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





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Type Facebook into search bar and click on Google Search

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Step 3

Click on the First Link you see starting with <u>"Welcome to Facebook"</u>

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	Welcome to Facebook — Log in, sign up or learn more https://en-gb.facebook.com/ ~ Facebook is a social utility that connects people with friends and others who work , study and live around them. People use Facebook to keep up with friends,	Facebook is an online social networking service. Its name comes from a colloquialism for the directory given to students at some American universities. Wikipedia Stock price: FB (NASDAQ) S68.44 +1.14 (+1.69%) 19 Feb 1050 GIT-5 - Disclamer
	Facebook Facebook shared a link 5 February. Take a look back on More results from facebook com »	Founded: February 4, 2004, Cambridge, Massachusetts, United States Headquarters: Menlo Park, CA, United States of America CEO: Mark Zuckerberg
	News for Facebook	Founders: Mark Zuckerberg, Dustin Moskovitz, Eduardo Saverin, Andrew McCollum, Chris Hughes
	Girl 'is stoned to death by Syrian fundamentalists for having a FACEBOOK account' Daily Mail (blog) - 3 hours ago The girl, named as Fatoum Al-Jassem, was reportedly sentenced to death by a Shariar court in Al-Reqqa after it ruled having a Facebook	Feedback
	Facebook: "We're still very bullish on Home we're prepared to give it time! The Guardian - by Stuart Dredge - 51 minutes ago	

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

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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.

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About Create Advert	Pacebook stores your contact list for you so that we contact l	e can help you reach more people and connect friends. Learn more.				

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"

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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.

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Facebook © 20	114 · English (UK)		

Step 8

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

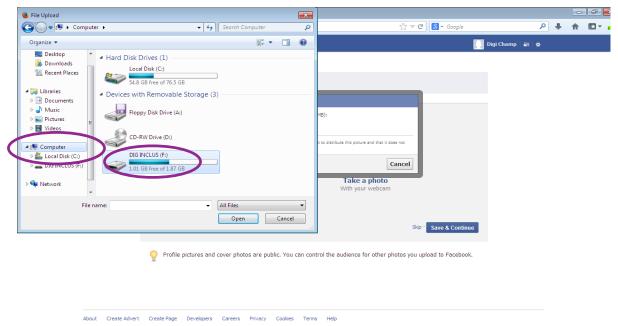
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You must specify whether your picture is in your laptop/computer-this will be under usually be "My Documents and Pictures" or is in on an external device so you must click on "My Computer and select the external device" Please see below, my picture is located on my USB Pen-Named Dig Inclusion.



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Step 10

I have located the picture that I wish to use and then **Double click** on this picture to upload it to Facebook as My Profile Picture.

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Step 12

Picture has now uploaded-Click on Save and Continue

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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.

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Step 14

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

Edit Profile	Welcome to Facebool	k, Digi.	
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	4 Find people you know Search by name or look for s		

Step 16

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

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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.**

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Step 18

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

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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...

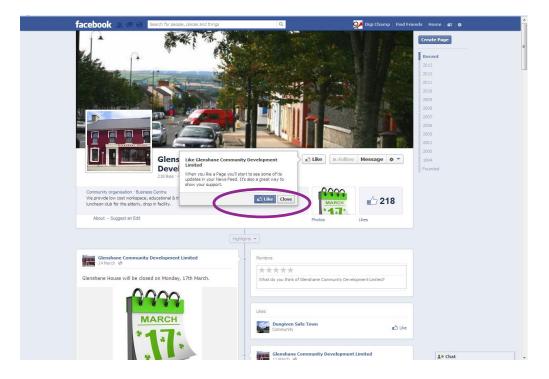
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Step 20

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.



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

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Click on Create Album

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Step 24

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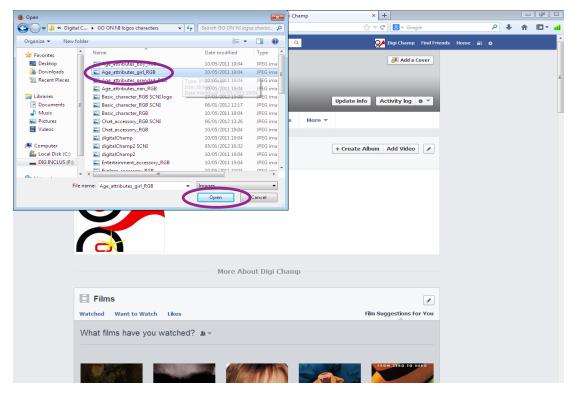
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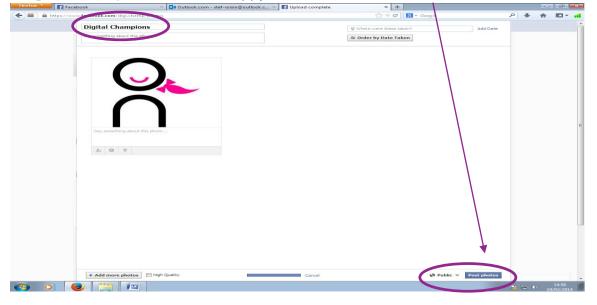
f

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 mine "Digital Champions" - when happy with this click on Post Photos.



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This is now visible on your Facebook page.

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Step 28

To **delete** any Posts/comments or photographs that you have uploaded click on the **right hand corner** of the past and from the drop down menu click on **Delete**.

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

facebook 🖄 💷 🚱	Search for people, places and things	🔍 🥥 Digi Champ Find Friends Home 🕮 🌺
Welcome to Your Profile This is your place to collect photo		Create Page Advertise contry log Settings Log out
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Music + What music do yo		p Notifications - Share
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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

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