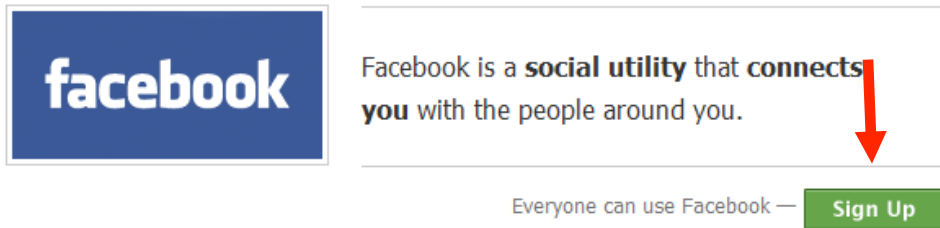


How to Set Up a Facebook Page

Objective: to create an account and Facebook page, upload photos, create a profile, send messages, and add friends for online networking.

□ **STEP 1: Create an Account at <http://www.facebook.com/>**

○ **Click Signup**



○ **Fill in the registration form**

- All fields are required:
 - name, status
 - email
 - password
 - date of birth
 - Click the arrow to the right of each box to see your options
 - Select the month, day, and year you were born
 - text for security check
 - In the text box next to *text in the box*, type the two words you see in the larger text box above
- Check the box after reading the Terms of Use and Privacy Policy

Sign Up and Start Using Facebook

Join Facebook to **connect with your friends, share photos, and create your own profile**. Fill out the form below to get started (all fields are required to sign up).

Note: This is for personal profiles. You may also create a page for a business or band.

Full Name:

I am:

Email:

Create Password:

Date of Birth: Month:
Day:
Year:

Security Check: Enter **both** words below, separated by a **space**. What's This?
Can't read this? Try another.

Text in the box:

I have read and agree to the [Terms of Use](#) and [Privacy Policy](#)

- Click Sign Up Now

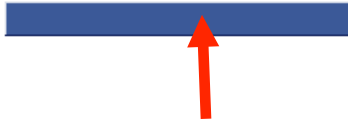
Sign Up Now!

- Click the blue bar
- Check your email
 - Follow the instructions to complete your Facebook registration

Confirm Your Email Address

Thanks for signing up! We just sent you a confirmation email to


Click on the confirmation link in the email to complete your sign up.




- **Click Find Friends Using Your Email Address Book**
 - Your email address will be visible in the box to the right of Your Email
 - Enter your password
 - Click Find

Find Friends Already on Facebook | step 1 of 3


Find friends using your email address book

Your Email: @ 

Email Password:



We won't store your login info or contact anyone without your permission.

 [Do you use AIM? Find friends using your Buddy List](#)

yahoo.com ▾

select...

hotmail.com

yahoo.com

gmail.com

aol.com

msn.com

hotmail.co.uk

yahoo.co.uk

yahoo.ca

live.com


other...

- Facebook currently only imports webmail address books from Hotmail, AOL, Gmail, MSN, and Yahoo
- If your email account is with any of the providers mentioned above, people in your address book who are on Facebook will appear.
- **Select which of your friends on Facebook you want to add to your list of friends**
- **Click Add to Friends**

You have one Hotmail contact on Facebook that you can add as your friend.

Select which user to add as a friend from the list below. Or, choose another email account to find more friends.

Select All Friends

 name@whatever.com

- If friends in your address book are not on Facebook, their names will be listed
 - Select who from your address book you want to invite to join
 - Click Invite to Join

Find Friends Already on Facebook | step 1 of 3

None of your Yahoo contacts are on Facebook yet.

Try another email account or contact file?

You can also [Search](#) or [Browse](#) to find people you know on Facebook.

You have **2 Yahoo contacts** that are not on Facebook

Select which contacts to invite from the list below.

Select All/None	
<input checked="" type="checkbox"/>	name@whatever.com
<input checked="" type="checkbox"/>	name@whatever.com

- **Fill in the form**
 - Click on the arrow to the right of a box to see the options to choose from
 - Select the option that applies to you
- **Click Save**

Fill out your Profile Info | step 2 of 3

City:

State:

Company:
(if any)

Alumni of:
(if any)

- **Click Join**

- The city and state you entered on the form will be visible in the box to the right of City/Town

Join a Network | step 3 of 3

Which of these places do you identify with most?

City/Town:
US/Canada/UK only - other countries

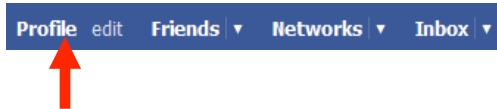
Networks:



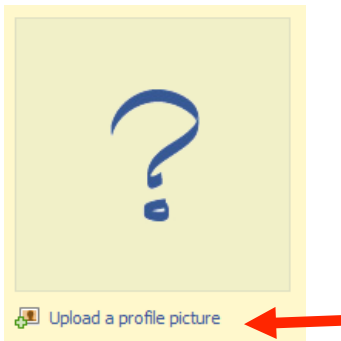
Once you join, you will be able to see the profiles of other people in the selected network, and they will be able to see yours. You can change your privacy settings on the Privacy page.

□ **STEP 2: Upload a Picture**

- **Click Profile**



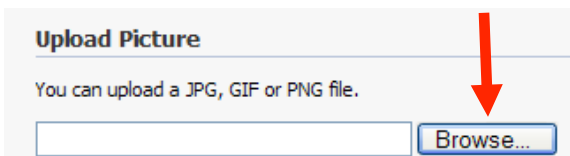
- **Click Upload a Profile Picture**



- **Click Browse**

- Find the folder with the photo you want to upload

- **Click Open**




- **Click in the box to certify that you have the right to distribute the picture you are uploading**



- **Click Upload Picture**

I certify that I have the right to distribute this picture and that it does not violate the [Terms of Use](#).

Upload Picture 

File size limit 4 MB. If your upload does not work, try a smaller picture.

- **STEP 3: Create Your Profile**

- **Click edit**
- **Fill out the form with the information you want to share**
 - Click the arrow to the right of a text box
 - Select the option that applies best
- **Click Save Changes**

Profile  **edit** **Friends** ▾ **Networks** ▾ **Inbox** ▾

Sex: Select Sex: ▾

Birthday: Mar ▾ 16 ▾
Don't show my birthday in my profile. ▾

Hometown:

Country: Select Country: ▾

Political Views: Select Political Views: ▾ 

Religious Views:

 **Save Changes** **Cancel**

- **Click Contact**

- Add whatever contact information you want made available

Basic **Contact** Relationships Personal Education Work Picture Layout

Emails: name@whatever.com Only my friends

Screen Name(s): AIM Only my friends

Mobile Phone: Only my friends

Land Phone: Only my friends

Address: Only my friends

City: Only my friends

State: Washington United States Only my friends

Zip: Only my friends

Website: Only my friends

Save Changes Cancel

- Click Only My Friends
- Click the arrow to the right of the box
- Select who you want to be able to see your contact information
- Click Save

Edit Email Privacy

Only my friends

All my networks and all my friends

Some of my networks and all my friends

Only my friends

Only me

No one

Save Cancel

name@whatever.com Only my friends

- **Click Save Changes**

Save Changes Cancel

- **Click Relationships**
 - Provide whatever information you want made available
- **Click Save Changes**
 - Click Cancel if you want to skip this section

Basic Contact **Relationships** Personal Education Work Picture Layout

Interested in: Men Women

Relationship Status: Select Status:

Alternate (Maiden) Name:

Note: Please enter a full name. Alternate Name is only used to find you in search, and will not show up in your profile. Do you want to change your real name?

Looking for: Friendship Dating
 A Relationship Networking

- **Click Personal**
- **Click inside a text box and enter information about your favorite TV shows, favorite books, interests, etc.**
 - Hit Tab to move to the next text box down
- **Click Save Changes**

Contact Relationships **Personal** Education Work Picture Layout

Activities:

Interests:

Favorite Music:

Favorite TV Shows:

Favorite Movies:

Favorite Books:

Favorite Quotes:

About Me:

- **Click Education**
- **Enter the information you want to share**
- **Click Save Changes**
 - Click Cancel if you want to skip this section

Contact Relationships Personal **Education** Work Picture Layout

College/University: Class Year:

Concentration:
Add another concentration...
Remove this school...

Add another school...

High School: Class Year:
Remove this high school...

Add another high school...

- Click Work
- Enter the information you want to share
 - Click Add Another Job if you to list additional jobs
- Click Save Changes
 - Click Cancel if you want to skip this section

Relationships Personal Education **Work** Picture Layout

Employer:

Position:

Description:

City/Town:

Time Period: I currently work here.
Month: Year: to present.

- **Click Picture**
- **Click Browse**
 - Select the folder on your computer that contains the photo
 - Select the photo
 - Click OK
- **Click the box to certify that you have the right to distribute the photo**
 - If you are not sure, click Terms of Use
- **Click Upload Picture**

Basic Contact Relationships Personal Education Work **Picture** Layout

Current Picture
You can select a profile photo from your [Profile Picture Album](#).




Upload Picture
You can upload a JPG, GIF or PNG file.

I certify that I have the right to distribute this picture and that it does not violate the [Terms of Use](#).

File size limit 4 MB. If your upload does not work, try a smaller picture.

Thumbnail Version



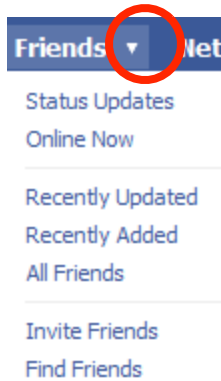
Drag the image to adjust.
We use this version of your picture around the site.

Remove Picture

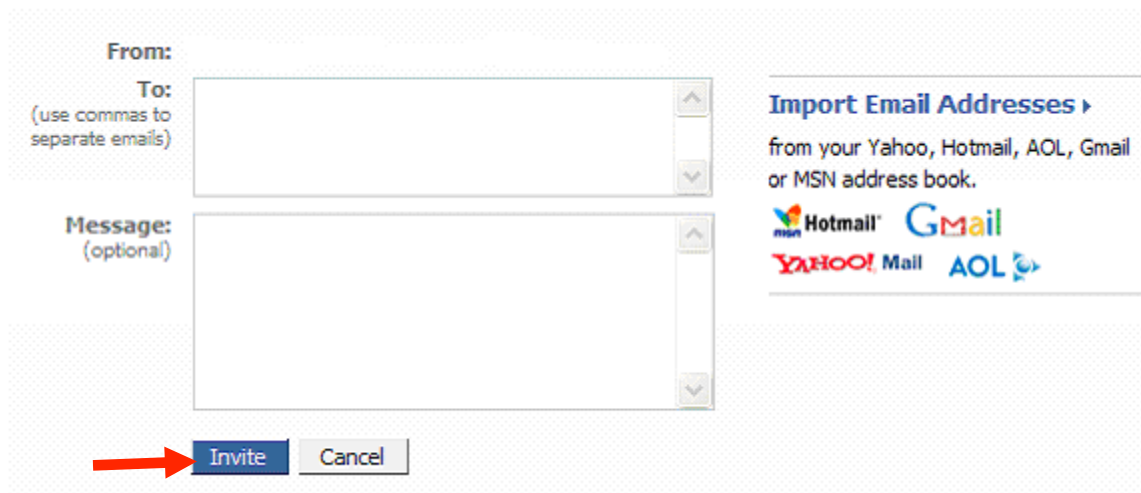
You can remove this picture, but be sure to upload another or we will display a question mark in its place.

❑ STEP 4: Invite/Find Friends

- Click the arrow to the Right of Friends
- Click Invite Friends

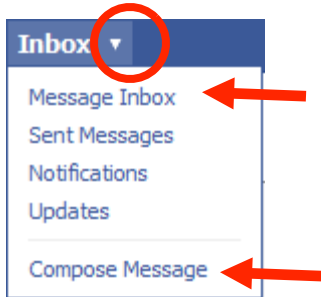


- Click inside the text box next to To:
- Type the email addresses of the friends you want to invite
 - Separate each email address with a comma
 - Click inside the Message text box if you want to write your own invitation message
- Click Invite

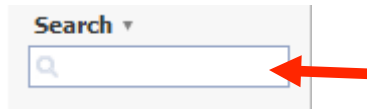
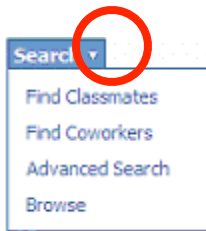


❑ **STEP 5: Check/Send Messages**

- **Click the arrow to the right of Inbox**
- **Click Message Inbox to check messages**
- **Click Compose Message to send a message**



- **Click the arrow to the right of Search**
- **Select how you want to search for someone on Facebook or**
 - Type a type a name or email address in Search
 - Hit Enter

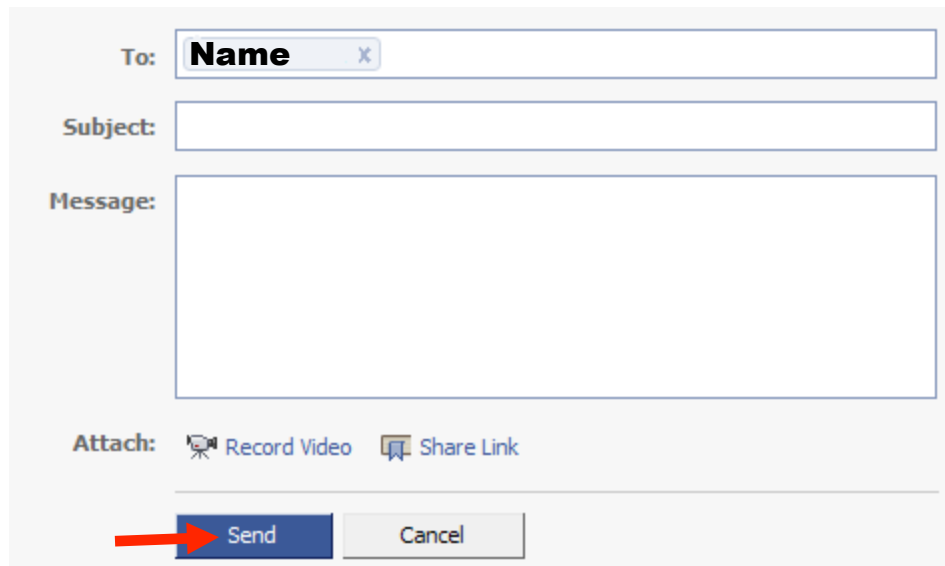


- The results of your search are displayed
- **From the results listed, find the specific person you searched for**
- **Click Send Message**

Displaying all 5 results for: **Name**

A screenshot of a search result for a person named 'Name'. On the left is a profile picture of a woman with glasses. To the right of the picture, the text reads: 'Name: **Name**', 'Network:', and 'Matches: **Name**'. On the far right, there is a vertical list of actions: 'View Profile', 'Send Message', 'Poke Yourself', and 'View Friends'. A red arrow points to the 'Send Message' link.



- Click inside the text box to the right of Subject and enter the subject of your message
- Hit Tab
- Type your message in the Message text box
- Click Send



To: **Name** x

Subject:

Message:

Attach:  Record Video  Share Link

Send Cancel

□ STEP 6: Log Out of Facebook

- Click Logout
 - It's in the upper right corner of the screen

