

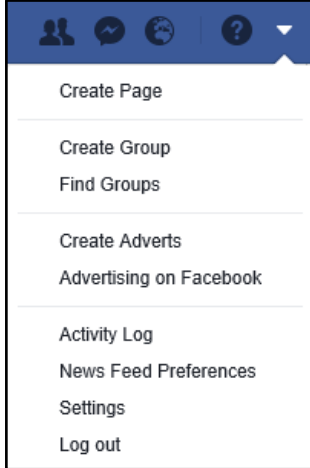
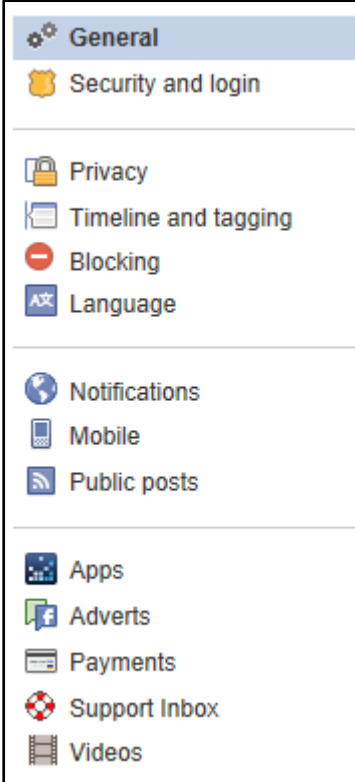
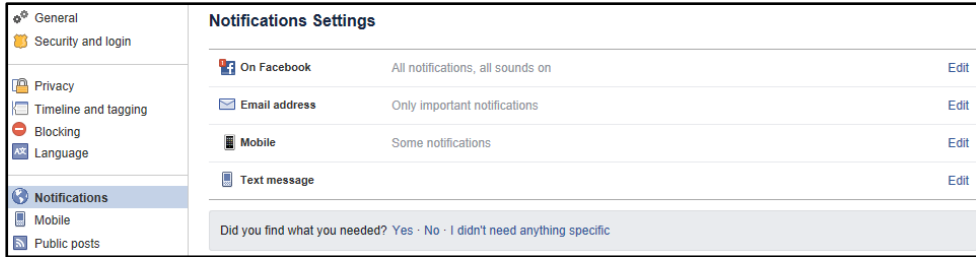


Using Facebook

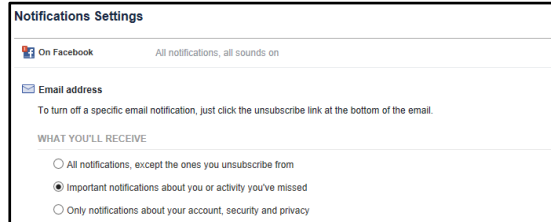
<p>1</p>	<p>Open your facebook account. If using a tablet you may have an App to open. If using a Laptop you may need to search google for facebook then select sign in. Sign in with the email address & password you used when you set the account up.</p> <p>Sign up is only if you have not created an account.</p>	
<p>2</p>	<p>Along the top of your account you have your name (Startpoint in example) Home & Find Friends. Select your name, this is all the items that you have posted.</p> <p>Select Home, this is the main page where you see all posts by your friends. Find friends lets you type a friends name to try and connect to them.</p>	
<p>3</p>	<p>Click the 'drop down arrow' icon in the top right-hand corner of your Facebook page. This will open a dropdown menu containing different options. Select Settings.</p>	

<p>4</p>	<p>There are lots of security options that can be changed.</p> <p>General - Name of the account and email address that the account uses.</p> <p>Security & Login – Shows what device you are logged in on, option to reset your password, option to nominate friends if you get locked out and an option for unrecognised sign in attempts.</p> <p>Privacy – You can set who can see your posts, Who can contact you & Who can look you up.</p> <p>Timeline & tagging – You set who can add things to your timeline, who can see things on your timeline & how you manage tags.</p> <p>Blocking – This will let you block/restrict people, apps and invitations</p> <p>Language – Lets you set preferred language.</p> <p>Notifications – If you don't want to receive an email everytime one of your friends puts something on facebook you can amend it here.</p> <p>Mobile – You can provide your mobile number so you can receive friend request notifications via text.</p> <p>Public Posts - You can set who sees public posts.</p> <p>Apps - you can control which Apps interact with your facebook account.</p> <p>Adverts - restrict what adverts are displayed on your facebook account.</p> <p>Payments - is used for games and apps that require payment.</p> <p>Support inbox - is your place to receive and reply to messages sent direct from facebook about any reports you have made or about your account.</p>	 <p>The image shows a screenshot of the Facebook account settings menu. The 'General' option is highlighted at the top. Below it are 'Security and login', 'Privacy', 'Timeline and tagging', 'Blocking', and 'Language'. Further down are 'Notifications', 'Mobile', and 'Public posts'. At the bottom are 'Apps', 'Adverts', 'Payments', 'Support Inbox', and 'Videos'.</p>
<p>Turn Email notifications off</p>		
<p>5</p>	<p>You will probably receive loads of emails when your friends put something onto Facebook this can be very annoying, we will change the settings to stop all the emails, you can revert back if you want to continue to receive the emails.</p>	

Open Settings & Notifications Select edit against Email Address.



6 You have three options, I would suggest selecting only notifications about your account, security and privacy. This can be changed at any point. Select the radio button next to this option.

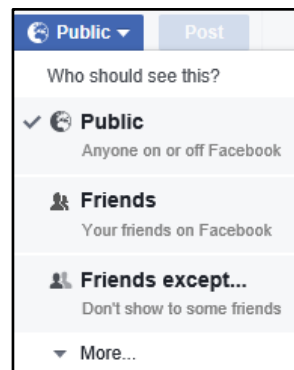


Change who can see details on your Facebook

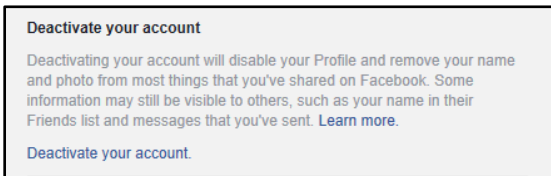
7 Open Privacy. Who can see my stuff? Who can contact me? & Who can look me up. If you are a private person I would recommend that only your Friends or friends of friends can see your stuff on Facebook. Who can send you friend requests could be set at everyone unless you didn't want to receive requests. Select edit against who can see my future posts.

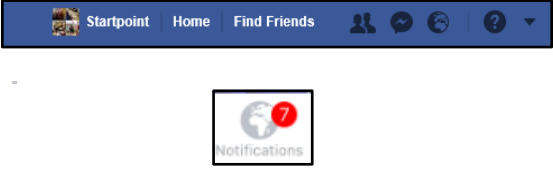




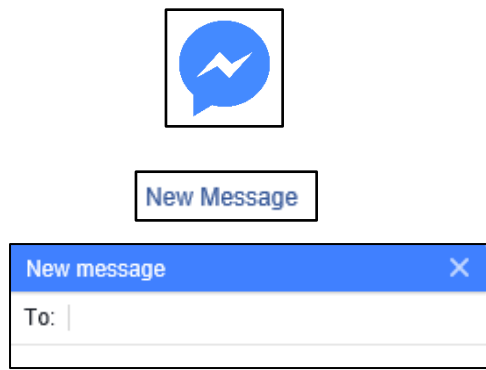
8 If your setting is Public anyone to see what you post on Facebook. **Select** friends. If you select more you will see further options. These settings can be changed at anytime.



9 You have the option to deactivate your account at anytime. If you wish to do this Select Settings, General, Manage account & deactivate account. You will need to enter your password to deactivate and choose why you want to deactivate. You can reactivate it any time by signing back in using your sign in details.



Notifications, Friend requests & Messenger		
10	<p>From the menu along the top select the world symbol (notifications). If this shows a number in red that is how many notifications you have. Select the notification to see the notification in full.</p>	
11	<p>When a person sends a request through to you to be friends you will have a number next to the people icon on the menu at the top. Select the friend request icon to see who has sent a request. You have a choice to confirm or delete the request. You don't have to accept the request, the person will not see that you have deleted the request, they will just see that they sent you a request.</p>	
12	<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>These suggestions are based on who you are friends with already or your work / school details. Select the X if you don't want to send a friend request.</p>	

8	<p>Messenger is a way to have an online chat in private. If a messenger message has been sent to you, you will be notified with a number next to the icon on the top menu bar. To send a message Select the messenger icon then new message, type your friends name to locate and select. Type your message in the box press enter on your Keyboard. If you are using a tablet you will need to download the messenger App from your app store to be able to use messenger. You don't need a facebook account to use messenger you can create a messenger account using your mobile phone number.</p>	 <p>The screenshot shows the Facebook Messenger interface. At the top, there is a blue Messenger icon with a white lightning bolt. Below it, a blue notification bubble says 'New Message'. Below that, a blue dialog box titled 'New message' is open, featuring a close button (X) in the top right corner and a 'To:' field with a vertical cursor.</p>
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