

facebook®

Step by Step Guide

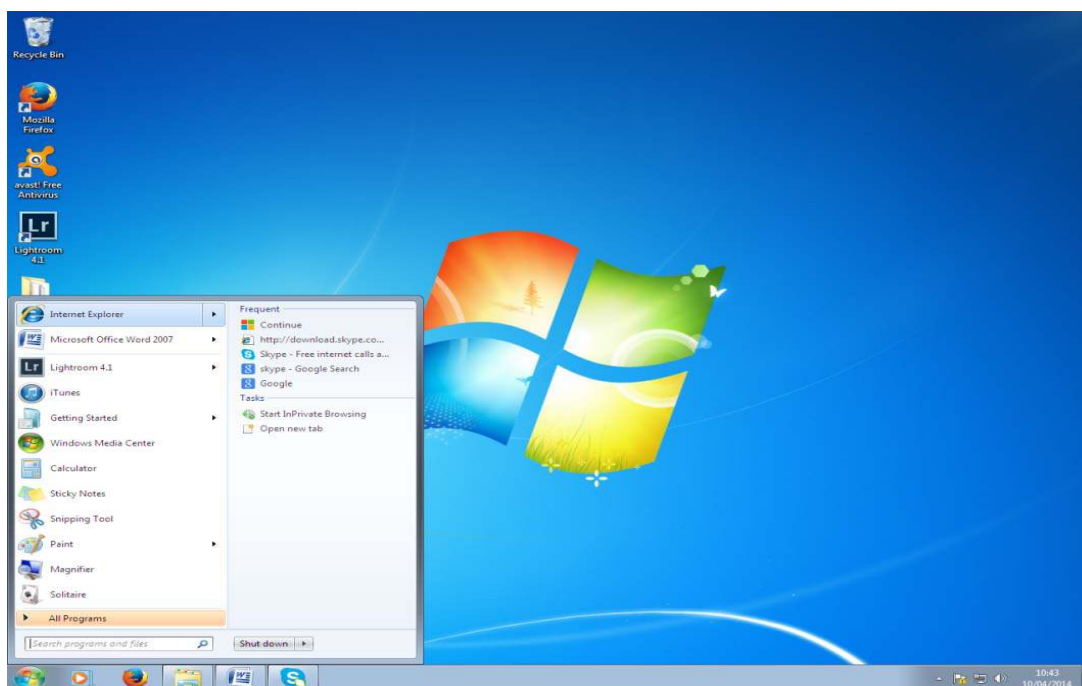


To get started please make sure you have the following -

- Active email address and password
- Strong internet connection

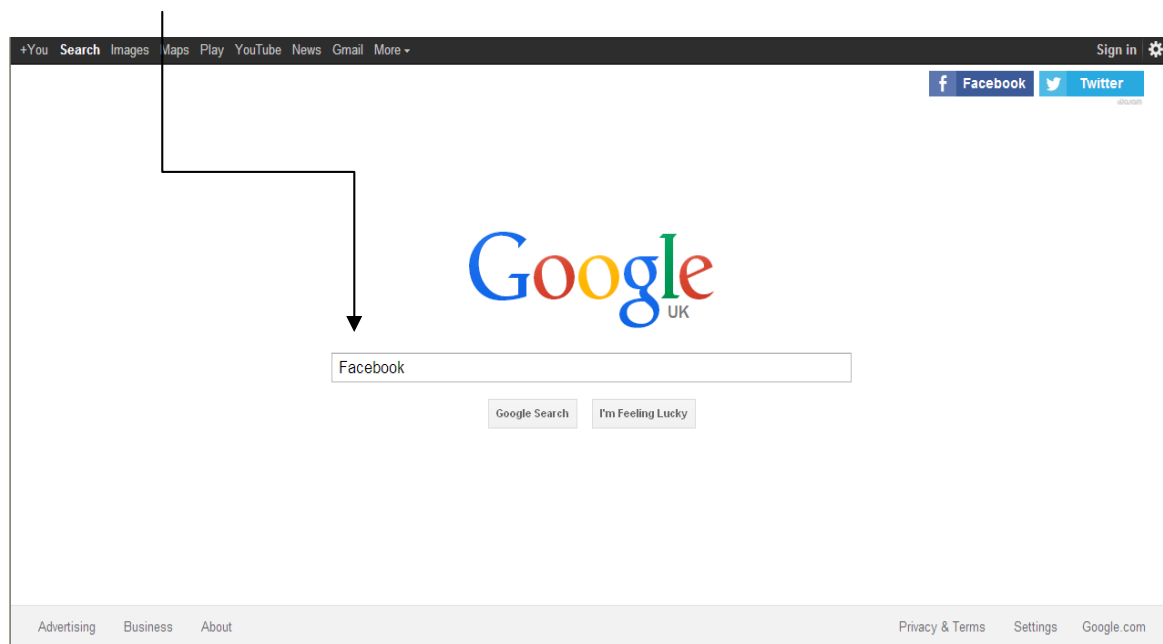
Step 1

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



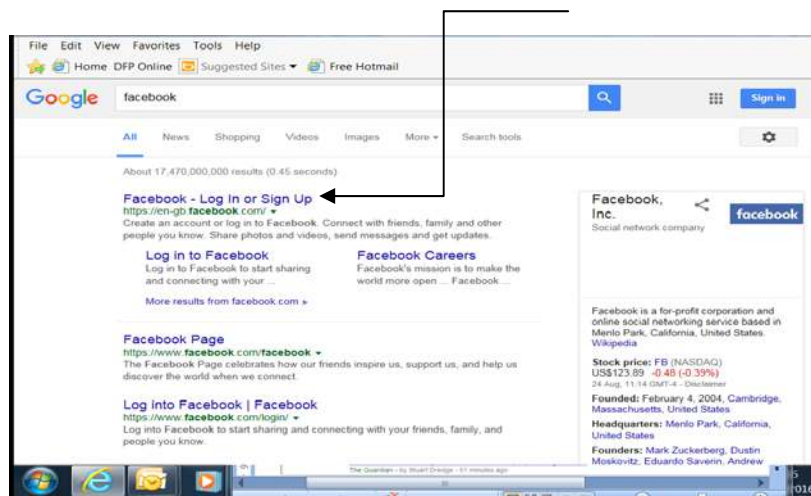
Step 2

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



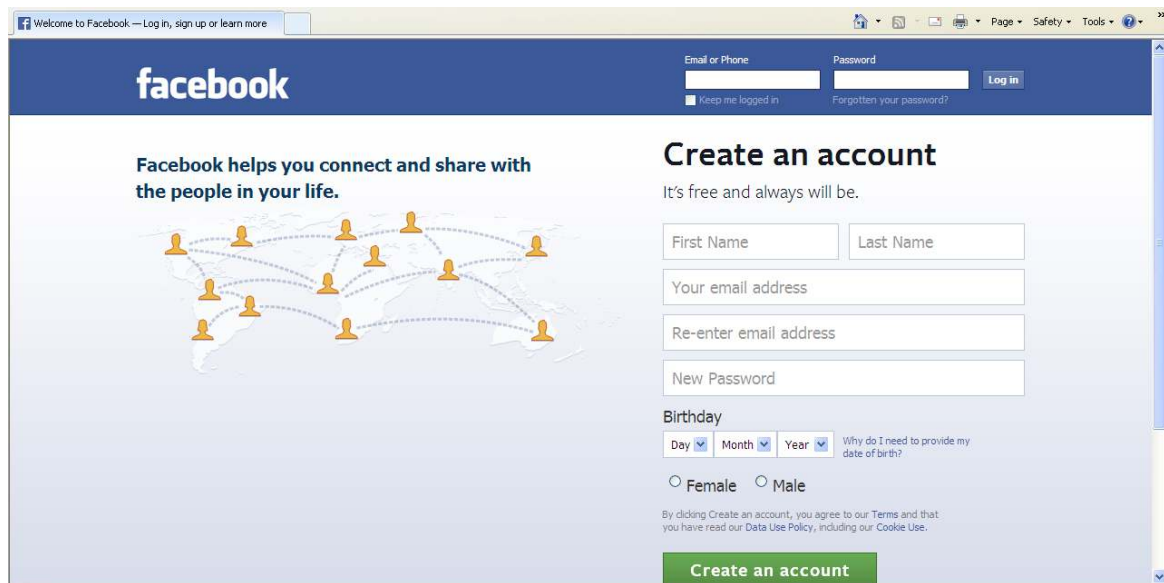
Step 3

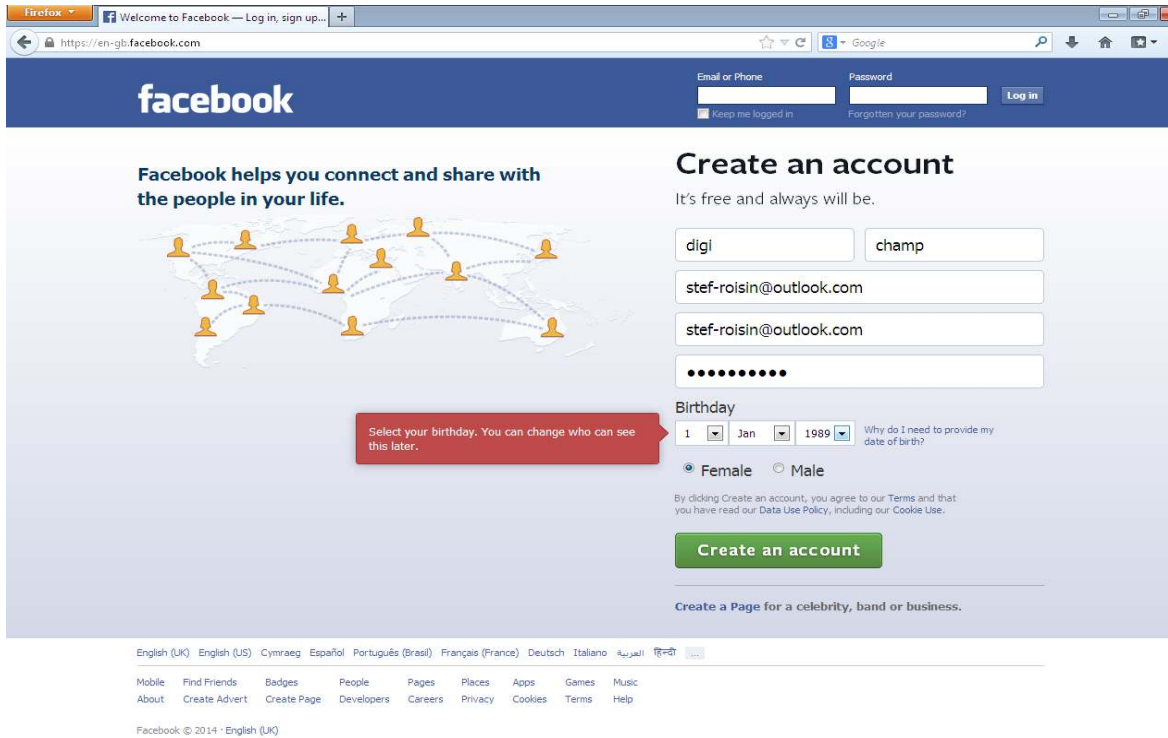
Click on the first link you see starting with “Facebook – Log in or sign up”



Step 4

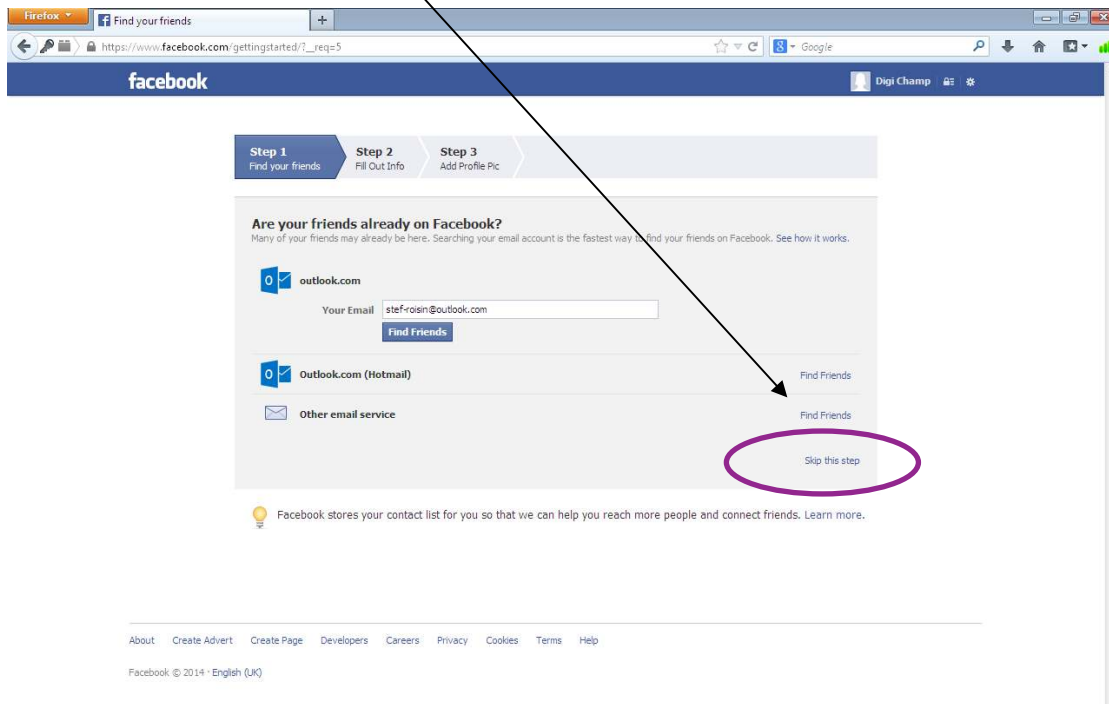
Enter all relevant information into list below e.g. First name, last name, email address. When complete, the information should look like the completed example as shown on the second image.





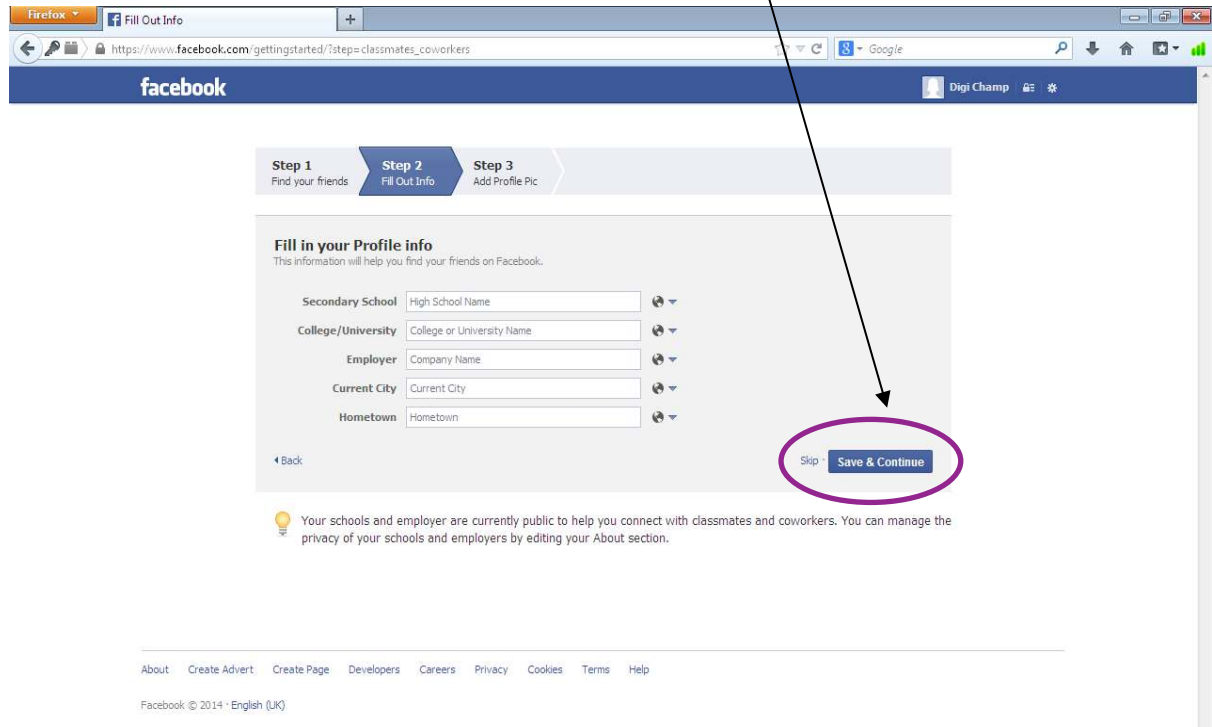
Step 5

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.



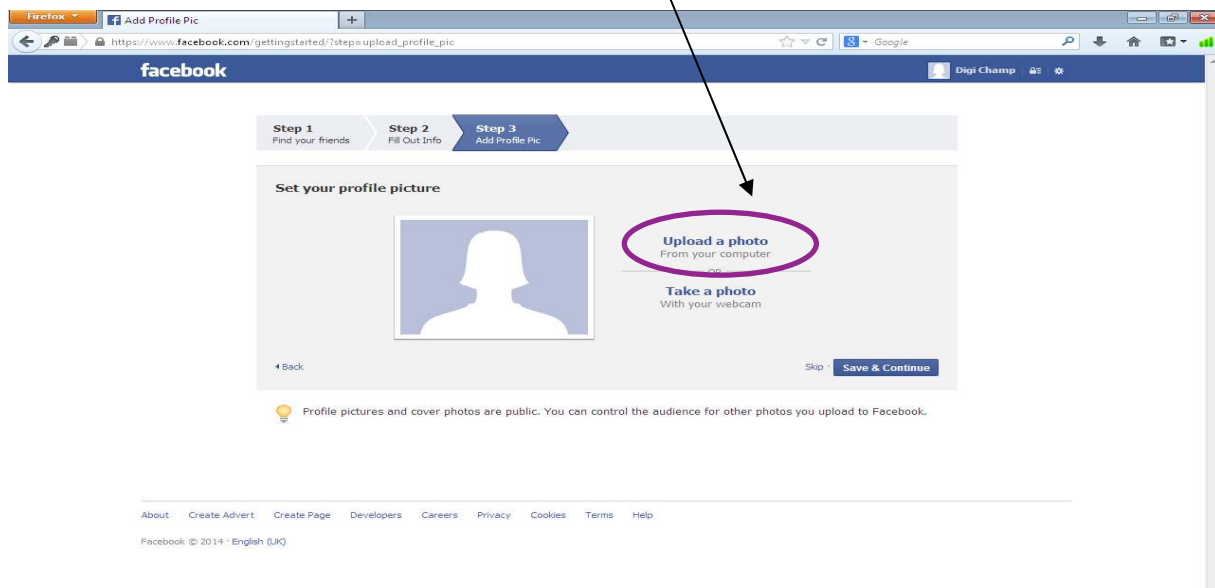
Step 6

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”**



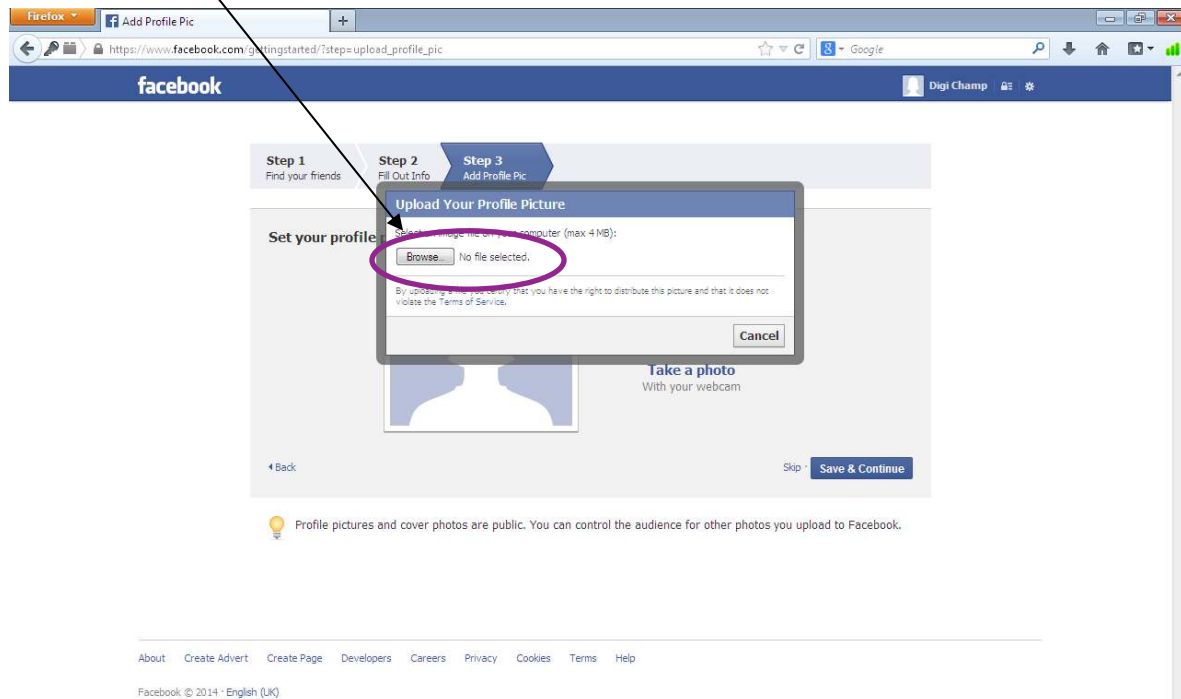
Step 7

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.



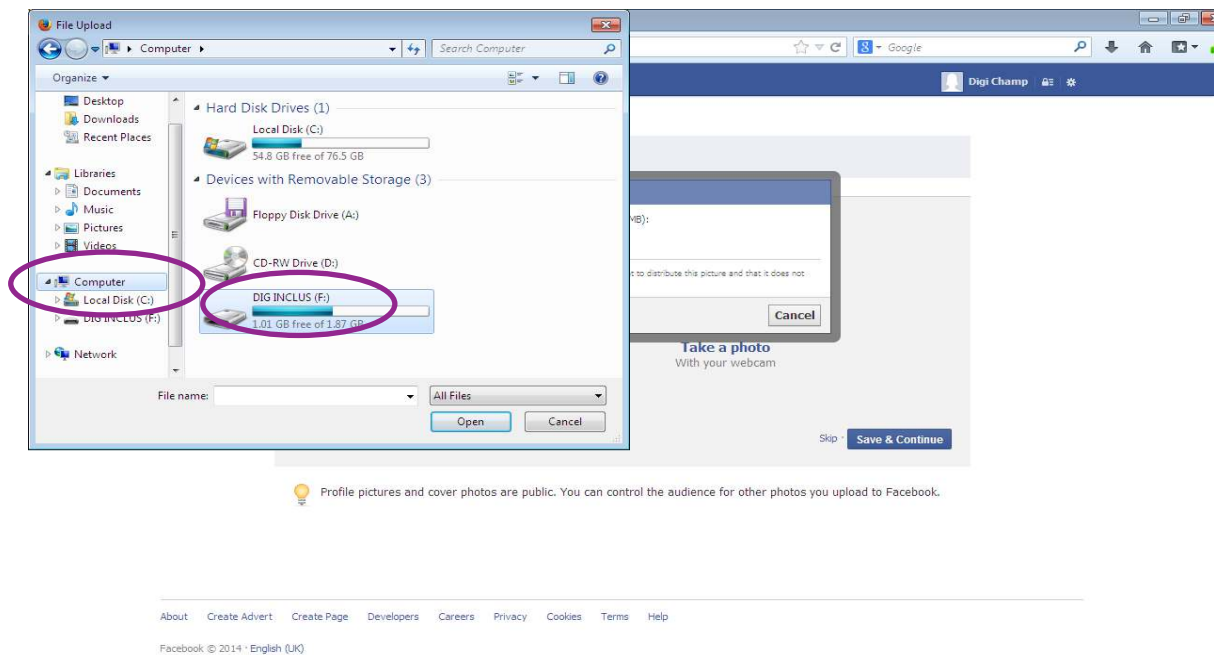
Step 8

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



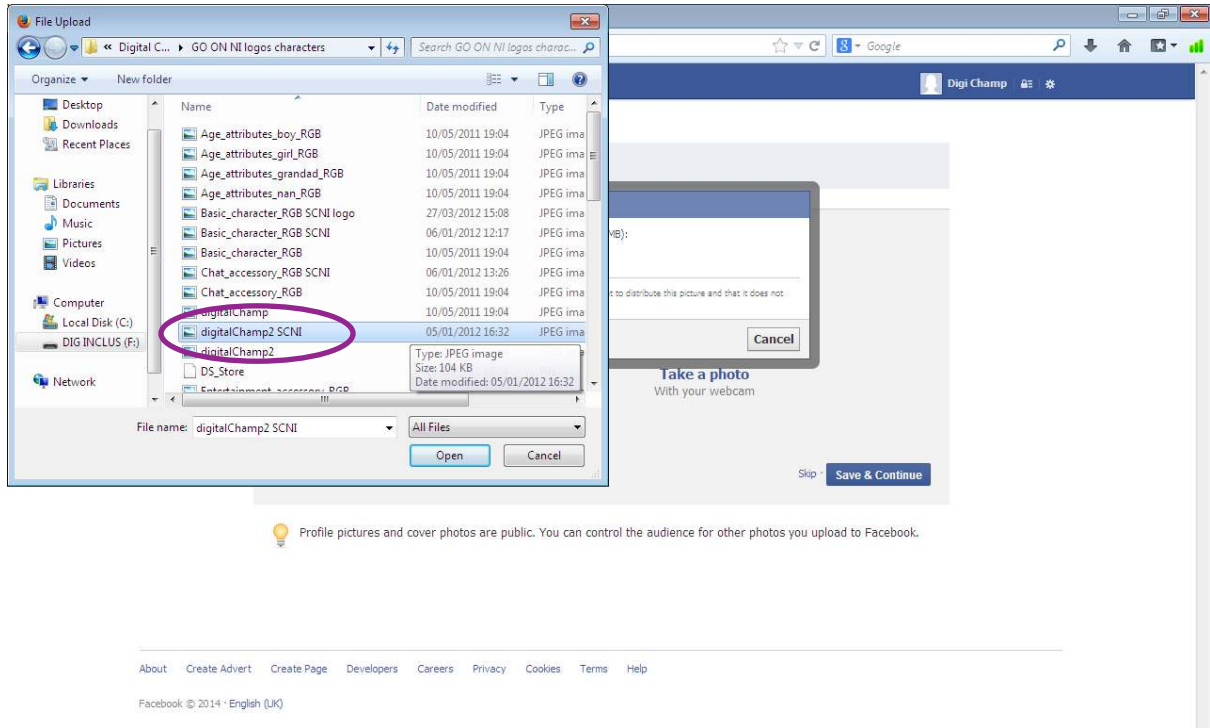
Step 9

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.**



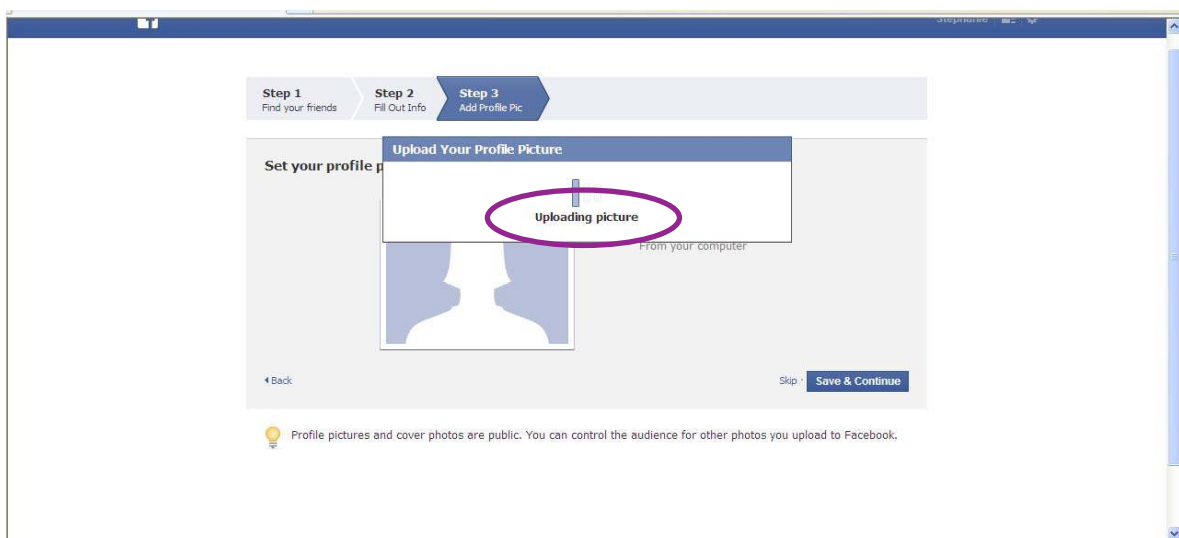
Step 10

I have located the picture that I wish to use, [Double click](#) on this picture to upload it to Facebook as My Profile Picture.



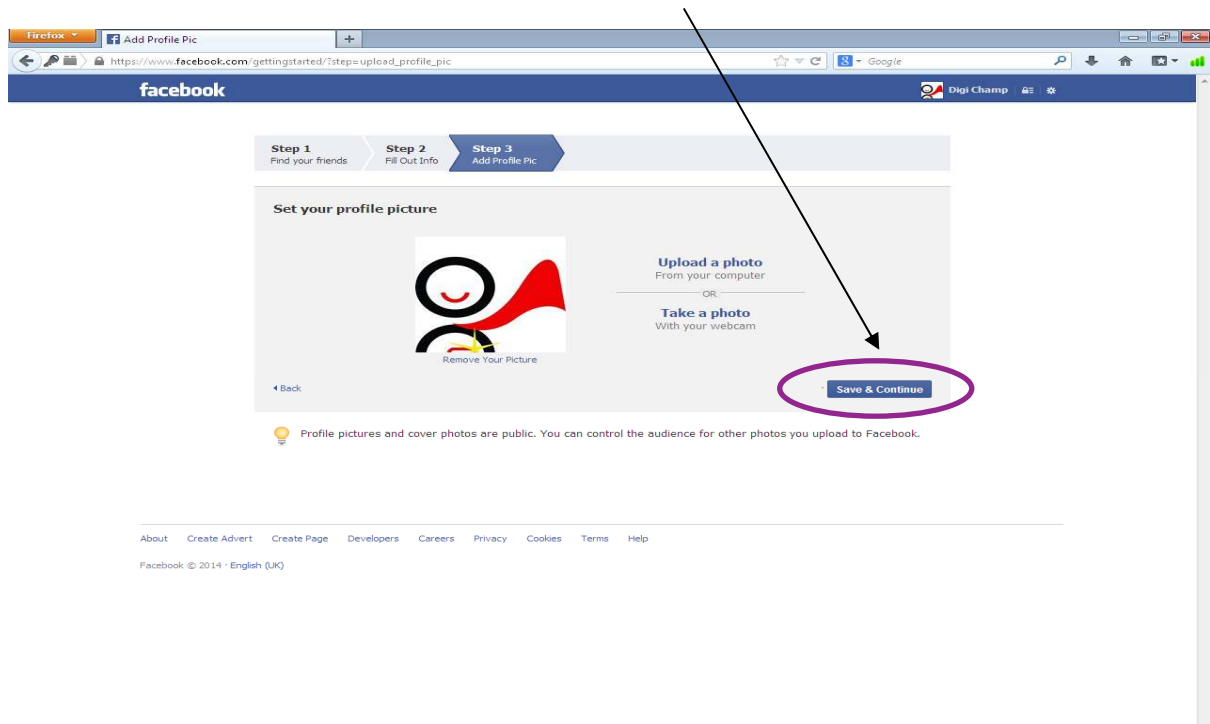
Step 11

Wait for picture to upload...



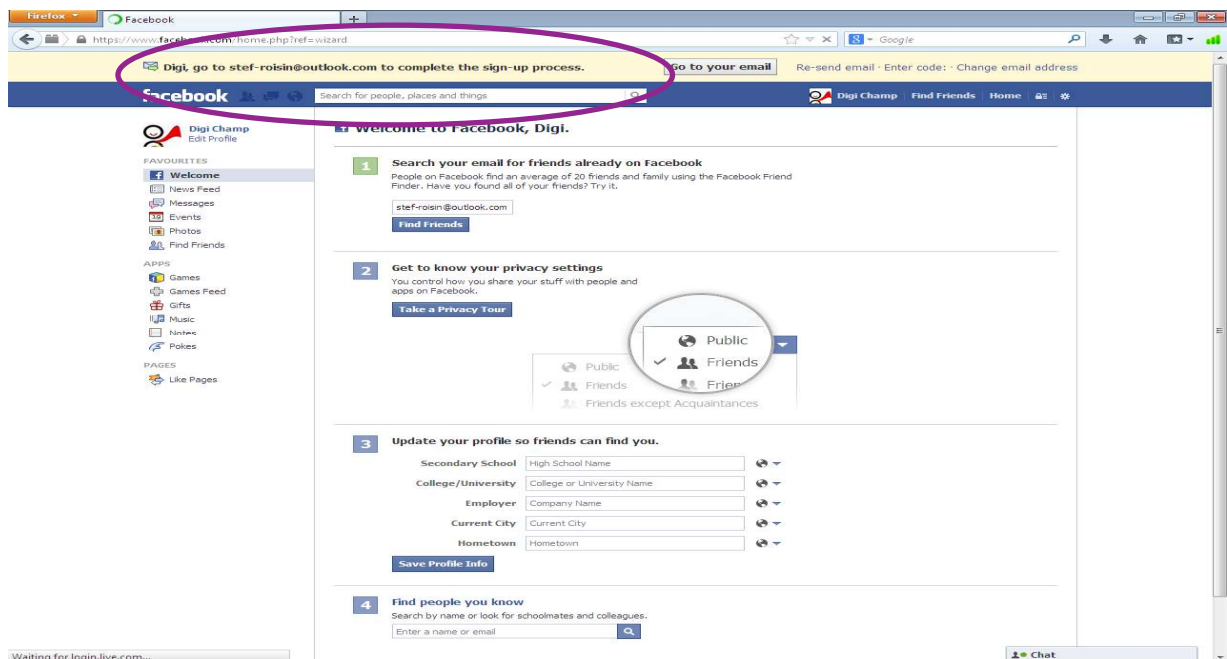
Step 12

Picture has now uploaded-Click on **Save and Continue**

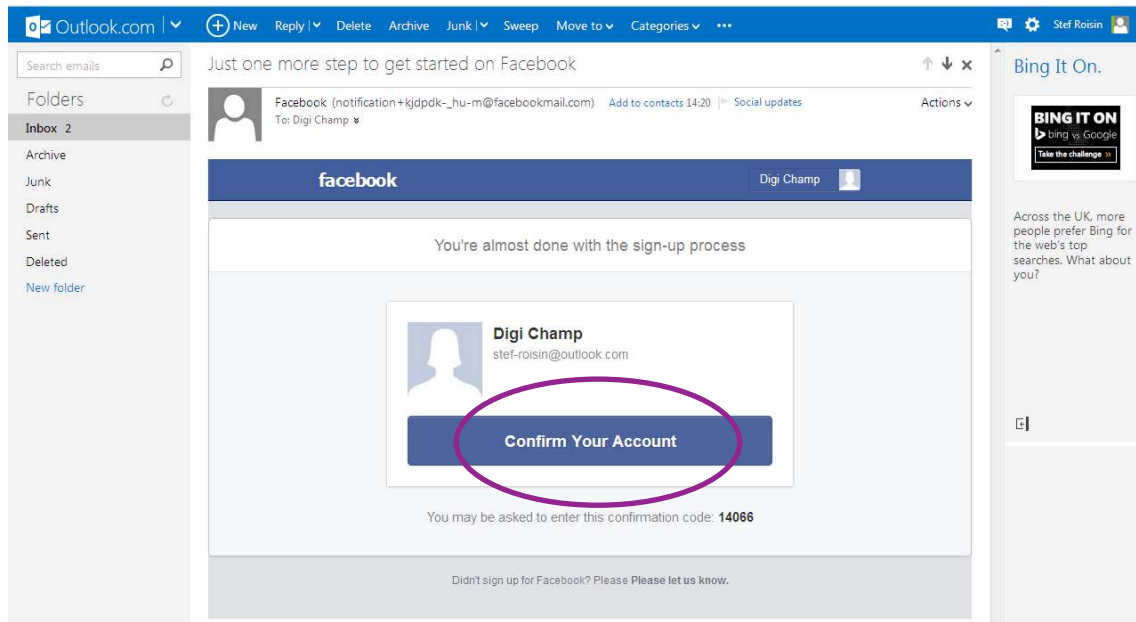


Step 13

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.

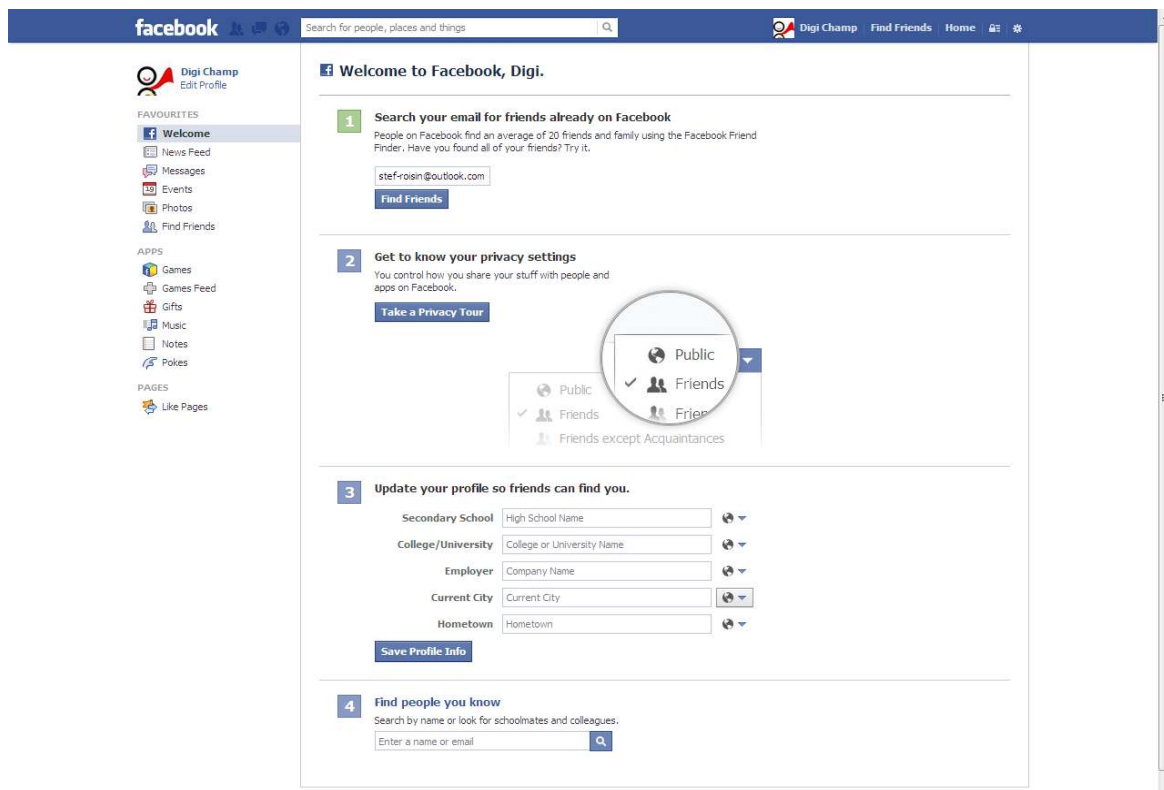


This is the link Facebook has sent to your email....[Click Confirm your Account...It may ask you to sign in again](#)



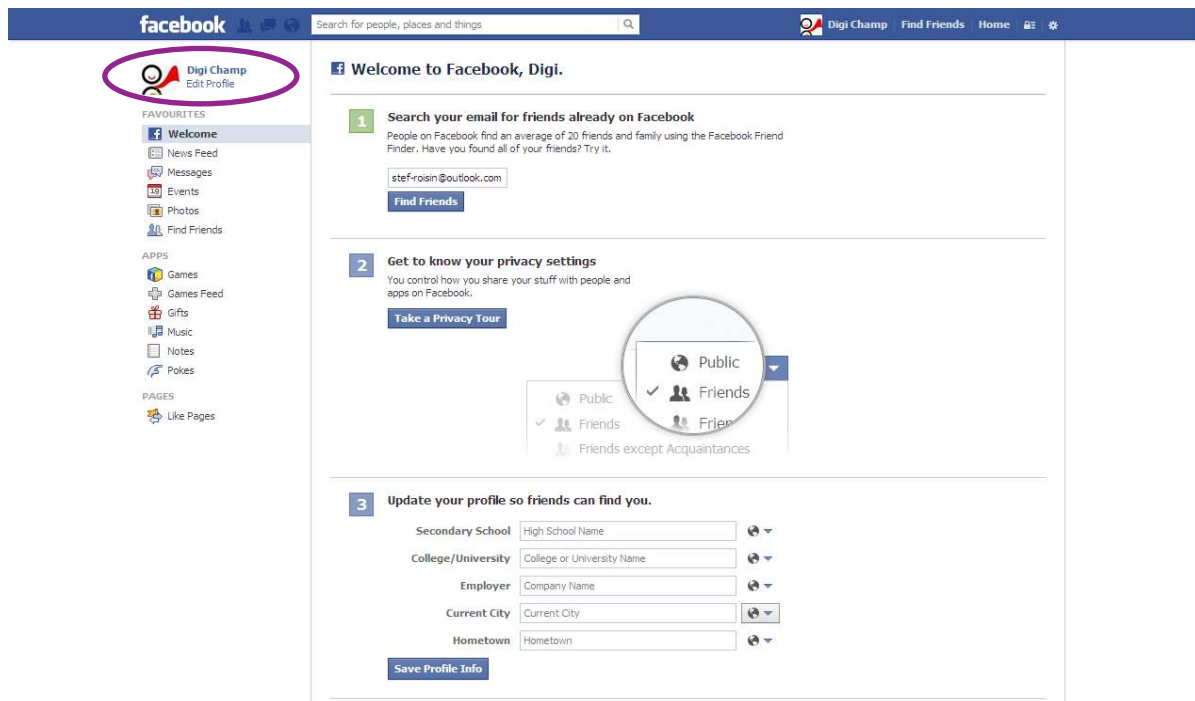
Step 15

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



Step 16

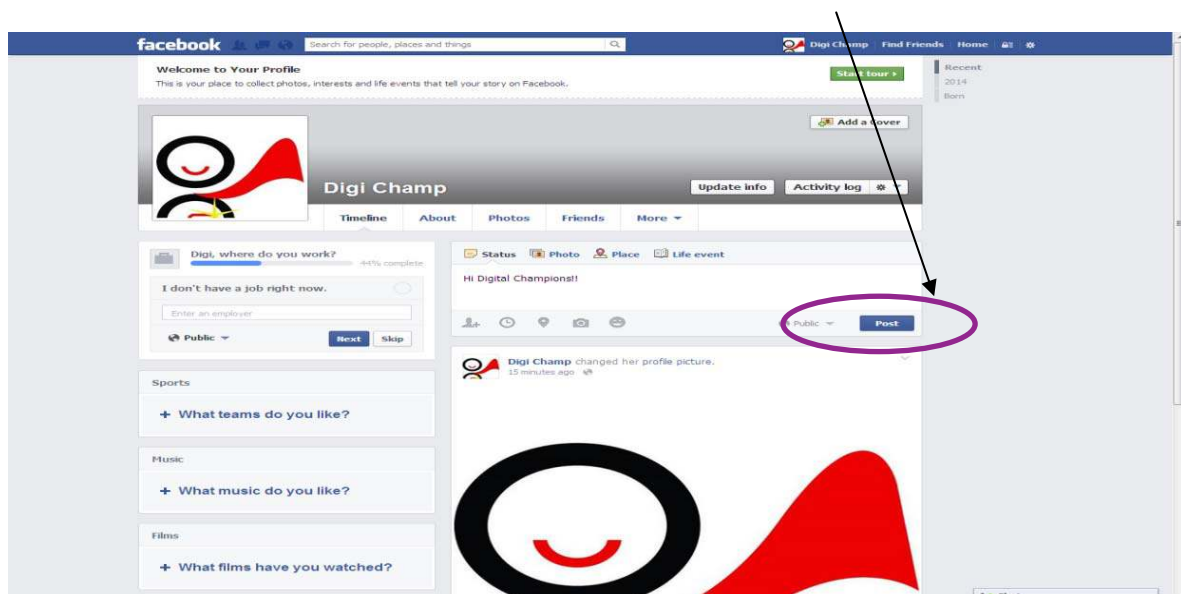
To get to your own profile page, click on your profile picture at the top left hand side.



Step 17-Writing a Post

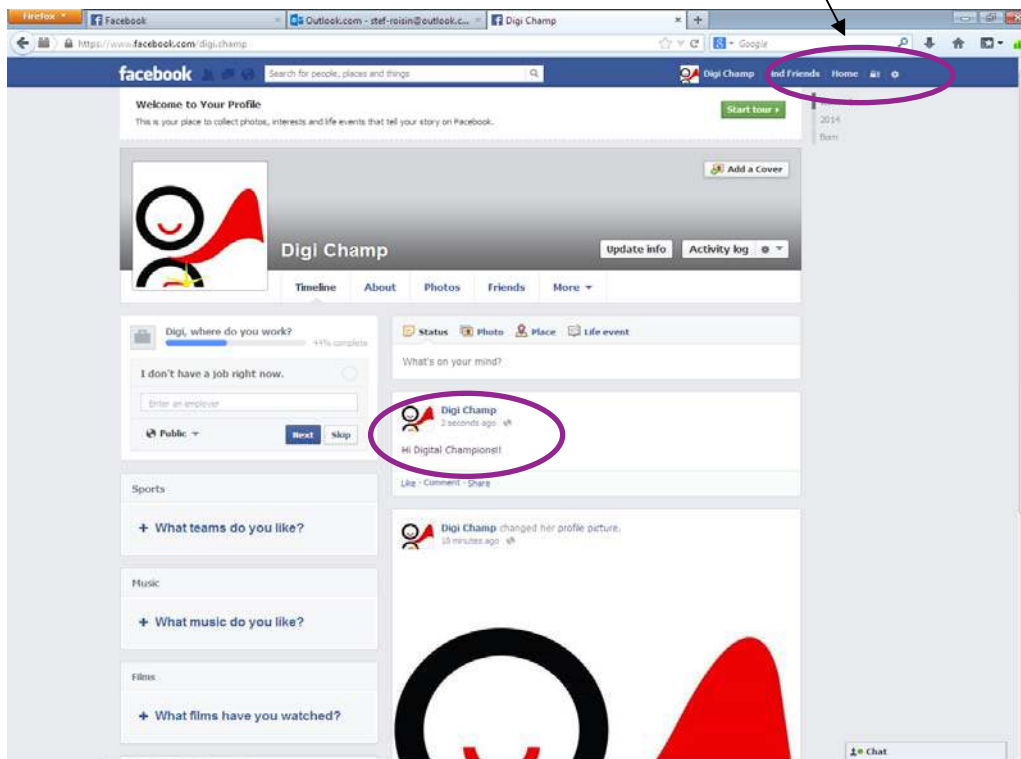
This will appear on the newsfeed section of Facebook which is viewable to all your friends, it will also appear on your “wall”.

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**.



Step 18

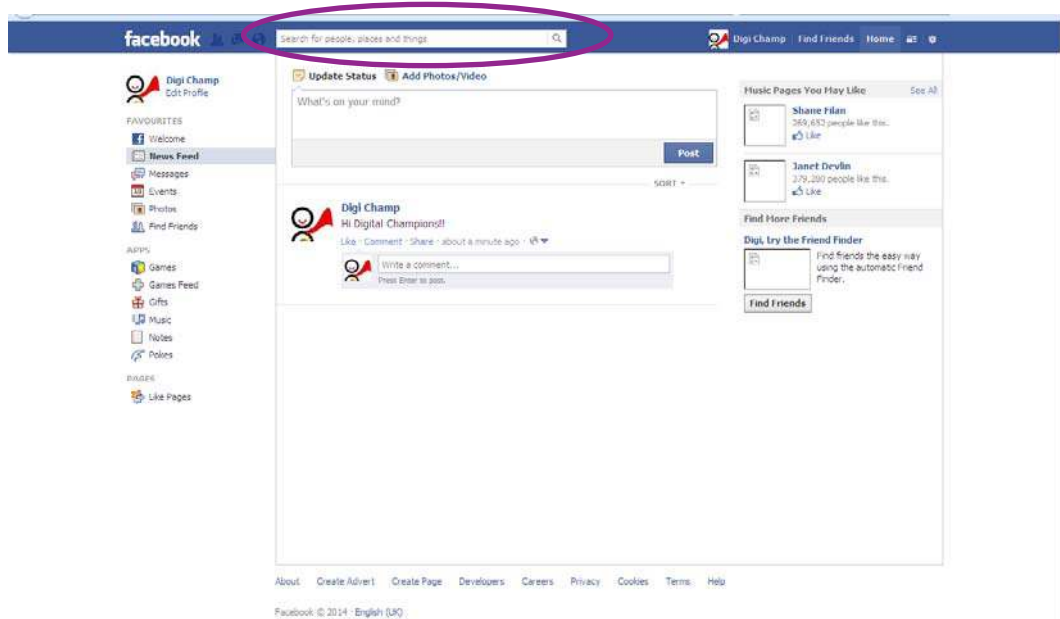
You can now see that your post appears on your wall, Click on **Home tab** to view other people's posts including your own.



Step 19

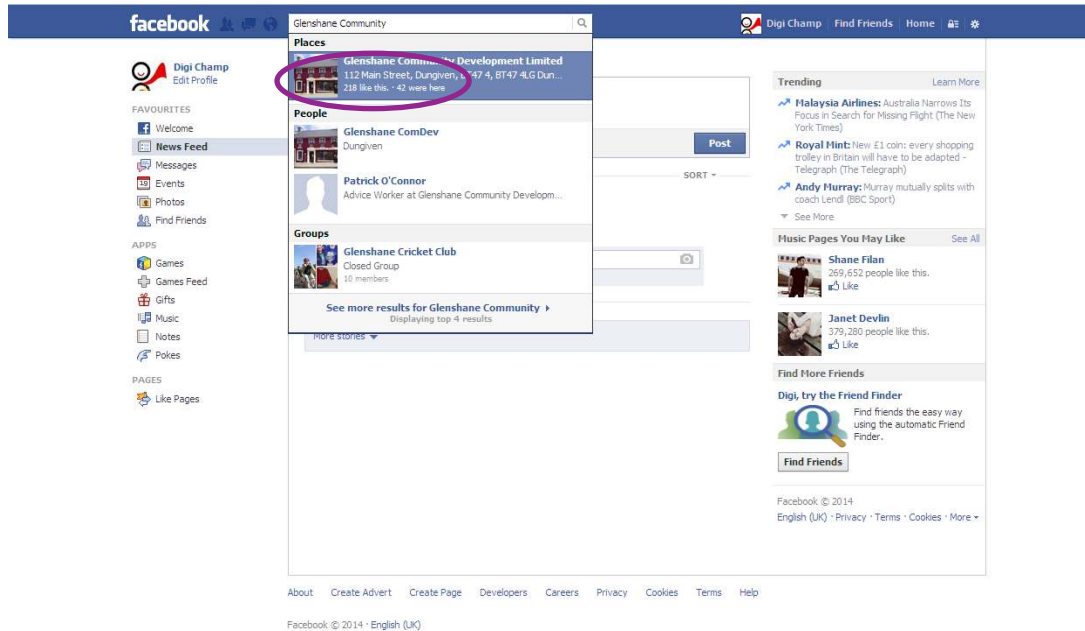
You are now in the **Newsfeed Section** of Facebook

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...



Step 20

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

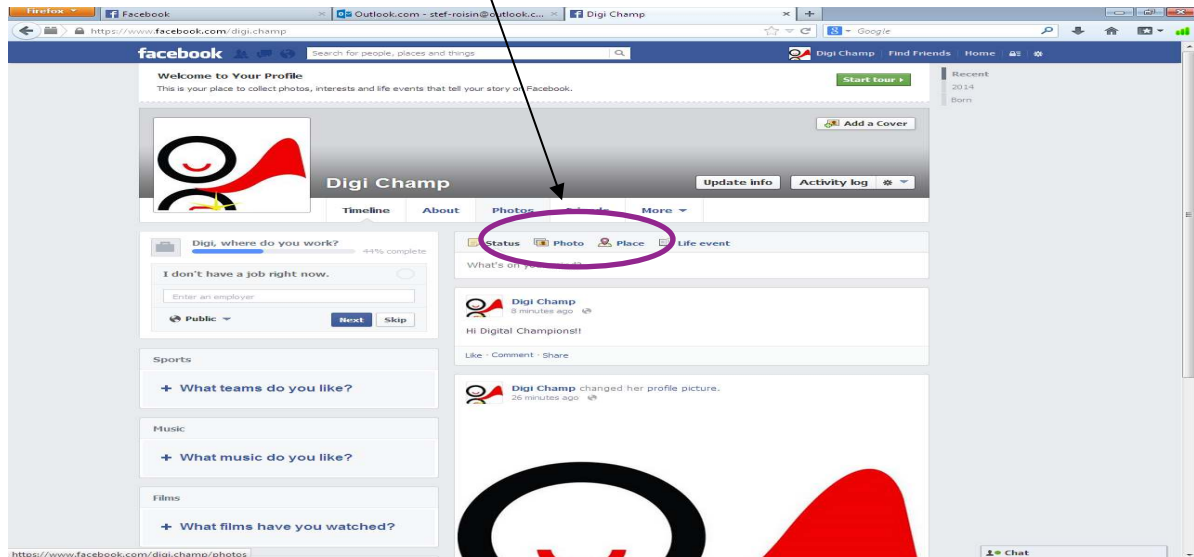
You can either **add them as a Friend or Like their page** and when they accept you will be able to view their page and information.



Step 22

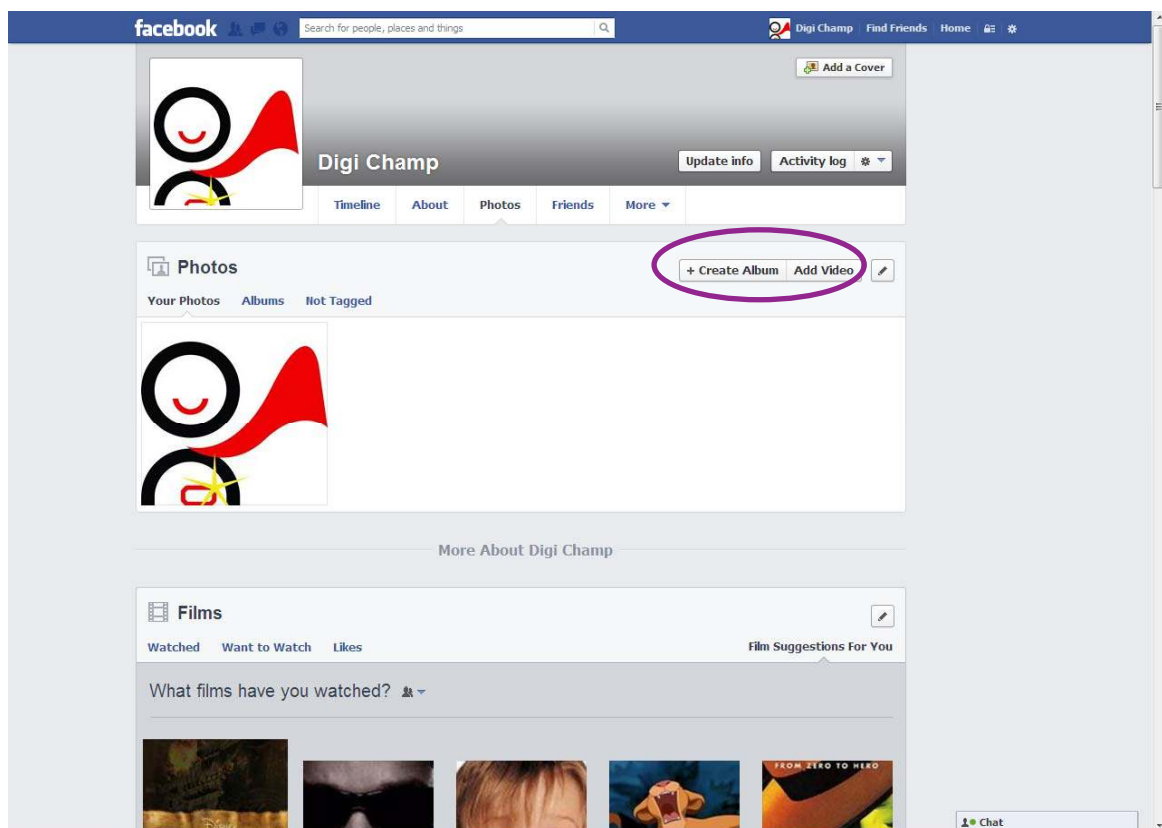
To get back to your profile - **Click** on your picture, where you can then write more posts or upload more photographs.

Uploading more pictures - Click on **Photo**



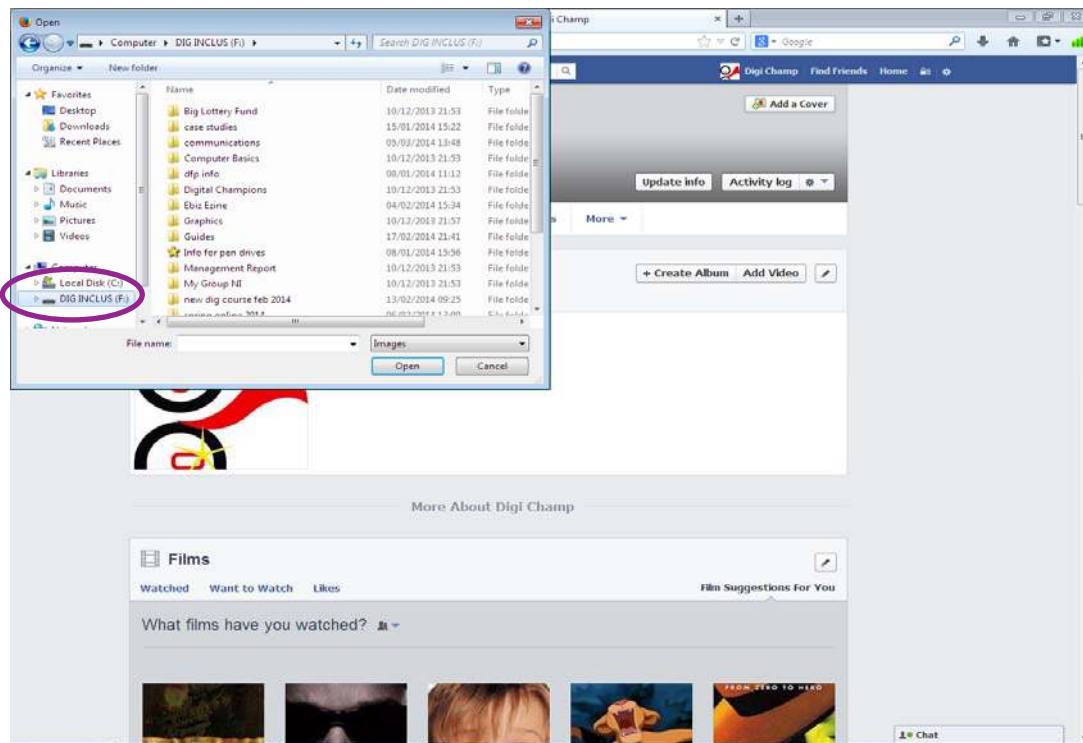
Step 23

Click on **Create Album**



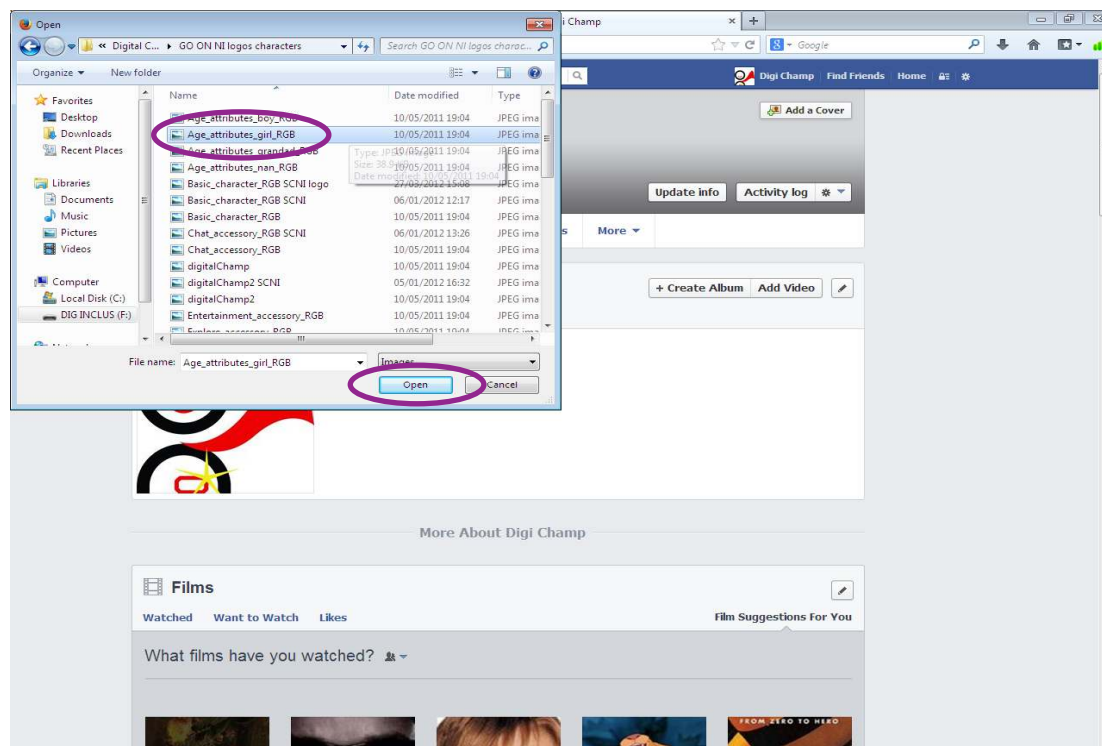
Step 24

Locate where your pictures are stored.



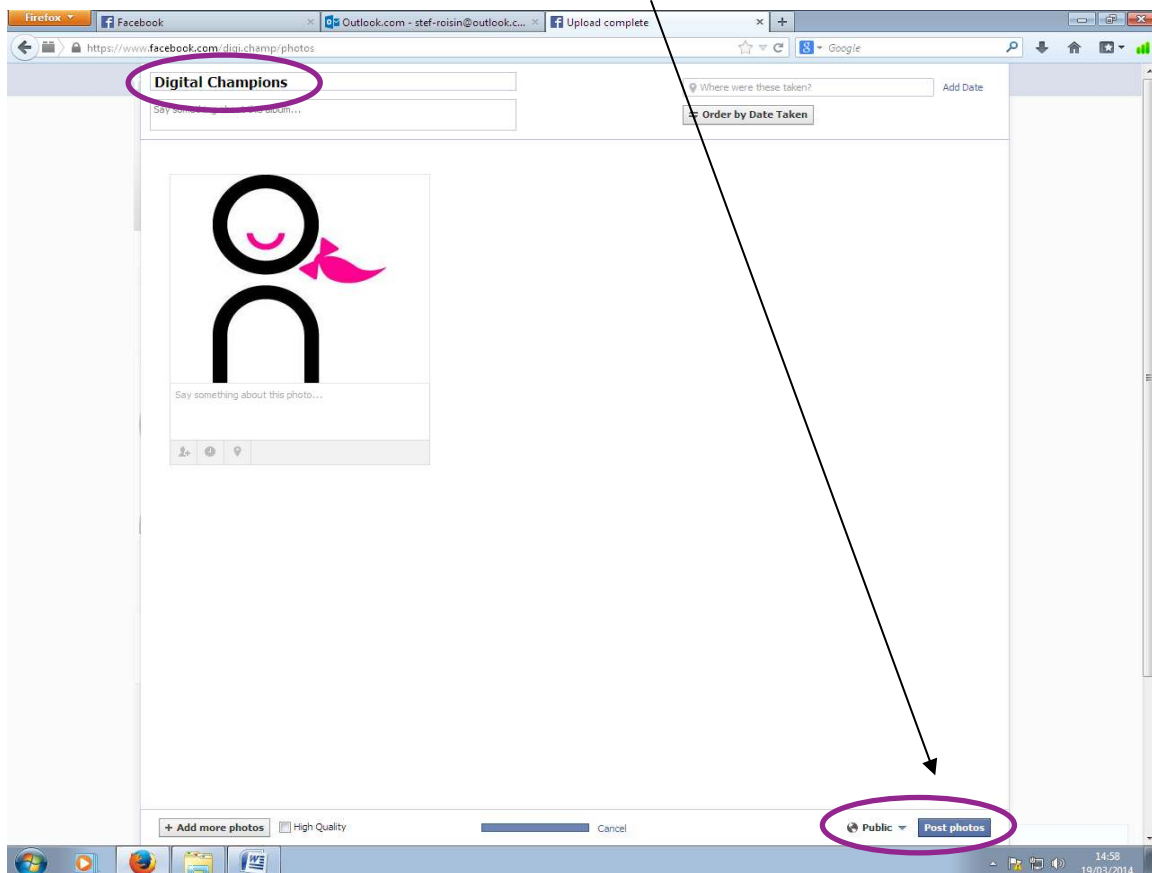
Step 25

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.



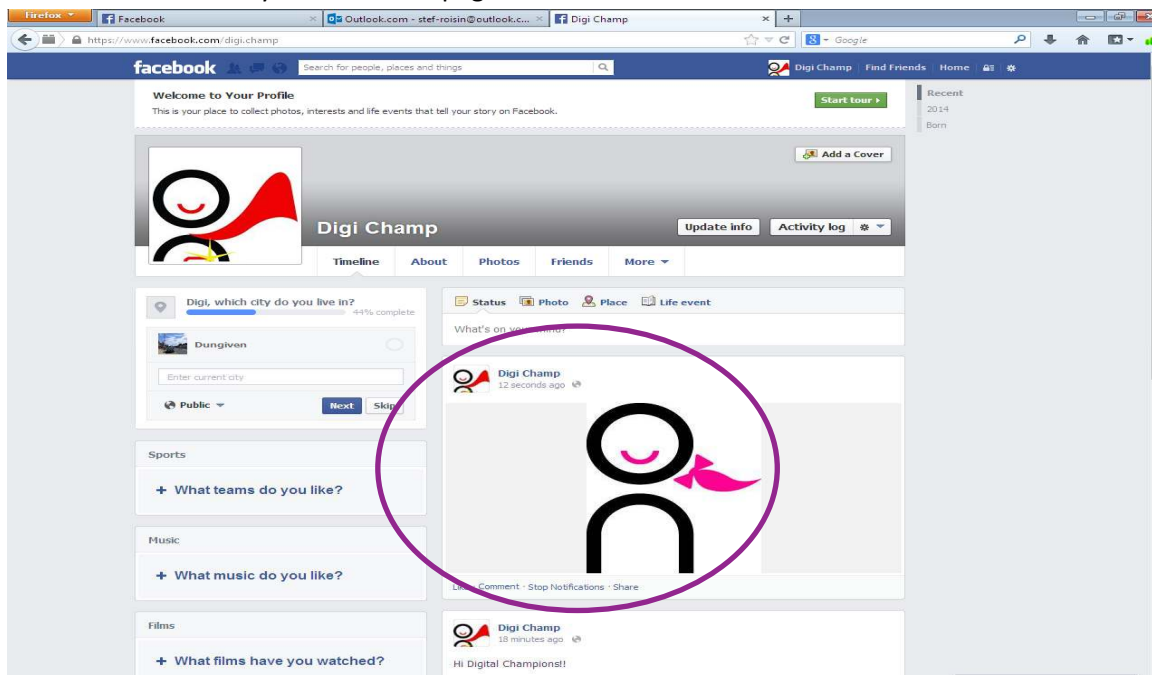
Step 26

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**.



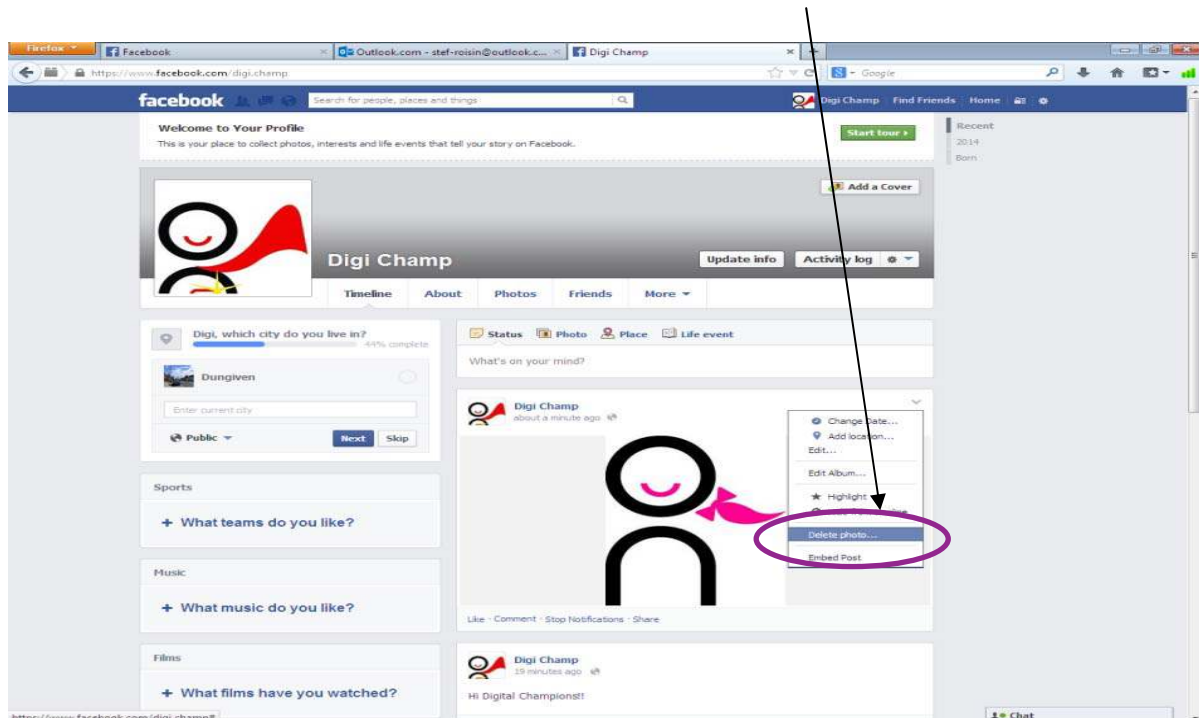
Step 27

This is now visible on your Facebook page.




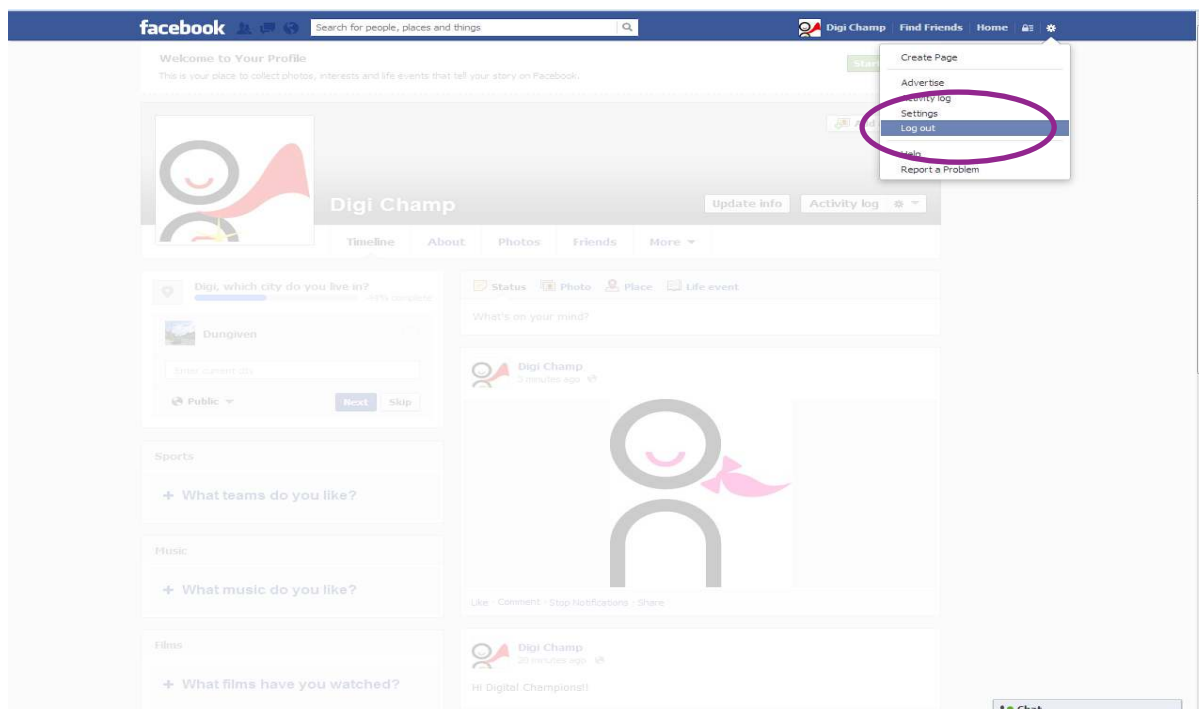
Step 28

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**.



Step 29

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



Step 30

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