

How to Set Up Your Facebook Account

Introduction

Since *Facebook* was created in 2004, it has become one of the most popular social networking websites. A platform that connects people near and far, *Facebook* allows you to share status updates and photos with all your friends at once; comment on others' posts and photos; and chat online either individually or in groups.

The following instructions explain how to set up a *Facebook* profile and add a friend.

Materials

You will need:

- A computer that is connected to the internet

Setting Up Your Profile

1. Go to www.facebook.com by typing it into your web browser's URL box.



Figure 1: Getting to the Facebook homepage

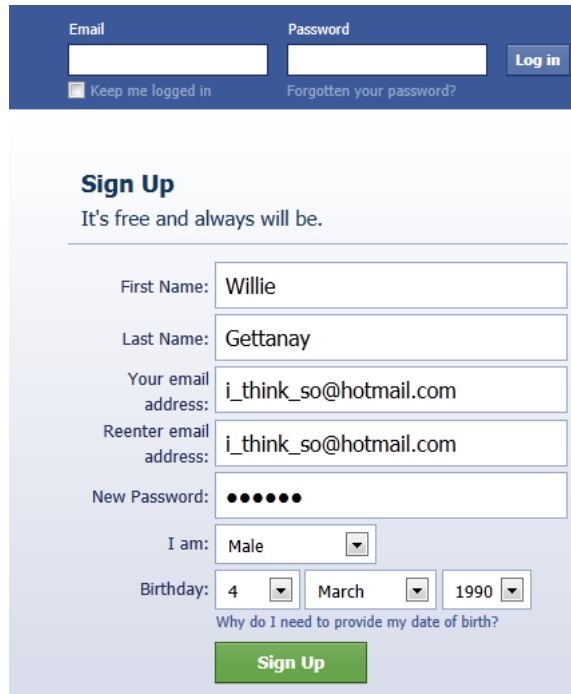


CAUTION INTERNET SECURITY RISK.

Failure to follow this warning may result in identity theft or unauthorized use of your personal information.

Personal information and photos provided to Facebook may be viewed by others. It is recommended that you use a pseudonym, falsify important information such as your birth date, and/or avoid uploading any photos that you would not want the general public to be able to see. Once your profile is active, you can adjust your privacy settings to make your profile more or less accessible to the public, but regardless of these settings, Facebook administrators will always have access to any photos or information provided to the site.

- Fill in each of the boxes on the right hand side of the Welcome Page with your information and click the green **Sign Up** button.



The image shows the Facebook Sign Up form. At the top, there are fields for Email and Password, with a 'Log in' button. Below these are links for 'Keep me logged in' and 'Forgotten your password?'. The main section is titled 'Sign Up' with the text 'It's free and always will be.' Below this, there are several input fields: 'First Name' (filled with 'Willie'), 'Last Name' (filled with 'Gettanay'), 'Your email address' (filled with 'i_think_so@hotmail.com'), 'Reenter email address' (filled with 'i_think_so@hotmail.com'), and 'New Password' (filled with six dots). There is a dropdown for 'I am' (set to 'Male') and a 'Birthday' section with dropdowns for day (4), month (March), and year (1990). A link 'Why do I need to provide my date of birth?' is below the birthday fields. At the bottom is a green 'Sign Up' button.



NOTE The password you enter will appear as hidden.

Figure 2: Filling in your personal information

- Follow the instructions for the security check.



The image shows the Facebook Security check screen. At the top, there are fields for Email and Password, with a 'Log in' button. Below these are links for 'Keep me logged in' and 'Forgotten your password?'. The main section is titled 'Sign Up' with the text 'It's free and always will be.' Below this, there is a 'Security check' section. It says 'Enter both words below, separated by a space. Can't read the words below? Try different words or an audio CAPTCHA.' Below this is a box containing two words: 'each' and 'esscult'. Below the box is a text input field with the text 'each esscult' and a link 'What's this?'. At the bottom left is a 'Back' button, and at the bottom right is a green 'Sign Up' button. At the very bottom, there is a small line of text: 'By clicking Sign Up, you are indicating that you have read and agree to the Terms of Use and Privacy Policy.'



NOTE The word you see in the box on your screen will not be the same as the one in Fig. 3.



NOTE Before you click "Sign Up," read the Terms of Use and Privacy Policy. If you do not agree to these terms, do not click Sign Up.

Figure 3: Security check

4. Follow the prompts to find friends through your contact lists in your emails, OR click **Skip this step** to pass to the next page.



NOTE If you add friends this way, your entire email contact list will receive emails requesting each of your contacts become your “Facebook Friend” or join Facebook. If you do not wish to email your contact list, you can click **Skip this step** and individually search for and add friends at a later stage.

Figure 4: Adding/inviting friends by email address



NOTE If you wish to continue quickly and complete any of steps 6 through 12 later, you may click the **Skip** icon (placed to the immediate left of the Save & Continue icon) for any of the steps in this section.

5. Fill in your profile information as you would like other *Facebook* users to see it, and then click the **Save & Continue** icon in the bottom right hand corner.

Search

Step 1 Find friends Step 2 Profile information Step 3 Profile picture

Fill in your Profile info
This information will help you find your friends on Facebook.

Secondary School Spectrum Community School 2008

University Camosun College Leaving year:

Employer

Back Skip Save & continue



NOTE You can control who sees this information in your Privacy Setting options.

Figure 5: Additional personal information

Facebook will now suggest friends for you to add based on the personal information you have entered.

- Click the “Add Friend” link underneath the names of the people you want to add as friends.

Search

Step 1 Find friends Step 2 Profile information Step 3 Profile picture

Add people you know

Natalia da Costa Add Friend	Tia King Add Friend	Daryl Stubbs Add Friend
Melissa Ross Add Friend	Amy Cameron Add Friend	Rob Walsh Add Friend
Sonu Bachra Add Friend	Steven Macdonald Add Friend	Phil Sutton Add Friend
Max Deleeuw Add Friend	Jessica Brown Add Friend	Joey Danshin Add Friend
Jennifer Coultas Add Friend	Nikolaus Pukteris Add Friend	Michelle Syrja Add Friend
Megan Rowe Add Friend	Brittany Dekkers Add Friend	Brittany Lacey Add Friend

Back Skip Save & continue



NOTE You can click “Add Friend” under multiple names before clicking **Save & Continue**; this will allow you to add several people at once.



NOTE When you add a friend, that person must confirm your friendship before you become “Facebook Friends.” Facebook Friends can access each other’s profile information.

Figure 6: Adding people from Facebook suggestions

- Click the **Save & Continue** icon in the bottom right hand corner.



NOTE To add a profile picture, you may either take a photo using your computer's webcam, or upload a photo from your computer.

The following explains how to upload a photo from your computer.

8. Click the **Upload a photo** icon (see Figure 7, arrow 1).
9. Click the **Browse** icon in the pop-up box (Figure 7, arrow 2).
10. Select the photo directory you want.
11. Select the image you want.
12. Click the **Save & Continue** icon (Figure 7, arrow 3).

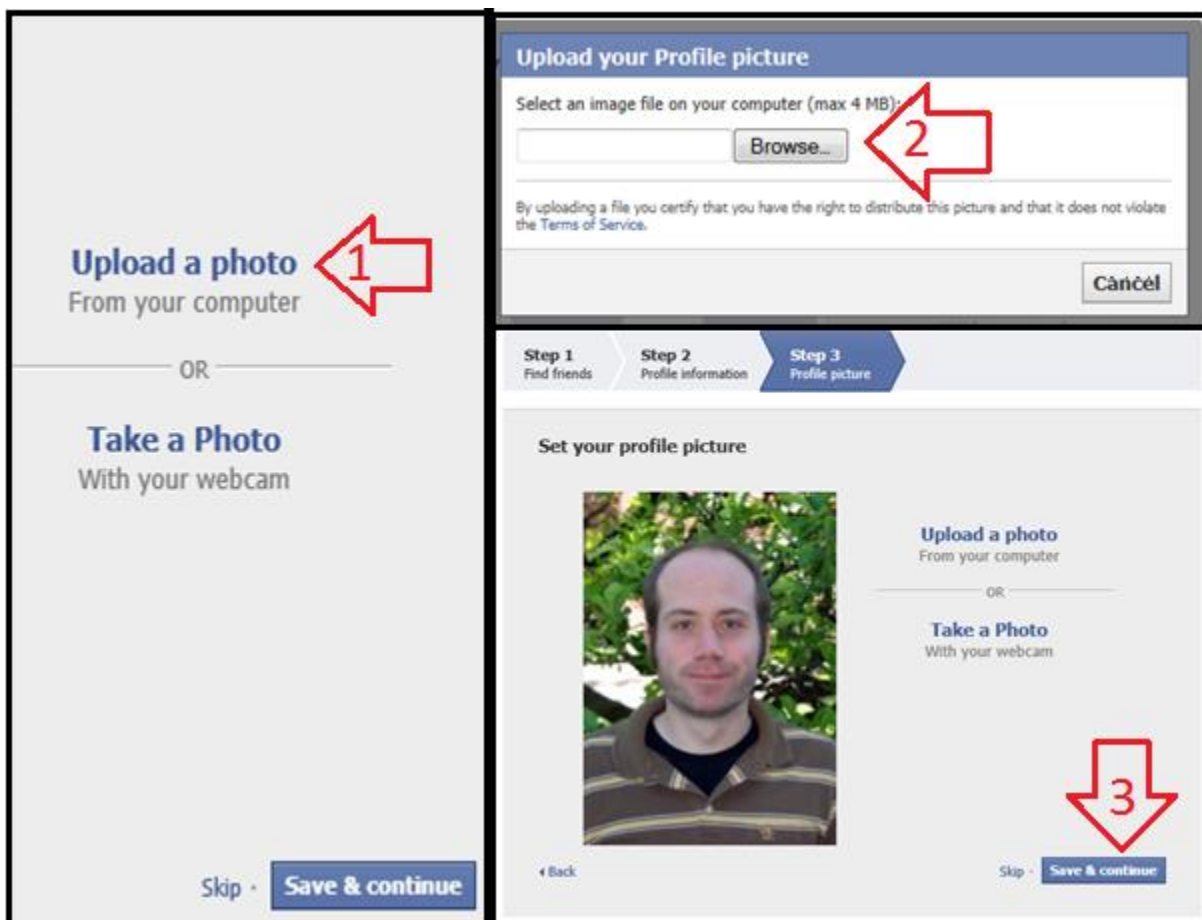


Figure 7: Adding a profile picture

Adding a Friend

1. Type your friend's name into the search box at the top of any Facebook page.



NOTE There may be multiple people on Facebook who have the same name as your friend. The image beside, and the information below each name will help you determine which one is the person you're looking for.

2. Click on your friend's name or image name when s/he shows up under **People**. This will bring you to your friend's profile page.



Figure 8: Searching for a friend

3. Click on the **+1 Add Friend** icon in the top right corner of the page. After you click it, the icon will read: **Friend Request Sent**.

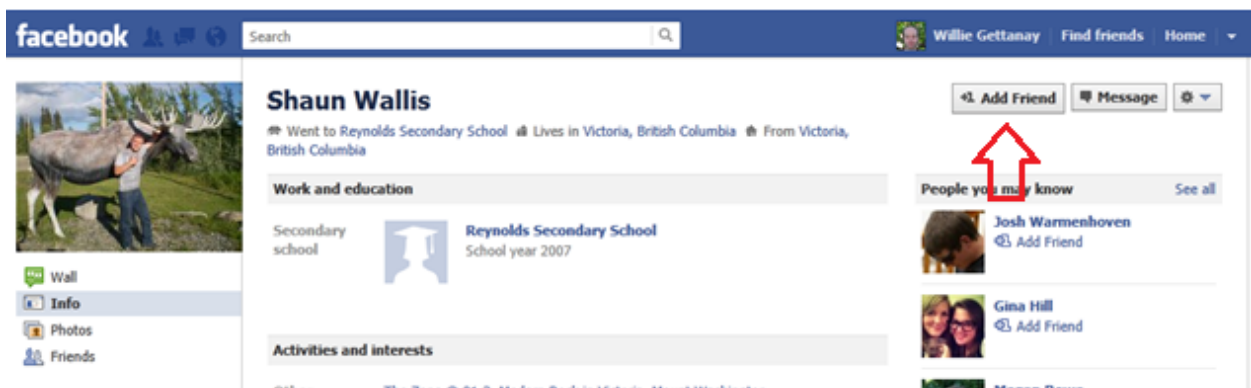


Figure 9: Adding a friend



NOTE Until your friend accepts the friend request, you will only be able to see the information that s/he has allowed the public to view.

When your friend accepts the request, a red **+1** will show in front of the **Notifications** icon



Figure 10: A notification that your friend request has been accepted.

Conclusion

You have now successfully set up your Facebook account and added a friend. For information on how to change your privacy settings and make changes to your profile, please see the additional instructional materials online at www.madeupurl.com.