Creating an Account with Facebook

Whether you’re interested in joining Facebook for social or business reasons, Facebook is a great way to keep in touch with people. Facebook is a free social networking site. To set up an account, all you need is an e-mail address.

Setting up your new Facebook account:

Step 1: Go to Facebook.com.

Step 2: Fill in the information on the welcome screen. (This includes your first and last names, your e-mail address twice, your password, your sex, and your birthday.)

* If you do not wish to post your real or full name on Facebook, you can also enter an alias here, put your middle name in instead of your last, etc. You can always change your mind later on about it.
* In addition to making a personal account, you can create a page for a celebrity, band, or business.

Step 3: Click “Sign Up.”

Step 4: The next screen will load with a security check. All you have to do is type in the letters you see in the picture into a box.

Step 5: Click “Sign Up.”

Congratulations! You now have a Facebook account! Next, you can find friends, create a profile, and upload a picture. For every step, you will see a “Skip” option. Click on this if you do not want to share this information or you do not know the answer to the question. When you are finished with each section, you may click “Save & Continue.”

Finding friends:

Once you’ve signed up, you will be redirected to a screen that poses the question, “Are your friends already on Facebook?” Searching through Facebook via e-mail addresses that you already have is the fastest way to find friends on Facebook.

Step 1: Click on the “Find Friends” link next to your pre-existing e-mail account.

Step 2: Enter your e-mail address into the text box. (Your e-mail address may already be typed into that box.)

Step 3: Click the “Find Friends” button under that box.

Step 4: A small window should pop up that tells you Facebook is asking for some information from your e-mail account. If you would like to use your e-mail address book to find Facebook friends, click “Allow.”

Alternatively, you can do this through your e-mail account by exporting your address book to Facebook.

Step 1: Log in to your e-mail account.

Step 2: Go to your address book.

Step 3: Click on “Export” in either the top menu or the drop-down menu.

Step 4: Choose which contacts you want to export.

Step 5: Click the “Export” button to export your contacts.

Step 6: Follow the instructions on your screen and save the file to your computer.

Step 7: Upload the file to Facebook using the uploader located on the “Find Friends” screen.

Profile information:

Once you find some friends (or if you choose to skip this step), you can proceed on to create your profile by entering in information about yourself. You may or may not want to enter certain information, as this is posted on the internet and, depending on the privacy settings you choose later on, you may be posting this information for everyone on the internet to see.

Step 1: Enter the name of your high school, college, and/or employer.

Step 2: When you are finished, click “Save & Continue.”

Profile picture:

Having a profile picture is a great way for your friends to recognize who you are, especially if your real name isn’t posted on Facebook. However, you should always be careful about the types of pictures you post on the internet. Once you post a photo to Facebook, it becomes Facebook’s property, and they have it forever. The best profile picture to choose would be a headshot.

Step 1: Click “Upload a Photo”

Step 2: A small box will pop up that says “Upload Your Profile Picture.”

Step 3: Click “Choose File.”

Step 4: Choose a file from your computer from the drop-down menu and click “Choose.”

Step 5: When you are finished, click “Save & Continue.”

Alternatively, if you have a webcam, you can take a photo with your webcam and upload that directly to Facebook.

Step 1: Click “Take a Photo.”

Step 2: A small box will pop up that says, “Allow www.facebook.com to access your camera and microphone?” Click “Allow.” Then, click “Close” on the small box. Your face should now be on the screen via your webcam.

Step 3: Smile! When you’re ready to take the picture, click on the small blue and white camera icon at the bottom of your picture.

Step 4: You have the option to “Save Picture” and continue, or “Cancel.”

Step 5: When you are finished, click “Save & Continue.”

Welcome to Facebook! Your profile has been created and you can now find people you know, add photos, write notes, share links, and much more!