



# Facebook Guide



# Content

1. The Basics
  - *Signing Up*
  - *Setting Up Privacy*
2. How to Like my Company
3. Other capabilities in Facebook



# Signing Up



# Step 1

A screenshot of a web browser displaying the Facebook homepage. The browser's address bar shows 'www.facebook.com'. The page features the Facebook logo and a navigation bar with links like 'Getting Started', 'Imported From Fire...', and 'Paycheck View'. The main content area is divided into two sections: a left section with the text 'Facebook helps you connect and share with the people in your life.' and a right section titled 'Sign Up' with the subtext 'It's free and always will be.' The 'Sign Up' section contains a form with fields for Name, Email, Password, and a dropdown for Sex. Below these are fields for Month, Day, and Year, followed by a 'Sign Up' button. At the bottom of the page, there are links for 'Create a Page', 'Developers', 'Careers', 'Privacy', 'Terms', and 'Help'. The system tray at the bottom right shows the time as 9:43 AM.

- Go to [www.facebook.com](http://www.facebook.com)
- Complete form
- Click the “Sign Up” button



# Step 1 continued

- You will receive a confirmation email
- Click the link in the email to complete the sign-up process

The screenshot shows a Windows XP desktop environment. On the left is a sidebar for an email client (likely Outlook) with a search bar and a list of contacts including Doug LaBelle, Belynda Linton, Brent Middaugh, Cody Polk, Craig Andrew, David Cook, Jennifer Corbin, Michelle Hooker, Paul Benson, Rachel Aponte, and Will Revell. The main pane displays a list of emails. The selected email is from 'facebook' with the subject 'Hi Doug. To complete the sign-up process, please'. The email body contains the following text:

facebook

Hi Doug,

To complete the sign-up process, please follow this link:

<http://www.facebook.com/confirmemail.php?e=dlabelle%40telispire.com&c=135733311>

You may be asked to enter this confirmation code: 135733311

Welcome to Facebook!

The Facebook Team

Didn't sign up for Facebook? Please let us know.

At the bottom of the email client window, there is a taskbar with various application icons and a system clock showing 10:05 AM.



# Step 2

Step 1 Find Friends

Step 2 Profile Information

Step 3 Profile Picture

**Are your friends already on Facebook?**

Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook.

Windows Live Hotmail Find Friends

Yahoo! Find Friends

AOL Find Friends

Other Email Service Find Friends

[Skip this step](#)

- Find your friends from your email account address book
- Or Skip this step with the button at the lower left of this section



# Step 3

facebook

Search

Doug LaBelle

Step 1 Find Friends Step 2 Profile Information Step 3 Profile Picture

**Fill out your Profile Info**  
This information will help you find your friends on Facebook.

High School: Altus High School 1990

College/University: Baptist Bible College 1993

Employer: Telspire

Back Skip Save & Continue

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- Enter your High School
- Select Year
- Enter College
- Select Year
- Enter Employee
- Select “Save & Continue”
- You can go “Back” or “Skip”



# Step 3 continued

- Select “Add Friend” on people you know
- A “Friend Request” will be sent
- Select Save and Continue when done adding friends
- You can Skip or Go Back

Step 1 Find Friends

Step 2 Profile Information

Step 3 Profile Picture

facebook

Search

Doug LaBelle

Add people you know

Brent Middaugh Add Friend

Julie Dahle Add Friend

JC Corbin Add Friend

David Cook Add Friend

Ann Neff Add Friend

Craig Andrew Add Friend

Russ Strothmann Add Friend

Sara Lough Add Friend

Michelle Hooker Add Friend

Paul Benson Add Friend

Doug LaBelle Add Friend

Rachel Aponte Add Friend

Shawna Applewhite Add Friend

Jason Janeczek Add Friend

Back

Skip

Save & Continue

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10:10 AM





# Step 4

Step 1 Add Friends Step 2 Find Friends Step 3 Privacy Information Step 4 Upload Your Profile Picture

Set your profile picture

Choose File No file chosen

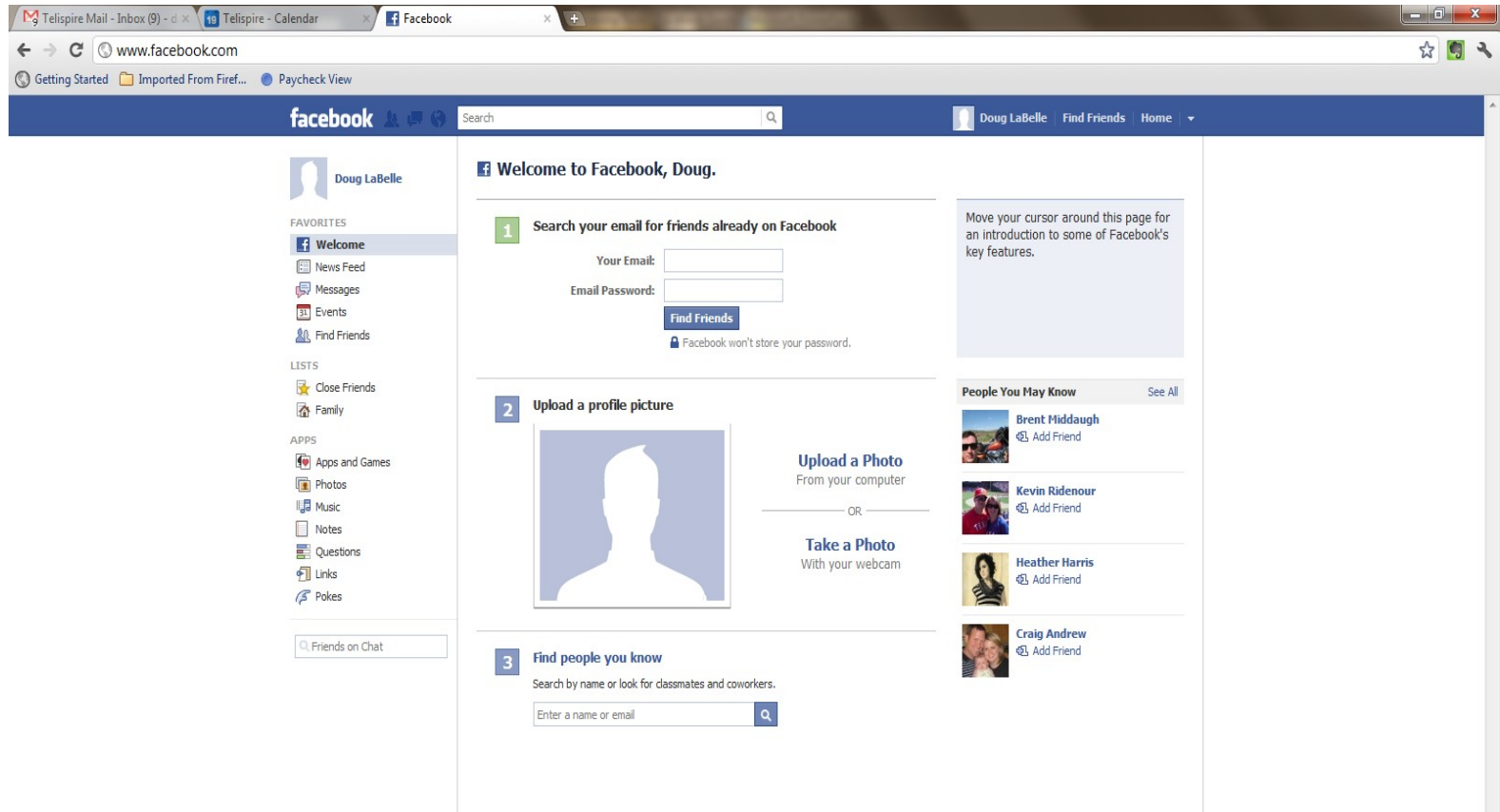
Take a Photo With your webcam

Skip Save & Continue

- You can upload your photo from your PC
- Select Choose File
- You can take a photo with your webcam
- Select Save and Continue when done



# You are now on Facebook



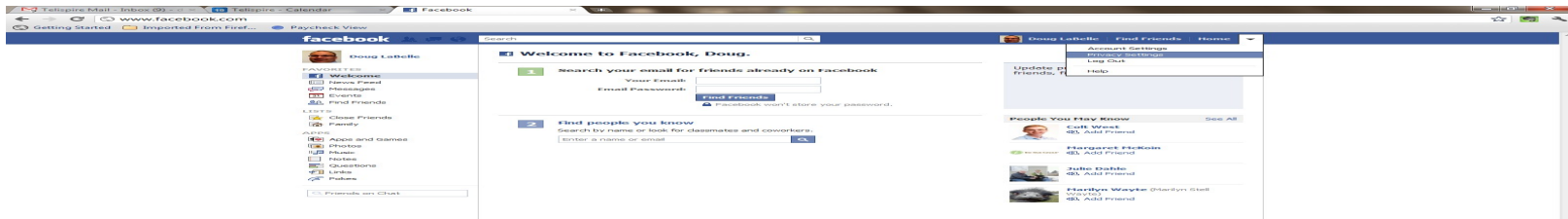
- You can search for friends using different email accounts
- You can Upload your photo
- You can search for friends by name



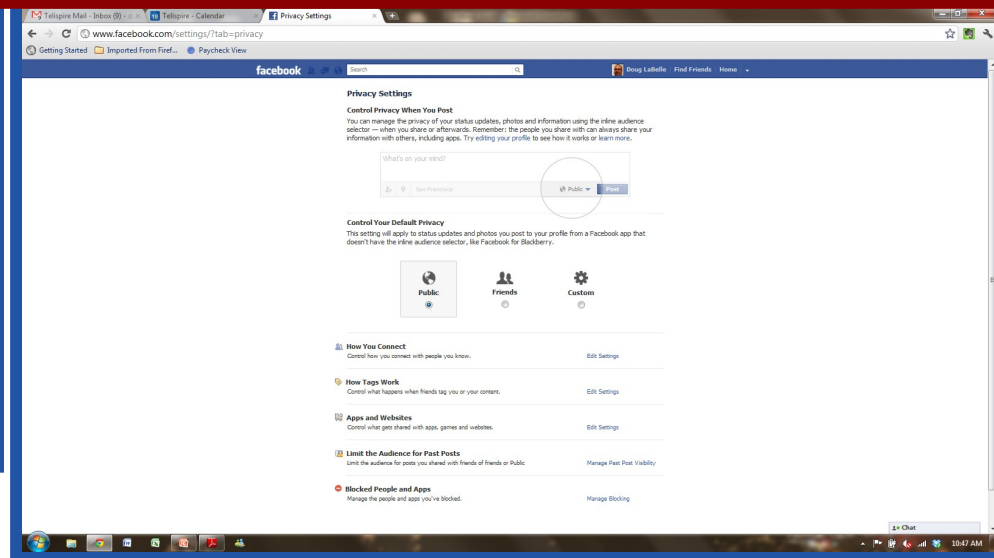
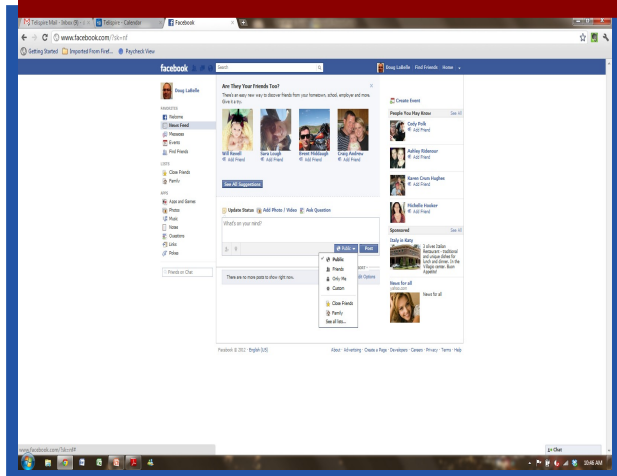
# Privacy Settings



# Keeping your Profile Private

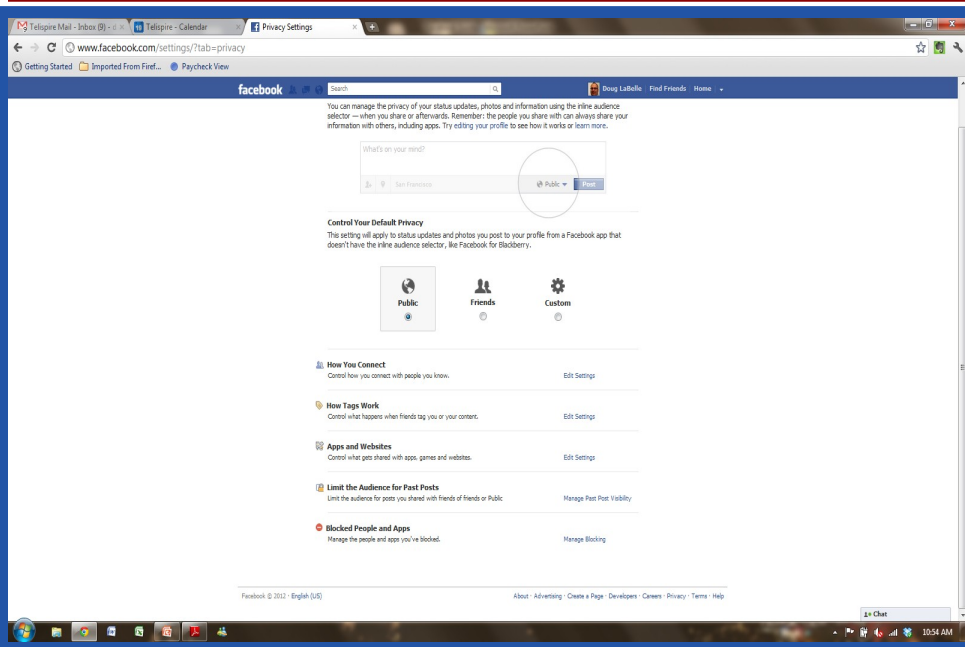
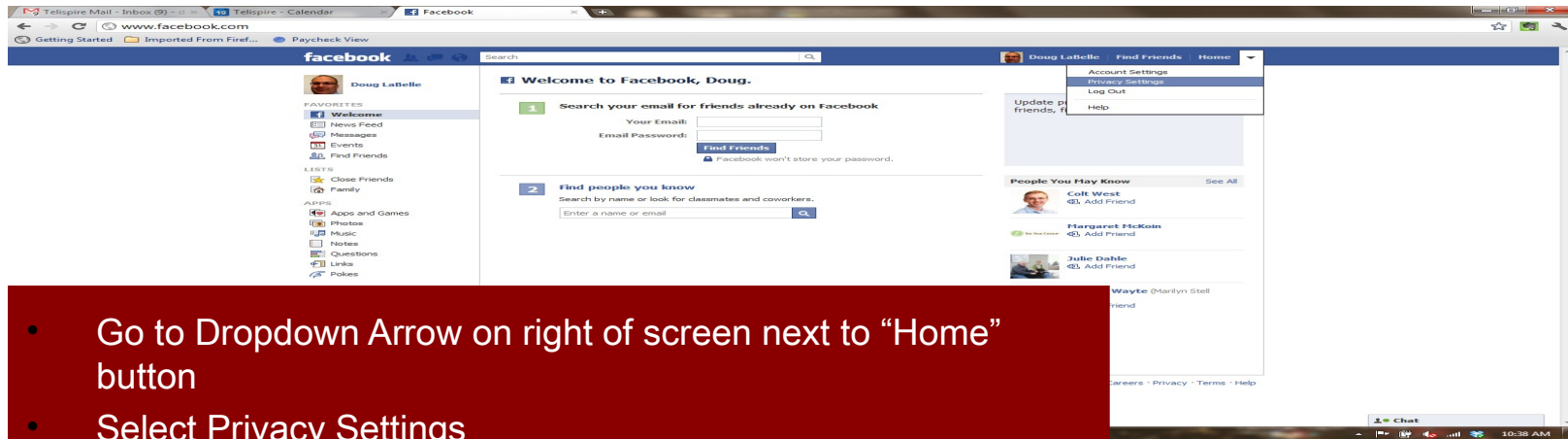


- Go to Dropdown Arrow on right of screen next to “Home” button
- Select Privacy Settings
- Change your default to “Friends” so only friends can see your photos, activity and updates
- Public means everyone can see your profile and all the details on your profile
- Additionally, you can select a privacy setting on each individual post if you choose to share something with everyone or just your friends.





# Keeping your Profile Private

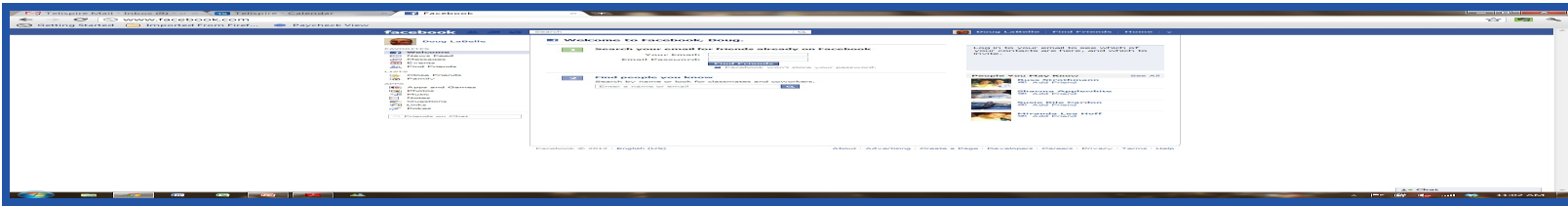




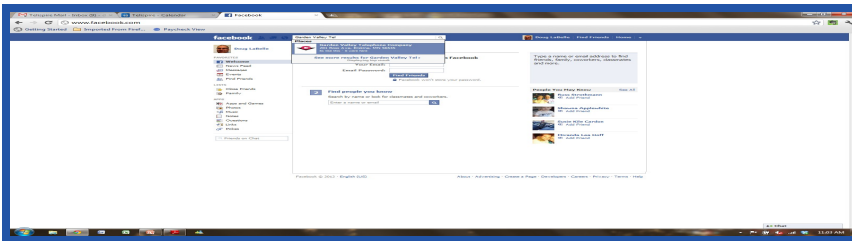
# How to Like my Company



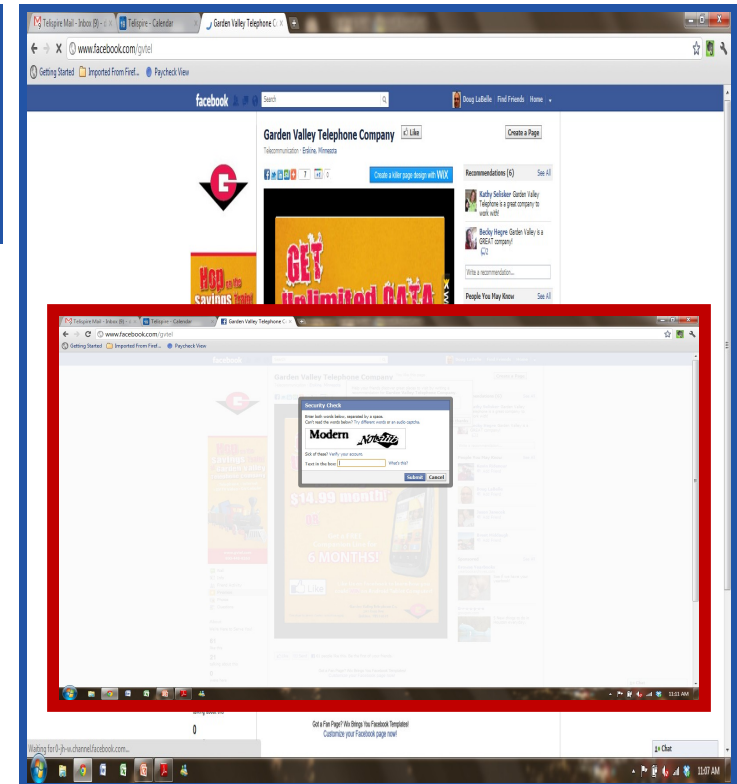
# How to “Like”



- Type in the Company name you are looking for in the Search field in the Facebook Bar



- Select the company from the list generated from the search
- Select the “Like” Button next to the company name
- A pop up will appear
- Type in the security words and hit submit





# Other Facebook Capabilities





# Other Capabilities

There are many things to do on Facebook and below is a small list of things you can do:

- Send messages to friends
  - *Email*
  - *Instant Messages*
  - *Private Messages*
- Games – *Many games to choose from be careful not to get addicted*
- Groups
  - *Music Groups – Follow your favorite Musicians*
  - *TV Groups – Follow your favorite shows*
  - *Movie Groups – Follow your favorite Movies*
  - *Book Groups – Follow your favorite Authors*