

How to Use Facebook

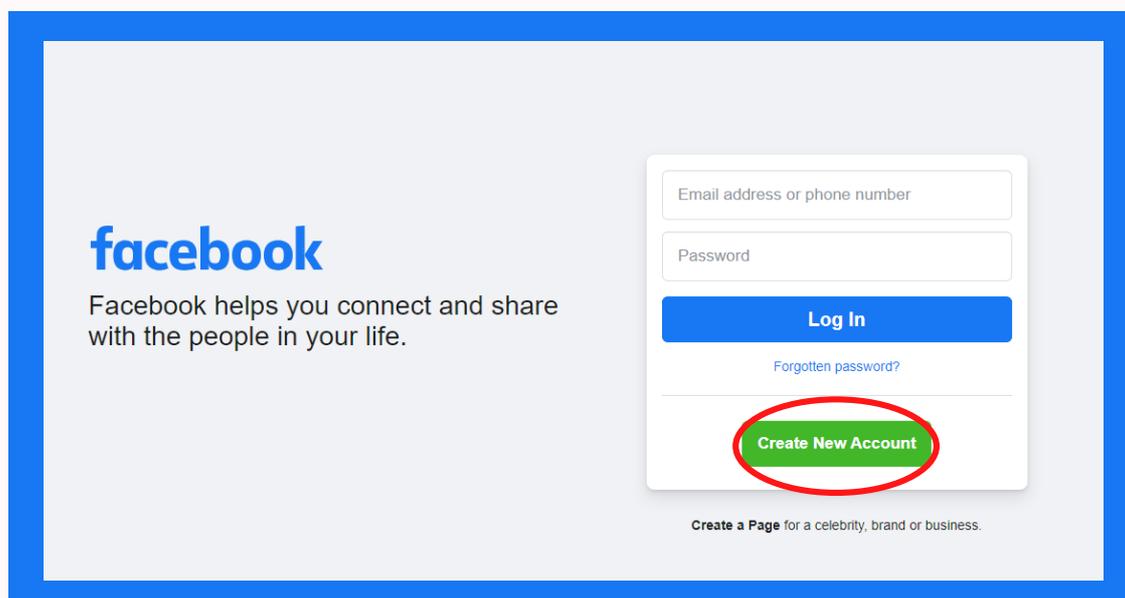


In this 'How-to' document, we will show you how to use Facebook. If you haven't used Facebook for a few years or if you've never used it before, this guide is going to walk you through step by step on how to navigate the social media platform.

Facebook was created in 2004 and it has since grown and grown, to the point where there are currently over 2 billion active users. As Facebook has grown, it has gone on to purchase other huge social media platforms, such as Instagram, and WhatsApp.

Creating a Facebook account

If you head to **facebook.com**, you will find that the sign up process is really easy. This is the login page where you will type in your e-mail, phone number and password. But if you don't have an account just yet you would just press create an account.



You can now go ahead fill in your details, you have to be 13 years old at least to sign up. Make sure you have used an e-mail and phone number you have access to, as you will be asked to enter a code to verify that you are who you are claiming to be.

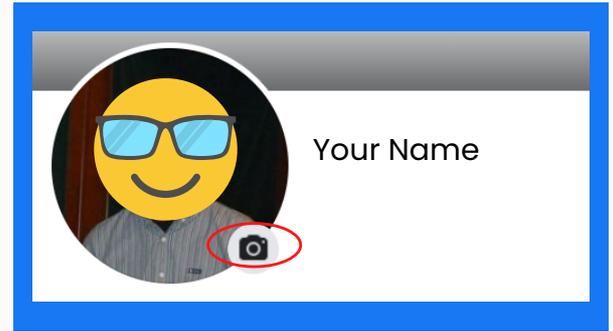
On the next page, after you sign up for the first time, Facebook will ask you to do three things...

1. Add a profile picture
2. Add friends
3. Check your privacy settings

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Adding a profile picture

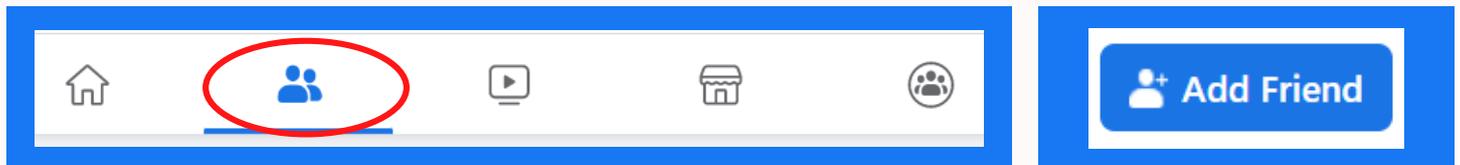
The first thing to do is press your profile picture and it will take you to your profile, where you can go ahead and add a new picture. Press the camera icon and upload a picture from your computer, or if you're on the app from your mobile device.



You can choose to put a picture of your face here, but if you'd rather use a picture of a nice landscape, your favourite TV character, or whatever else you might fancy – that is allowed.

Adding Friends

The next thing to do is add friends, go to the friends tab on the left side. There should be a find friends option click that and it brings you to this tab (below), where you can follow people, here on Facebook. You can find people that you know in real life, and follow them as well as public figures, so it doesn't just have to be people you know.



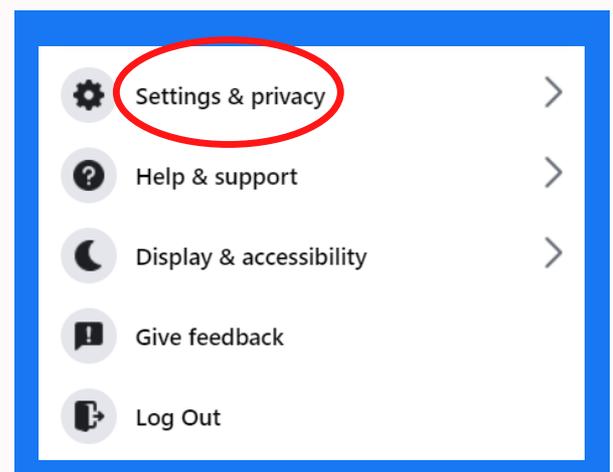
To send a friend request, click on the silhouette icon with a plus sign next to it. Once this has been accepted, you will receive a notification that your request has been accepted.

However, just because you have sent a request, do not mean that the user has to accept it. You are in control of your friends list, and it's up to you who you have on Facebook.

As you start following public pages and making friends on facebook, you will notice that your home page will start being populated with content. You will also see a lot of adverts that you didn't sign up for on your homepage, this is a frustrating feature of Facebook's, however it is how the company makes money.

Privacy Settings

And the final step to take before making posts on Facebook, is to check you are happy with your privacy settings. Click this little arrow and then click 'Settings & Privacy'. And then click 'Settings' again.



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On this page, click on 'Privacy'. The main thing to check here is based on your activity, and who can see your future posts. The default settings is 'Friends', meaning only your Facebook friends will see what you post.

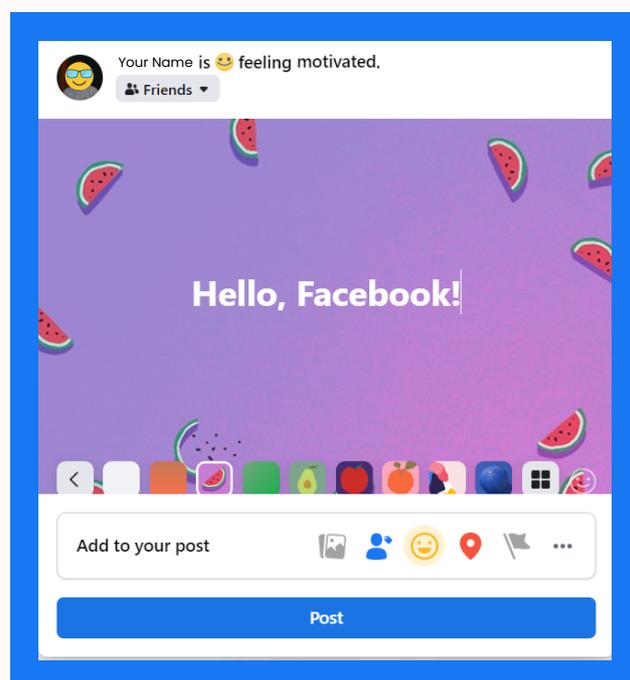
Your activity	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
	Who can see the people, Pages and lists you follow?	Public	Edit
How people can find and contact you	Who can send you friend requests?	Everyone	Edit
	Who can see your friends list?	Public	Edit
	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want search engines outside Facebook to link to your profile?	Yes	Edit

If you want everyone to see what you post, change it to public. You can also go further into the settings and hide your posts from specific friends. You can also adjust how people can find and contact you on Facebook, and much more.

Posting on Facebook

So, if we go back to the homepage and start using Facebook, click where it says 'What's on your mind?' and you can create a Facebook status. This is where you can put whatever you want, no matter how mundane or insightful. Once you've typed up your status, you have the option to change the privacy settings again. And when you're ready to release that status to the world (or just your friends), click 'Post'.

You can change your background so that the status is more eye catching on the homepage too. Also, if you tag a friend, they will get a notification and it will show on their page. You can also add a feeling to your post, as well as a location (check in).



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Liking/Commenting/Sharing

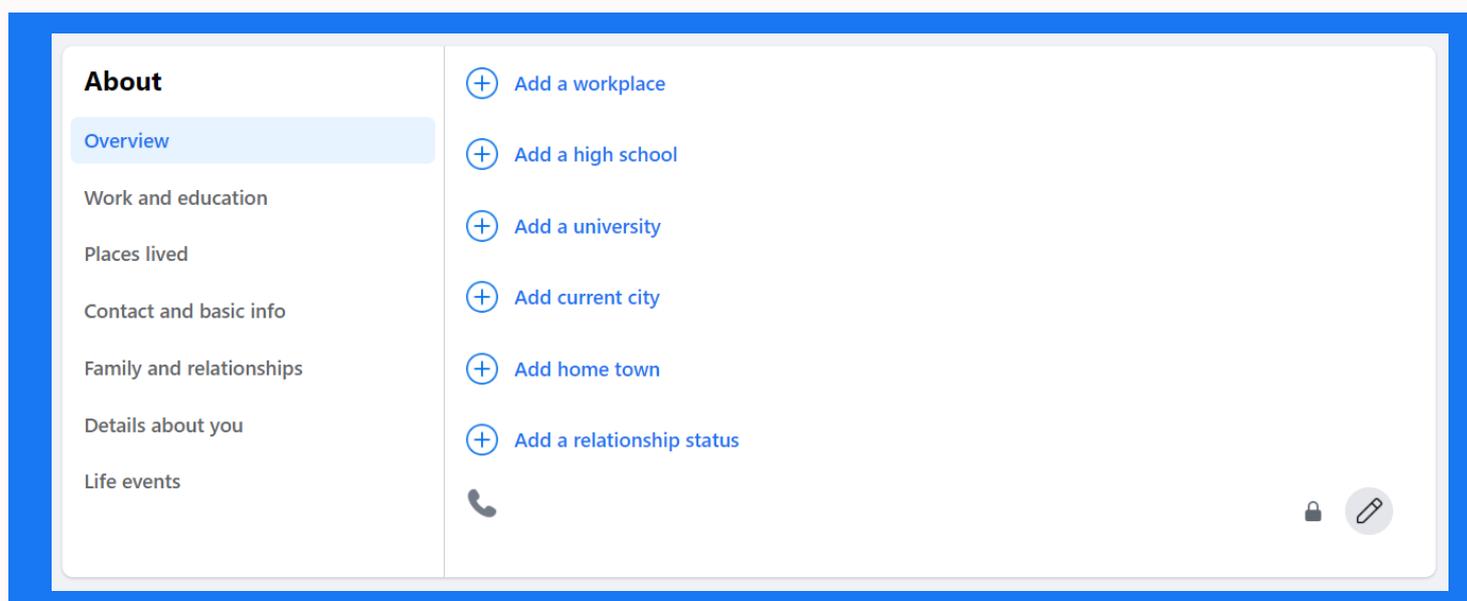
Anybody can press 'Like' on a post that resonates with them, and you can also go further by holding down the 'Like' button to react to posts in other ways (Love, Care, Laugh, Wow, Sad, Angry).



You can also leave a comment below a post, which other users can reply, react and engage with. You can also comment emojis/GIFs/photos. Posts can also be shared, which allows you to forward a post to your profile, with the option to add your own comments.

Your Profile

If you click on your profile picture on the top corner, you will be taken to your profile page. Here you can post status', images, videos, life events and more. Anything you post will be available on your profile.



You can add as much extra information to your profile as you desire. The 'About' section allows you to share more about yourself, including where you went to school, where you live, your work, family contact information and more. Changes can be made by clicking the 'Edit Profile' button.

Other Facebook Features (Facebook watch, marketplace, Groups)

Originally, Facebook was purely a social networking site, however over time it has grown and grown, allowing you to do so much more. For example there is Facebook Watch, where you can watch a wide array of videos from across Facebook, from baking tutorials to sporting gaffes, educational to entertainment.



Facebook Marketplace, allows you to post things to buy and sell (similar to eBay, however accounts are linked to Facebook).

It's got categories for sporting goods, pet supplies, gardening, vehicles, electronics, clothing and a lot more.



Facebook Groups are great for if you are interested in a specific topic and is a space for discussion with likeminded people. Groups can cover anything from reminiscing about the good old days in your hometown, to chatting about your favourite dog breed.

Some groups are public, and some private so you may have to answer a few questions before getting access.