



Setting Up Your Facebook Account

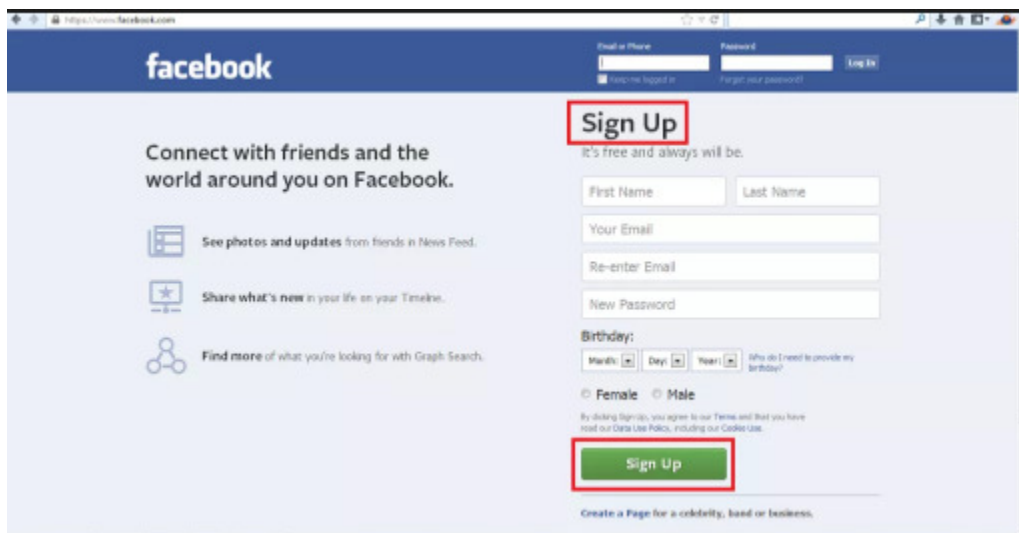


Set up a facebook Account

1. Open up your internet and type the address for Facebook.....

www.facebook.com

2. When you get on to the home page, you will see a Sign Up bottom.....see below



The image shows a screenshot of the Facebook website's sign-up page. The page has a blue header with the Facebook logo on the left and login fields for 'Email or Phone' and 'Password' on the right. Below the header, the main content area is light blue. On the left side, there is a section titled 'Connect with friends and the world around you on Facebook.' with three bullet points: 'See photos and updates from friends in News Feed.', 'Share what's new in your life on your Timeline.', and 'Find more of what you're looking for with Graph Search.' On the right side, there is a 'Sign Up' section. The 'Sign Up' text is enclosed in a red box. Below it, the text reads 'It's free and always will be.' followed by several input fields: 'First Name' and 'Last Name', 'Your Email', 'Re-enter Email', and 'New Password'. Below these fields is a 'Birthday:' section with dropdown menus for 'Month', 'Day', and 'Year', and a radio button for 'Female' and 'Male'. At the bottom of the sign-up section, there is a green 'Sign Up' button, also enclosed in a red box. Below the button, there is a link that says 'Create a Page for a celebrity, band or business.'

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.



The image shows a screenshot of the Facebook sign-up page. The page has a blue header with the Facebook logo and navigation links. The main content area is white and contains a sign-up form. The form includes fields for First Name, Last Name, Your Email, Re-enter Email, and New Password. Below these fields are dropdown menus for Birthdate (Month, Day, Year) and radio buttons for Gender (Female, Male). A green 'Sign Up' button is located at the bottom of the form. A red box highlights the 'Sign Up' link above the form, and a green box highlights the 'Sign Up' button. A blue arrow points from the green box to a blue box below the page that says 'Click here'.

Click here

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.

The screenshot shows the Facebook 'Find your friends' interface. At the top, there are two steps: 'Step 1 Find your friends' (highlighted in blue) and 'Step 2 Add Profile Pic'. Below this, the main heading is 'Are your friends already on Facebook?' followed by a sub-heading: 'Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. See how it works.' There are four email service options listed: Gmail, Outlook.com (Hotmail), Yahoo!, and Other Email Service. Each option has a 'Find Friends' button. The Gmail option is expanded, showing a text input field with the email 'lewevam421@gmail.com' and a 'Find Friends' button. At the bottom right of the main content area, there is a link that says 'Skip this step'. A blue arrow points from this link down to a blue rectangular button labeled 'Click Here'. At the very bottom, there is a small lightbulb icon and the text: 'Facebook stores your contact list for you so that we can help you reach more people and connect friends. Learn more.'

Adding Personal Information

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

The screenshot shows the 'Fill out your profile info' section of the Facebook setup process. At the top, there are three steps: Step 1 (Find your friends), Step 2 (Fill Out Info), and Step 3 (Choose Interests). Step 2 is currently active. Below the steps, the text reads 'Fill out your profile info' and 'This information will help you find your friends on Facebook.' There are five input fields: 'High School' (High School Name), 'College/University' (College or University Name), 'Employer' (Company Name), 'Current City' (Current City), and 'Hometown' (Hometown). Each field has a globe icon to its right. At the bottom left is a 'Back' button, and at the bottom right is a 'Skip' button and a 'Save & Continue' button.

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.

This screenshot is similar to the previous one, but it shows the privacy settings dropdown menu for the 'Current City' field. The dropdown menu is open, showing options: 'Public', 'Friends' (which is checked), 'Only Me', and 'Custom'. A blue arrow points from the 'Friends' option in the dropdown to the 'Current City' field in the form. The form fields are highlighted with a red box, and the dropdown menu is also highlighted with a red box.

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:

Step 1 Find your friends | **Step 2** Fill Out Info | **Step 3** Choose Interests | **Step 4** Add Profile Pic

Fill out your profile info

This information will help you find your friends on Facebook.

High School	<input type="text" value="High School Name"/>	🌐
College/University	<input type="text" value="College or University Name"/>	🌐
Employer	<input type="text" value="Company Name"/>	🌐
Current City	<input type="text" value="Current City"/>	🌐
Hometown	<input type="text" value="Hometown"/>	🌐

◀ Back | Skip | Save & Continue

Select Privacy here – click here

💡 Your schools and employer are currently public to help you connect with classmates and coworkers. You can manage the privacy of your schools and employers by editing your About section.

2. Next the following box will appear:

- Public
- ✓ Friends
- Only me
- Custom

- Close Friends
- Family
- See all lists...

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

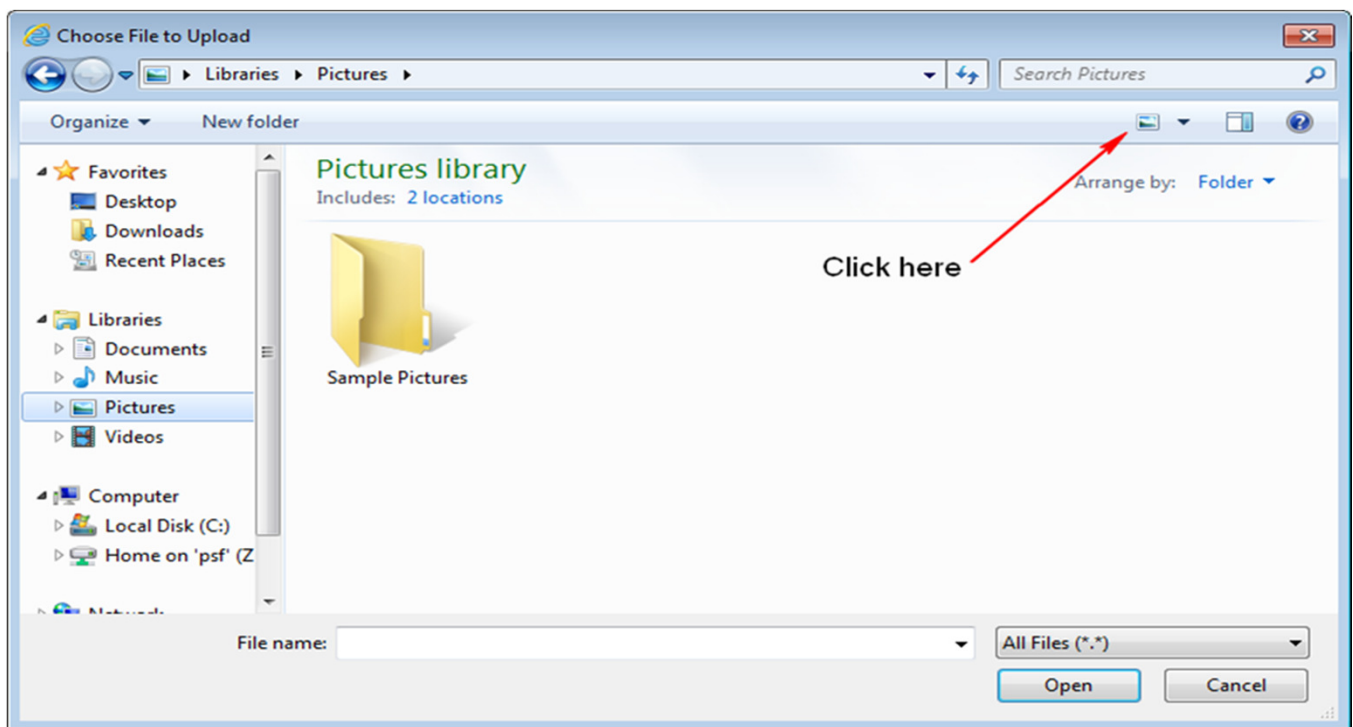
1. If you have a photo of yourself on your computer that you want to share:
 - A. Click the upload a photo link....



Click here to find a photo

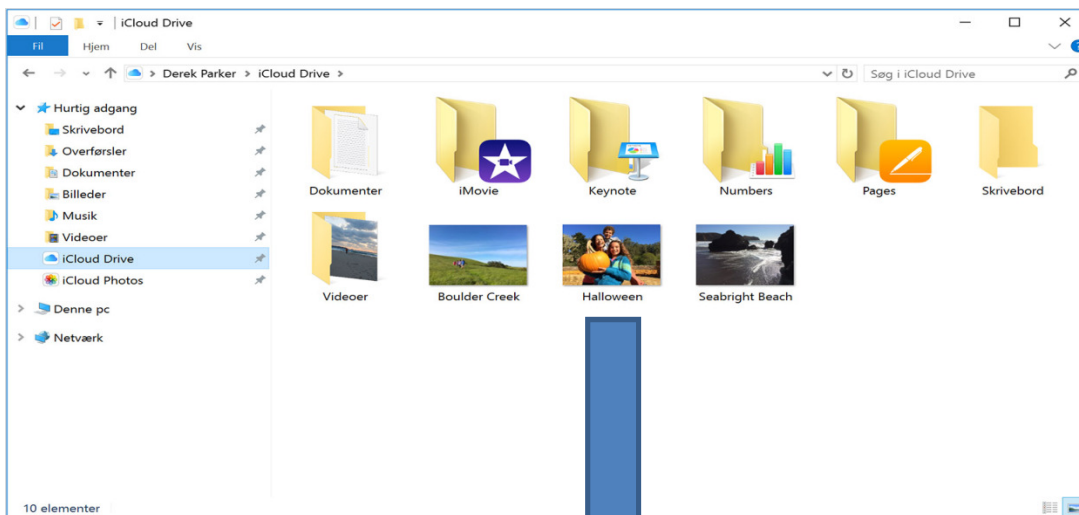
Upload Your Profile Photo

2. Click the browse button to start your picture selection.



Upload Your Profile Photo

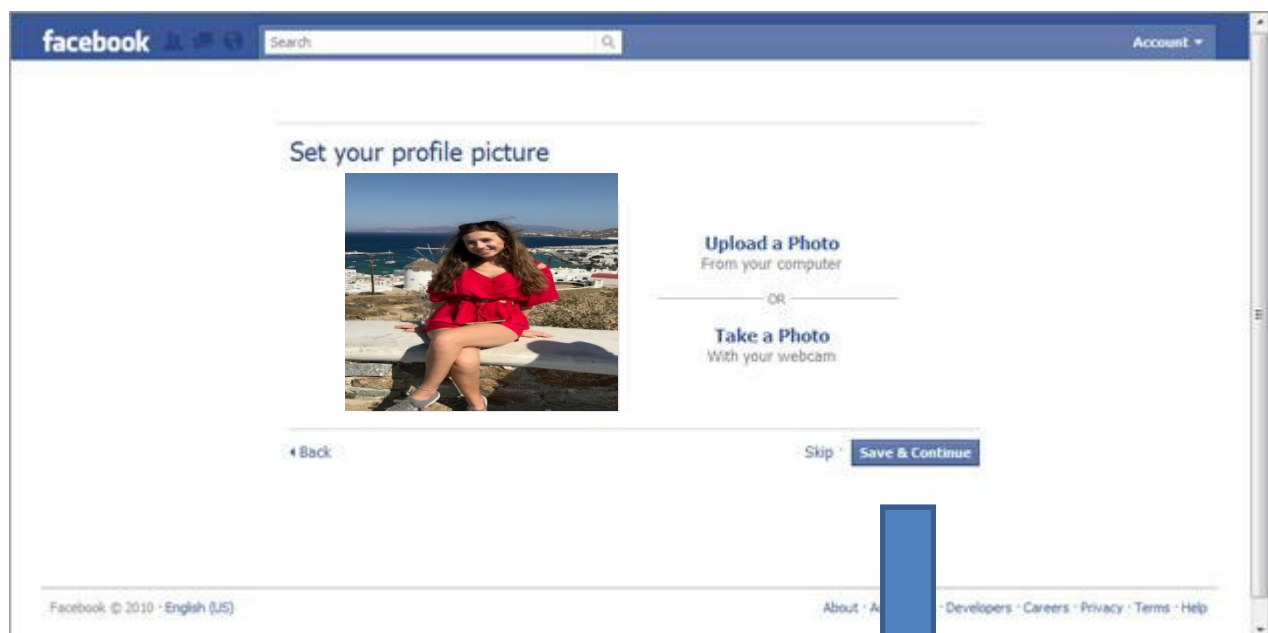
3. The file upload window opens and a directory of your computer's contents will appear. Go to the folder where you store your photos.



Click on photo you would like to us

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.

