming You are You

1. After the steps in the Facebook profile-building process are completed you come to a page welcoming you to Facebook: in a ribbon at the top of the screen, you see a notification suggesting you go to your e-mail to complete the sign-up process.

2. Go to your e-mail now and find the e-mail from Facebook. This is their way of being sure that you’ve supplied the correct email address and you are indeed you.

3. Open the e-mail and it should look similar to the one below. Note that the email has a clickable link to confirm your account to Facebook. Click Confirm your account in the email and you will be taken back to Facebook, with a message indicating that you have confirmed your account.

![Confirm Your Account](image-url)