

SUN CITY SUMMERLIN COMPUTER CLUB



THANK YOU FOR BEIN' A FRIEND ...

AN INTRODUCTION TO FACEBOOK

BY: YOUR FRIEND

KAYNELLA WILLIAMS

krwilliams@ymail.com



Don't be a DINOSAUR!



Facebook is the number-one social network in the world with more than a billion users!

What is Facebook (Social Media) anyway? An electronic means to share information, ideas, private messages, and even photos with friends and family of YOUR choosing such as: H.S. friends, family members, ex-husbands, and long-lost friends.

In other words – Facebook is an effortless way to connect with people using computers, tablets, or smartphones.

In the old days, people sent letters. I guess not many people have the time or patience to write or read letters anymore. In the 1990s, email replaced letters. Now emailing is too slow and takes too long. People now prefer immediate communication using text messages on their phones. But if you're texting with a bunch of people, it's hard to keep track of all those messages.

Instead of writing a dozen emails or texts telling a friend about your recent trip to visit the grandkids, you just make one posting on Facebook. Your friends and family log onto their Facebook account and are instantly updated on what everyone is doing!

Who uses it? Used to be high school and college students. Now more and more older people are getting social. 63% of people aged 50 to 64 use Facebook as do 56% of Internet users aged 65 and older!

Why use it?

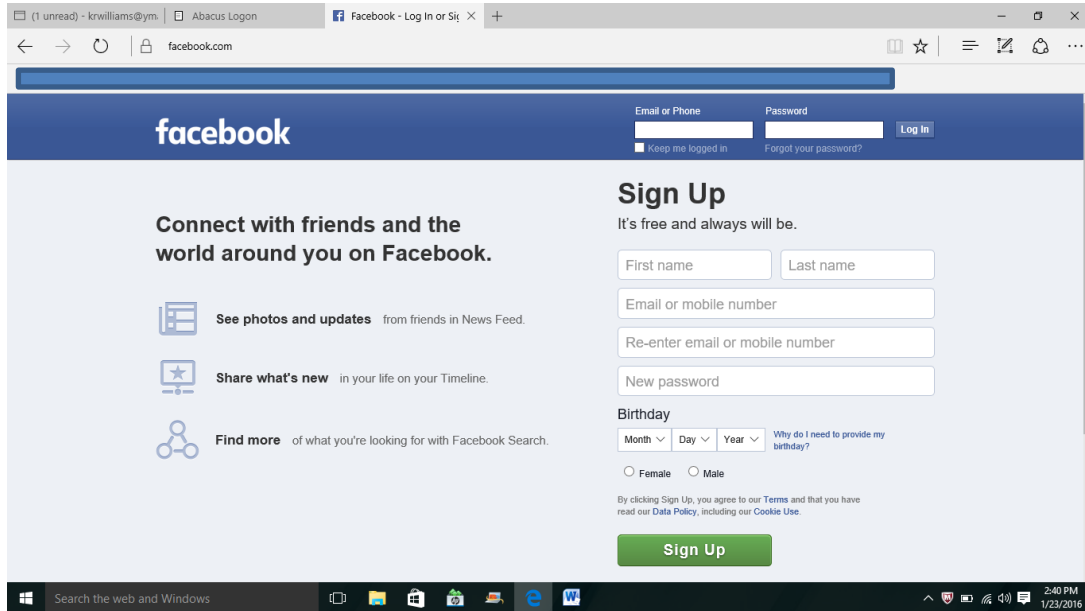
- Friends and family members want to keep in touch.
- People looking for long-lost friends.
- Singles looking to match up with other singles.
- Hobbyists looking for others who share their interests.
- Old classmates from high school or college.
- Musicians, actors, sports figures, and even politicians!



Creating Your Facebook Account

You need an Internet connection and an email AND **KNOW YOUR PASSWORD!** 😊

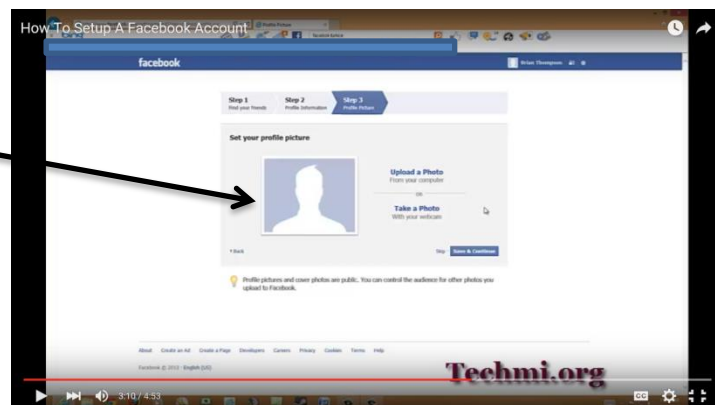
Open your Internet browser and in the address bar at the top, type: **facebook.com**
(Using Facebook.com includes all the options for Facebook. The Facebook App does not.)



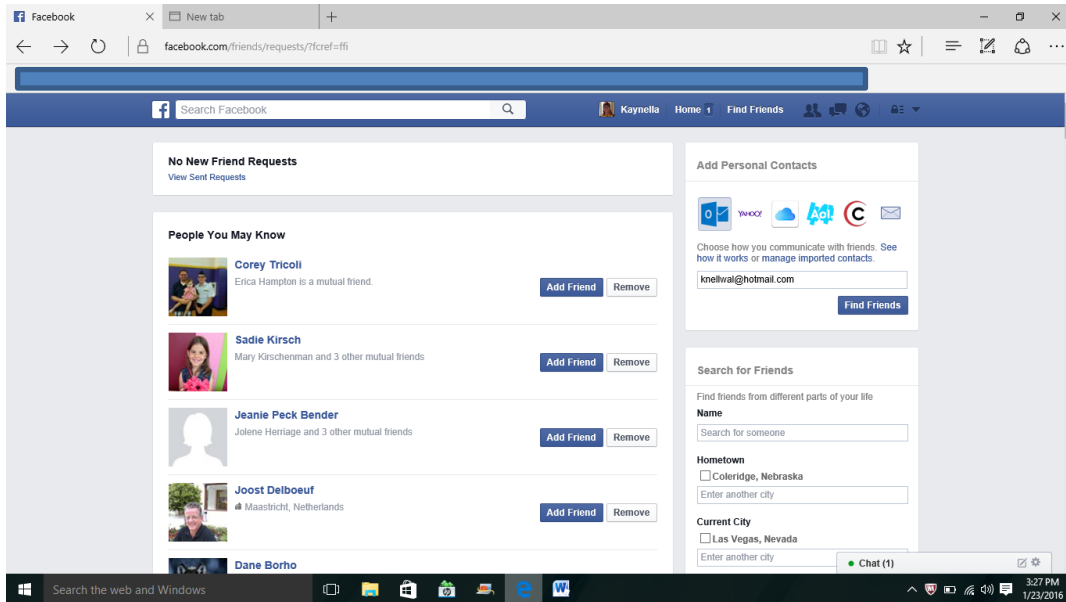
Fill out the form: First Name Last Name
Email Address
Re-enter Email Address
New Password - **WRITE IT DOWN!** 😊
Birthday
Female Male

You need some FRIENDS! Type in your email
Type in your **EMAIL PASSWORD**
Click **Find Friends**

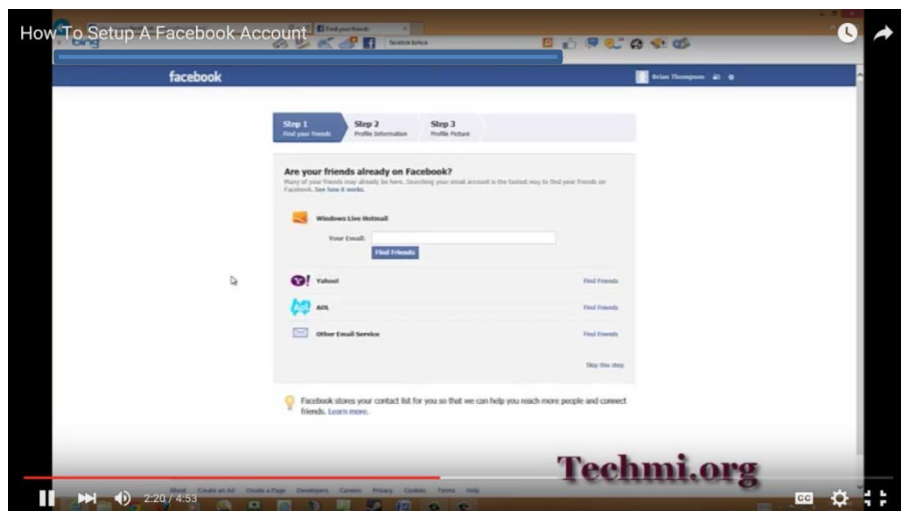
Upload a profile picture: This is important to do at some point. People may not be your
“friend” if they can’t see who is trying to “Friend” them.
Add your employer to find coworkers.
Add your college to find classmates.



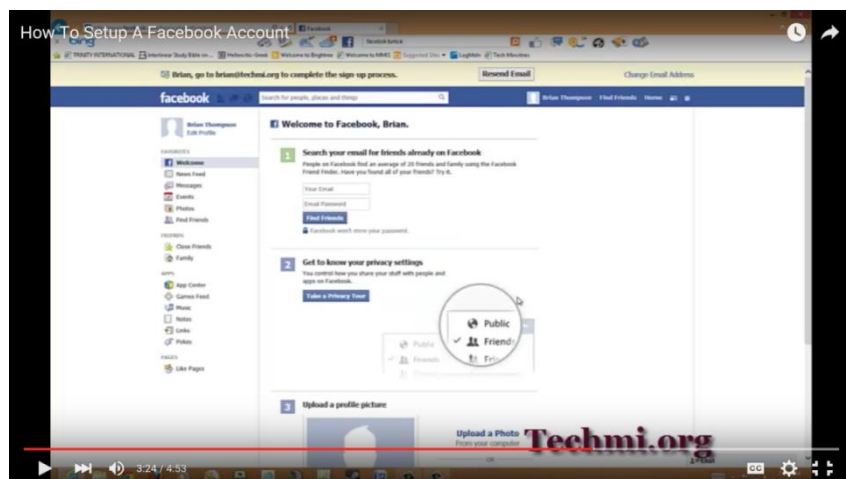
Some Friends are suggested to you:



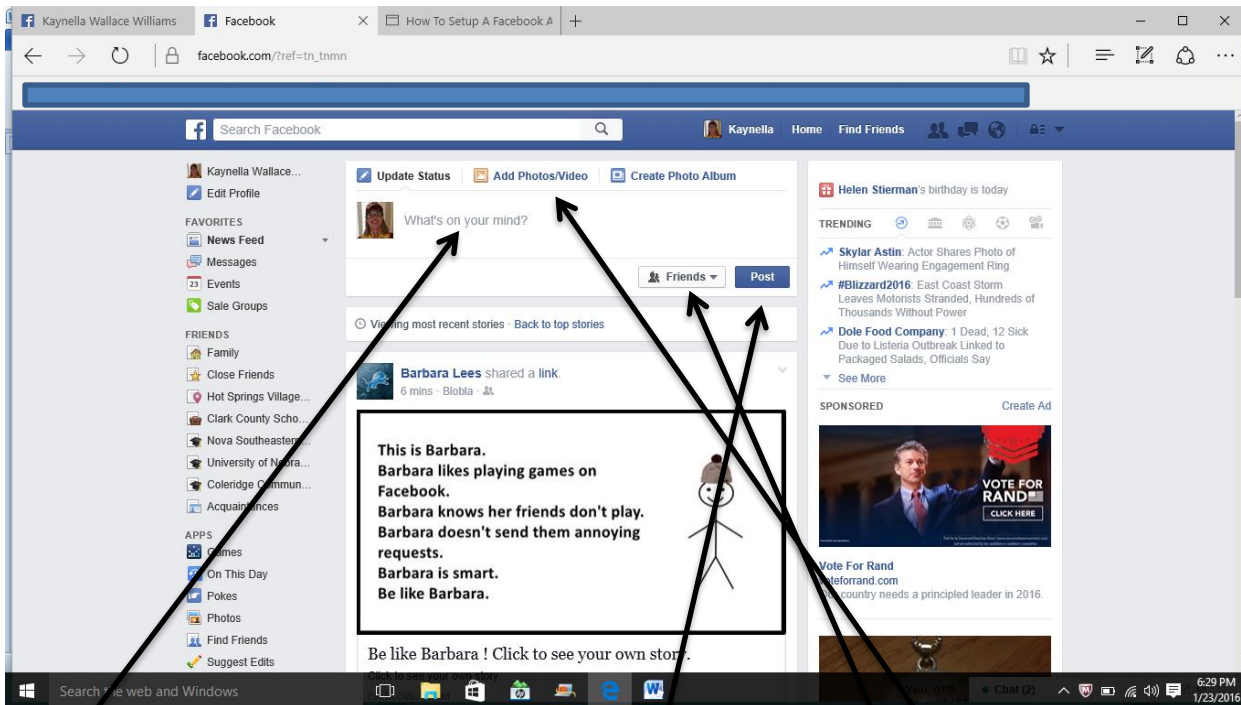
Some Friends are already on Facebook:



Use your email contacts to find Friends:



Posting on Facebook



“What’s on your mind?”

Then click “Post.”

Add Photos/Video.

Who can see this?

- DON'T USE ALL CAPS! (That means you're YELLING.)
- Use photos if you can.
- Post frequently; but not too frequently. (Maybe every day or two; not every hour or two.)
- Post things your friends and family want to know about; things you've done, places you've been, major life events like birthdays and anniversaries.
- Post about upcoming events. (But not that you're going out of town – be careful!)
- Share interesting thoughts (in a non-controversial, inoffensive way).



Probably things you SHOULDN'T Post

- Confidential information – Facebook is PUBLIC.
- Stupid stuff.
- Photos in questionable situations.
- Posts that criticize anyone.
- Religion, sex, and politics are topics to be very careful about.
- Pretty much – just THINK before you post!



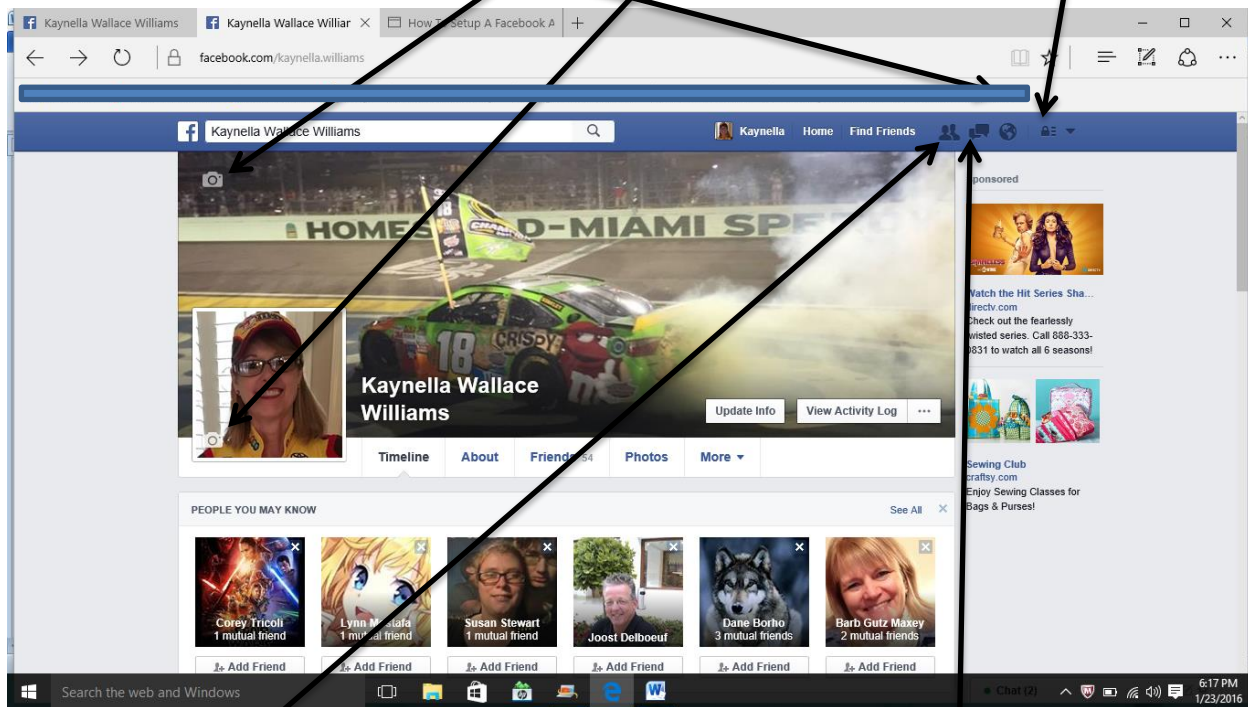
What does a Facebook Page look like?

Notifications

Adding/Changing Pictures

Privacy Settings:
IMPORTANT!!!

Who "Liked" your post?



Friend Requests.

Someone wants to be your friend!

Messages.

Use this to send a private message to a Friend.

Facebook Etiquette

When you post a picture, or make a comment on your "wall," your Friends will make a comment back to you, it's good manners to "Like" it.

If you see a comment by a Friend that touches you, "Like" it.



There isn't a "Dislike" button, so even if the posting is bad, (such as someone got in an accident) you still "Like" it. This shows your concern.

You'll get notified of your Friend's birthdays. Either give them a "Like" or a comment.

When it's **your** birthday, you'll get lots of Happy Birthday messages. Be sure and "Like" those; it's the polite thing to do!

Finding Friends

At first, you'll get LOTS of Friend Requests. Don't accept every request! You don't want to share things with people you hardly remember. You can be friends with someone and not "follow" them. And if someone is mean, posts offensive messages, or just annoying with too many cat videos or recipes – UNFRIEND them! (They won't even know, so don't worry about offending them.)