Facebook 101

Facebook for Beginners

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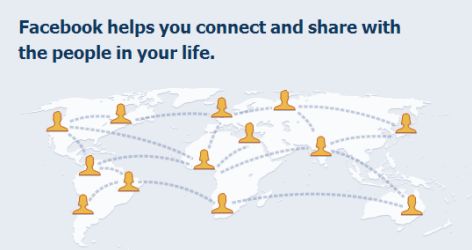
Facebook 101: Facebook for Beginners

Introduction

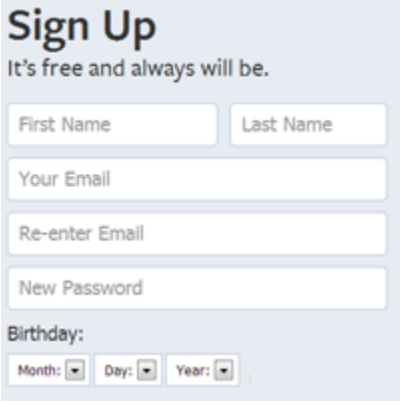


Facebook is the world's most popular social media network. It is a site used to connect with people, companies and organizations and to share information, photos, websites and more.

Facebook was originally created for college students, by Harvard University student, Mark Zuckerberg, in 2004. It is now for anyone 13 or older and it has over a billion users, from people, companies, organizations and even pets.

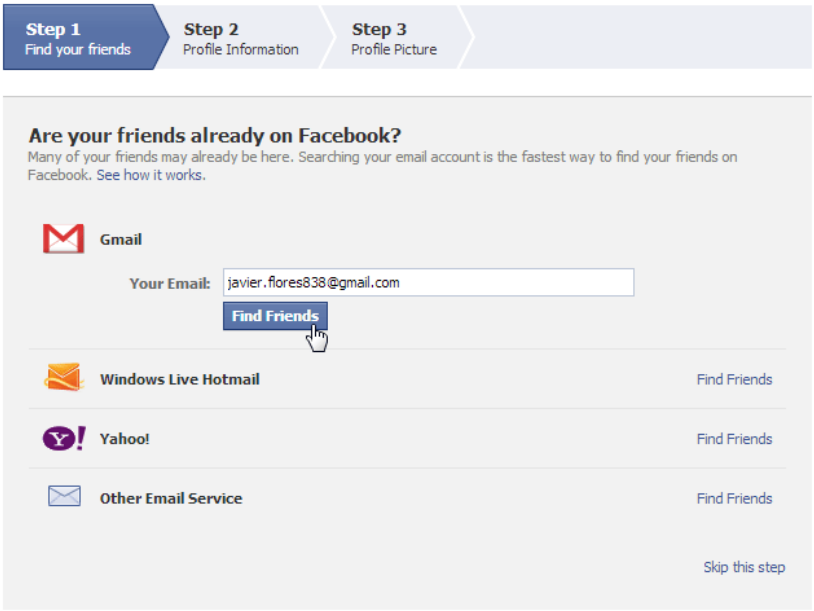
How you choose to use Facebook is up to you. You can use it to connect to others, to share information and photos, or just to have access to games, sweepstakes, coupons and other Facebook-only offers. There are numerous ways to configure the privacy settings depending on what you want to share.

Getting Started on Facebook

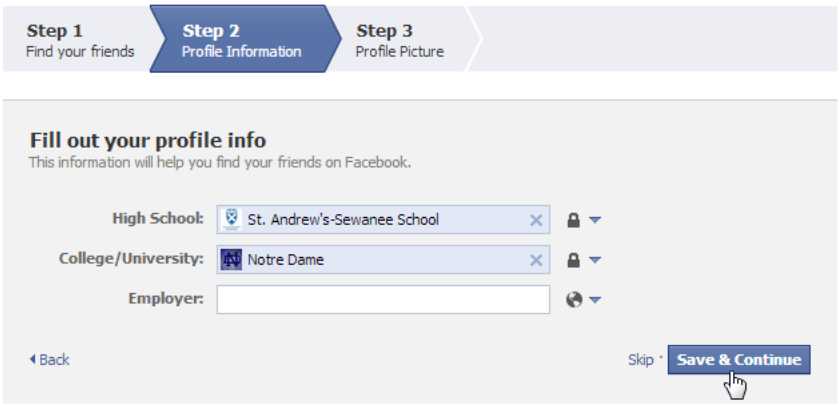


You must create an account before you are able to use or access Facebook. You need an email address to register. Follow these steps to register:

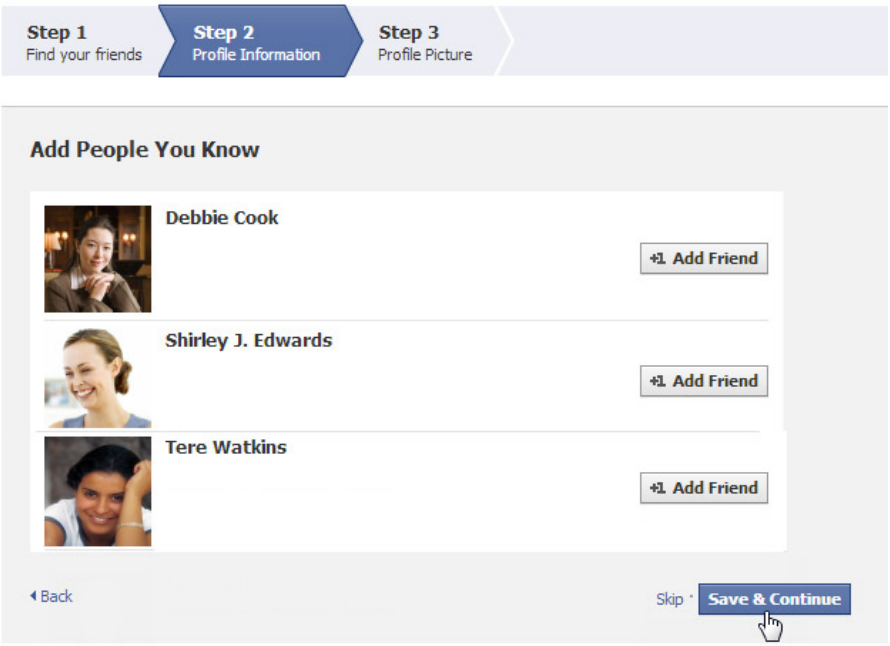
1. Go to www.facebook.com
2. Fill out the Sign Up text boxes. You may need to answer a security question by entering the CAPTCHA code shown.
3. Step 1: Find your friends



   a.
   b. You can use your current email to find contacts based on the contacts you have in your email account.
   c. You can skip this step if you would like.
4. Step 2: Profile Information



   a.
   b. You can add as much or as little information in your profile as you wish. You can fill out your high school, college/ university and/or employer.
   c. If you entered this information, Facebook will suggest Friends for you. If you would like to add them, click the “+1 Add Friend” button. You can select Skip here as well.
   d. You can skip to keep this step.
5. Step 3: Profile Picture

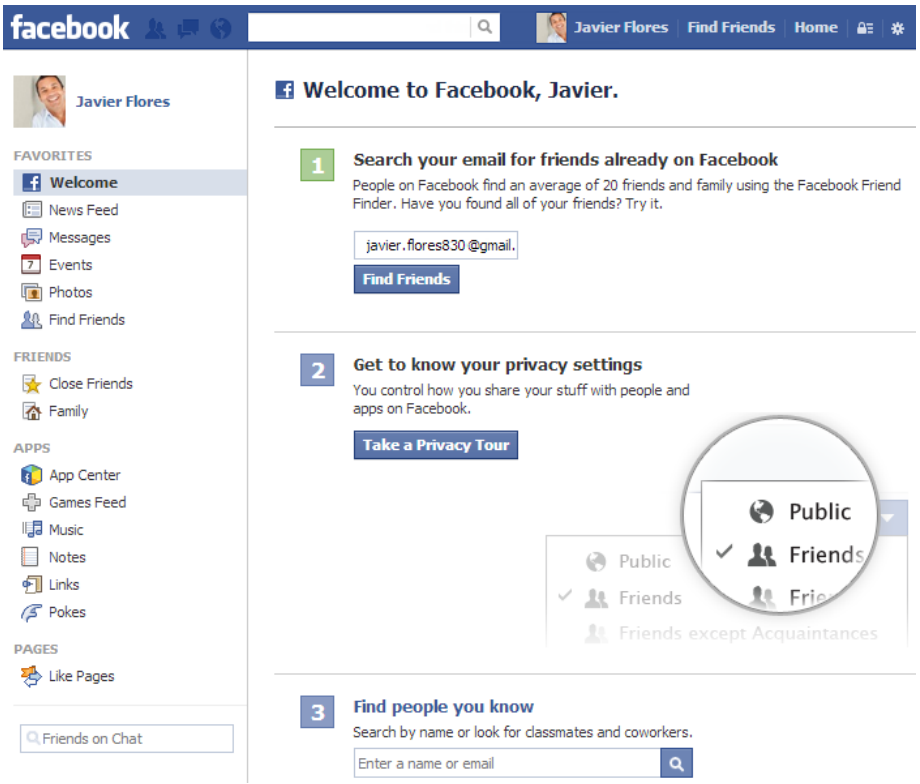
a. 

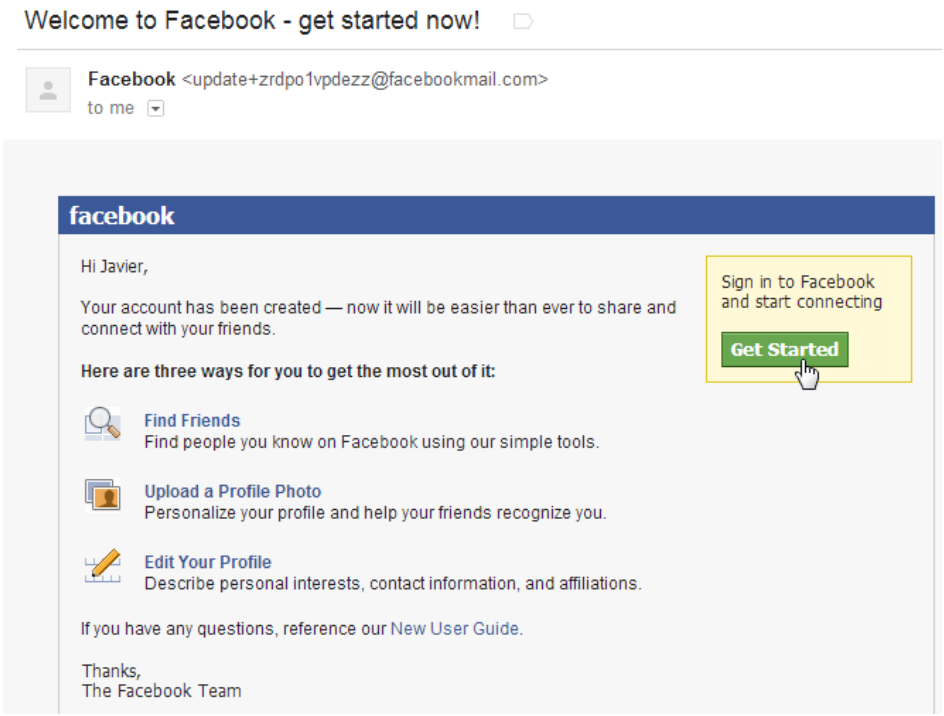
b. You can add a profile picture or image to personalize your page.

c. You can take a picture with your webcam.

d. You can skip this step.

6. Click the “Save & Continue” button.
7. You will see the “Welcome to Facebook” page.

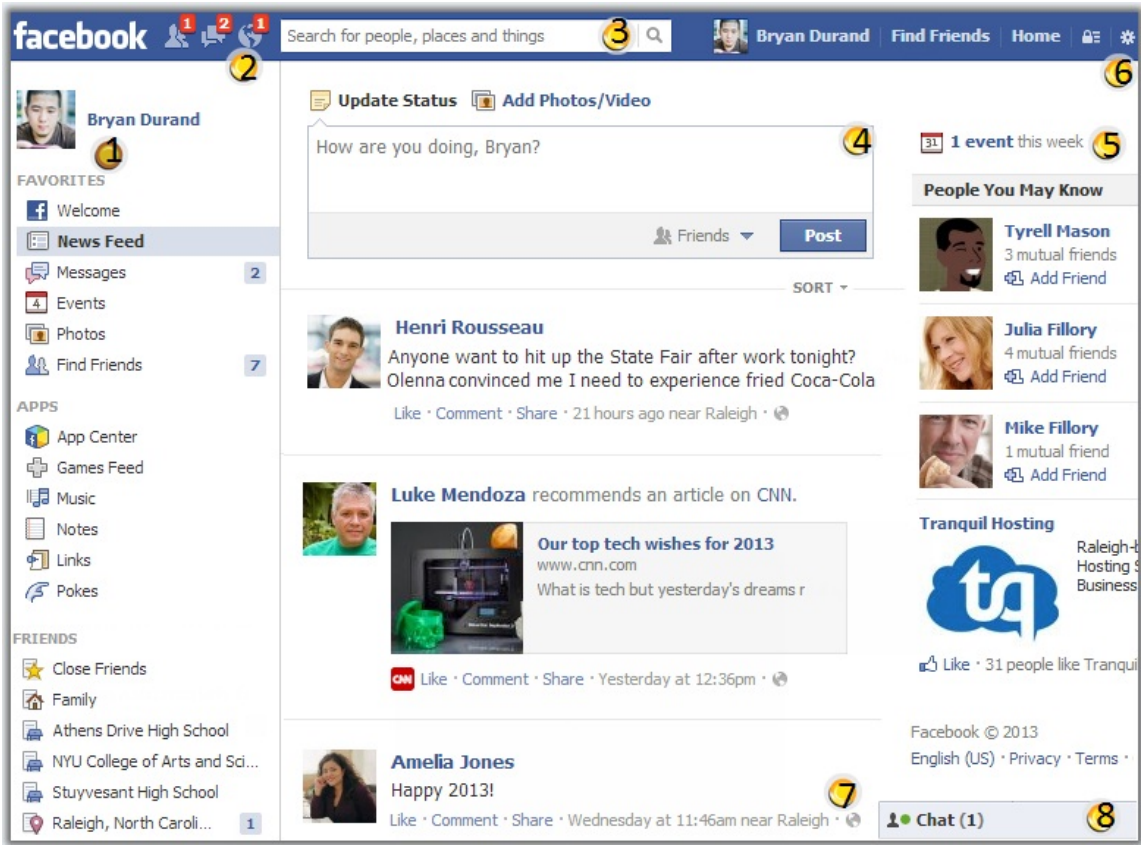
a. 

b. Facebook will send a confirmation email to the email address you used to create your account. You will not be able to access all of the options and features in Facebook until you have done so.
c. Login to your email and open the confirmation email from Facebook. Click the link in the email to confirm your email address.
d. 

e. When you click the link in the confirmation email, you will be brought to the Facebook home page for your account. You will then have full access to Facebook's options and features.
f. NOTE: All notifications that you set up in Facebook will now be sent to this email address.

Facebook Home Page

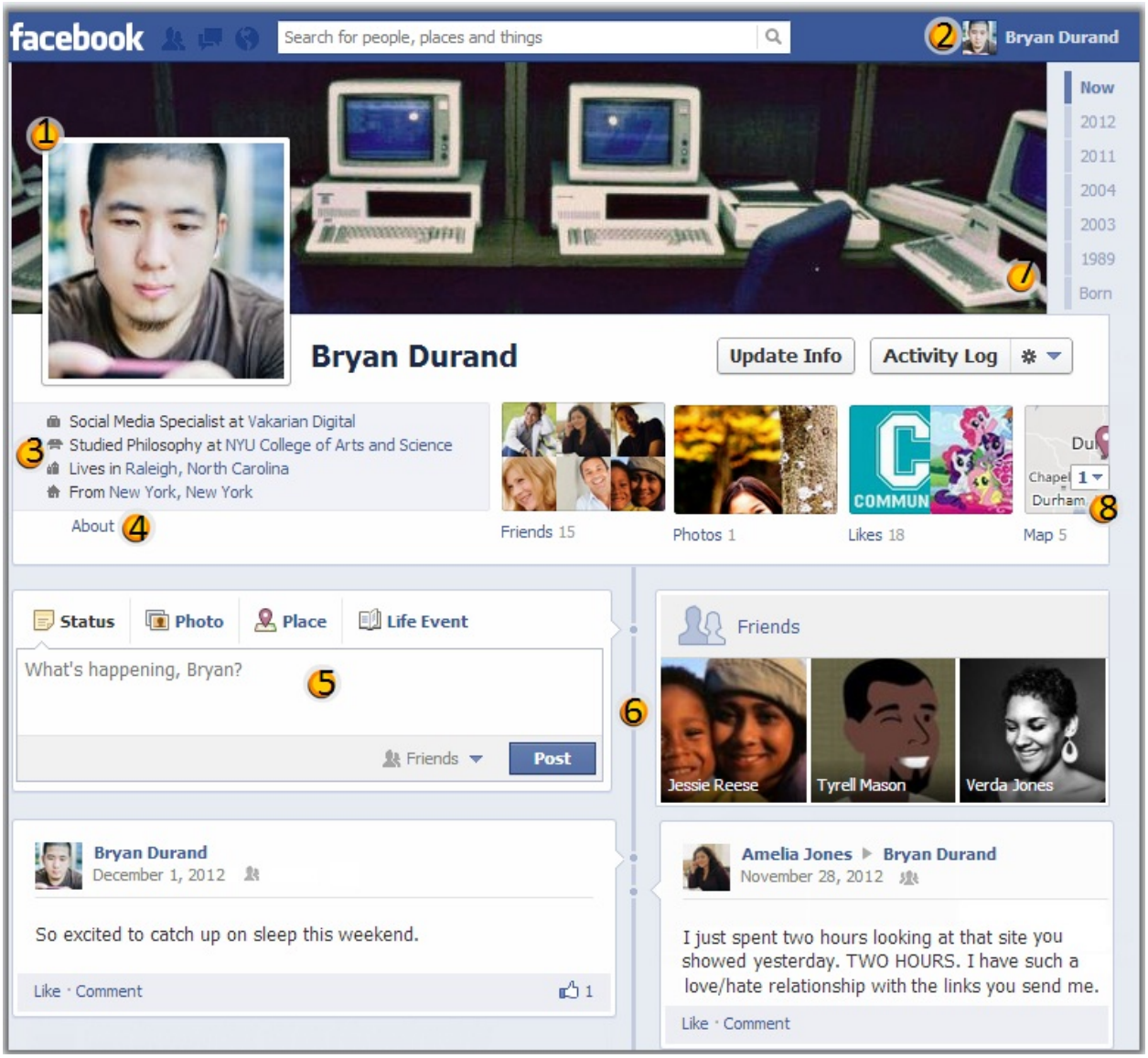
The Facebook home page is where all of your friends' updates, activities and posts will show. You can adjust whose updates are shown on the home page. All of these updates are shown on the home page in the News Feed. This page is all about your friends and fan pages and their status updates.



1. Navigation Pane: how to navigate to your lists for Favorites, Apps, Friends, Groups and more
2. Requests/ Messages/ Notifications: alerts to inform you of the number of new Friend Requests you have waiting for action, the number of new private Messages you have waiting , and the number of new Notifications you have, which could be having you tagged in a post or picture, status updates from Friends, and more. By clicking on the icons, you will receive more information.
3. Search Bar: to search for Friends, Apps, Fan Pages, etc…
4. Publisher: how to share status updates, photos and more
5. Events/ Suggestions/ Ads: where to see event reminders, birthday reminders, page and friend suggestions. Facebook will personalize these based on your use and your friends' use of Facebook.
6. Toolbar: provides quick access to your settings, privacy shortcuts and your profile page
7. News Feed: shows new status updates from friends, suggested pages, and more in a constant stream, with the newest information or events at the top. You are able to like and comment on these posts.
8. Ticker and Chat Pane: view your Friends' most recent updates and chat with them

Facebook Profile Page (aka Timeline)

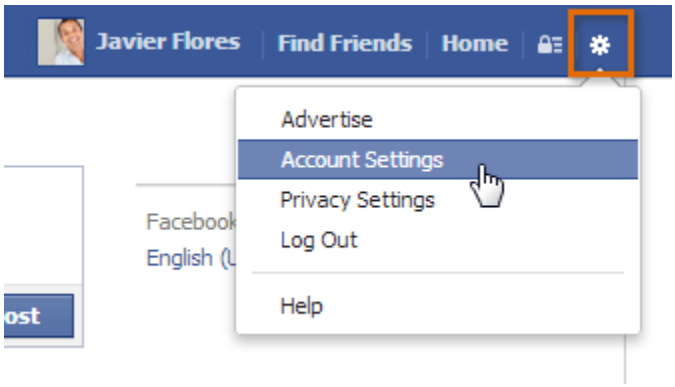
The Profile Page is about you and the personal information and updates that you share. You can access it by clicking on your name on the Tool Bar in the top right corner.

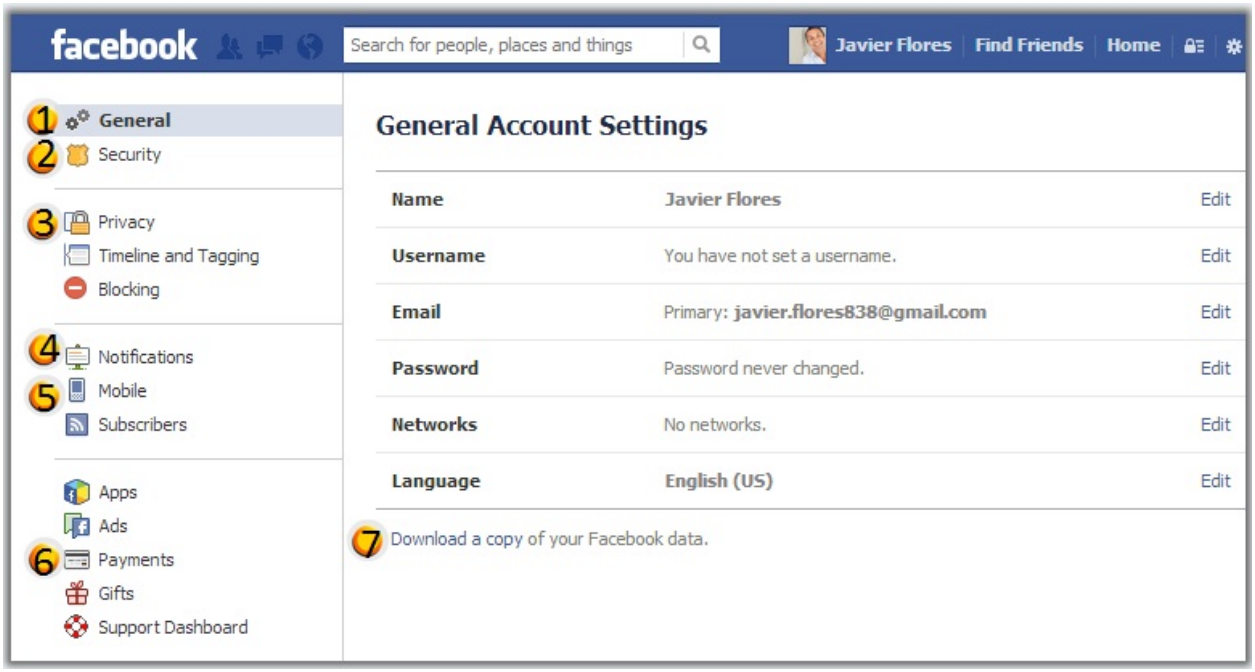


1. Profile Picture: represents you on all posts and comments that you create. It can be changed by hovering over it and clicking the edit option that appears.
2. Access Profile Page: click this to gain quick access to your profile page
3. Quick Summary: shows the basic personal information you have shared and can be hidden by changing privacy settings
4. About You: easy access to view and edit the personal information you have entered, including information about your education, work history, relationships status and more
5. Publisher: how to share status updates, photos and more
6. Timeline: includes status updates and posts you have made as well as items your friends have posted on your timeline. You and your friends are able to like and comment on these posts.
7. Cover Photo: the large photo that is only visible on your profile page. It can be changed by hovering over it and clicking the 'change cover' option that appears.
8. Favorites Bar: shortcuts to your Friends, Photos, Likes, Map Points of Interest and more

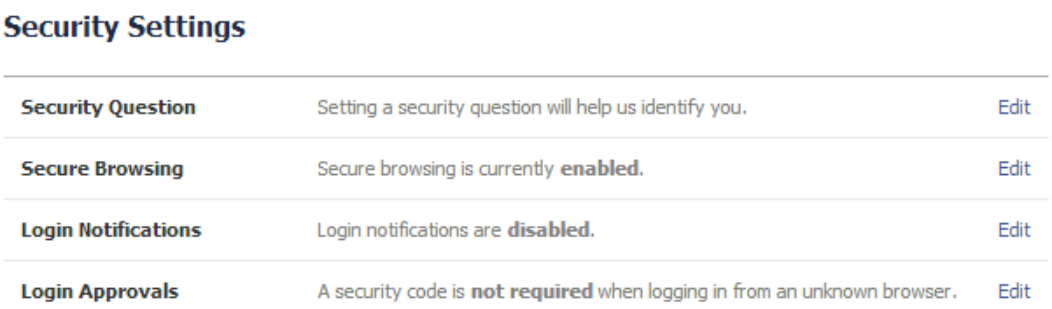
Account Settings

The settings on your account can modify your password, notifications, personal information, privacy settings and more. They are optional and can be changed at any time. To access the Account Settings, click the gear wheel in the Tool Bar in the top right corner.





1. General: edit your name, username, email, password, etc…
2. Security: edit your security settings , including notifications when someone signs into your account from a new location

a. 

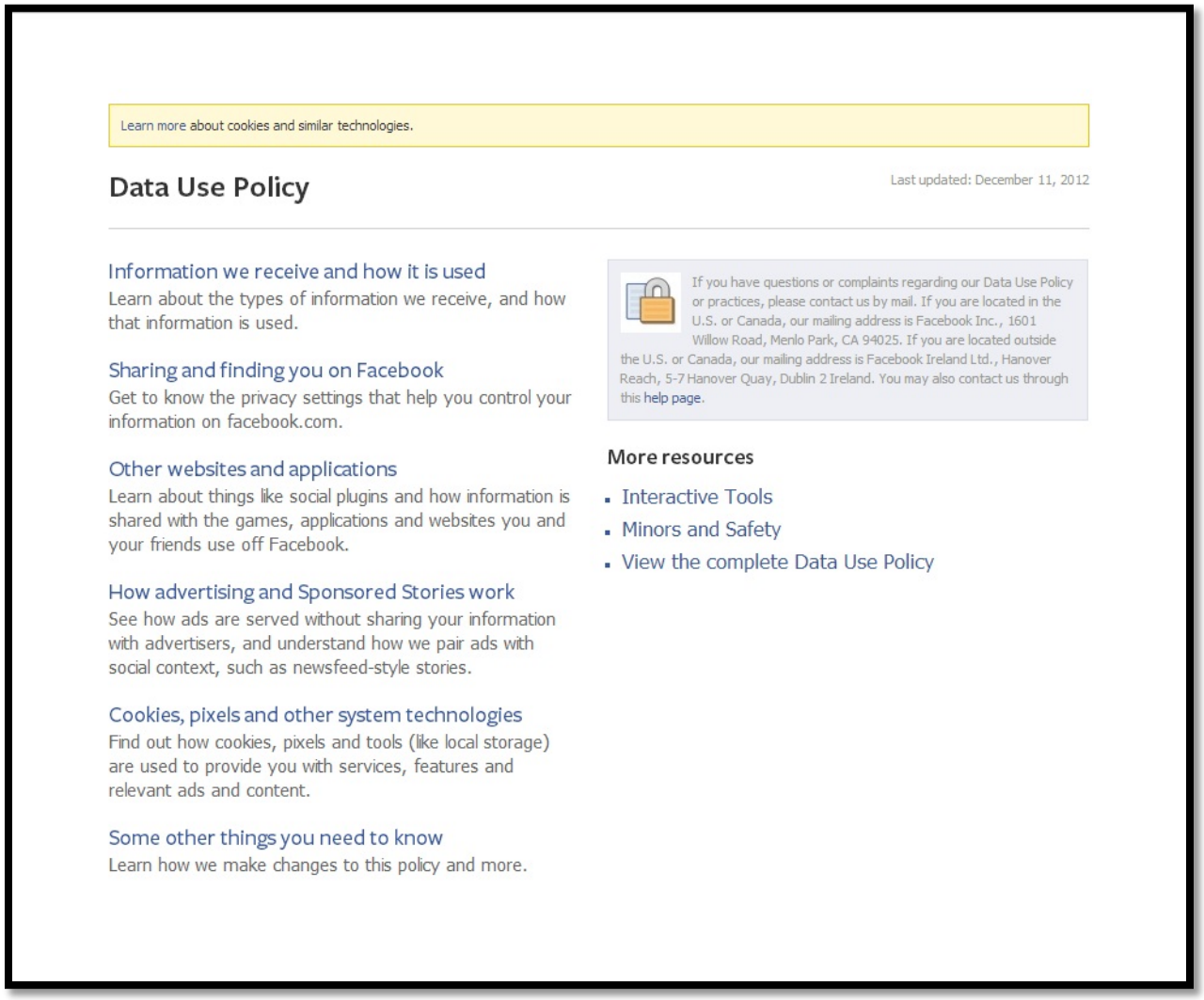
b. DEACTIVATING ACCOUNT: You can deactivate your account from the Security Settings
    i. Select the Deactivate option at the bottom of the Security Settings
    ii. Choose the reason
    iii. You can opt out of emails from Facebook
    iv. NOT the same as DELETING your account
c. DELETING ACCOUNT: by deleting your account it can never been recovered and is permanently removed

3. Privacy: control your privacy settings {described in detail later in this document}
4. Notifications: where you set what you want Facebook to email you about, can be easily turned on or off
5. Mobile: where to link your mobile phone to your Facebook account
6. Payment Settings: Facebook is free, but this is where you add money for certain games and applications that require Facebook credits.
7. Download Facebook Data: how to download a copy of the information/data Facebook has regarding you, including posts, photos, and profile information

Facebook Privacy

The privacy settings on Facebook are complex. It is wise to read through all of the information on Facebook about their privacy settings to fully understand them. Remember that information put onto the internet is never 100% safe, protected or retractable.

Privacy Basics



Learn more about cookies and similar technologies.

Data Use Policy

Last updated: December 11, 2012

Information we receive and how it is used
Learn about the types of information we receive, and how that information is used.

Sharing and finding you on Facebook
Get to know the privacy settings that help you control your information on facebook.com.

Other websites and applications
Learn about things like social plugins and how information is shared with the games, applications and websites you and your friends use off Facebook.

How advertising and Sponsored Stories work
See how ads are served without sharing your information with advertisers, and understand how we pair ads with social context, such as newsfeed-style stories.

Cookies, pixels and other system technologies
Find out how cookies, pixels and tools (like local storage) are used to provide you with services, features and relevant ads and content.

Some other things you need to know
Learn how we make changes to this policy and more.

If you have questions or complaints regarding our Data Use Policy or practices, please contact us by mail. If you are located in the U.S. or Canada, our mailing address is Facebook Inc., 1601 Willow Road, Menlo Park, CA 94025. If you are located outside the U.S. or Canada, our mailing address is Facebook Ireland Ltd., Hanover Reach, 5-7 Hanover Quay, Dublin 2 Ireland. You may also contact us through this help page.

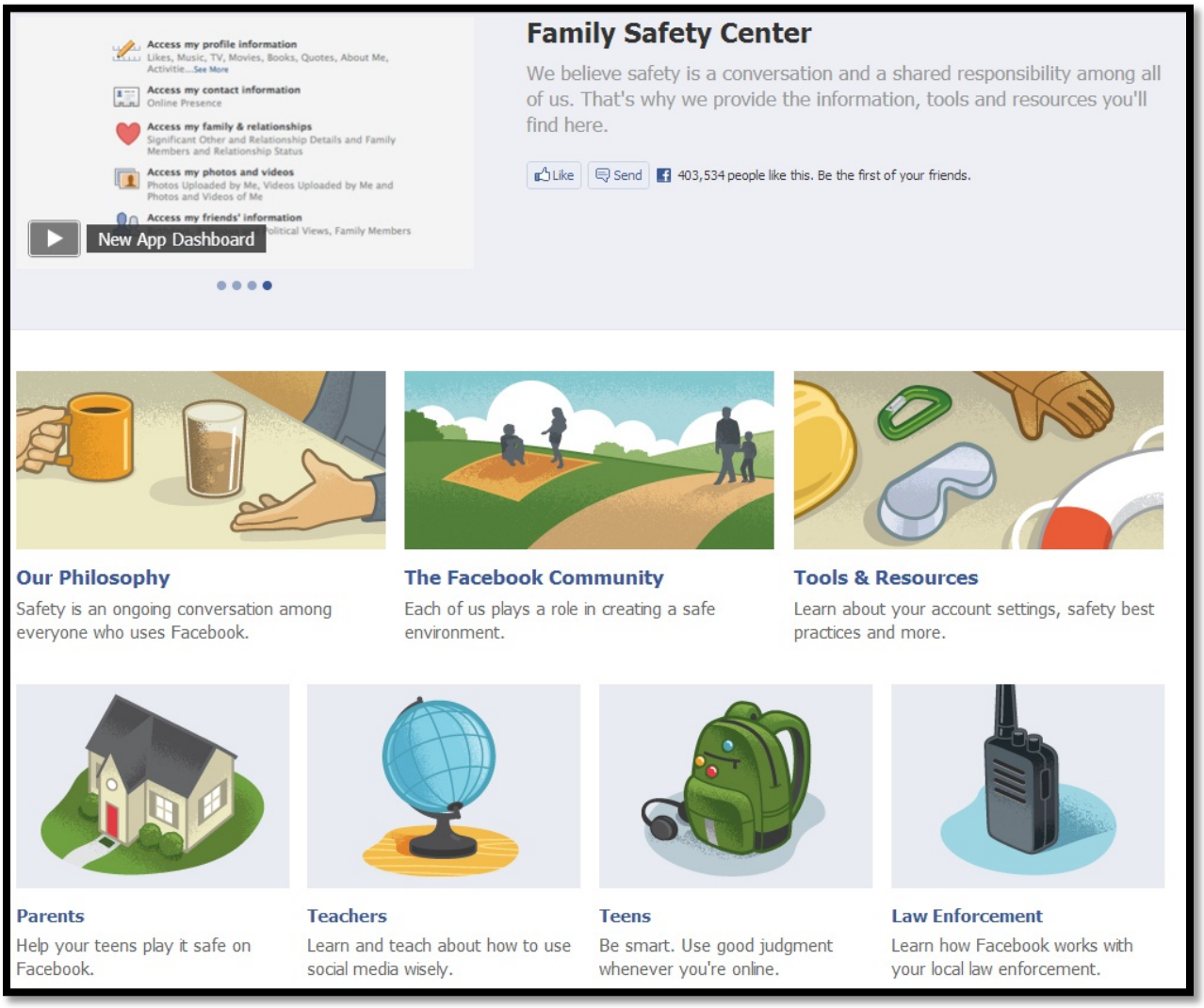
More resources

- Interactive Tools
- Minors and Safety
- View the complete Data Use Policy

SOURCE: https://www.facebook.com/about/privacy/ (as of 02/12/2013)

- Facebook's defaults are set to public, meaning all information you post is visible to the Facebook public.
- Some information will always be public, no matter what you have your settings at. (name, profile picture, gender, etc…)
- Connecting to third-party website and applications, you are giving permission to share your information.
- Facebook uses facial recognition software.
- REMEMBER: If you never want it to come back to you or to be seen by everyone, DO NOT POST IT!

Privacy and Minors

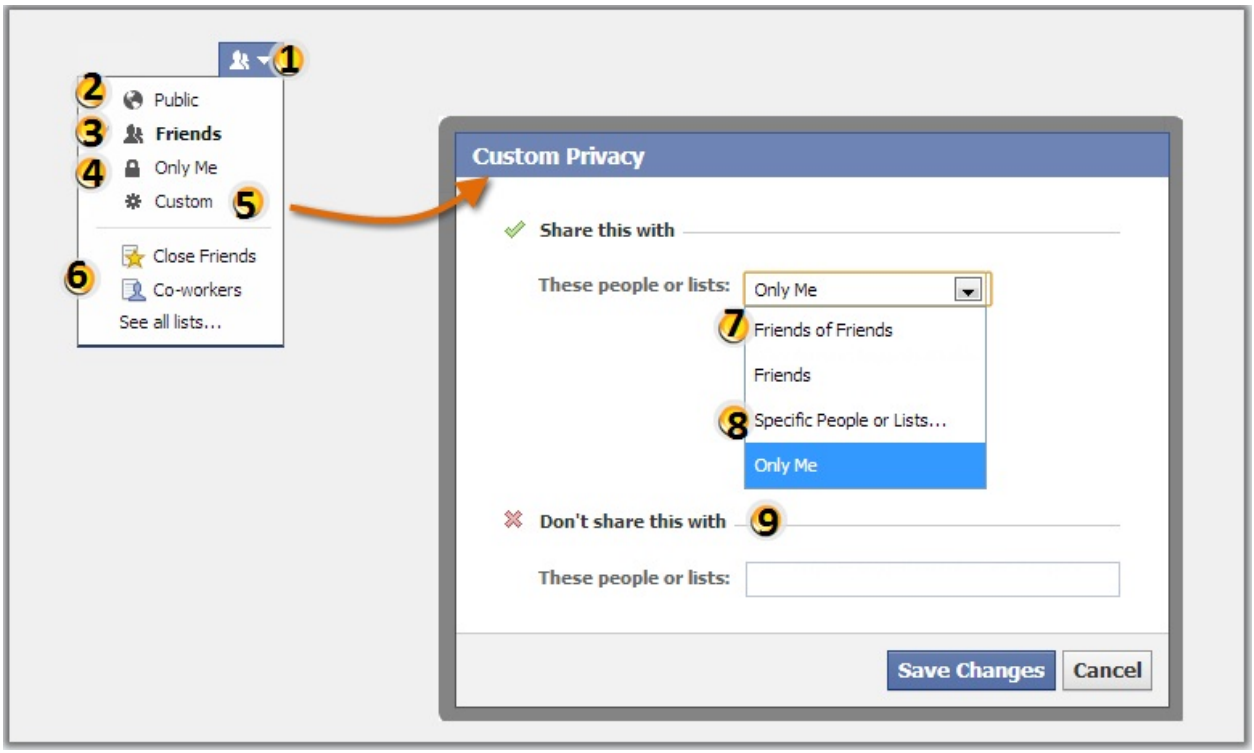


SOURCE: https://www.facebook.com/safety (as of 02/12/2013)

Facebook is not allowed for minors under the age of 13. There are extra privacy options for minors under 18, but they do still show up in public search results. Parents and Caregivers should closely monitor minors and their Facebook accounts, as well as working closely together to set privacy levels.

Custom Privacy

It is highly recommended to customize your privacy settings to levels you are comfortable with. Remember, Facebook's default settings are all public.



1. Visibility Selector: customize who can see your information
2. Public: everyone on Facebook
3. Friends: people you have added as friends
4. Only Me: prevents all others from seeing information
5. Custom: customizes and allows you to place additional restrictions
6. Lists: way to organize your friends, such as Family or Co-workers
7. Friends of Friends: visibility for your friends and their friends
8. Specific People: visibility for select people only
9. Don’t Share this With: hides information from specific people

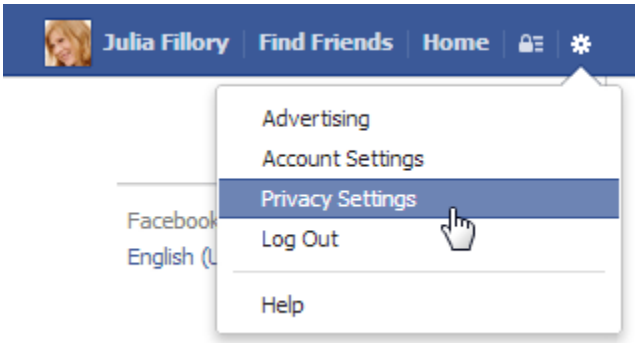
Privacy with Apps and Games

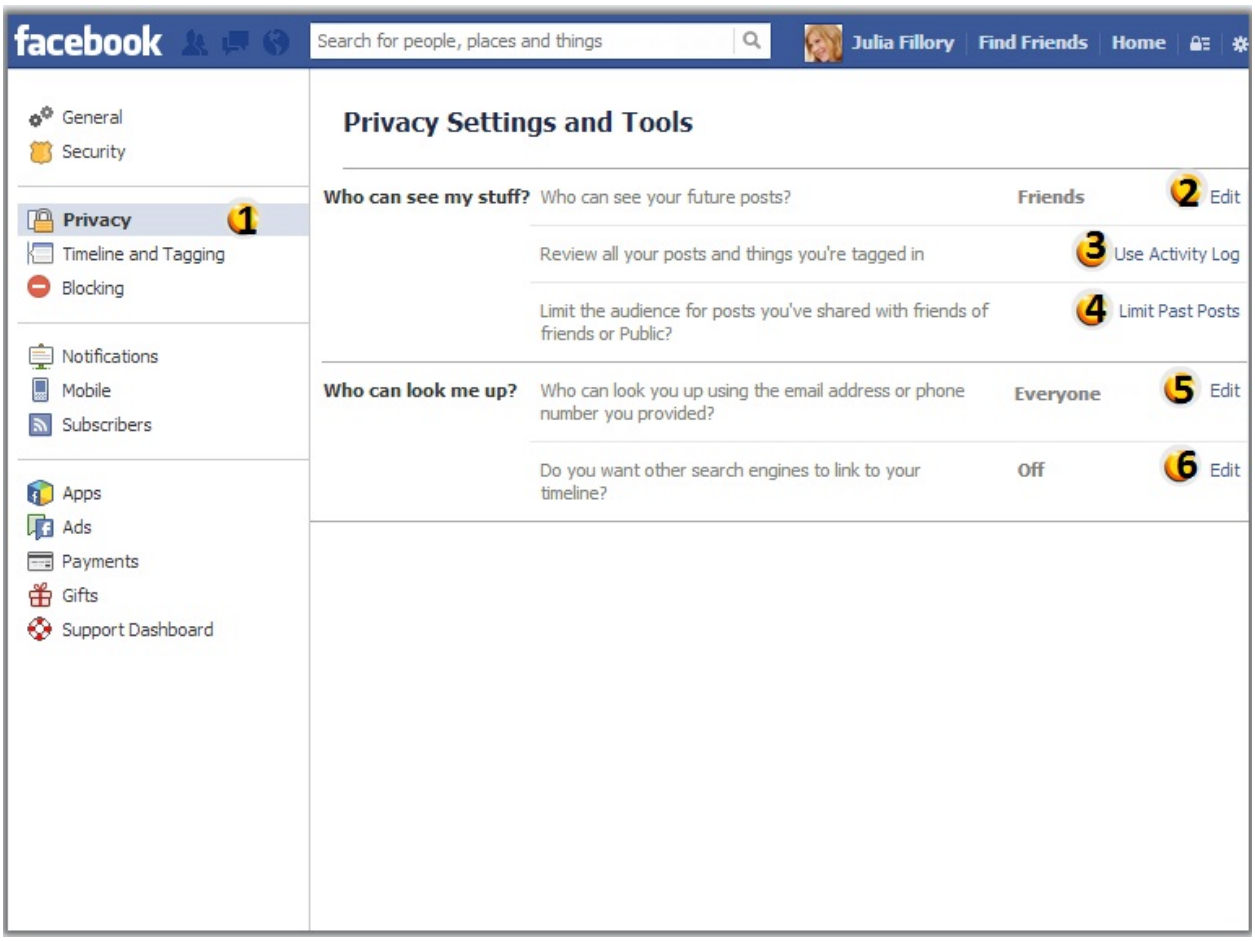
While using Facebook, you may receive invitations from friends to join them in playing games or using apps in Facebook. Most are free, and many were developed outside of Facebook. While they may be free, their payment comes in the form of you sharing your information. When signing up with them, you must give them permission to use your information. It can include viewing your information, posting to your Timeline and more. After adding an app once, it will not ask you again for your permission or privacy setting. Most apps and games allow you to customize your privacy settings when installing them. Beware, as you may also be giving access to your friends' timelines and information as well.

Facebook on the Web

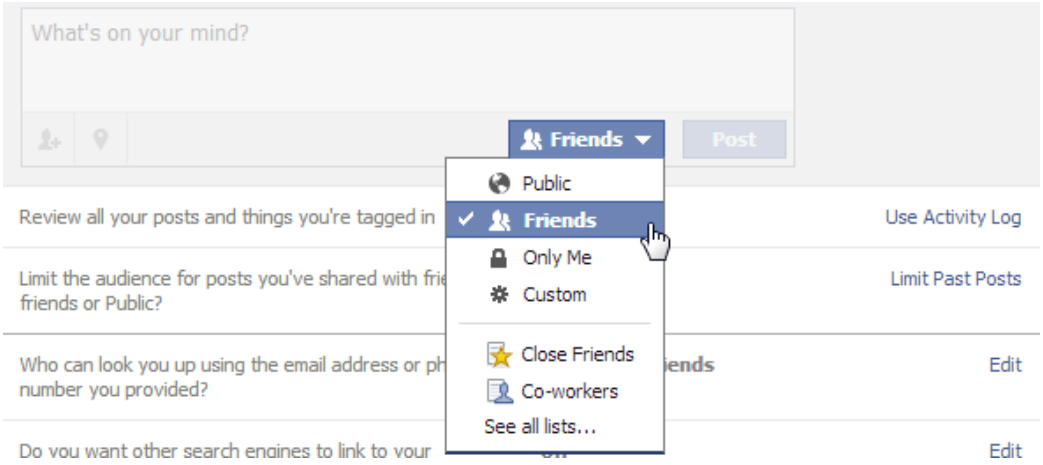
Facebook is everywhere these days. You will find the infamous Facebook on nearly every website you visit nowadays. More and more sites allow you to login using your Facebook account, which is also known as using a Facebook Platform. When you do this, you are allowing all of the information that is set to Public to be shared with that other site. You can control much of this by editing your App Settings in Facebook.

Privacy Settings





1. Navigation Pane: access your Privacy settings
2. Audience Selector: edit to whom your information is visible

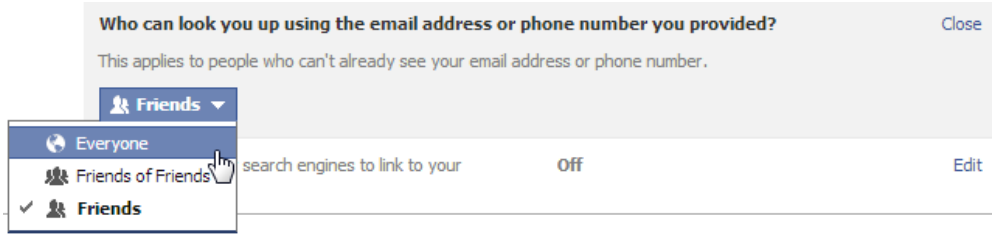


   a. Do you want other search engines to link to your

3. Activity Log: review posts you have made and those in which your friends have tagged you

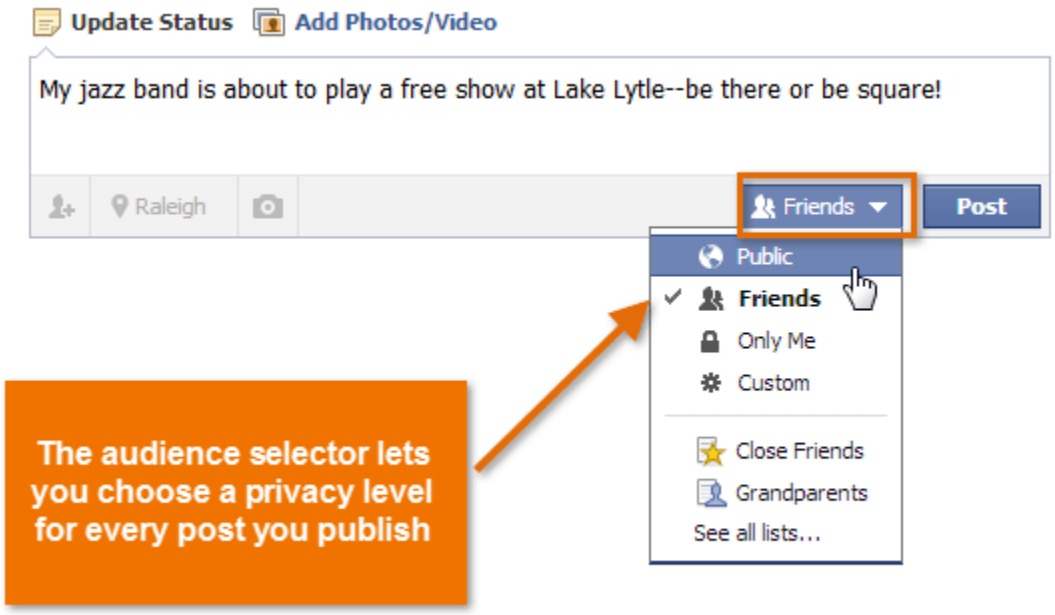
a.

4. Limit Past Posts: edit and limit the past posts that are visible
5. Search Preferences: edits who can find you on Facebook

a. 

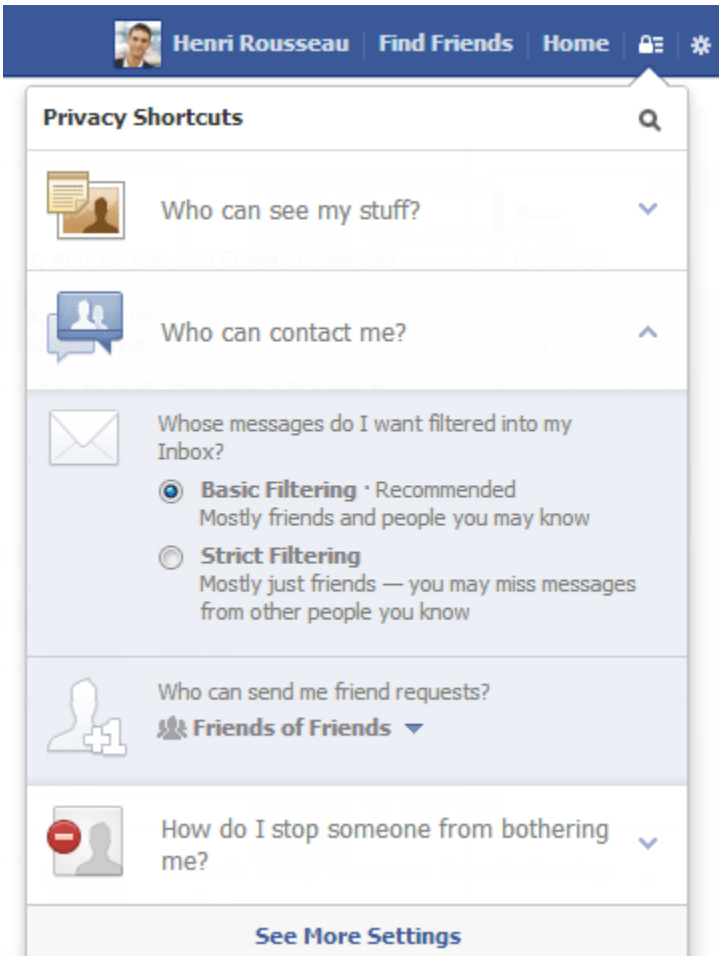
6. Search Engine Indexing: edit if you do NOT want your profile to be found by search engines

Audience Selector



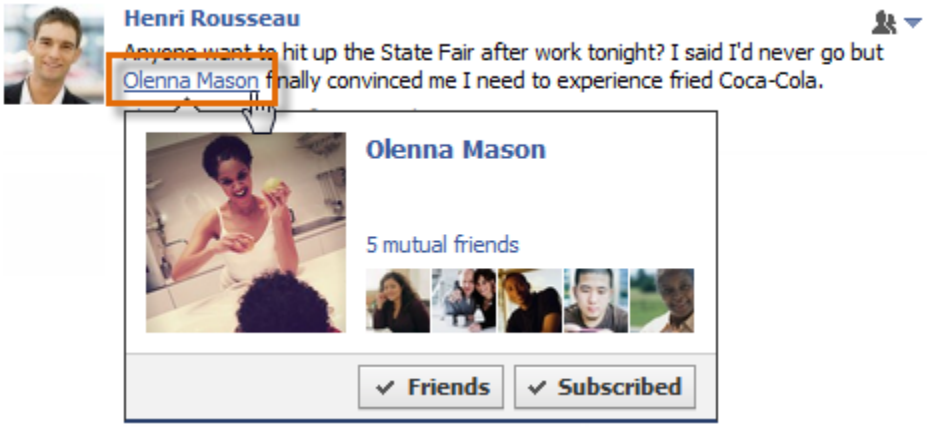
Remember to always double check the audience you have set before publishing a post or update on Facebook. Posts are shared with the most recent audience selection. For example, if you chose Friends, it will remain as Friends until you change it again.

Privacy Shortcuts



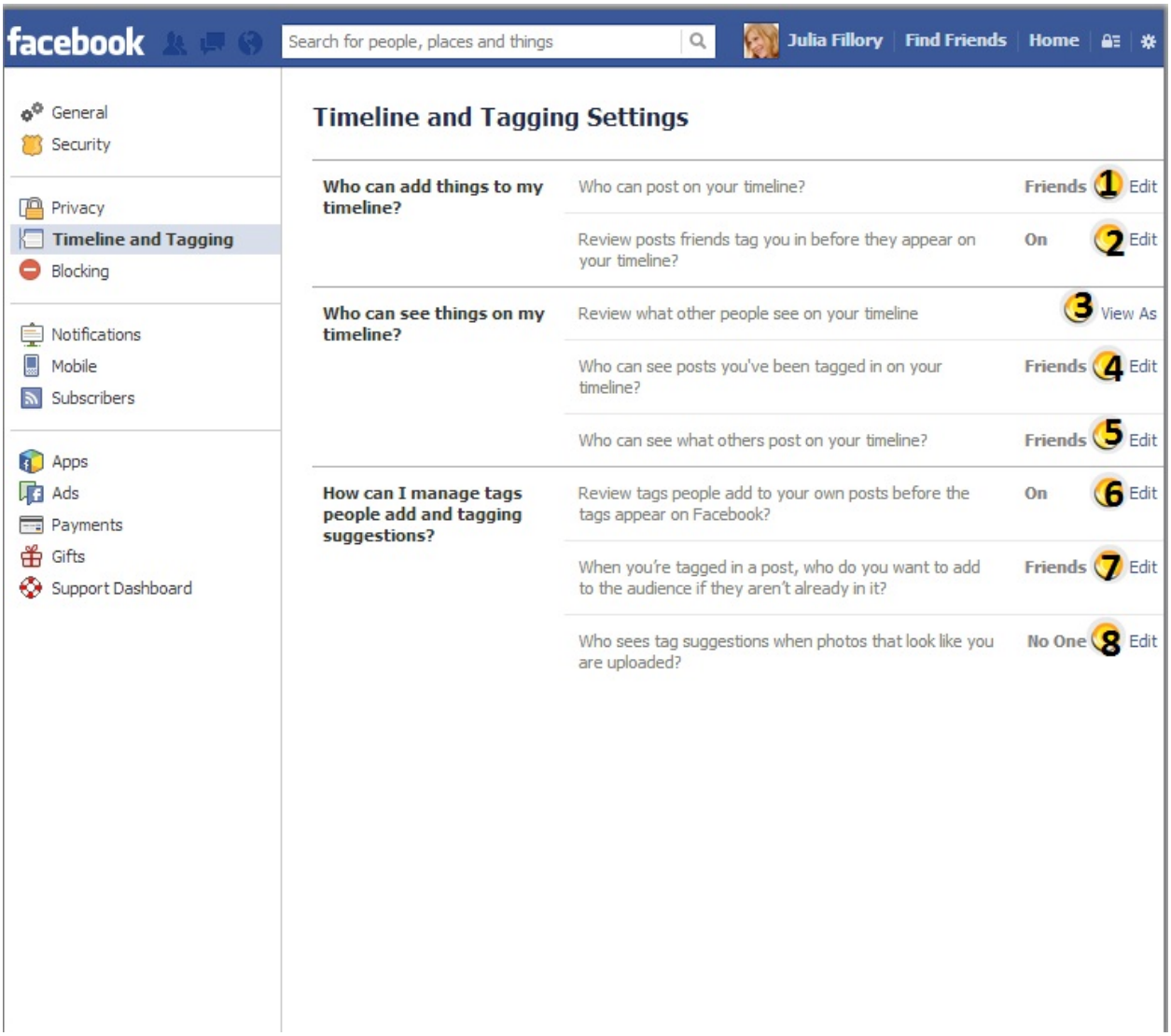
In 2012 Facebook created a quick access to the Privacy Settings. It is located on the Tool Bar in the top right corner. You can also restrict who you will accept Friend requests from in Facebook.

How Tags Work



Tags are ways to identify people and 'tag' them so that they are tied to a post, update or photo.

Timeline Review and Tagging



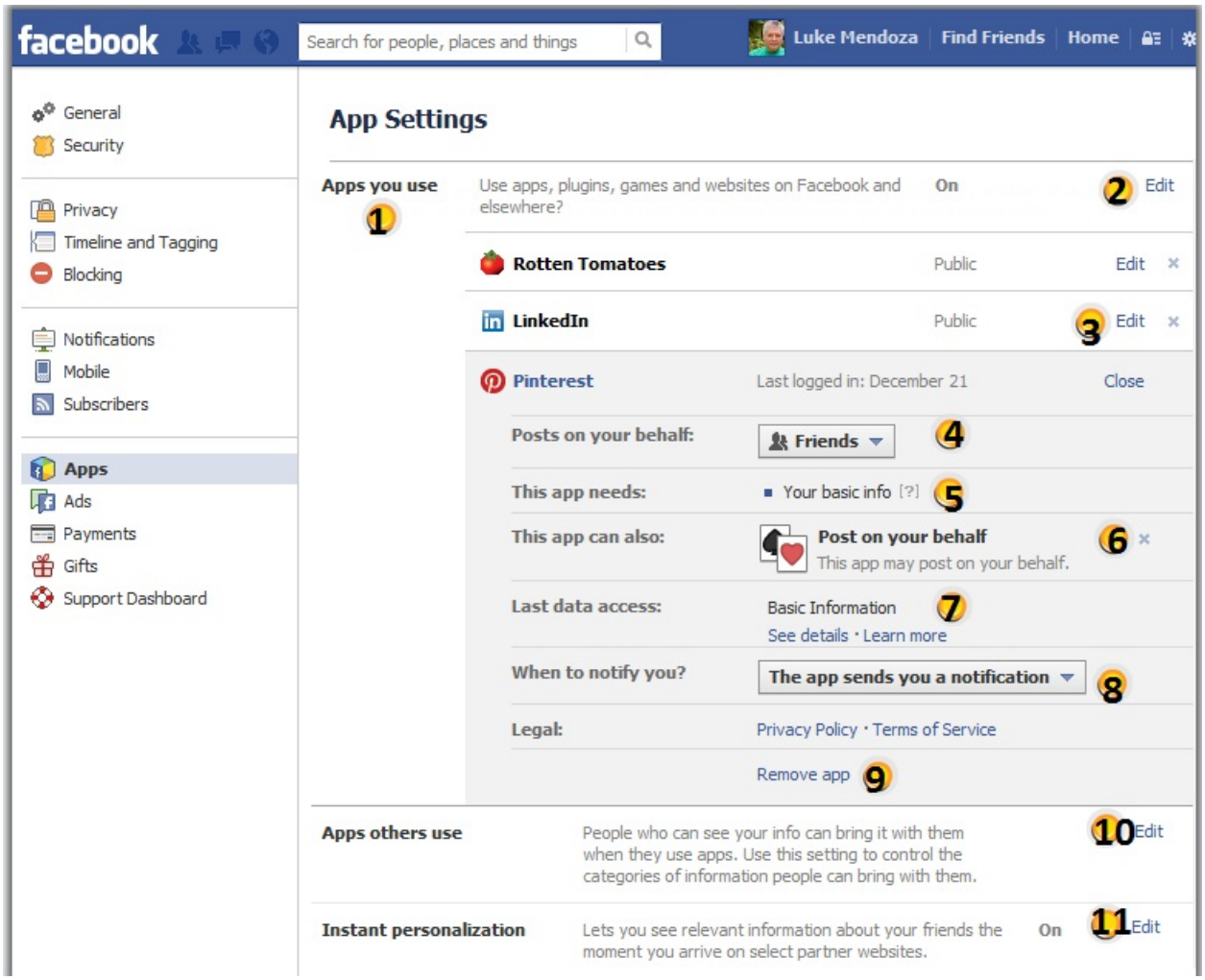
1. Timeline Permissions: who can posts on your Timeline, by default all Friends can post to your Timeline
2. Timeline Review: when enabled, you are contacted whenever a friend tags you in a post, photo, etc… It is strongly recommended to have this enabled.
3. View Profile As: allows you to view your profile page as someone who is not your friend

a.

b. The above example is with Facebook settings on the highest level available.

4. Friends' Tags Permissions: who can see you tagged in items by your friends, default is friends of friends. It is recommended to change this to Friends or Only Me.
5. Friends' Post Permissions: edits the people who can see what your friends have posted on your timeline
6. Review Tags: allows you to review tags before they are available for others to view
7. Add Audience for Tag: edits who can see the items you are tagged in
8. Tag Suggestions: when turned on, Facebook will try to identify you in your friends' photos and videos using facial recognition software

Setting Privacy for Apps, Games and Websites



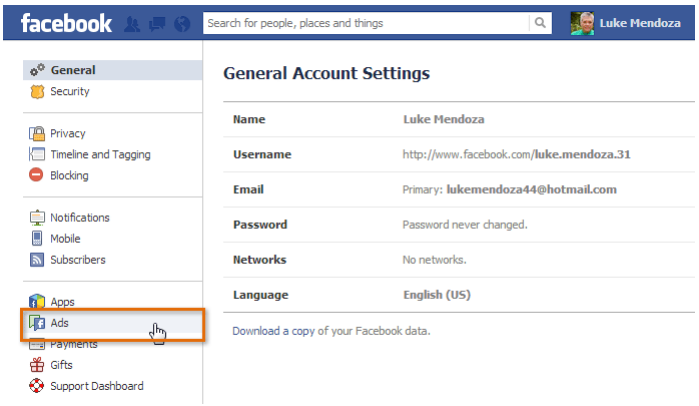
The Apps Settings contain general settings that apply to apps, games and websites that you have connected to via your Facebook login information. These controls:

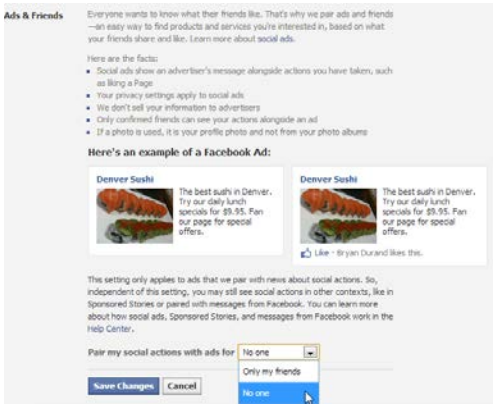
- Prevent your Friends from sharing information about you when they connect with an app
- Disable the Instant Personalization feature, which shares your public information with partner websites
- Turn off all platform apps and websites

1. Apps You Use: lists all apps you have installed or linked to your Facebook account
2. Turn Off Platform Apps: turns off all platform apps that might access your information but will also disconnect you from any site you have linked to Facebook via your login
3. Edit App Permissions: edits/ modifies permissions for apps
4. Posting Audience: edits visibility
5. App Requirements: view what information apps require
6. App Permissions: edit permissions you have given to apps
7. App Data Settings: see what personal information apps have used
8. App Notifications: edit when you receive notifications from apps

9. Remove Apps: removes apps
10. Apps Others Use: edit information that apps used by your friends can access from you. It is recommended to uncheck every box.
11. Instant Personalization: allows other websites to personalize information shown to you, done by using your public information. Sites who do this do not automatically post to your Timeline.

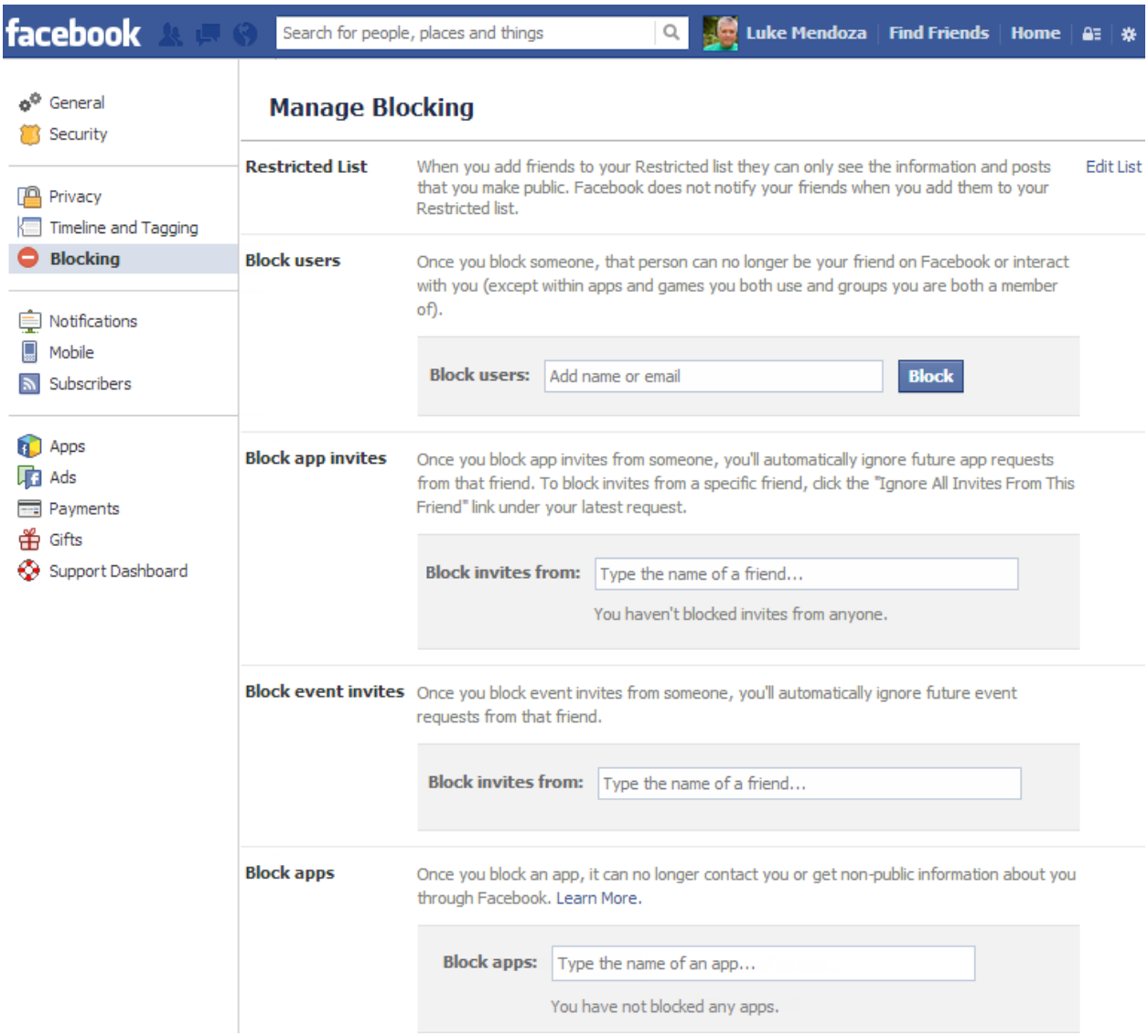
Ads and Additional Privacy





Ads also use your information and can have privacy settings edited by you.

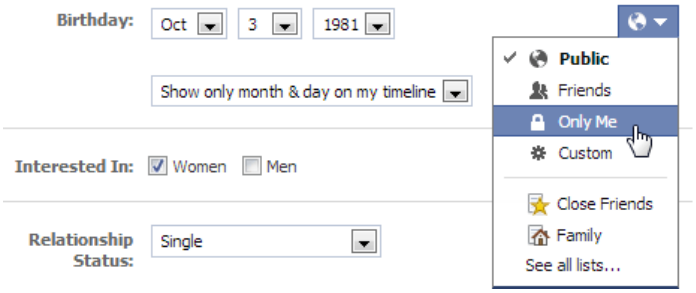
Blocking



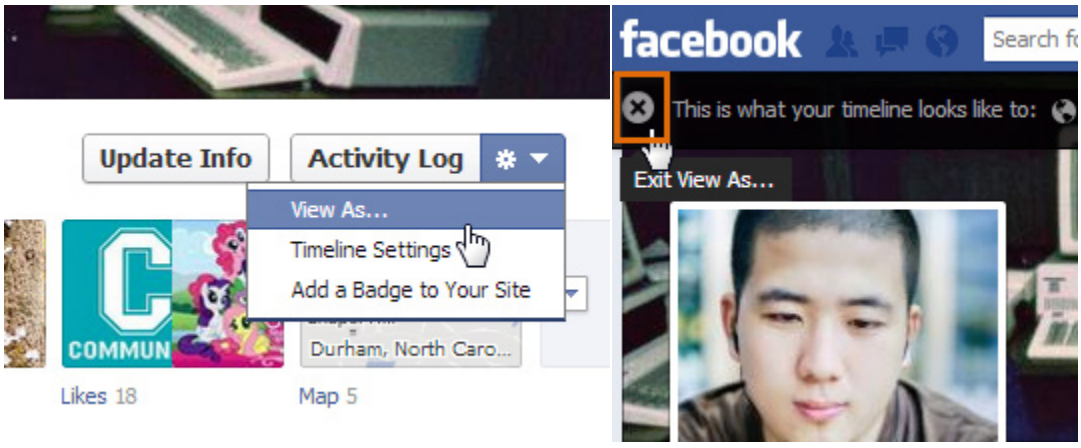
You may choose to block certain people or applications to stop them from bothering you. When you block someone, they can no longer communicate with you via Facebook.

Creating Your Profile

Your Profile page is the page that communicates who you are and what you like. You can add as much or as little as you would like to share.



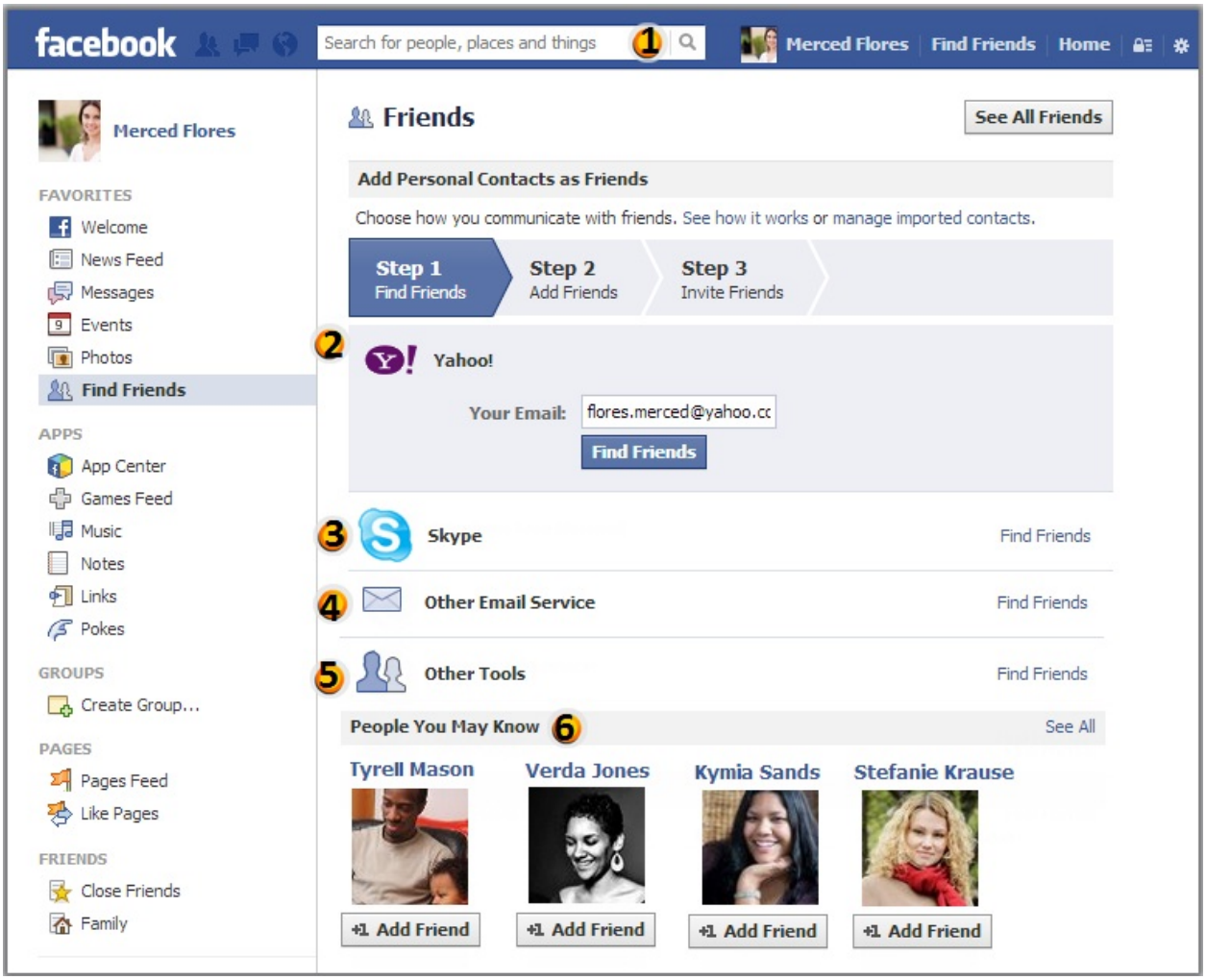
You can control your privacy by setting your audience for separate parts of your profile.



To check your privacy settings, you can change how you view your page.

Finding Friends

To really embrace Facebook, you will want to connect to friends. There are several ways to find friends.

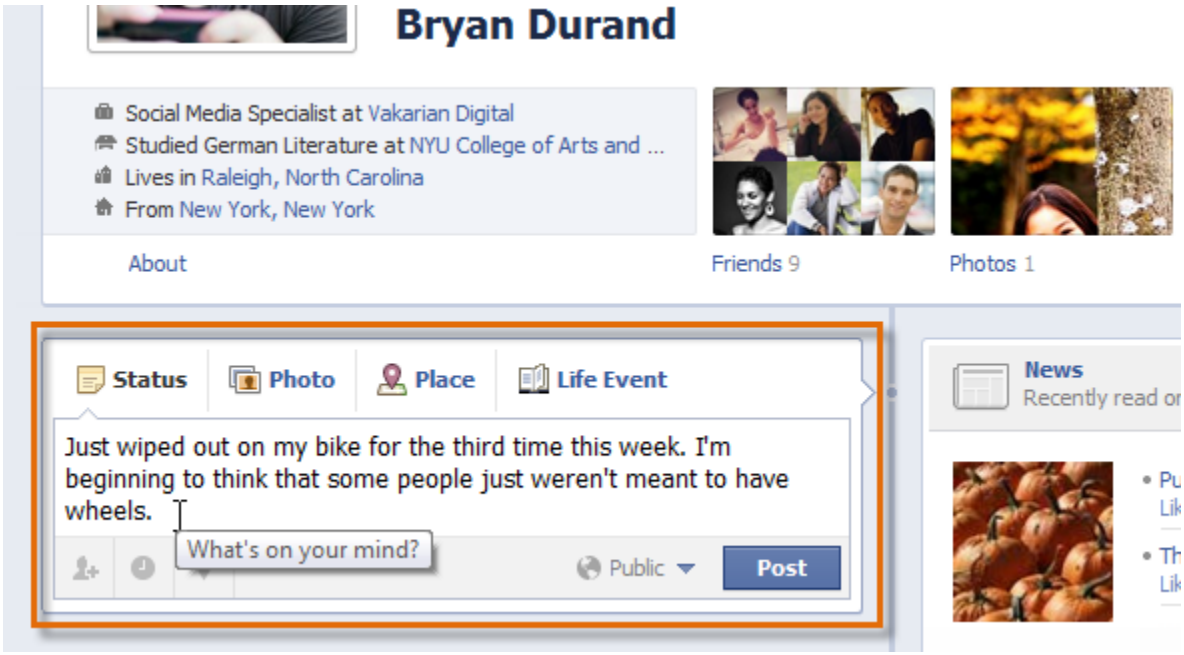


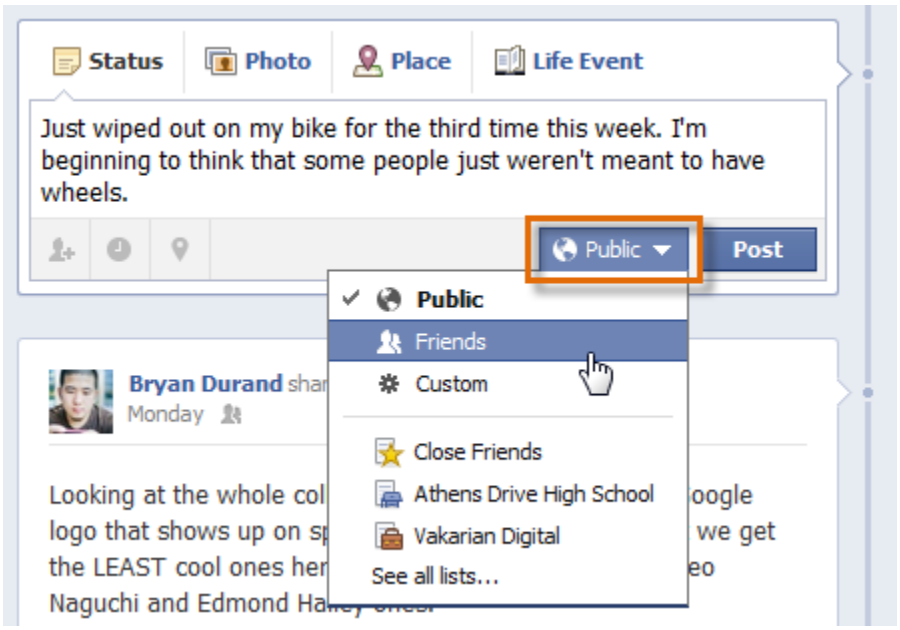
1. Search Bar: search for people by entering names or email addresses
2. Your Default Email Address: search for people in your email contact list
3. Other Services: search for people in your other services' contact lists
4. Other Email Service: search for people in your email contact list from another email you have
5. Other Tools: search for people in other contact lists, such as Outlook, or other exported contact lists
6. People You May Know: connect with other people you may know in this list, which is generated by your location, personal information or your friends

Friend Requests

After finding your friends, you need to send them friend requests. Your friend will have to accept your request before they show up in your list of friends.

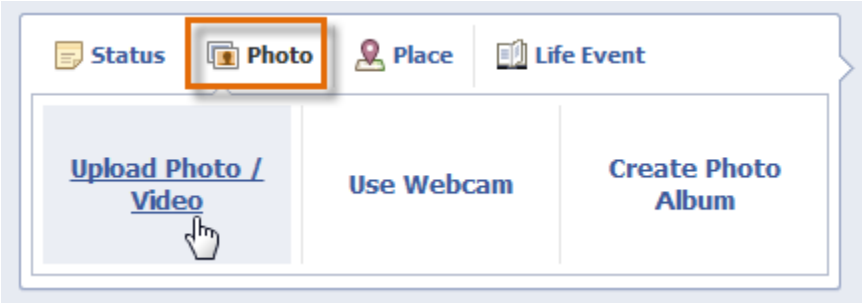
Sharing Status Updates and Your Timeline





Status updates are one of the primary functions used in Facebook. This is where you update people on your thoughts, what is going on in your life, and one place to easily share your photos. Be sure to adjust your audience as needed. Remember to always double check the audience you have set before publishing a post or update on Facebook. Posts are shared with the most recent audience selection. For example, if you chose Friends, it will remain as Friends until you change it again.

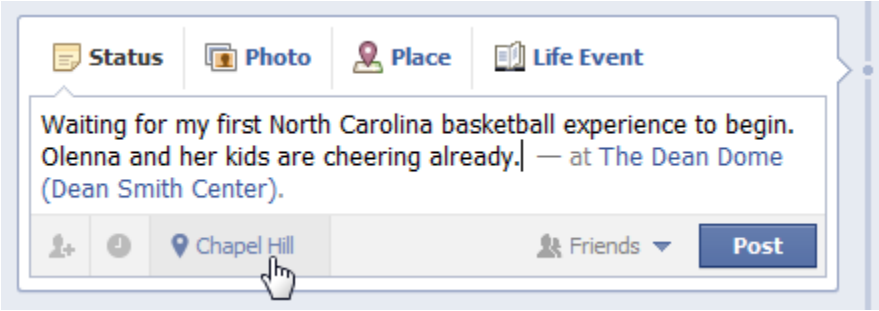
Sharing Photos



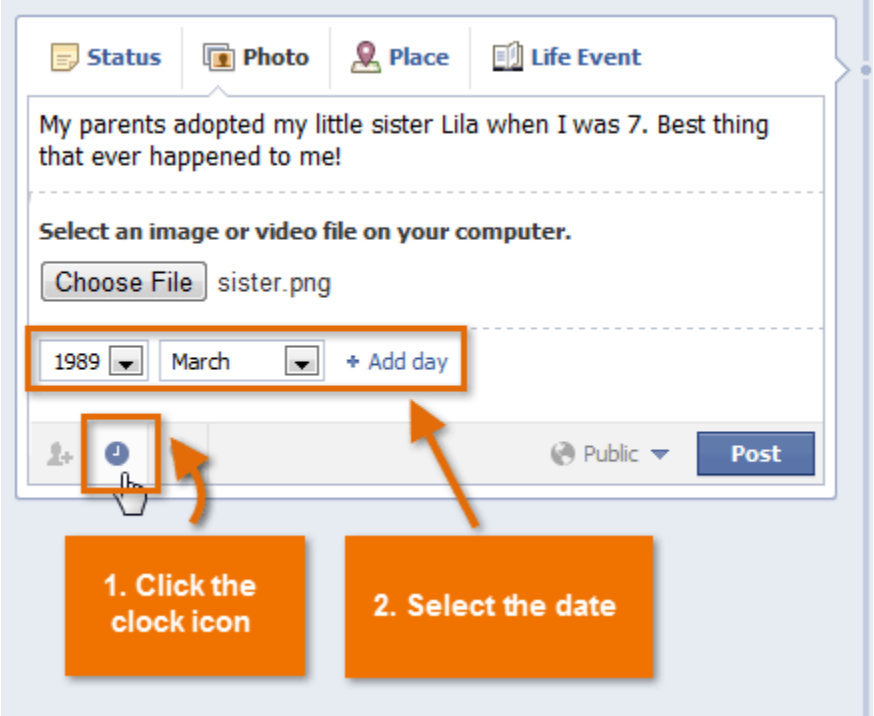
Sharing Links

Tagging Friends

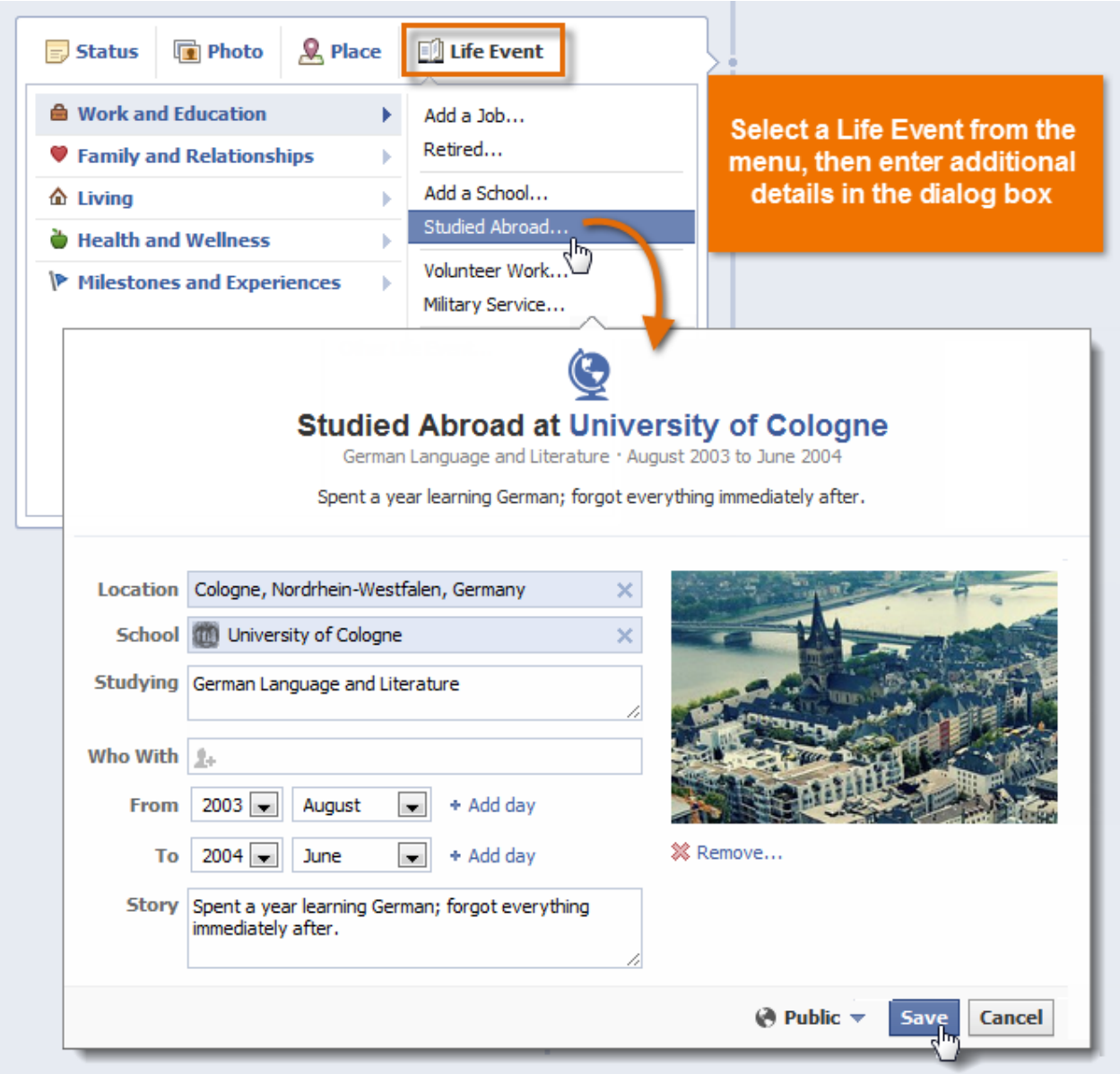
Adding a Location



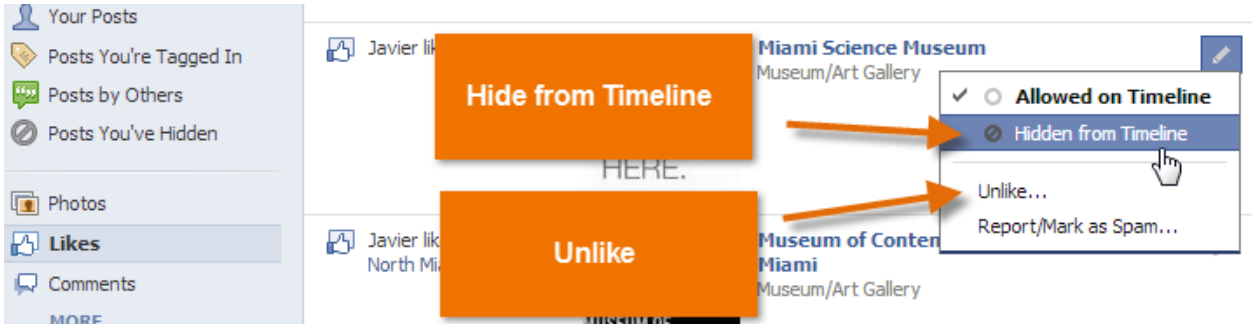
Adding Times or Past Events



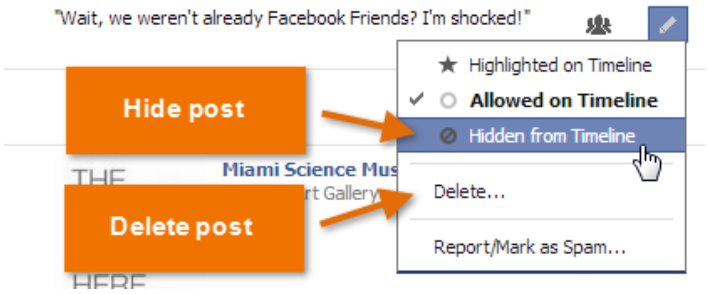
Adding Life Events



Activity Logs

1. All Facebook Activity
2. Timeline Review: approve posts before they show up on your timeline
3. Posts: recommended to check 'Posts You're Tagged In' and 'Posts by Others'
4. Photos/ Likes/ Comments: review tagged photos of you and as well as recent likes and comments
   a. 

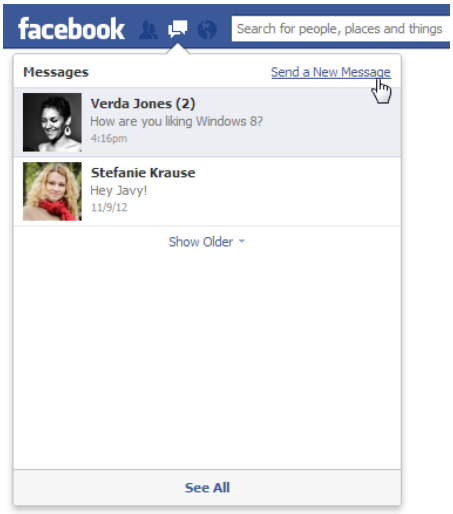
5. Recent App Activity
6. Only Me Activity: will be hidden from timeline with this setting
7. Hide or Delete Posts

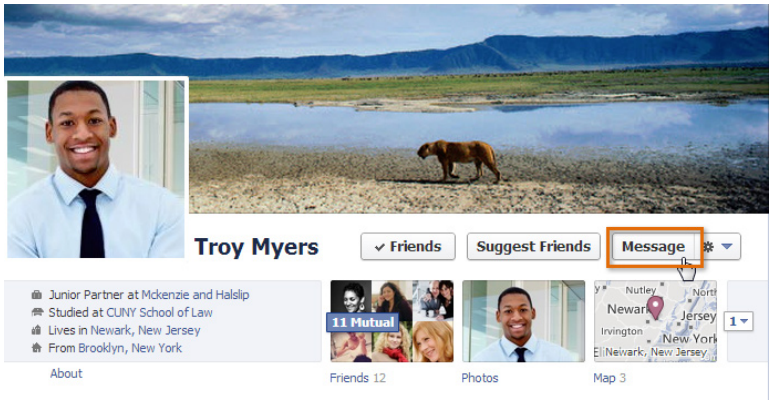
a. 

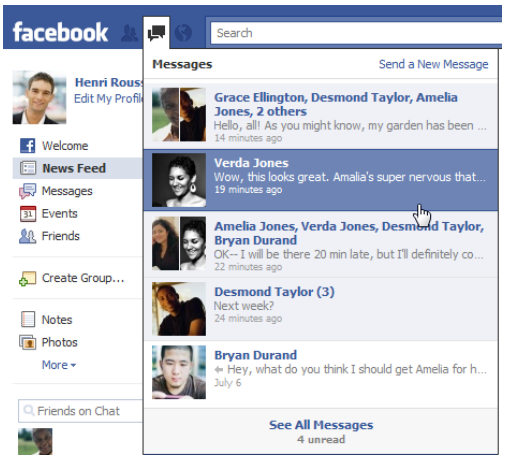
8. Audience Selector

You can also hide, delete and edit posts directly from your timeline.

Private Messages







Facebook allows for private messaging. You can message individuals singly or in multiples.

SOURCES: Colorado State Library, GCF