

Working With

The Facebook logo, consisting of the word "facebook" in a white, lowercase, sans-serif font, centered within a solid blue rectangular background.

facebook

A Frequently Asked Question guide to
working with Facebook.

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1) Facebook

a) What is Facebook?

- i) Facebook is an online platform for communicating with others.
 - (1) Users can share pictures, videos, or their own messages with people to whom they have given access.
- ii) According to Facebook: “Facebook's mission is to give people the power to share and make the world more open and connected.”

b) Terminology

- i) Profile - The collection of information you have shared with others on Facebook. The “profile” includes any posts or messages you have created along with any personal biographical information you have decided to share.
 - (1) This term is interchangeable with “Timeline”
- ii) Post – Information placed on your profile by you that is viewable by multiple other users.
 - (1) The group of other users who can see your “posts” are set by your “privacy settings.”
- iii) Message – Information sent by you to one individual other user.
- iv) Timeline – See “Profile”
- v) Privacy settings – A group of settings that let you manage who is able to see the content that you share.
- vi) Friends – Individuals who you have added to your profile, these may or may not be individuals you consider to be friends outside of Facebook.
 - (1) Friends access to your shared information is set by your “privacy settings.”

- vii) Social media / social networking – Terms used by the media to describe sites, like Facebook, that allow users to share information over the internet.
- viii) Page – An optional, public portion of your profile created to share information in your role as a professional. Also known as a “Fan Page.”
- ix) Group – An optional way of connecting with a small group of specially designated individuals.

2) Creating a Profile

a) Creating an Account

- i) Open the internet browser of your choice.
 - (1) Facebook is compatible with all major internet browsers including Internet Explorer, Safari, Google Chrome, Firefox, Opera, and others.
- ii) Type in the address bar www.facebook.com and hit Enter / Return.



- iii) Enter your information in the fields to the lower-right of the page (see next page).

(1) You will need to give a first name, last name, working email address,



Sign Up
It's free and always will be.

First Name:

Last Name:

Your Email:

Re-enter Email:

New Password:

I am:

Birthday:

Why do I need to provide my birthday?

By clicking Sign Up, you agree to our [Terms](#) and that you have read our [Data Use Policy](#), including our [Cookie Use](#).

password, gender, and birthday.

- iv) Press the large, green button labeled “Sign Up.”
- v) You will then receive a verification email at the address you provided.
- vi) Follow the link in the email to verify your account.

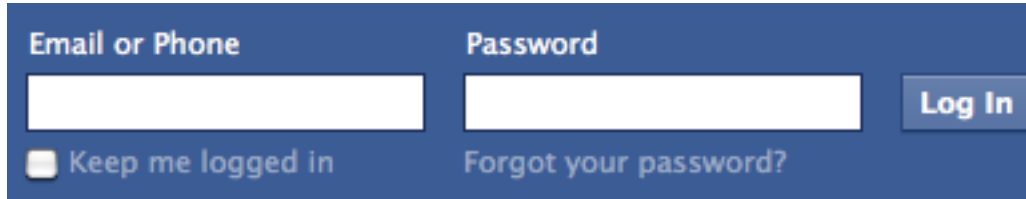
b) Logging In

- i) Type in the address bar www.facebook.com and hit Enter / Return.



ii) Enter the email address you used to sign up and your password in the upper-right hand side of the page.

(1) You can decide whether or not to allow Facebook to save your login

A screenshot of the Facebook login interface. It features a dark blue header with two white input fields: "Email or Phone" and "Password". To the right of the "Password" field is a blue "Log In" button. Below the "Email or Phone" field is a checkbox labeled "Keep me logged in". Below the "Password" field is a link that says "Forgot your password?".

information by checking the box next to “Keep me logged in.”

(a) If you check the box, any time you go to Facebook on the same device, you will be automatically logged in

(b) **DO NOT USE** this feature on public computers.

iii) Press the blue button labeled “Log In”

c) Logging Out

i) If you are using a public computer you should **ALWAYS** log out after your Facebook session.

(1) There are numerous stories about people who leave their Facebook profile open at a library or other public place and have strangers post profane or lewd information.

ii) Click on the small triangle to the right of your name in the upper-right hand corner of the screen.

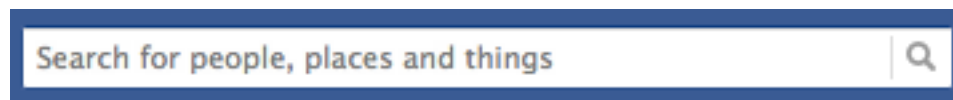


iii) Then choose “Log Out” from the drop-down menu.

3) Adding Friends

a) Searching on Facebook

- i) If you are looking to add individual Friends, you can search for them through Facebook and manually add them.
- ii) After you log in, type the person’s name in the search box at the top of the site.



iii) You can then click on the person’s name to see more information and pictures before deciding whether to add the individual.

(1) Facebook has over 900 Million users, so it is likely there will be several people with the same name, be sure to verify you are only adding the people you intend to.



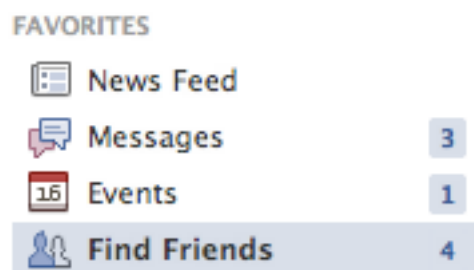
iv) Click on the “Add Friend” button.

b) Using Facebook’s Friend-Finder

i) Facebook has a built in system that lets you add your contacts from other online systems, such as email or chat.

ii) On the left side of your Facebook profile click on “Find Friends.”

iii) Choose the provider that you want to share contacts from and follow the directions provided by Facebook.



(1) You will likely have to provide your Screen Name and Password for the provider but this is only for adding your contacts and Facebook does not keep a record of your log in information.

c) Receiving Friend Requests

- i) After you sign up for Facebook, you will likely begin to receive emails at the email address you used to sign up requesting you to add people as Friends.
- ii) Before confirming any Friend, be sure to review their profile to be sure they are someone that you know.
 - (1) There are people who send out Friend requests indiscriminately in order to boost their number of Friends, accepting these invitations could lead to accidentally sharing your personal information with complete strangers.


4) Privacy Settings

a) Lists

- i) In order to protect your personal information, you should separate your Facebook Friends into personal friends and professional acquaintances. Facebook's list feature makes this easy.
 - (1) Personal friends – These are the people who you really trust and who you could tell anything without them telling anyone else. Most likely personal friends will be less than 20 people and you should think very carefully if you find yourself wanting to add large numbers of people.
 - (2) Professional acquaintances – These are the general mass of individuals that we add to Facebook. Professional acquaintances can include co-workers, high school or college friends, your boss, essentially anyone that you want to give some access, no matter how small, to your social media content.
 - (a) **WARNING** – If you are an education professional, it is not appropriate to have students on your Facebook page. Many school districts have outright bans on students on employee Facebook profiles and it could cost you your job.

(3) Restricted – Facebook also provides you the ability to set people you add to a “Restricted” list. These people will see only information that you post publicly or where you specifically include a link to their profile.

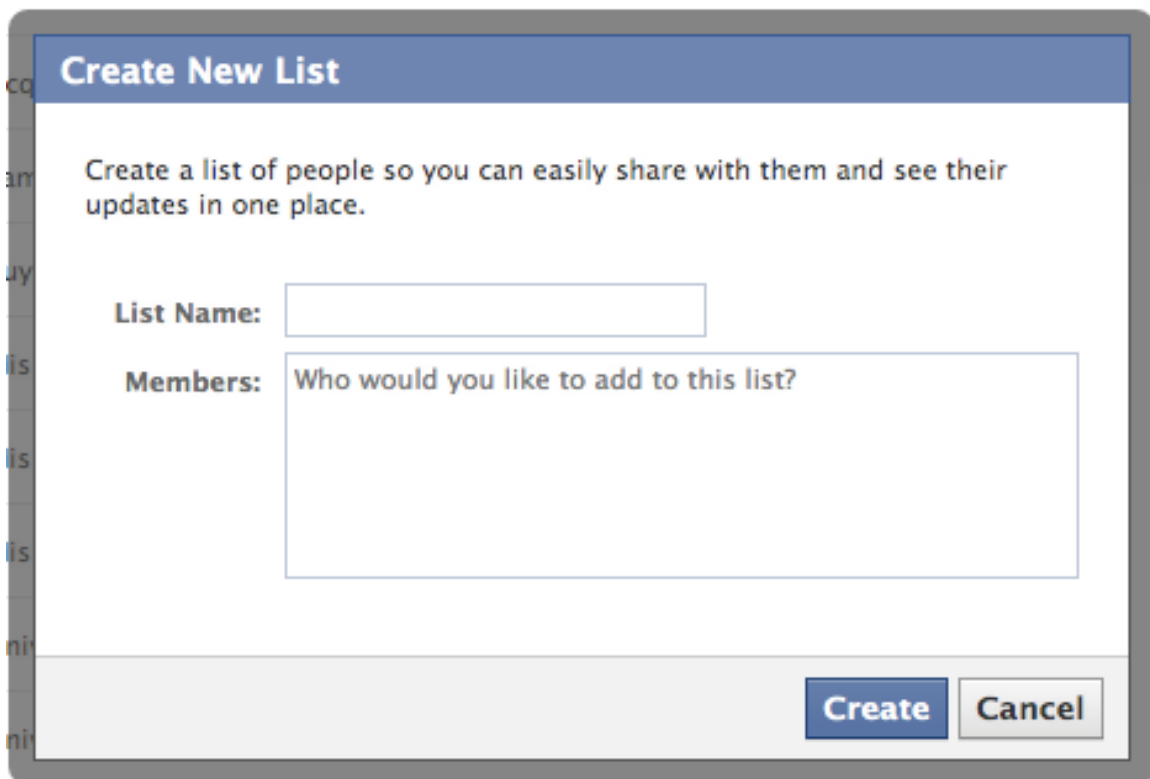
ii) **Adding people as you create the list**

(1) To create a list, open your profile and click on “Friends” on the left-hand side. 

(2) On the next page, click the “+ Create List” button”



(3) In the window that pops up, type in the name of the list.



The image shows a 'Create New List' dialog box. At the top, it says 'Create a list of people so you can easily share with them and see their updates in one place.' Below this, there is a 'List Name:' label followed by a text input field. Underneath that is a 'Members:' label followed by a larger text area containing the question 'Who would you like to add to this list?'. At the bottom right of the dialog, there are two buttons: 'Create' and 'Cancel'.

- (a) You can also begin to enter names of individuals who you would like on the list. As you type in the names of your Friends, their profiles will pop up to verify you are adding the correct person.
- (b) If you do not wish to begin adding names now, you can do so later as well.
- (c) You should make at least a “Personal” list and a “Professional” list.

iii) Adding people after you create the list

- (1) Once you have created a list, you can place friends on the list by going to your profile (click on your name at the top right hand of the page) and clicking on the “Friends” box.



- (2) Then hover your mouse over the name of the friend you want to place on a list and then over the “√ Friends” button.

Friends (162)



WHAT'S MY MOTIVATION

University of Missouri

25 mutual friends

Friends Message

Add to lists:

- Close Friends
- Acquaintances
- ✓ University of Missouri
- ✓ Personal
- Show All Lists...

✓ Show in News Feed

Settings...

Suggest Friends...

Unfriend

(3) Click on the list you wish to add them to.

(a) If you don't see the list, click on "Show All Lists..."

(4) Repeat the process for all the friends you wish to add to the list.

b) Privacy Settings

- Now that you have separated your Friends into personal friends and professional acquaintances, you should set your privacy settings so that your information is only shared to the relevant group.
- Click on the triangle on the

Find Friends Home

Use Facebook as:

- Advertise
- Account Settings
- Privacy Settings
- Log Out
- Help

upper-right hand side of the page.

- iii) Choose “Privacy Settings” from the drop-down menu.
- iv) The first thing to notice is that you can control the privacy of your posts as you post information. This is important to keep in mind and will be explored at greater length in the section on posting information.

Control Privacy When You Post

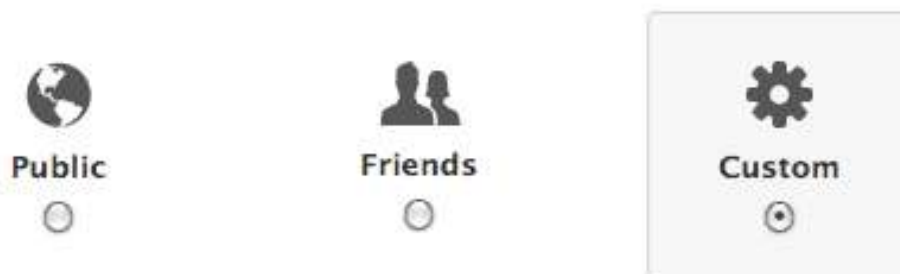
You can manage the privacy of your status updates, photos and information using the inline audience selector — when you share or afterwards. Remember: the people you share with can always share your information with others, including apps. Try [editing your basic info](#) to see how it works or [learn more](#).



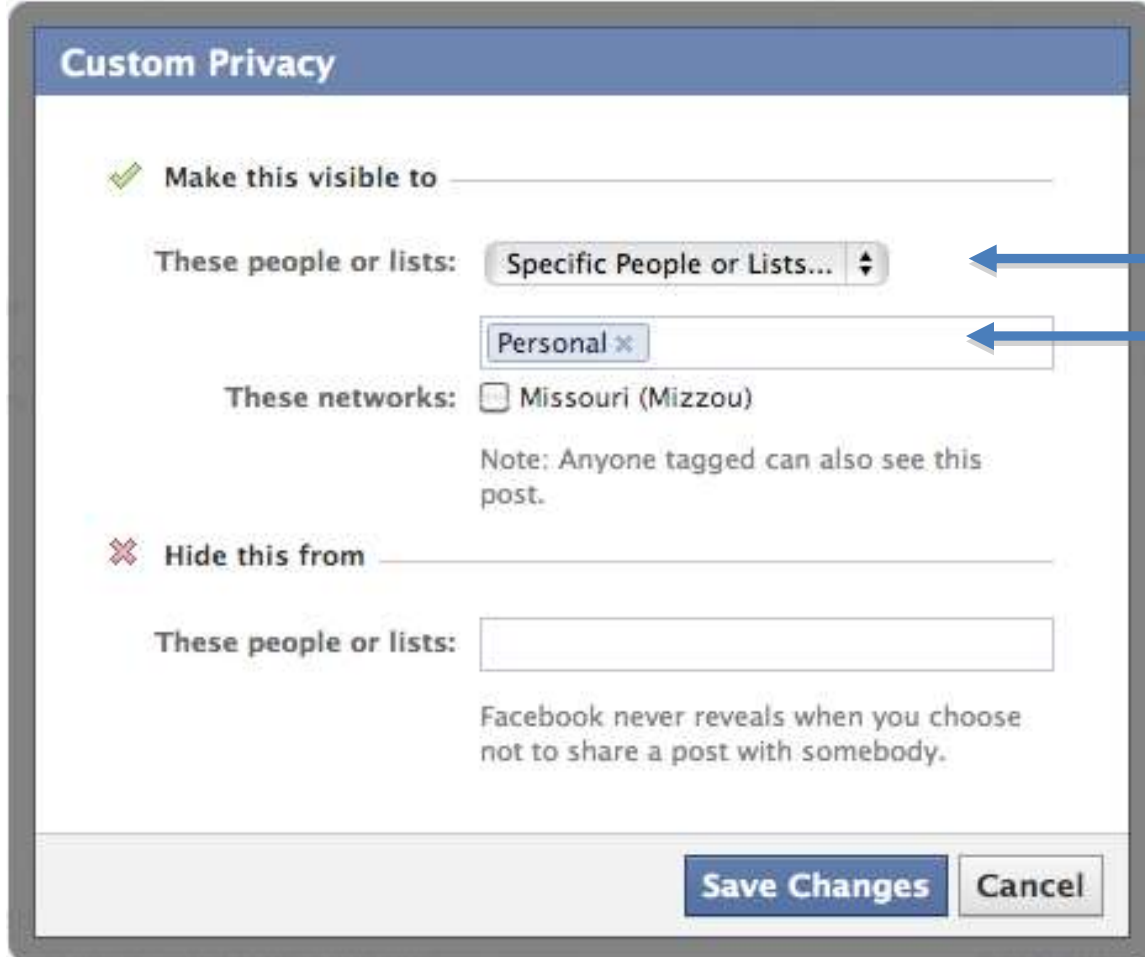
- v) Next you should set the default privacy when posting items from a Facebook application on a cell phone or tablet.

Control Your Default Privacy

This setting will apply to status updates and photos you post to your timeline from a Facebook app that doesn't have the inline audience selector, like Facebook for Blackberry.



- (1) Choose “Custom” to bring up a window with additional options.
- (2) From the drop-down menu, choose “Specific People or Lists...”



(3) Then beginning typing the name of your personal friends list in the box below the drop-down menu and then choose it from the menu.

(a) This will ensure that everything you share from a mobile device will be shared only with your group of trusted friends. If you wish to share it to a larger audience later, you can always change the privacy settings once you are at a computer.

(4) Click the blue “Save Changes” button.

vi) The bottom half of the page contains five categories of privacy settings. You should explore each of these at your leisure as they can affect how people find you on Facebook and how other applications and websites are able to interact with Facebook. The only settings that you should absolutely change are in the Timeline and Tagging section.

(1) Under the Timeline and Tagging heading click on the blue words “Edit Settings.”

How You Connect

Control how you connect with people you know.

[Edit Settings](#)

Timeline and Tagging

Control what happens when friends tag you or your content, or post on your timeline.

[Edit Settings](#) 

Ads, Apps and Websites

Manage your settings for ads, apps, games and websites.

[Edit Settings](#)

Limit the Audience for Past Posts

Limit the audience for posts you shared with friends of friends or Public

[Manage Past Post Visibility](#)

Blocked People and Apps

Manage the people and apps you've blocked.

[Manage Blocking](#)

(2) Click the button next to “Who can see what others post on your timeline?” (This will probably have a picture of a globe and the word “Everyone” on it).

(3) Click on the name of your personal friends list in the bottom of the



drop-down menu.

- (a) If you can't see your personal list, click "See all lists..." at the bottom of the menu.
 - (b) This setting guarantees that if one of your friends posts something questionable on your timeline, the only people able to see it will be the small group of trusted individuals you have placed on your personal friends list.
- (4) Continue changing your privacy settings until they match the image above.

5) Posting Information

a) Facebook is designed to make sharing easy, therefore it provides the ability to share a number of different items and formats all from the same area.

b) In General

- i) Go to www.facebook.com
- ii) In the middle of your profile, there is a box with the words "What's on

Update Status Add Photo / Video Ask Question

What's on your mind?

your mind?"

- iii) You can begin typing the information you wish to share into the box.
- (1) When you click into the box, it will expand, providing additional

Update Status Add Photo / Video Ask Question

What's on your mind?

👤+
📍
👤 Personal ▼
Post

Working with Facebook

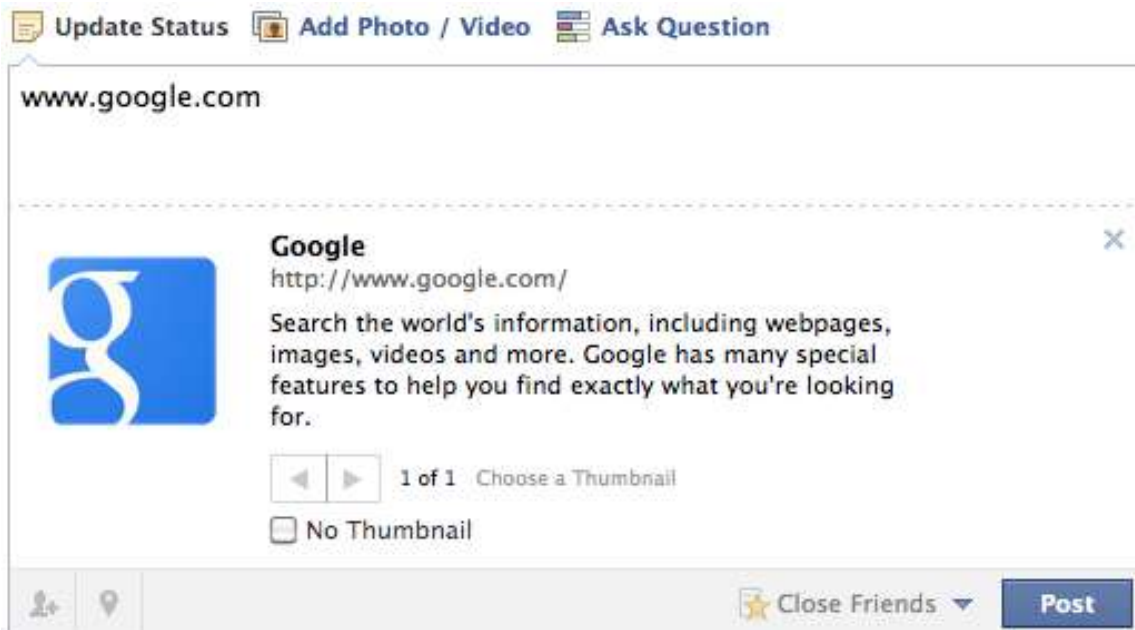
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5

posting options.

- (2) You can use the silhouette with the “+” next to it, to “tag” other Facebook users and include them in the post
 - (3) You can use the inverted teardrop symbol to add your location to the post.
 - (4) **MOST IMPORTANTLY** next to the blue “Post” button, you can set the privacy settings for the post. Always double-check the privacy setting before posting to be sure the appropriate list or group is set.
- iv) Press the blue “Post” button to post the information to your Facebook Friends.

c) Websites

- i) In order to share a website, you need only copy and paste the web address (also called URL) into the same box.
- ii) When Facebook recognizes the address, it will add an image of the website to the post.

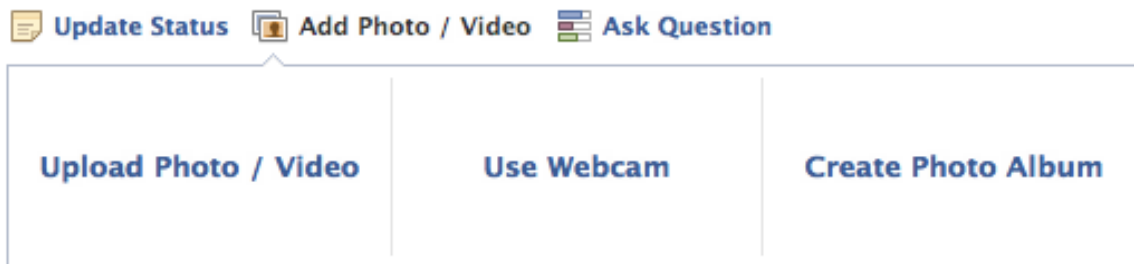


- (1) You can then delete the actual web address from the post if you wish and the link will remain.

iii) Press the blue “Post” button to post the website to your Facebook Friends.

d) Photo and Video

- i) Facebook is able to share images and videos that you have saved on your computer.
- ii) Instead of clicking in the box and typing your post, click the “Add Photo / Video” words.
- iii) Click the words “Upload Photo / Video.”

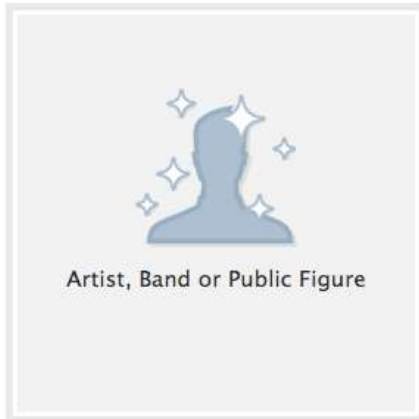


- iv) Click the grey “Choose File” button and then choose the pictures or video you would like to post.
- v) After you have added the files, click the blue “Post” button.

6) Advanced Uses

a) Pages

- i) Pages are intended to be the public face of an individual with a personal Facebook profile.
 - (1) In order to have a Page an individual must first have a profile.
 - (2) Unlike a profile, all information shared by the creator of the page is public.
 - (a) Additionally, anyone can become a “fan” of a Page.
 - (3) Pages can be a great way to have a professional face without having to worry about privacy settings.



(a) However, this is only true if you only use your personal profile for close friends and require all professional acquaintances to join your Page

- ii) To create a page, go to <https://www.facebook.com/pages/create.php>.
- iii) Click on the square titled “Artist, Band or Public Figure.”
- iv) Use the drop-down menu to choose your profession.

The image shows a screenshot of a Facebook page creation form. At the top, the category 'Entertainment' is highlighted in yellow. Below it, the heading 'Artist, Band or Public Figure' is displayed. A sub-heading asks 'Have a profile? Learn more about letting people subscribe to your public updates.' There is a dropdown menu with 'Teacher' selected. Below the dropdown is a text input field labeled 'Name'. Underneath the name field is a checkbox labeled 'I agree to Facebook Pages Terms'. At the bottom of the form is a blue button labeled 'Get Started'.

- v) Type your name in the “Name” box.
- vi) Check the box next to “I agree to Facebook Pages Terms”.
- vii) Click the blue “Get Started” button.

b) Groups

- i) Groups are a way to share information with a small collection of your Facebook Friends
 - (1) The group can be open, closed (where individuals must be invited to the group), or secret (where the group’s existence is only available to individuals invited to join the group).
 - (2) Information shared in the group can be public or private.
- ii) To create a group, go to <https://www.facebook.com/about/groups/>.



Groups

Share with the important groups in your life.

Create Group

Create a private space

Have things you only want to share with a small group of people? Just create a group, add friends, and start sharing. Once you have your group, you can post updates, poll the group, chat with everyone at once, and more.

Share different things with different people

Groups let you share things with the people who will care about them most. By creating a group for each of the important parts of your life — family, teammates, coworkers — you decide who sees what you share.



iii) Click the green “Create Group” button.

iv) Put the name of the group in the box next to “Group Name:”.

Create New Group

Group Name:

Members:

Privacy:

- Open**
Anyone can see the group, who's in it, and what members post.
- Closed**
Anyone can see the group and who's in it. Only members see posts.
- Secret**
Only members see the group, who's in it, and what members post.

[Learn more about groups privacy](#)

- v) Add Friends by typing their name into the box next to “Members:”.
 - (1) As you type, names of your Facebook Friends will appear.
 - (2) Review the suggestion to be sure it is correct, then click on the individual’s name to add them.
 - (3) Facebook will also suggest members based on the members you add.
- vi) Choose the type of group by clicking the round button next to the type of group you would like.
- vii) Click the blue “Create” button.

7) Where to go for more help

- a) <https://www.facebook.com/help/>
- b) Facebook has a robust help system that can be accessed by going to the above web address.
 - i) If you have additional or specific questions it can be a great resource for finding answers.