

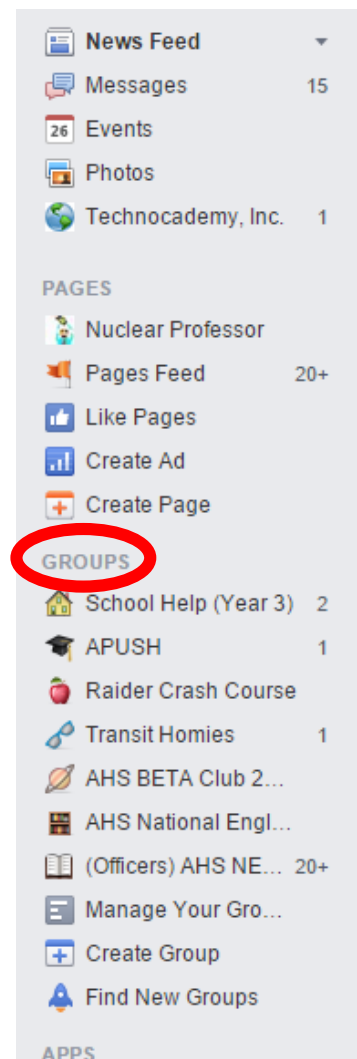


//Lab

## Creating a Facebook Group

Once you have made a Facebook account, an effective way to organize the people you know is through a Facebook group. A group is basically a collection of people (that you choose) that post words, pictures, or videos to people only in that group. This is useful for events like parties or book clubs.

1. Open your web browser.
2. Go to [www.facebook.com](http://www.facebook.com).
3. Log in to your account. If you don't have an account, see our Operation T-CUP tutorial on "Creating a Facebook Account."
4. Once you log on to Facebook, look to the far left side of your screen (see right).
5. Click on the gray "GROUPS" button (circled right).
6. Once you do so, you should see a list of all the groups you are currently in. If you already are in a group and want to see posts to that group, this is where you can access the page. Alternatively, you can also do so more quickly by clicking on the group straight from your home screen on Facebook by using the buttons on the far left (the picture here to the left).
7. This is what the page should look like:



Suggested Groups

Friends' Groups

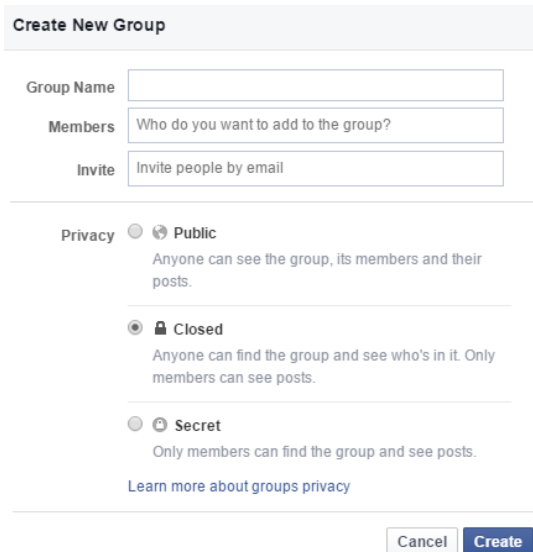
Local Groups

New Groups 1

**Your Groups**

**+ Create Group**

8. To make a new group, click the green “Create Group” button (circled above).
9. Then, fill out all the relevant information in the screen you are shown (see below):



**Create New Group**

Group Name

Members

Invite

Privacy ☒ **Public**  
Anyone can see the group, its members and their posts.

☐ **Closed**  
Anyone can find the group and see who's in it. Only members can see posts.

☐ **Secret**  
Only members can find the group and see posts.

[Learn more about groups privacy](#)

10. The second box (“Members”) is the most important. Here, type in the full names of the people you want in the group. Don’t worry if you forget one because you can add a name later.
11. Once you finish entering the data, click the blue “Create” button.
12. Now, you have created your own group! See Step 6 for how to access your group. Once inside the group page, you can post and add members just as you would a on your normal Facebook home page.

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