facebook. Step by Step Guide







To get started please make sure you have the following -

- Active email address and password
- Strong internet connection

Step 1

Click on the Start button and Launch Internet Explorer-Look for the

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Step 2

Type **Facebook** into search bar and click on Google Search

+You Search Images Vaps Play YouTube News Gmail More -	f Facebook g Twitter

Click on the first link you see starting with "Facebook – Log in or sign up"



Step 4

Enter all relevant information into list below e.g. First name, last name, email address. When complete, the information should look like the completed example as shown on the second image.

Welcome to Facebook — Log in, sign up or learn more	🦄 👻 🔂 👘 🖾 👼 👻 Page + Safety + Tools + 🔞 + 🎽
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Facebook helps you connect and share with	Create an account
the people in your life.	It's free and always will be.
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	By clicking Create an account, you agree to our Terms and that you have read our Data Use Policy, including our Cookie Use.
	Create an account

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	Birthday
Select your birthday. You can change who can see this later.	1 Jan 1989 Why do I need to provide my date of birth?
	Female O Male
	By dicking Create an account, you agree to our Terms and that you have read our Data Use Policy, including our Cookie Use.
	Create an account
	Create a Page for a celebrity, band or business.
English (UK) English (US) Cymraeg Español Portugués (Brasil) Français (France) Deutsch Italiano سربيه	। हिन्दी
Mobile Find Friends Badges People Pages Places Apps Games Music	
About Create Advert Create Page Developers Careers Privacy Cookies Terms Help	
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You can invite friends from your email address, this will send them a link to "Add you as a

friend" you can also just **Skip this step** and manually look for people you may know at a later date.

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About Create Advert	Create Page Developers Careers Privacy Cook	es Terms Help				
Facebook © 2014 · Englis	h (UK)					

Complete information about yourself. You can also skip this step, however, some find it useful if you do complete information, click on the **"Save and Continue button to save the information**"

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Step 7

Uploading a Profile Picture-Click on Upload Photo. You must already have a picture on your computer or on an external device such as a USB pen.

Firefox Add Profile Pic	+		
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	Step 1 Step 2 Step 3 Find your friends Fill Out Info Add Profile Pic		
	Set your profile picture	4	
		Upload a photo From your computer Cor Take aphoto With your webcam	
	4 Back	Skip Save & Continue	
	Profile pictures and cover photos are public. You can control t	he audience for other photos you upload to Facebook.	
About Create Advert Facebook © 2014 · English	Create Page Developers Careers Privacy Cookies Terms (UK)	leb	

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About Create Advert Facebook © 2014 · English	Create Page Developers Careers Pri (UK)	vacy Cookies Terms	Help					

Click On **Browse** - This will locate the picture you want.

Step 9

You must specify whether your picture is in your laptop/computer -this will be within "My Documents and Pictures" or is stored on an external device so you must click on "My Computer and select the external device" Please see below, my picture is located on my USB Pen-Named Dig Inclusion.

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I have located the picture that I wish to use, **Double click** on this picture to upload it to Facebook as My Profile Picture.

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File name: digitalChamp2 SCNI All Files Open Cancel Sign Save & Continue	Network Vetwork The name: digitalChamp2 SCNI	Take a photo With your webcam

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Step 11

Wait for picture to upload...

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Step 1 Step 2 Step 3 Find your friends Fill Out Info Add Profile Pic	
Set your profile p Upload Your Profile Picture	om your computer
4 Back	Skp * Save & Continue
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	Profile pictures and cover photos are public. You can con	trol the audience for other photos you upload to Facebo	iok.		
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Facebook © 2014 · English	(UK)				

Picture has now uploaded-Click on Save and Continue

Step 13

Re enter Your password for security reasons-they will also send a code to your **email** so it would be useful to have this open at the same time.

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This is the link Facebook has sent to your email....Click Confirm your Account...It may ask you to sign in again



Step 15

You can decide who sees your profile/photographs and pictures - it is advisable to make your profile only viewable to your friends.

Edit Profile	Welcome to Facebook	c, Digi.		
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To get you your own profile page, click on your profile picture at the top left hand side.

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Step 17-Writing a Post

This will appear on the newsfeed section of Facebook which is viewable to all your friends, it will also appear on your "wall".

Start by clicking in the box which states "*What's on your mind*", *I have written "Hi digital Champions into this text box"*, once you are happy with the content click on **Post**.

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Welcome to Your Profile This is your place to collect photos, interests and life events th	at tell your story on Facebook.	Start four > Recent
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You can now see that your post appears on your wall, Click on **Home tab** to view other people's posts including you own.

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Step 19

You are now in the **Newsfeed Section** of Facebook

This is where you will be able to view other people statuses...you can also search for people you may know here...and add them as a friend...



Search for friends or other organisations by clicking in the search box. Type the name/organisation in here - a few suggestions should appear. Click on the correct one to view their Facebook page or profile.



Step 21

You can either **add them as a Friend or Like their page** and when they accept you will be able to view their page and information.

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	Glenshane Community Development Limited	1 • Chat

To get back to your profile - **Click** on your picture, where you can then write more posts or upload more photographs.

Uploading more pictures - Click on	Pł	noto



Step 23

Click on Create Album



Locate where your pictures are stored.

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Step 25

Click on the specific photograph you would like to **upload**. It will upload and prompt you to give the album a name. If you are happy with content, click **Post Photo**. This will be visible on your Facebook Page and also visible to your friends on your Facebook.



You will be prompted to add a title to your album, this example is named **"Digital Champions"** - when happy with this click on **Post Photos**.



Step 27

This is now visible on your Facebook page.



To **delete** any Posts/comments or photographs that you have uploaded click on the **right hand corner** of the post and from the drop down menu click on **Delete**.

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Step 29

Logging off Facebook, click on the 😳 symbol and scroll down to and click on Log out.

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What teams do you like? Music What music do you like?		
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Please keep your email address and password safe, you will need this in order to log into your Facebook again.

For more information check out: *nidirect.gov.uk/go-on*