Introduction to Facebook
sponsored by Middle Georgia Regional Library
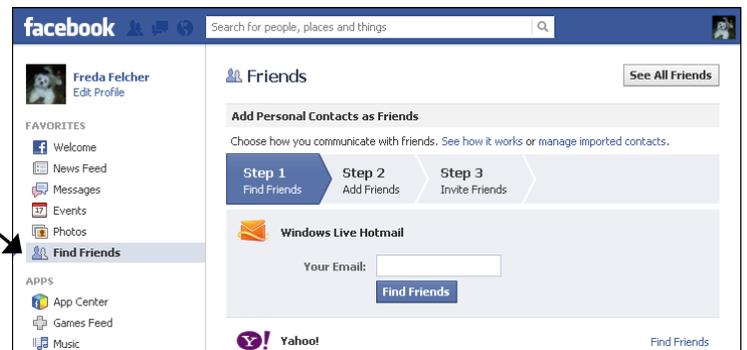
Accessing Facebook

- Visit **www.facebook.com** & login with your e-mail address & password.
- If you have trouble signing in, you may need to click "Forgot your password?" & follow the prompts.
- If you do not have an account yet, you can register on the homepage.

Finding Friends

- Type the name of the person you are looking for in the box at the top of your screen.

- Pay attention to any sub-categories (Pages, People, Apps, Groups, etc.) that may appear in your search results.
    - Friends you are seeking will be listed under "People."

- When you find the person you are looking for, click their name.
    - If you do not find them initially, you may have to click "See more results for [name of person]."

- Visit their profile & are sure this is the person you want to add, click the "**Add Friend**" button.
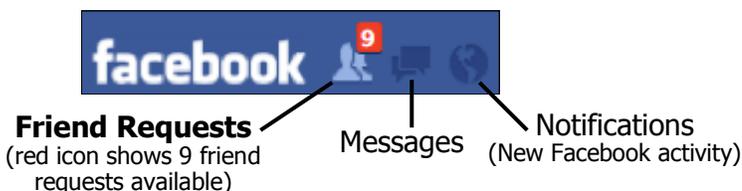
- Alternatively, you can click "**Find Friends**" on the left panel of your Home screen & search for friends using your e-mail contacts. Just click your e-mail provider and login with your e-mail address and password.

Accepting Friend Requests

When you have a friend request, you will see a red notification on your "Friends" icon in the upper left corner. Click it to see who has sent you friend requests; you can also confirm or deny them ("Not Now") from there.

Friend Requests
(red icon shows 9 friend requests available)

Messages

Notifications
(New Facebook activity)

People are only notified when a friend request is accepted, not when it is denied.

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Editing Your Profile

- In the upper left corner of your Home screen, click "**Edit Profile**" under your name.
- Follow the prompts on the next page to fill out any information you'd like to share.

Changing Your Profile Picture

- You can also change your profile picture on the "Edit Profile" page. Simply move your mouse over your profile picture and click the "Edit Profile Picture" button.

- You then have the following options:
  - Take Photo — take a photo using a webcam
  - Upload Photo — upload a photo that already exists on your computer
  - Edit Thumbnail — Set how your photo will look as a small icon
  - Remove — Remove this picture

  Most of the time, you will upload a photo that already exists on your computer.
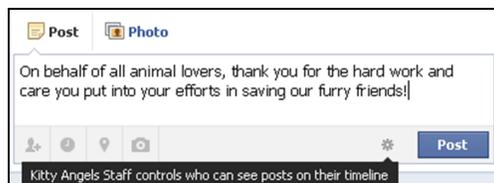

Communicating with Friends

There are several ways to communicate with people on Facebook:

- **Timeline posts**—posts you make to a person's Timeline can usually be seen by that person's friends, depending on their privacy settings.
- **Chat** — usually private; additional friends can be added to a conversation if desired.
- **E-mail / Messaging** — usually private; additional friends can be added to a conversation if desired.

  Timeline posts can be made when you visit the person's profile.
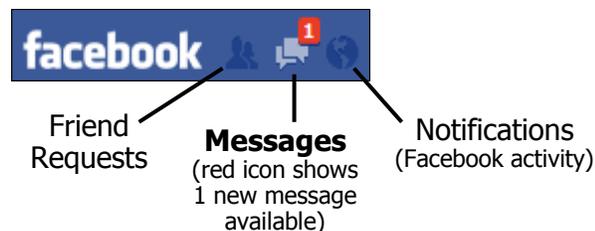 The Chat feature is located in the bottom right corner of the screen.
  E-Mail / Messaging features are in the upper left corner with the conversation .

Timeline post. You cannot change privacy settings of something you post on another's Timeline.

Chat feature. Green dots indicate that the person is currently online & available to chat.

Friend Requests

Messages (red icon shows 1 new message available)

Notifications (Facebook activity)

Anatomy of a Facebook Timeline

Labels pointing to the Facebook Timeline screenshot:
- Timeline
- Cover photo
- Recent activity
- Profile picture
- Status update

Freda Felcher

- Worked at Middle Georgia Regional Library
- Studied at Valdosta State University
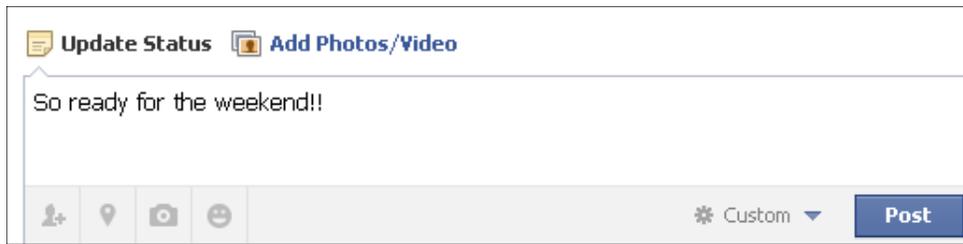- Lives in Macon, Georgia
- From Maysville, Kentucky

About

Status   Photo   Place   Life Event

What's on your mind?

Freda Felcher
18 hours ago

In case you were unaware, your public library has FREE passes to Georgia State Parks and Historic Sites! Ch-ch-ch-check it out!

Friends 2   Photos   Map 2   Likes 11

Update Info   Activity Log

Activity Recent

Freda is now friends with Kitty Angels Staff and Lisa Niederer.

Freda likes Smithsonian 3D Digitization.

Freda changed her Quotations.

Now   2013   Born

Freda Felcher | Find Friends | Home

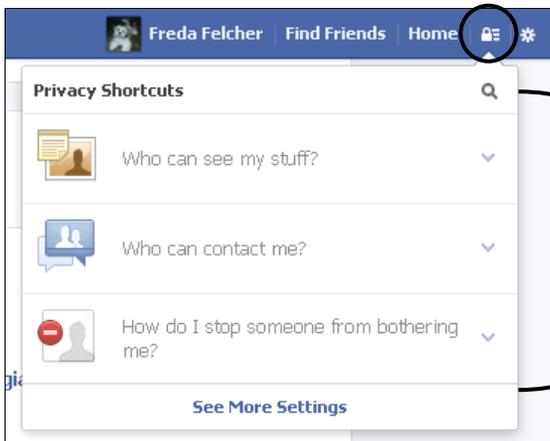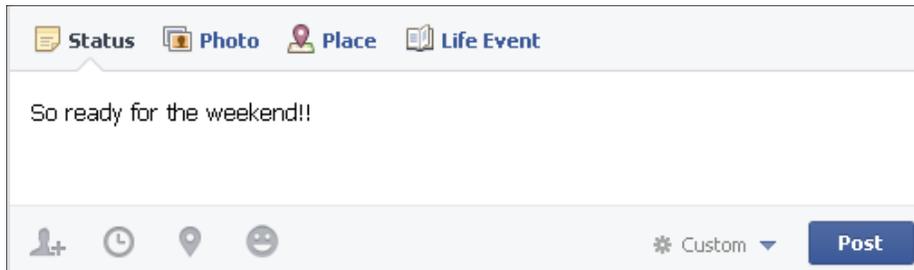Search for people, places and things

Chat

Posting on Your Own Timeline

You can share news, photos, videos, & more information with your friends by using one of two methods:

1. Share from your Home page (simply click "Home" and you'll see the box to post to your Timeline):

2. Visit your Profile (click your name in the upper right corner to do so) and post from there, like so:

General Privacy Settings

In the upper right corner of the screen, you'll see a small padlock icon. This is a shortcut to your privacy settings. Each question is collapsible, providing the ability to customize your security settings.

Profile Information Privacy Settings

Even though the content you post may be viewable only by "Friends," you'll want to make sure your personal information is protected, too. Visit the "Edit Profile" page, & you'll see these options under the little "World" icon:

Public — anyone can see the information
Friends — only those on your Friends list can see the information
Only Me — only you will be able to see the information
Custom — set up a custom list of Friends who can view the information