

Session Booklet – Social Media & Facebook

Social networking refers to the use of online social networks such as Facebook to communicate with other people. A social network can include blogs and other ways to share text and ideas, groups that you can join, private messaging, a chat facility and file or photo sharing functions.

Online social networking sites such as Facebook allow individuals to communicate with one another wherever they are in the world. They also let you connect with people with similar interests or relationships and share things, including websites, photos, likes and dislikes.

Each user on a social networking site will have a profile page and will usually have some control over what they allow people to see. Some people share with everybody, while others take advantage of privacy settings and allow access only to those known to them.

Key Benefits Of Using Social Media

- 1
 - Joining is usually free.
 - You can communicate with anybody who has an account, no matter where they are.
 - It is inter-generational – on many sites, people of all ages communicate with friends and family.
 - You can share photos digitally, allowing friends and family access.
 - It is available 24 hours a day, every day.
 - It can usually be accessed via a username and password on any computer with internet access.



What Is Facebook?

2 **Facebook** is probably the best known of the **social networking** sites. Created in 2004, originally as a way for students at Harvard University to get to know each other, it now has almost two billion monthly users with FIVE new profiles being created every second!

Anyone over the age of 13 can use the site and it currently boasts its oldest user at 107 years old. Many parents and grandparents use the site to keep in contact with grandchildren and family around the world.

Users create a free account which is a profile of them in which they share as much or as little information about themselves as they wish. Profiles can be created using a real name (and can include a nickname) and are often accompanied by a photograph.



Have a look at a quick video about Facebook here:

<https://tinyurl.com/learn2017start>

How To Join Facebook

3 Go to the Facebook website. Under the options to Log In, you'll see the registration fields. Type your information into the boxes.

The birthday boxes have the information in drop down boxes and, when you click on the arrows, they will display a list for you to select the correct dates. You should also click on the round button next to either male or female. When you have completed these boxes click on the green button to **Sign Up**.



Email or Phone Password

[Forgotten account?](#)

Create a new account

It's free and always will be.

First name Surname

Mobile number or email address

New password

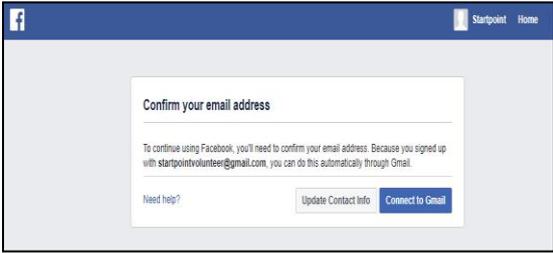
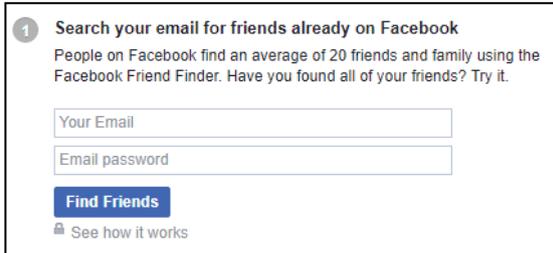
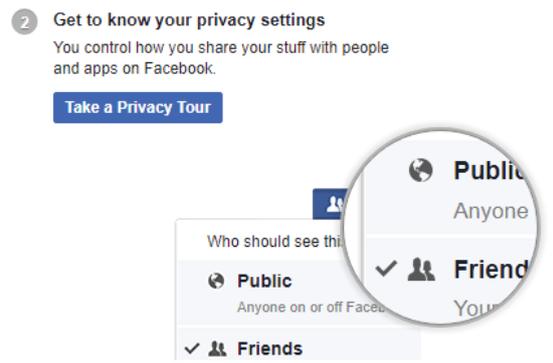
Birthday

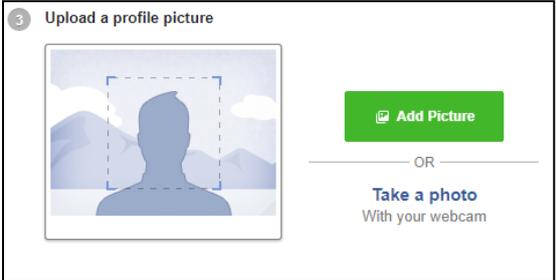
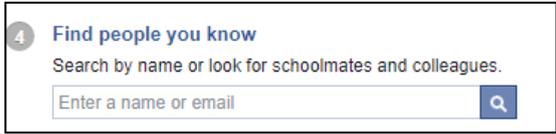
Day Month Year Why do I need to provide my date of birth?

Female Male

By clicking Create Account, you agree to our [Terms](#) and confirm that you have read our [Data Policy](#), including our [Cookie Use Policy](#). You may receive SMS message notifications from Facebook and can opt out at any time.

[Create a Page](#) for a celebrity, band or business.

<p>4</p>	<p>Facebook will send an email to the email address you provided. This is to ensure that you have given a real email address and one that you genuinely have access to. On the right it asks you to 'Connect to Gmail'. Click on this button Confirm Your Account. A numeric confirmation code is also provided and you may be asked to type this in.</p>	
<p>5</p>	<p>Facebook will now open your profile and try to get you connected and your profile fully set up as quickly as possible.</p> <p>Step 1 is to help you find friends who are already using Facebook. To do this Facebook needs to know your name and your e-mail address. It will look for people with the same surname as you in a common location and people they are friends with as well as looking through your e-mail contacts to see if anybody has linked their e-mail account with Facebook.</p>	 <p>Facebook will suggest people it thinks you may know and give you a list with profile photos so you can recognise them. If you would like to connect with someone on this list click on the Add Friend button. This will send a Friend Request to them – it is their choice whether or not to accept your request.</p> <p>Click on the Next button if you do not recognise or wish to connect with anyone in this list.</p>
<p>6</p>	<p>Next, the Welcome page suggests that you get to know your privacy settings. See our guide Privacy settings: How to stay safe on Facebook. Alternatively, you can watch the Facebook Privacy Tour by clicking on the blue button.</p>	 <p>Get to know your privacy settings You control how you share your stuff with people and apps on Facebook.</p> <p>Take a Privacy Tour</p> <p>Who should see this... <input checked="" type="radio"/> Public Anyone on or off Facebook <input type="radio"/> Friends Your friends</p>

<p>7</p>	<p>Add a Profile Picture. You can use either a photograph that is on your computer or can be accessed from your computer (for instance on a USB) or, if you have a webcam that takes still photos, then you could take a new photo of you. Many people choose to put a picture of something other than themselves for their profile, for instance a cartoon or favourite pet. If you choose not to put a photo at this time your profile will appear with the head and shoulders outline that you see below. For further information on uploading photos see our guide How to upload photos to Facebook.</p>	 <p>3 Upload a profile picture</p> <p>OR</p> <p>Take a photo With your webcam</p>
<p>8</p>	<p>Facebook is all about connecting with people so step 4 allows you to search for people you might know by typing in their names.</p> <p>Don't worry if you can't think of many people at this stage you can always look for people at a later date, indeed you can continue to add to your friends list for as long as you have a Facebook account!</p>	 <p>4 Find people you know</p> <p>Search by name or look for schoolmates and colleagues.</p> <p>Enter a name or email</p>
<p>9</p>	<p>Your new Facebook Profile</p> <p>Once you have done all of this your new Facebook page will open. The first thing you will see is an option to change what is known as your cover photo. This is a large image that appears at the top of your personal page and is different to your profile photo. It can be of a scene that you like, a party, a cartoon, a flag or anything else that you feel is important to you...or even just looks nice.</p>	

To add your own photo click on **OK**

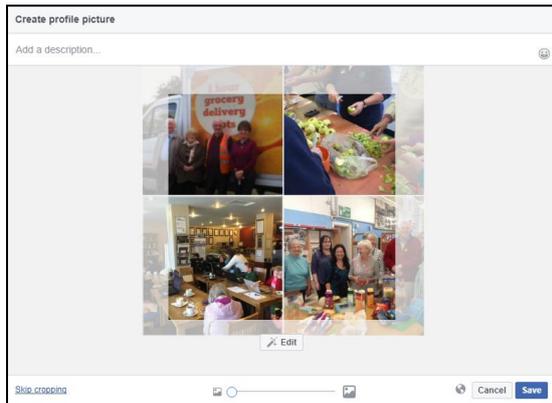
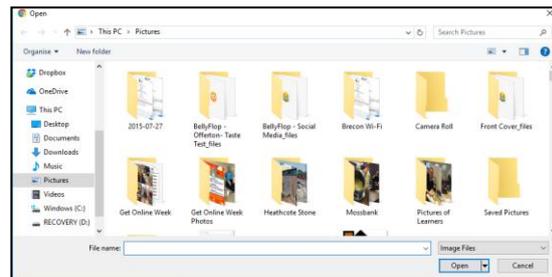
You have two choices, either upload a photo or choose from photos that you have already put on **Facebook**. If this is a new **Facebook** account then you will not yet have any so you will need to upload a photo.

When you click on **Upload photo** a window opens allowing you to navigate to where you keep your photos, for instance in **Pictures**.

Click on the image that you would like to appear and then click on **Open**.

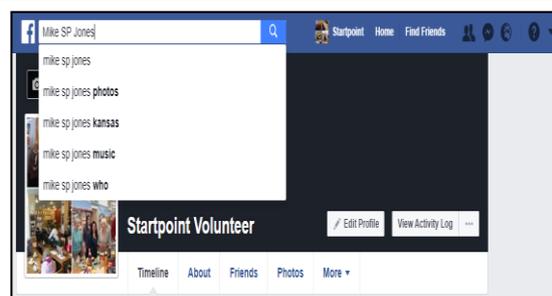
Your new image will appear with a message telling you to “Drag to Reposition Cover”. By clicking on the image and holding the mouse button down you can move your picture up and down so the most important part of the image is clear.

Once you are happy with the way the image looks click on **Save Changes**.



10 At the top of your page you will see a search box with the words Find friends – **type in the name of the person you are looking for.**

Facebook will start to make suggestions based on the names that you type. Bear in mind that if the name is quite a common one then you may get a lot of suggestions.





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	<p>There are other ways to narrow the search down which we will show later in this guide.</p> <p>The search results from Facebook are based on what is most likely, but you can also narrow your search by choosing whether you are looking for a person (most likely) or a page. Our guide on pages will give more information on this. Click on Add Friend once you have found the correct person.</p>	
11	<p>Have a go:</p> <p>Search for Mike SP Jones on facebook and as a friend.</p>	