

Getting Started with Facebook

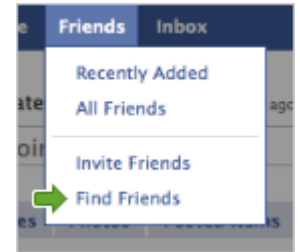
Here are some simple instructions to get you started with a Facebook account that is easy to use, and relatively private.

1. **Setting up a Facebook (FB) account** (without inviting everyone in your contact list): Go to <http://www.facebook.com> Choose sign up now and follow the instructions to enter your name, email, password, etc. You will receive an email at the e-mail address you enter. Once you receive this e-mail click, on the link to confirm your account. Do not make any choices to add everyone on your contact list. It is possible to send an invitation to everyone in your address book – not recommended! If you would like to be coached through the start up, here is a link to help: http://www.new.facebook.com/help/new_user_guide.php?guide_section=find_friends
2. **Profile:** Once you set up your account, it's time to set up your profile. Here's how: Towards the top left side of your page you will see tabs with these words: Wall, Info, Photos, Notes, Boxes. Click the tab called "Info" and click the pencil that says "Edit information." There you can put in as much or as little information as you wish in these four categories: basic, personal, contact, education and work. Drop down menus make much of it quick and easy to fill out. Then save it by clicking the "save changes" button at the bottom of each section. Each of the tabs offers an opportunity to edit or add information. When you update your profile information in the future, FB will send a message to your friends that you updated it.
3. **Express Yourself: Set up your Facebook Profile** Now that you've created your account, it's time to set up your profile. Your profile is what friends and family will see about you on Facebook. It reflects all the things they know about you in real life, and anything else you want to tell them about yourself. Your Facebook profile is not about altering who you are but rather representing yourself. What information best expresses who you are?
4. **Start with the basics**



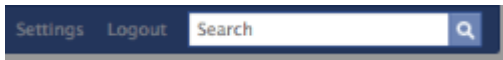
- To edit your profile at any time, click on the "Edit Information" link at the upper right corner of your Basic Info or click on the "edit" icons on the upper right corner of each of your profile fields. Each profile information section represents what people will see when they arrive at your profile. Start by filling out the info that will help people identify you—Basic, Education, Work, and Picture.
5. **Profile Photo:** To add or change your profile picture, place your mouse over the upper right corner of your current profile picture or temporary image, and click on the pencil icon that appears. Select "Browse" to find a photo on your computer to upload. Select the photo to upload, check the box certifying that you have the right to distribute the picture and that it is not pornography, and click "upload picture." If the picture is an acceptable size and file type, it will display.
 6. **Settings:** To ignore pokes, friends' status updates, etc. there are privacy settings. Once you set your profile, there is a link towards the upper right corner that says "Settings." Click it to select your privacy settings and your account settings. In the Privacy Settings you can set to make yourself as private as you choose. You can control who sees your profile, and related information. I recommend setting it to "only friends," not "friends of friends." In the Account Settings there are several tabs, and you can set what network (geographic) you join, if any; when you receive notifications of various activities; you can even activate a mobile phone to your FB account, if you wish.

7. **Making friends and inviting other people to join Facebook:** You can search for Facebook Friends by clicking on Friends at the top of your Facebook page. If the person you want to invite is not yet on Facebook, you can invite them to join. Be careful about selecting the option that says “Import Email Addresses.” It is possible to invite everyone in your address book! Another way to check on friends is to look at the friends of your friends. If you search for Carolyn and check out her profile you’ll see her friends, and there are some folks you’ll recognize there. Just click their picture or name and you’ll see more about them, including a link on the right to “add to friends.”



8. **Friend Finder** Friend Finder will prompt you to invite your contacts to join. You will be able to select which contacts, if any, you’d like to invite. To get to Friend Finder, roll over “Friends” in the top menu and select “Find Friends”.

9. **Name Search**



At any time, no matter where you are on Facebook, you can use the quick search box (at the top right corner of the top menu) to search for your friends by name. Simply type in the name you are looking for and

hit enter. You can also enter their name and school to get more precise results. If you get no results, check to make sure you didn’t misspell or use a former name. If not, you can try searching by that person’s email address (if you know it)

10. **Joining groups:** On the left side of your home page there is a link to “Groups”. You can click on that and search for a group. To find the KAFP groups, you can type in KAFP and they should pop up. Then you can request to join the group and the administrator will approve you for the group. Once you’re in a group, you can post issues / questions / items for discussion on the group’s Discussion Board. This is where you’ll see how Facebook can be helpful in following the thread of a conversation.

11. **Appropriate use:** While Facebook may seem relatively secure, please be aware that it could be “hacked.” As a general rule, do NOT use it for sensitive info. Also, be aware that it does not get checked as often as e-mail and is not suitable for an urgent message. Finally, please try not to make statements that can be misconstrued or misinterpreted. Always follow these important safety tips when using Facebook:

- Never share your password with anyone
- Adjust your privacy settings to match your level of comfort, and review them often
- Be cautious about posting and sharing personal information, especially information that could be used to identify you or locate you offline, such as your address or telephone number
- Report users and content that violate our Terms of Use
- Block and report anyone that sends you unwanted or inappropriate communications

12. **Two pages:** Once you’re set up and get some friends, bear in mind that there are two main pages for Your information: your “Home” page (click the word “home” in the upper left side of the page) which is where you will see the “news feeds” about your friends, and your “Profile” page (click your name in the upper right area of the page.) Your profile page is what your friends see when they look at your page.

13. **Applications:** There are tons of applications out there. Be picky about what you choose to add to your page. You will receive invitations to many of them. You do not have to accept.

For more information, check out this link – it has a lot of useful information. [FACEBOOK HELP](#).

If you need additional help contact Carolyn or Kathy at kafp@kafponline.org