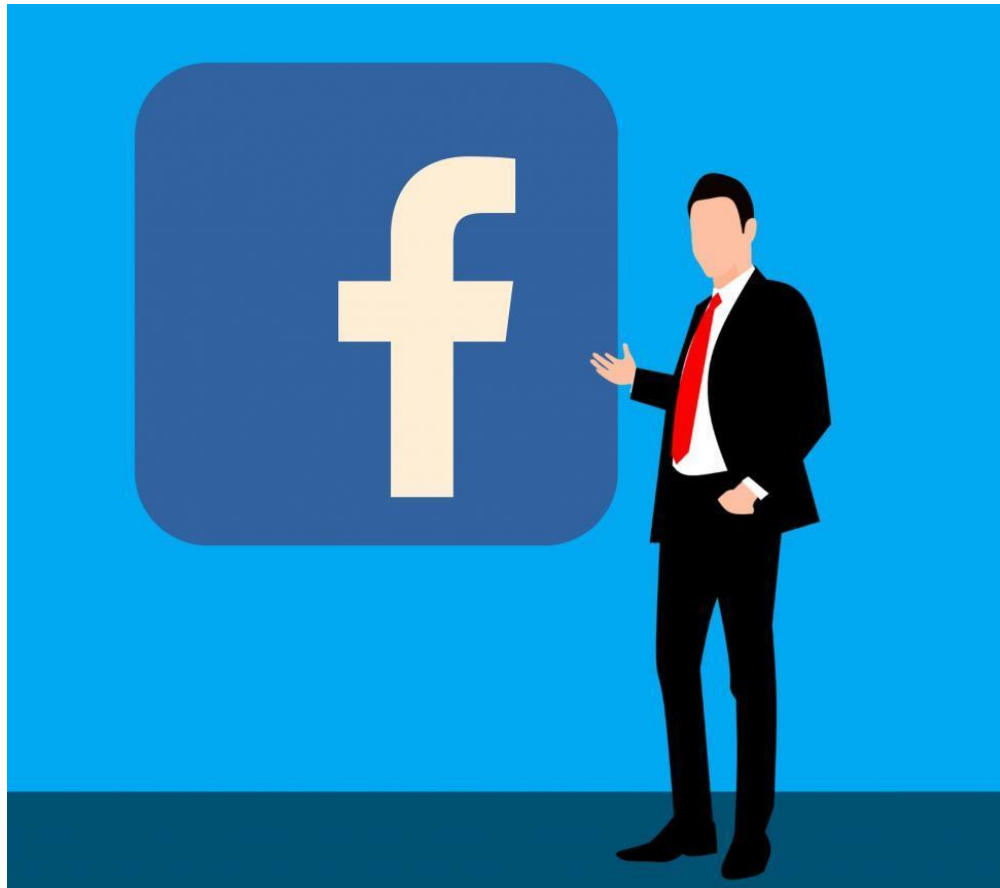


*User Manual for **Creating** and **Maintaining** a  
Social Media Account*



Primarily Using **Facebook**

1. Introduction...
  - a. What is social media?
  - b. Why Facebook is the leading social media website...
  - c. Creating a Facebook account.
2. Getting started...
  - a. What is an E-mail?
  - b. Why is an E-mail necessary?
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3. Creating a Facebook...
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4. Facebook Basic Layout...
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  - a. Updating Facebook account...
  - b. Searching for Facebook users...
  - c. Creating a Facebook story...
6. Safety tips...

## Introduction

What is social media?

Social media is a *concept* of interaction with no limits on distance. They are primarily technologies that allow users to create and share information, share their ideas and interests, connect with other users but in short *allows* users a platform to express themselves through a world-wide network. There are many social media platforms that are available for users today since being popularized early in the 21<sup>st</sup> century including TikTok, Pinterest, LinkedIn and the leading social media platform currently, Facebook.

Why Facebook is the leading social media website...

Facebook is the leading social media platform for reasons mainly due to its accessibility to the platform but mainly due to how well Facebook caters to a wide variety of people and how well media inclusion is from users being able to post many photos, to allowing texting or direct messaging. The platform is also not as limited as other social media platforms such as LinkedIn and Twitter as both of these platforms typically cater to different types of audiences. Users must be at least 13 years of age to create an account.

Creating a Facebook account...

This guide is intended for users of any age of 13 years or older. This age range is the range supported by Facebook to create an account.

## Getting Started

What is an E-mail?

An e-mail is short for 'electronic mail' and is a method of transmitting and receiving messages using electronic devices. E-mail allows users an alternative method to the standard physical writing of a letter (or a printed out one) and transmitting it through a mail carrier service such as USPS. Instead through E-mail, all a user must know is the 'email address' of the recipient in order to send an e-mail through an e-mail service online. Many such services include websites such as Yahoo, Google, AOL and Outlook.

Why an E-mail necessary?

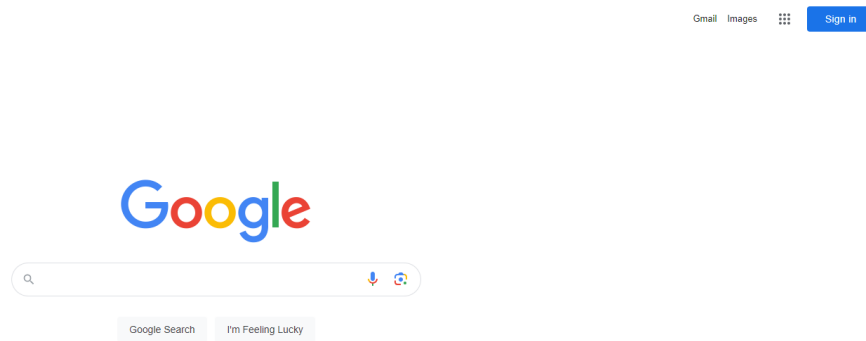
E-mail is of course a form of electronic communication but it is not considered to be a form of social media. Instead a user's E-mail account can be used to *create* a social media. This is primarily done for validation purposes but more importantly for user *security*. A possible security situation that occurs frequently is forgetting a password. The use of E-mail allows a user to send questions to their E-mail which they must answer to reset a password for their social media accounts and allows access back again.

Creating an E-mail...

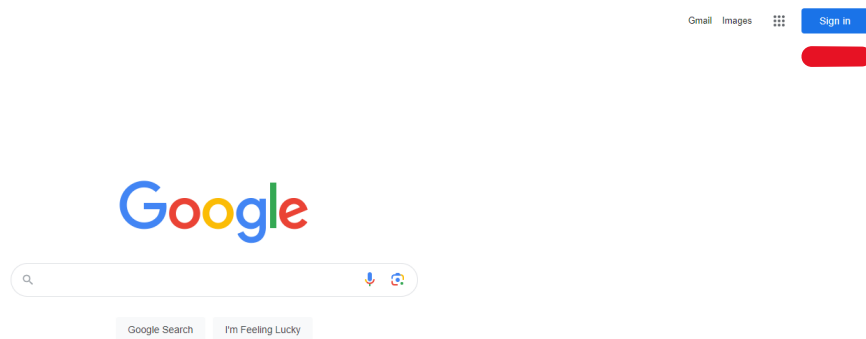
We will use Google for this manual as Google itself is widely considered to be one of the best E-mail services for reasons of accessing other Google related technologies useful for *schoolwork or professional development*.

1. Navigate to the Google website by typing it in your internet browser or clicking [here](#).

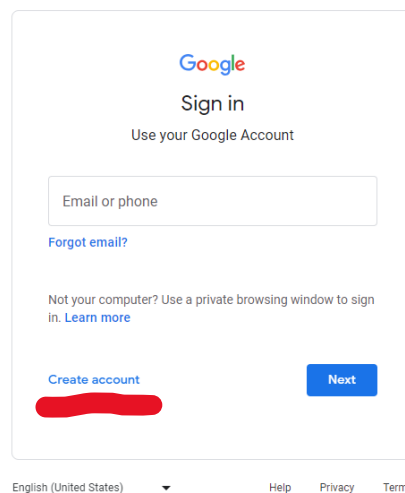
The homepage looks like the following:



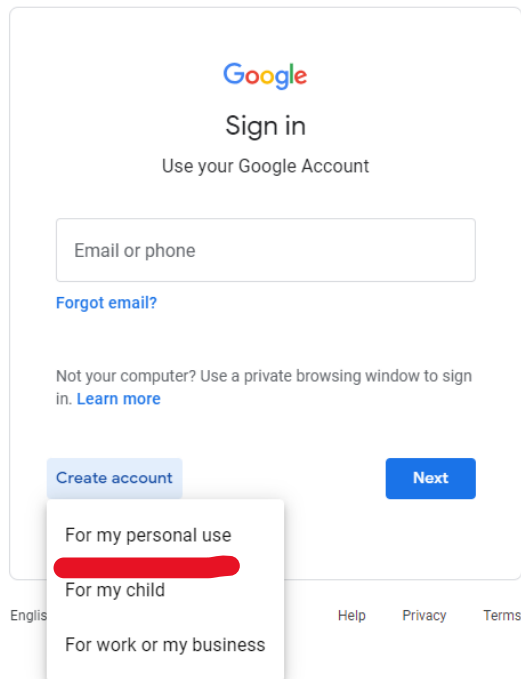
2. Click on the Sign here blue button to be navigated to Google's sign-in page.



3. Click on the Create account option to begin creating a Google e-mail.

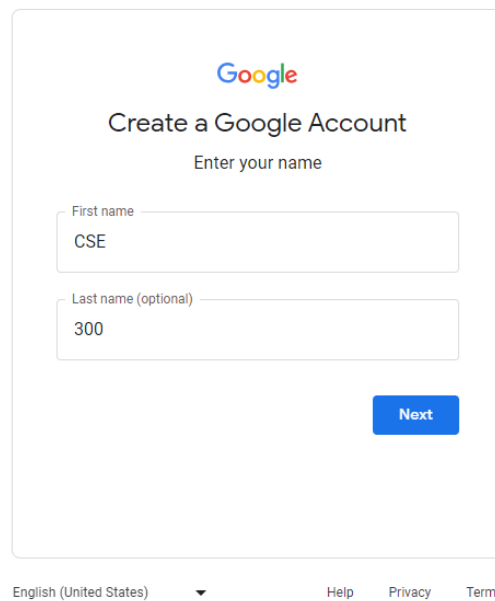


4. As we will use this google e-mail account for social media, select the 'For my personal use'.



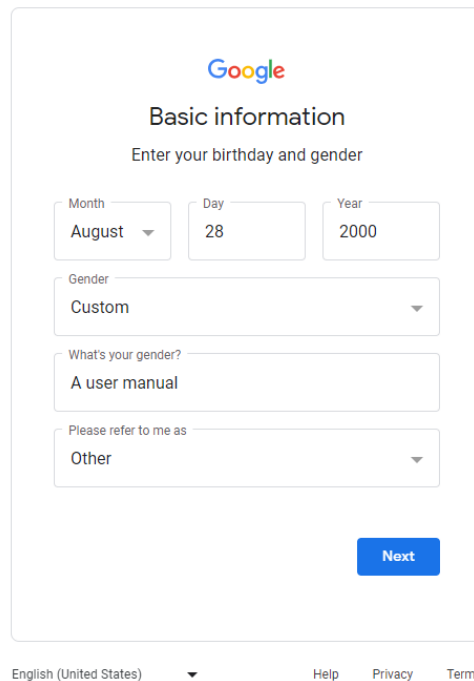
The image shows the Google Sign in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". A link "Forgot email?" is positioned below the input field. Further down, there is a note: "Not your computer? Use a private browsing window to sign in. [Learn more](#)". At the bottom of the main content area, there are two buttons: "Create account" on the left and "Next" on the right. A dropdown menu is open from the "Create account" button, showing three options: "For my personal use" (which is highlighted with a red underline), "For my child", and "For work or my business". At the very bottom of the page, there is a language selector showing "English", and links for "Help", "Privacy", and "Terms".

5. Enter your first and last name (last name is optional) and click next.



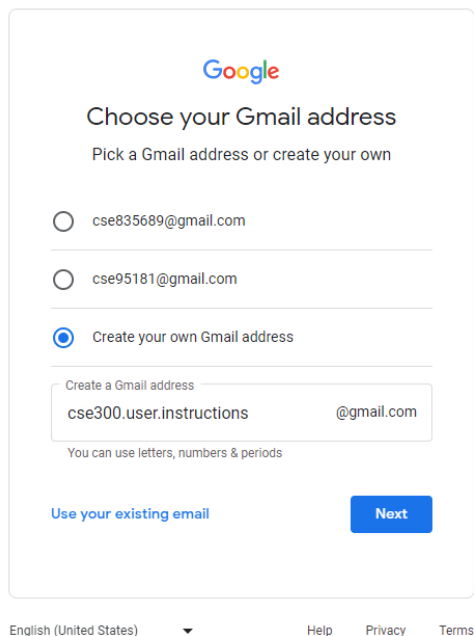
The image shows the "Create a Google Account" page. At the top is the Google logo, followed by the text "Create a Google Account" and "Enter your name". Below this are two text input fields. The first field is labeled "First name" and contains the text "CSE". The second field is labeled "Last name (optional)" and contains the text "300". A blue "Next" button is located to the right of the second input field. At the bottom of the page, there is a language selector showing "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

6. Enter your birthday and gender (gender is optional but the option is extensive).



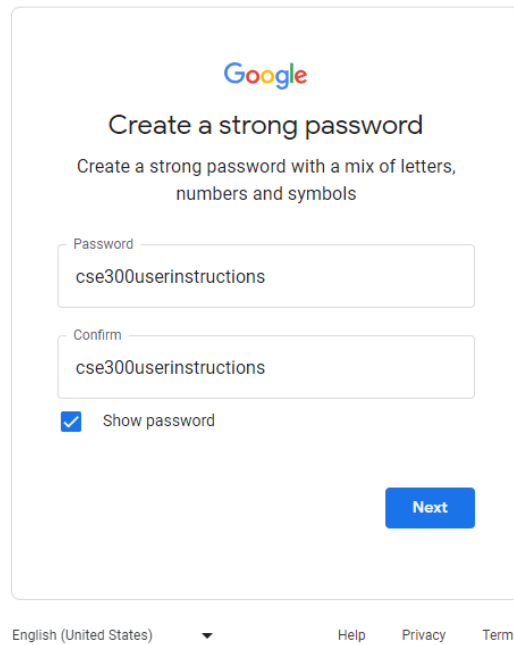
The image shows the 'Basic information' step of a Google account creation process. At the top is the Google logo, followed by the title 'Basic information' and the instruction 'Enter your birthday and gender'. The form contains three input fields for 'Month' (set to 'August'), 'Day' (set to '28'), and 'Year' (set to '2000'). Below these is a 'Gender' dropdown menu currently set to 'Custom'. Underneath the gender dropdown is a text input field with the placeholder 'What's your gender?' and the text 'A user manual'. Below that is another dropdown menu labeled 'Please refer to me as' with the option 'Other' selected. A blue 'Next' button is positioned at the bottom right of the form. At the very bottom of the page, there is a language selector set to 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

7. Pick a provided e-mail address or simply create your own e-mail address if available. For the sake of demonstration we will create our own e-mail address.



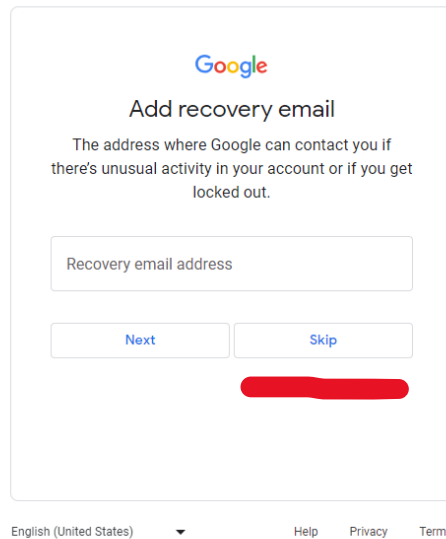
The image shows the 'Choose your Gmail address' step of a Google account creation process. At the top is the Google logo, followed by the title 'Choose your Gmail address' and the instruction 'Pick a Gmail address or create your own'. There are three radio button options: 'cse835689@gmail.com', 'cse95181@gmail.com', and 'Create your own Gmail address'. The third option is selected. Below the radio buttons is a text input field for 'Create a Gmail address' with the text 'cse300.user.instructions' and '@gmail.com' in a separate field. A note below the input fields states 'You can use letters, numbers & periods'. At the bottom left is a link 'Use your existing email' and at the bottom right is a blue 'Next' button. At the very bottom of the page, there is a language selector set to 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

8. Create your password.



The screenshot shows the Google account creation 'Create a strong password' screen. At the top is the Google logo. Below it, the heading 'Create a strong password' is followed by the instruction 'Create a strong password with a mix of letters, numbers and symbols'. There are two input fields: 'Password' and 'Confirm', both containing the text 'cse300userinstructions'. Below the 'Confirm' field is a checkbox labeled 'Show password' which is checked. A blue 'Next' button is positioned at the bottom right of the form area. At the very bottom of the page, there is a language selector set to 'English (United States)' with a dropdown arrow, and links for 'Help', 'Privacy', and 'Terms'.

9. Add a recovery e-mail if preferred or skip this step. We will skip this step assuming this is your first e-mail address!




The screenshot shows the Google account creation 'Add recovery email' screen. At the top is the Google logo. Below it, the heading 'Add recovery email' is followed by the instruction 'The address where Google can contact you if there's unusual activity in your account or if you get locked out.' There is a single input field labeled 'Recovery email address'. Below this field are two buttons: 'Next' and 'Skip'. A thick red horizontal bar is drawn over the bottom right portion of the form area, specifically covering the 'Skip' button and the bottom right corner. At the very bottom of the page, there is a language selector set to 'English (United States)' with a dropdown arrow, and links for 'Help', 'Privacy', and 'Terms'.



10. Add a phone number or skip this step. We will skip this step but you can add one later!


Google

### Add phone number

 Phone number

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

[Next](#) [Skip](#)


English (United States)  [Help](#) [Privacy](#) [Terms](#)

11. Review your e-mail address and select 'Next'.


Google

### Review your account info

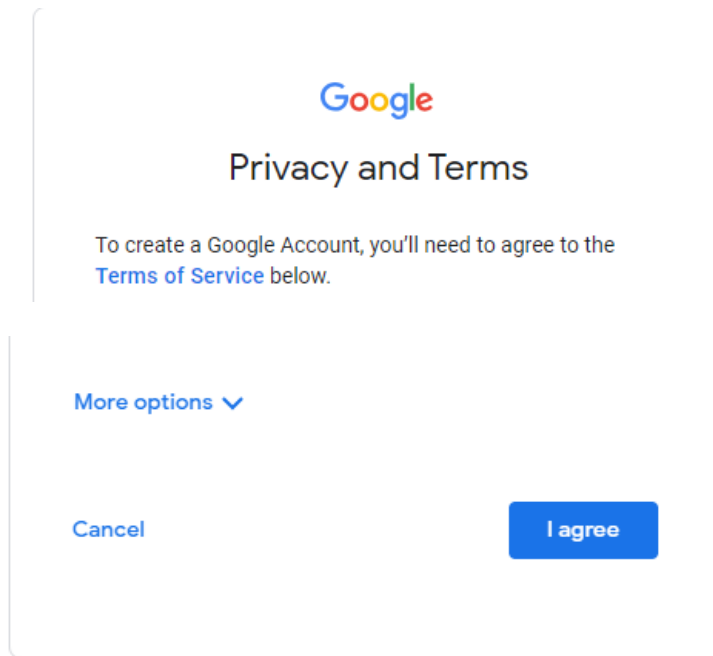
You can use this email address to sign in later

 CSE 300  
cse300.user.instructions@gmail.com

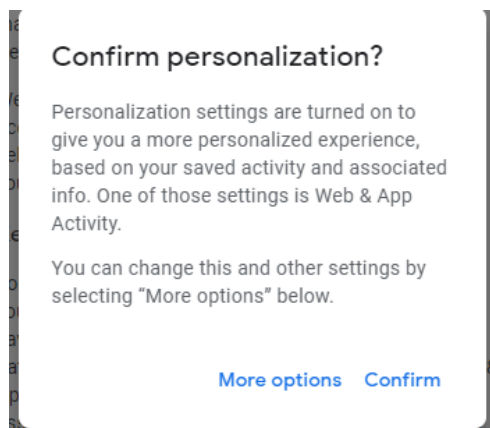
[Next](#)

English (United States)  [Help](#) [Privacy](#) [Terms](#)

12. Read the specified Privacy and Terms information and select 'I agree' after reading.



13. Select Confirm at the pop up.

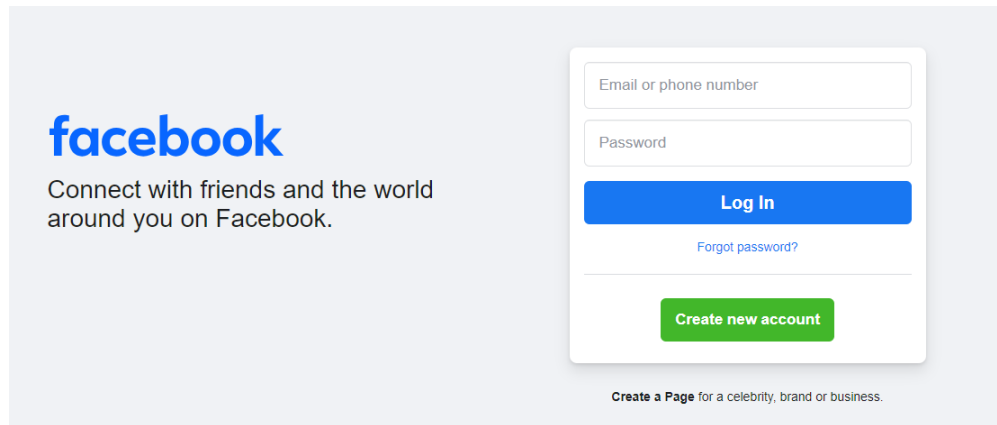


14. Congratulations! You are now the proud owner of a Google e-mail account! Now let us begin to create a Social Media account on **Facebook**.

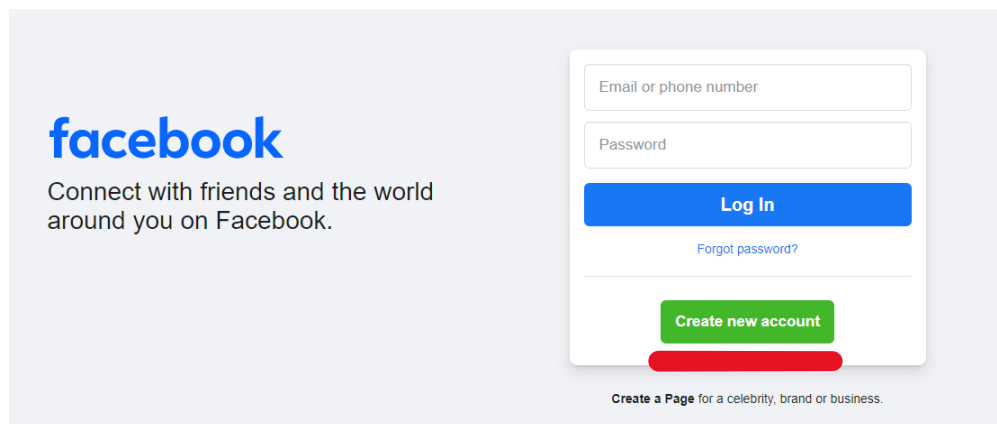
## [Creating Facebook Account](#)

Creating a Facebook account (step by step guide)...

1. Navigate to the Facebook website by typing it in your internet browser or clicking [here](#). The homepage looks like the following:



2. Click on the 'Create new account' green button to begin creating your account. The setup is quick and easy, trust your guide!



3. A pop up sign-up page should now be visible, simply fill out this quick and easy form!

NOTE: Facebook is proud to promote *inclusivity*, select your gender and preferred pronoun.

## Sign Up

It's quick and easy.

Example

Instructions

cse300.user.instructions@gmail.com

cse300.user.instructions@gmail.com

.....

Birthday ?

Aug ▾

28 ▾

2000 ▾

Gender ?

Female ☐

Male ☐

Custom ☒

They: "Wish them a happy birthday!" ▾

Your pronoun is visible to everyone.

A user manual

People who use our service may have uploaded your contact information to Facebook. [Learn more.](#)

By clicking Sign Up, you agree to our [Terms](#), [Privacy Policy](#) and [Cookies Policy](#).  
You may receive SMS Notifications from us and can opt out any time.

Sign Up

4. After clicking 'Sign Up' you should now have your second e-mail in your google account! This email is a confirmation email that the e-mail does indeed belong to you! **Security first!**

### Enter the code from your email

Let us know this email belongs to you. Enter the code in the email sent to **cse300.user.instructions@gmail.com**.

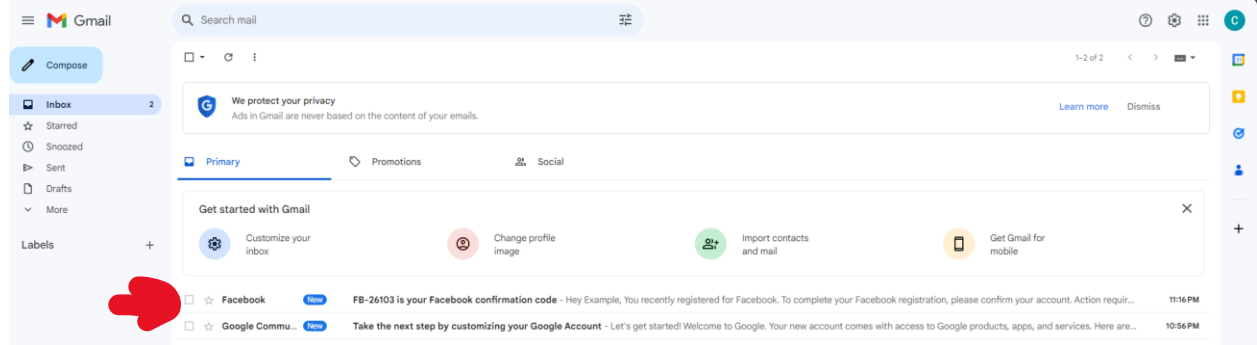
FB-

[Send email again](#)

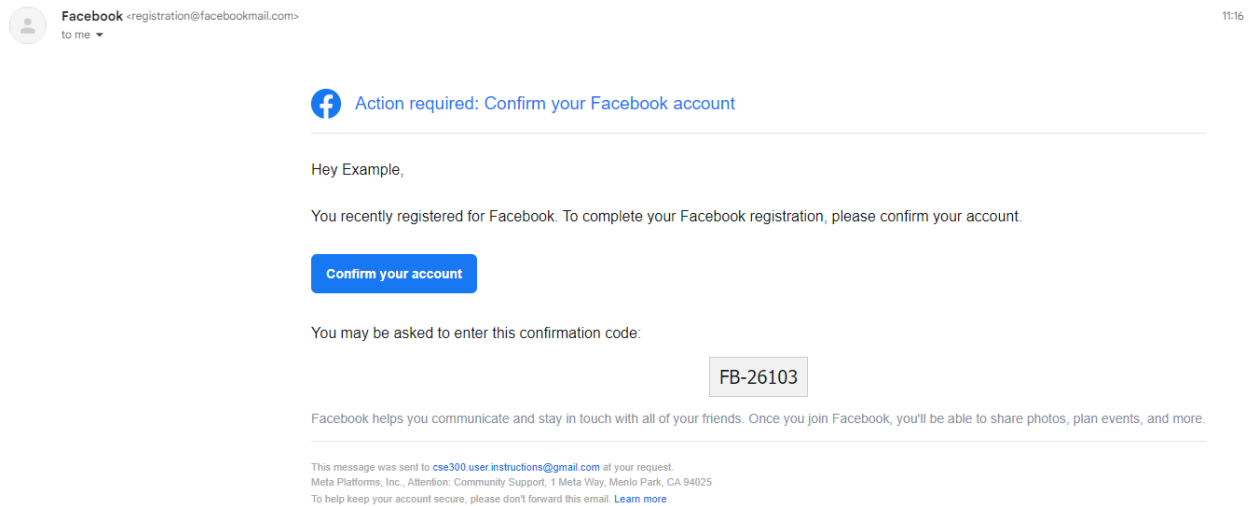
Update contact info

Continue

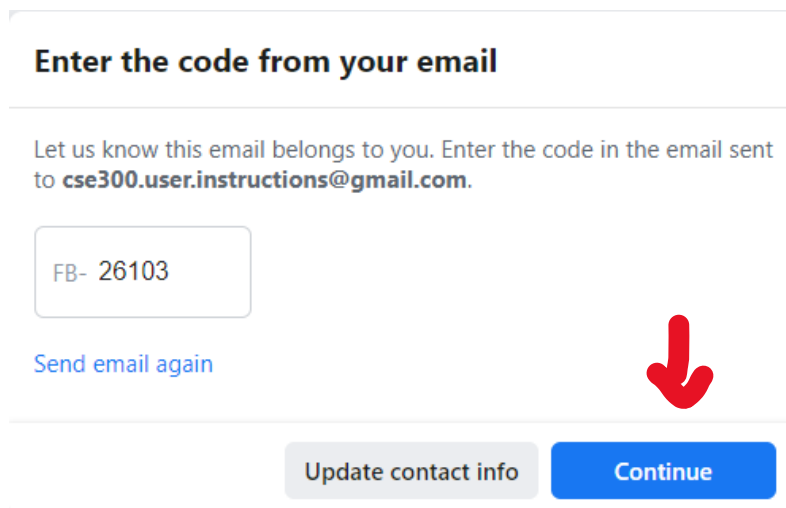
5. Go to your e-mail and open the e-mail confirmation e-mail send to you.



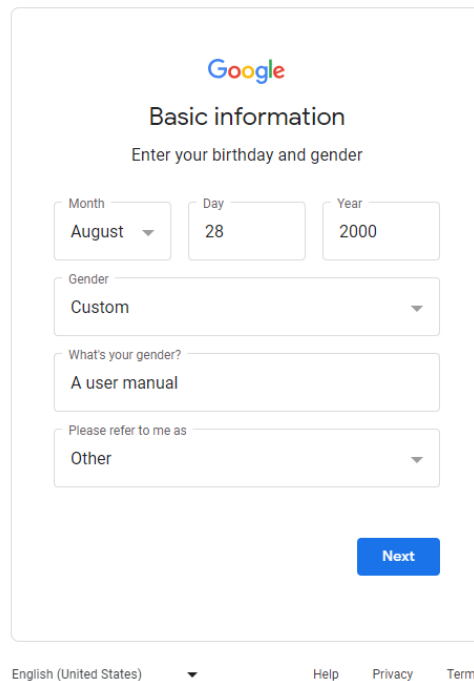
FB-26103 is your Facebook confirmation code Inbox x



6. Type in your confirmation code in the Facebook sign-up page and click 'Continue'.

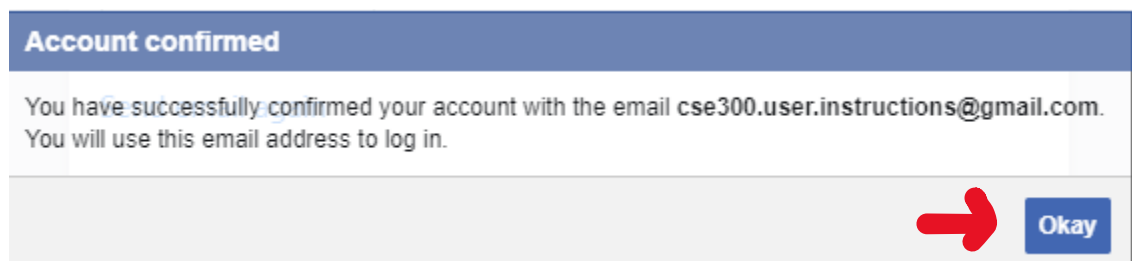


7. Enter your birthday and gender (gender is optional but the option is extensive).



The image shows the Google 'Basic information' form. At the top is the Google logo, followed by the title 'Basic information' and the instruction 'Enter your birthday and gender'. The form contains three input fields for the birthday: 'Month' (a dropdown menu showing 'August'), 'Day' (a text box with '28'), and 'Year' (a text box with '2000'). Below these is a 'Gender' dropdown menu set to 'Custom'. Underneath is a text box labeled 'What's your gender?' containing the text 'A user manual'. At the bottom of the form is a 'Please refer to me as' dropdown menu set to 'Other'. A blue 'Next' button is located at the bottom right of the form. At the very bottom of the page, there is a language selector set to 'English (United States)', and links for 'Help', 'Privacy', and 'Terms'.

8. If successful, you will now have an account confirmed message showing that your google e-mail account is registered to your Facebook account. Click 'Okay'.



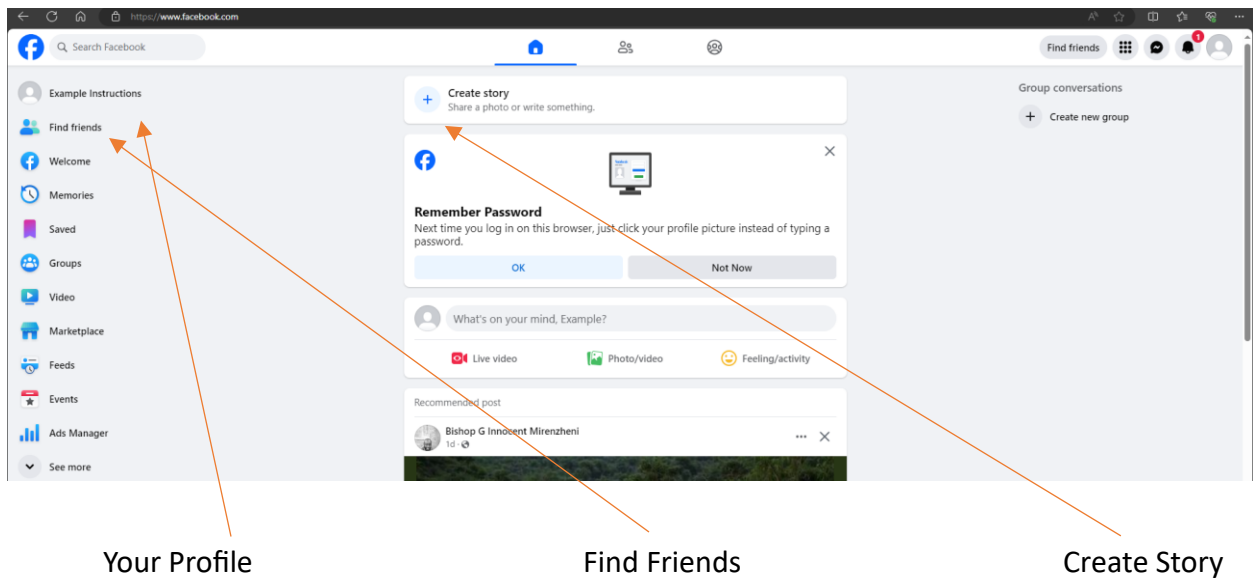
The image shows a confirmation message with a blue header bar that says 'Account confirmed'. The main text reads: 'You have successfully confirmed your account with the email cse300.user.instructions@gmail.com. You will use this email address to log in.' At the bottom right, there is a large red arrow pointing to a blue button labeled 'Okay'.

9. Congratulations! You are now the proud owner of a Facebook social media account!

## Facebook Basic Layout

Updating Facebook account...

You should now have a valid Facebook account. The homepage looks like the following:



Above are the main Facebook attributes that beginners should take note of.

### Your Profile

- This is where users can edit their profile information, including their profile picture.

### Find Friends

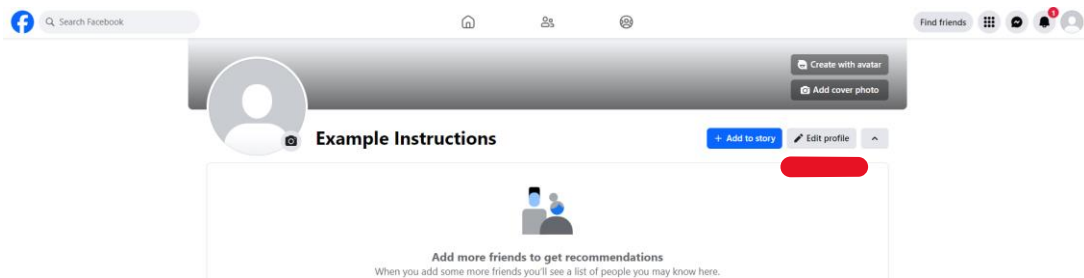
- This is where users can search for their friends and add them.

### Create Story

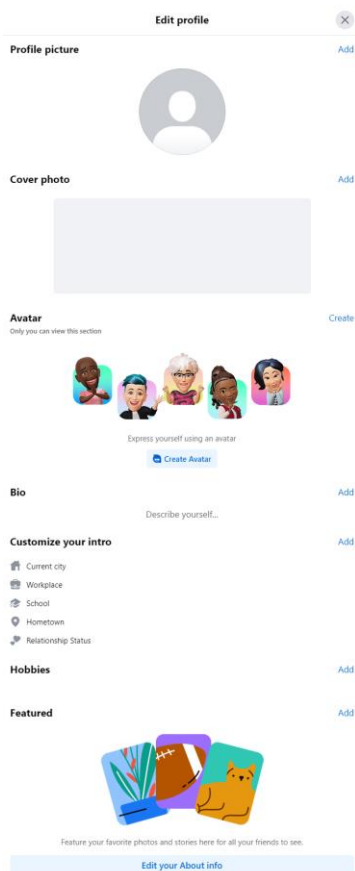
- This is where users can get creative and share something.

## Updating Facebook Profile

Clicking on your Profile Icon takes you to your homepage. This is where you can you're your profile. This is an example profile layout.



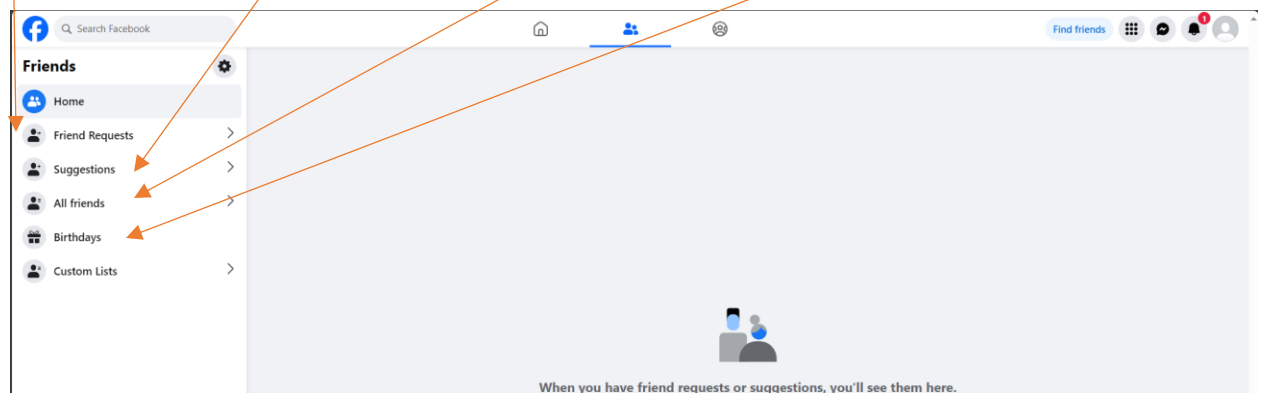
Selecting 'Edit profile' shows a pop-up window where you can edit your profile picture, cover photo, avatar, customize your intro, and include your hobbies.



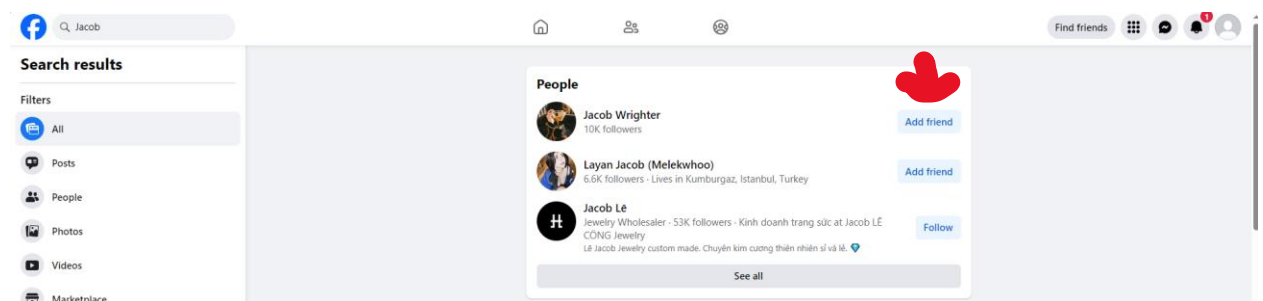


## Searching for Friends

Clicking on your 'Find friends' option takes you to the main page of handling incoming friend requests, friend suggestions, allows you to view all of your friends and keep track of birthdays.

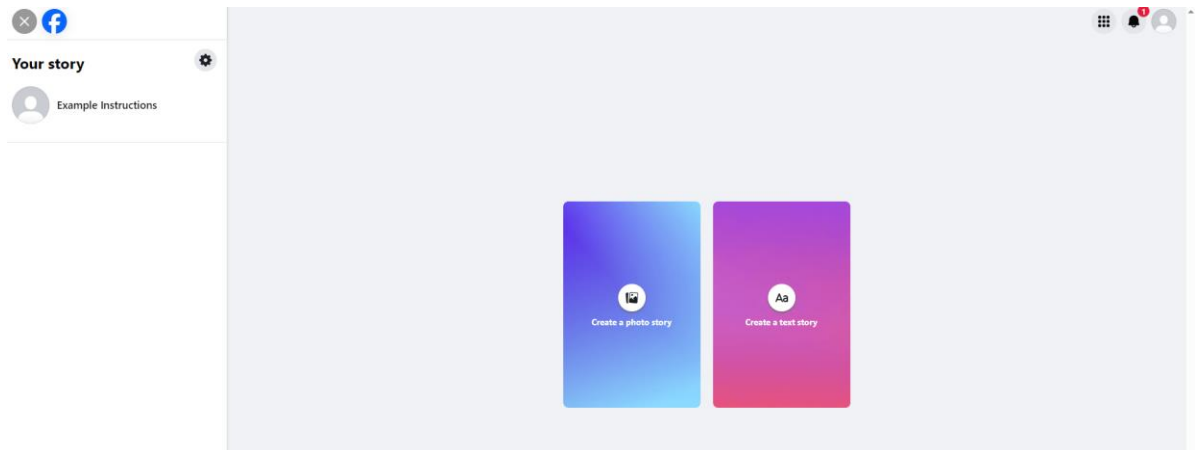


You can also search for friends by entering a name in the search bar, click 'Add friend' to add them!

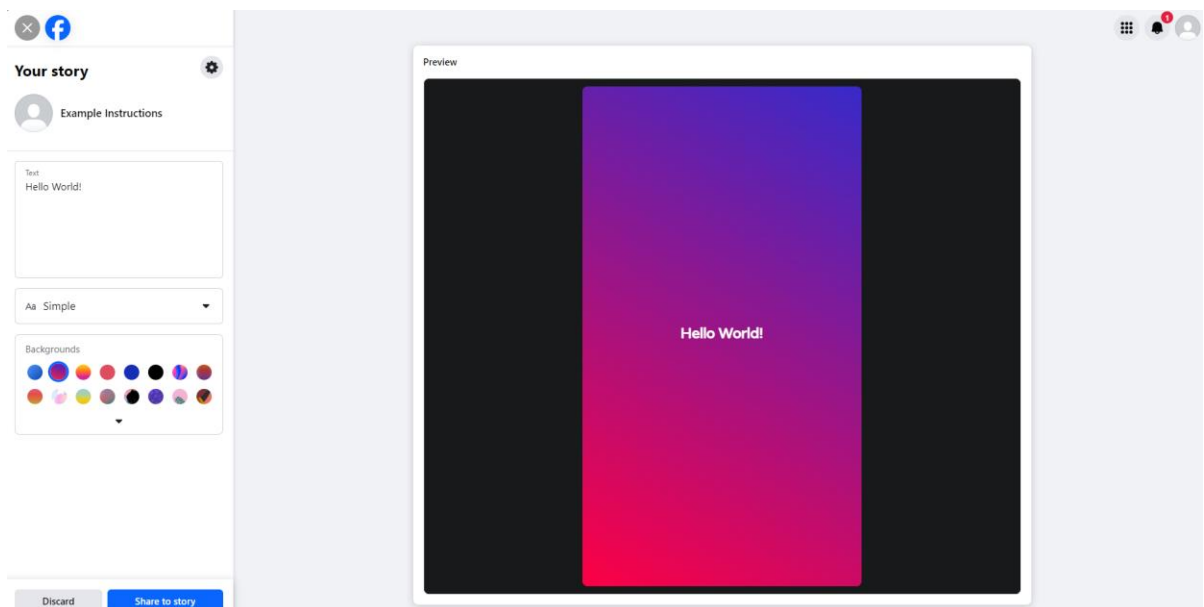


## [Creating a Story](#)

Selecting 'Create Story' allows you to create either a photo story or text story to share with your friends but also with the world!



Creating a text story is as easy as just clicking 'Create a text story', entering your text, choosing your background and clicking 'Share to story'! Use this feature to begin engaging in meaningful conversations.



## *Safety Tips*



Remember to not share too much information with strangers. If you receive a friend request from a user whom you do not know proceed with caution. Users under the age of 18 should convey suspicious activity with users before things escalate. Please proceed using your new Facebook account carefully and enjoy!