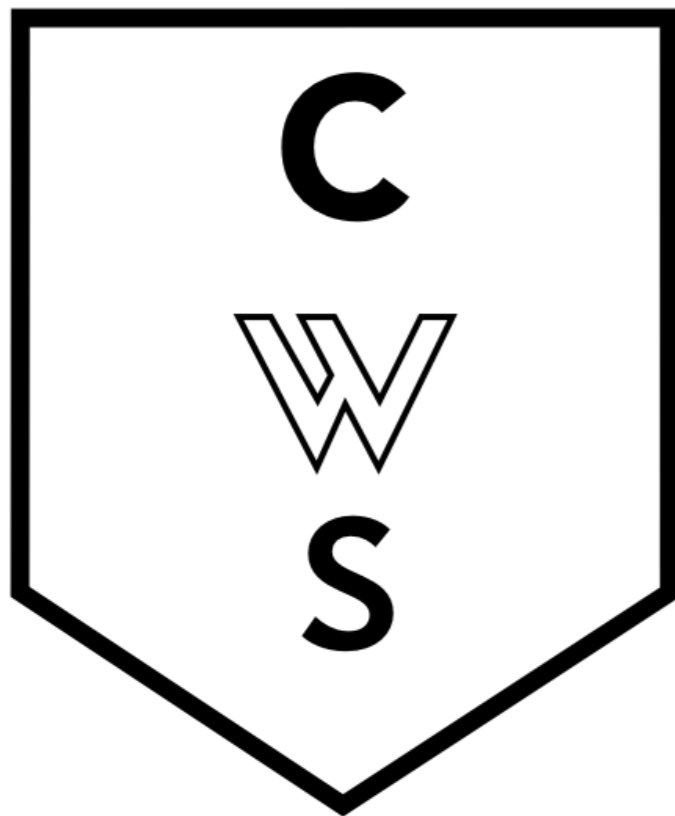


# SIGN UP FOR FACEBOOK

---



## COMMUNITY WORKSHOP SERIES

### DIGITAL LITERACY FOR ALL LEARNERS

---

A PARTNERSHIP WITH UNC SILS AND LOCAL LIBRARIES

[CWS.WEB.UNC.EDU](http://CWS.WEB.UNC.EDU)

# Double click the web browser of your choice

---



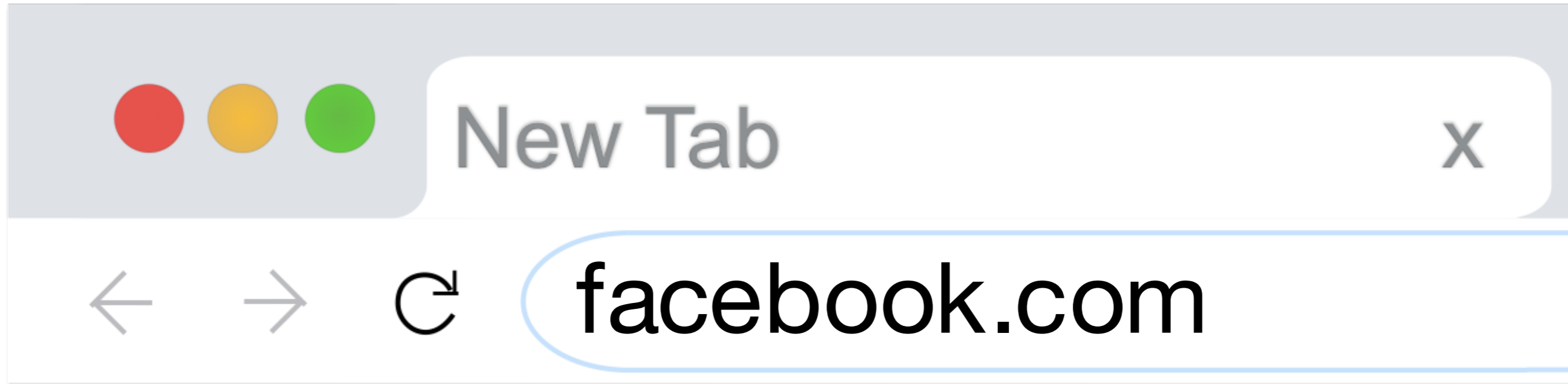
**Firefox**



**Chrome**



**Safari**



**Type in facebook.com to the address bar. You will be taken to the following screen**

Connect with friends and the world around you on Facebook.



See photos



Share what's new in your life on your Timeline.



Find more of what you're looking for with Facebook Search.

# Sign Up

It's free and always will be.

Fill in all the information under sign up

Enter in an email address you know you can access

First name

Last name

Mobile number or email

New password

## Birthday

Sep 26 1993

Why do I need to provide my birthday?

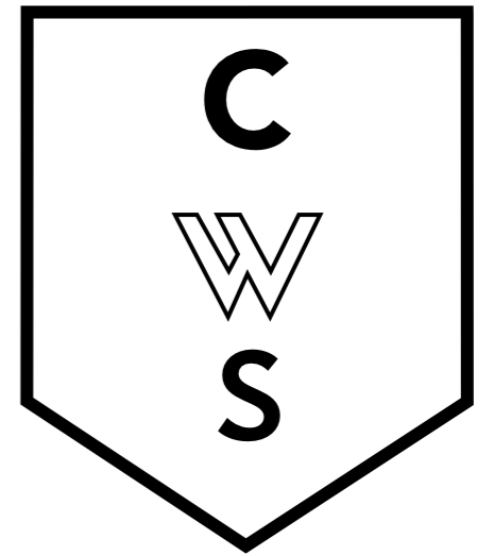
Female Male

By clicking Sign Up, you agree to our Terms, Data Policy and Cookies Policy. You may receive SMS Notifications from us and can opt out any time.

Sign Up

Create a Page for a celebrity, band or business.

# MAKE FRIENDS, SEND MESSAGES



---

**For this activity, I would like you to find a partner in the class. Now I would like you to search for this person in search bar of Facebook pictured below. When you find them, submit a “friend request.”**

# A friend request looks like this:



The friend request button is located at the top right of the screen under the banner photo.



**For this activity, I want you to practice sending a private message to your partner.**

---

**To send a private message, look for the message icon on the top right of your screen:**



New Message

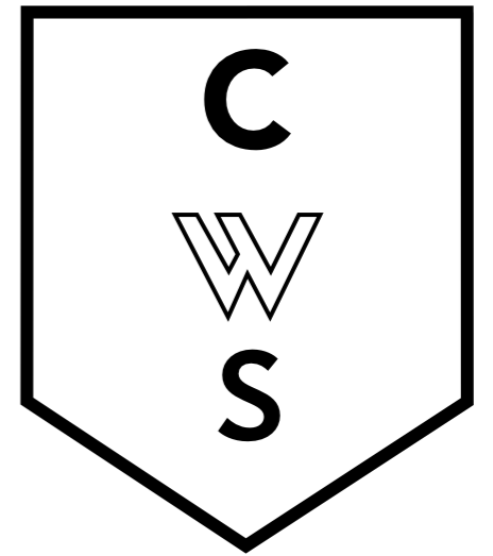


To:

**A message box will appear in the lower right of your screen. To send a message to your partner, type in the name your partner is using on Facebook after the word “To:” This box is like the “To” line of a letter. Write any message you would like to send your partner. If you are wondering what to write, you might tell them what your favorite color is.**



# PRIVACY SETTINGS



---

**For this activity, I want you to adjust your privacy settings. Privacy settings are personal. We have different comfort levels of information that we would like to share or not share. Therefore, this exercise will largely be one that you will direct.**

**Click the down arrow in the top right corner and select settings.**



You

Home 1



1



Your Pages:



Your Travel Group



Your Music Group



Your Library Group

See More...

Manage Pages

Manage Groups

Advertising on Facebook

Activity Log

News Feed Preferences

Settings

Log Out

**In settings, in the left-hand column click “Privacy”  
You will now see a table that looks like the one  
pictured below**

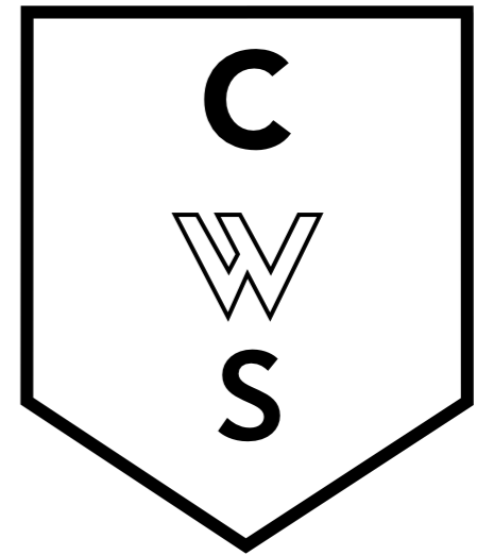
Privacy Settings and Tools			
<b>Your Activity</b>	Who can see your future posts?	Friends	<a href="#">Edit</a>
	Review all your posts and things you've tagged in		<a href="#">Use Activity Log</a>
	Limit the audience for posts you've shared with friends of friends or Public?		<a href="#">Limit Past Posts</a>
<b>How People Find and Contact You</b>	Who can send you friend requests?	Everyone	<a href="#">Edit</a>
	Who can see your friends list? <small>Remember, your friends control who can see their friendships on their own Timelines. If people can see your friendship on another timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your timeline. Other people will see only mutual friends.</small>	Only me	<a href="#">Edit</a>
	Who can look you up using the email address you provided?	Friends of friends	<a href="#">Edit</a>
	Who can look you up using the phone number you provided?	Everyone	<a href="#">Edit</a>
	Do you want search engines outside of Facebook to link to your profile?	No	<a href="#">Edit</a>

- **Click on the edit button in the right-hand corner.**
- **Select the people or groups of people that you would like to be able to see this information.**
- **You can keep the information completely private.**

The screenshot shows the Facebook 'Privacy Settings and Tools' page. On the left is a navigation menu with categories: General, Security and Login, Your Facebook Information, Privacy (selected), Timeline and Tagging, Location, Blocking, Language, Face Recognition, Notifications, Mobile, Public Posts, Apps and Websites, Instant Games, Business Integrations, Ads, Payments, Support Inbox, and Videos. The main content area is titled 'Privacy Settings and Tools' and is divided into two sections: 'Your Activity' and 'How People Find and Contact You'. The 'Your Activity' section includes settings for 'Who can see your future posts?' (set to 'Friends'), 'Review all your posts and things you've tagged in' (with a 'Use Activity Log' link), and 'Limit the audience for posts you've shared with friends of friends or Public?' (with a 'Limit Past Posts' link). The 'How People Find and Contact You' section includes settings for 'Who can send you friend requests?' (set to 'Everyone'), 'Who can see your friends list?' (set to 'Only me'), 'Who can look you up using the email address you provided?' (set to 'Friends of friends'), 'Who can look you up using the phone number you provided?' (set to 'Everyone'), and 'Do you want search engines outside of Facebook to link to your profile?' (set to 'No'). Each setting has an 'Edit' link to its right. The 'Edit' link for the 'Who can see your future posts?' setting is highlighted with a red rectangular box.

Section	Setting	Current Value	Action
Your Activity	Who can see your future posts?	Friends	Edit
	Review all your posts and things you've tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
How People Find and Contact You	Who can send you friend requests?	Everyone	Edit
	Who can see your friends list? <small>Remember, your friends control who can see their friendships on their own Timelines. If people can see your friendship on another timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your timeline. Other people will see only mutual friends.</small>	Only me	Edit
	Who can look you up using the email address you provided?	Friends of friends	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want search engines outside of Facebook to link to your profile?	No	Edit

# UPDATE YOUR STATUS



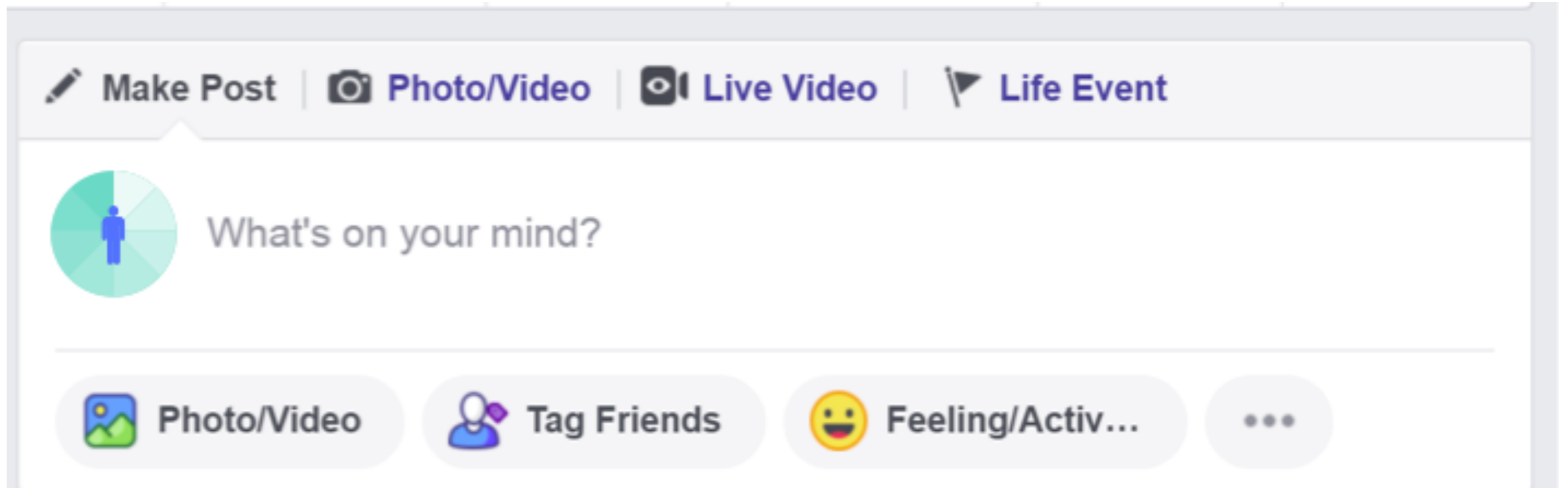
---

**For this activity, we are going to write a status update. A status update goes to all your friends.**

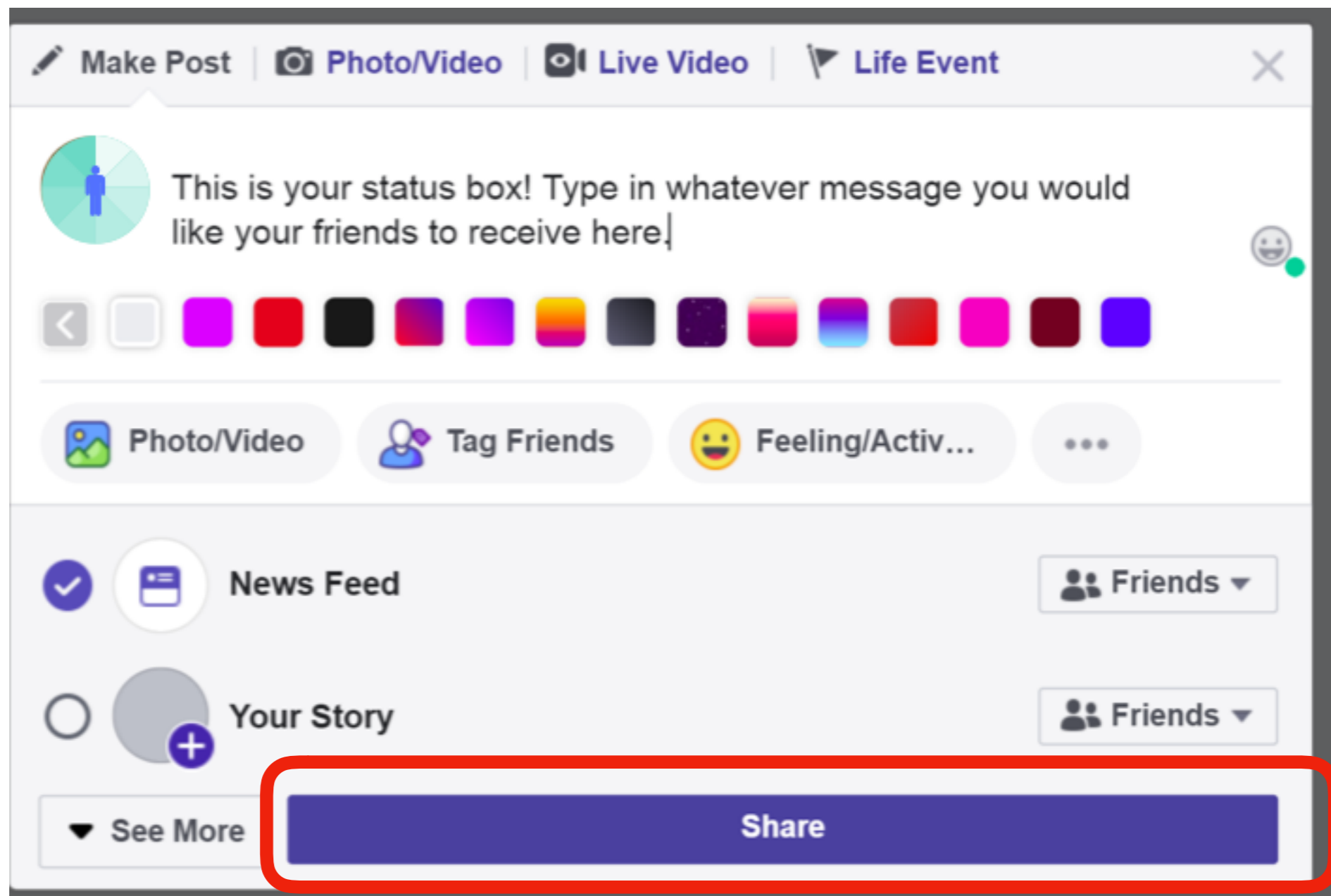
**Click on your name in the top right hand corner. You will be taken to your timeline**



**Click on the box that says:  
“What's on your mind?”**



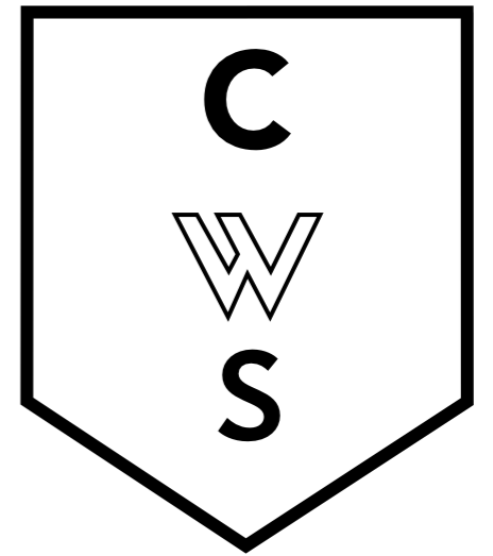
**You may write whatever you like in your status update. If you are unsure what to write, people on Facebook often post about food.**



**When you are ready to post, hit share.**



# POST A PICTURE



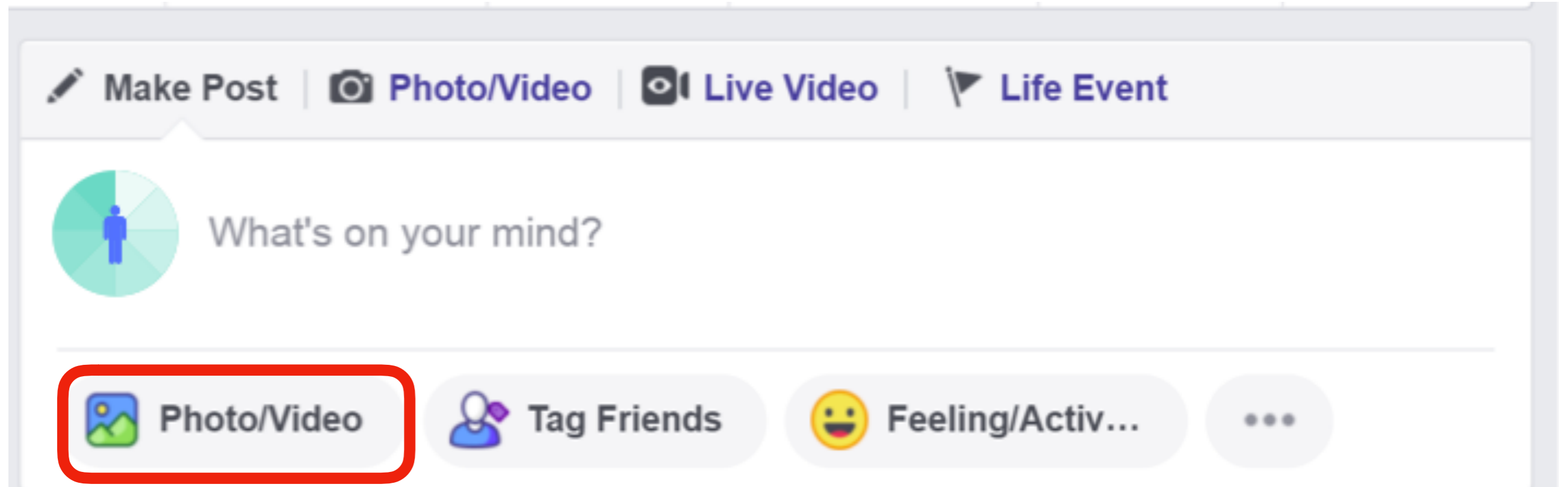
---

**For this activity, imagine that you want to post a picture of your new puppy, Frank. Photos are often shared as a status update**

**Click on your name in the top right hand corner. You will be taken to your timeline**



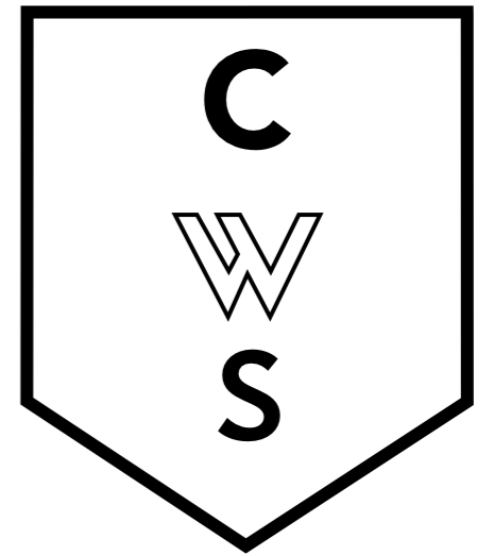
**Click on the box that says:  
“What's on your mind?”**



**Click on the button in the far  
left that says Photo/Video**

- **A pop box of files saved on your computer will appear.**
- **Select the folder on the left that says pictures.**
- **Click on the picture saved as “Puppy Frank”**
- **Then hit the share button**

# UNFRIENDING



---

**Sometimes we Unfriend people on facebook. This person is no longer able to see your photos or posts. There are many of reasons you might unfriend someone. For example, you might friend a colleague at work because of a work project. Once the project is over you would like a little more privacy.**

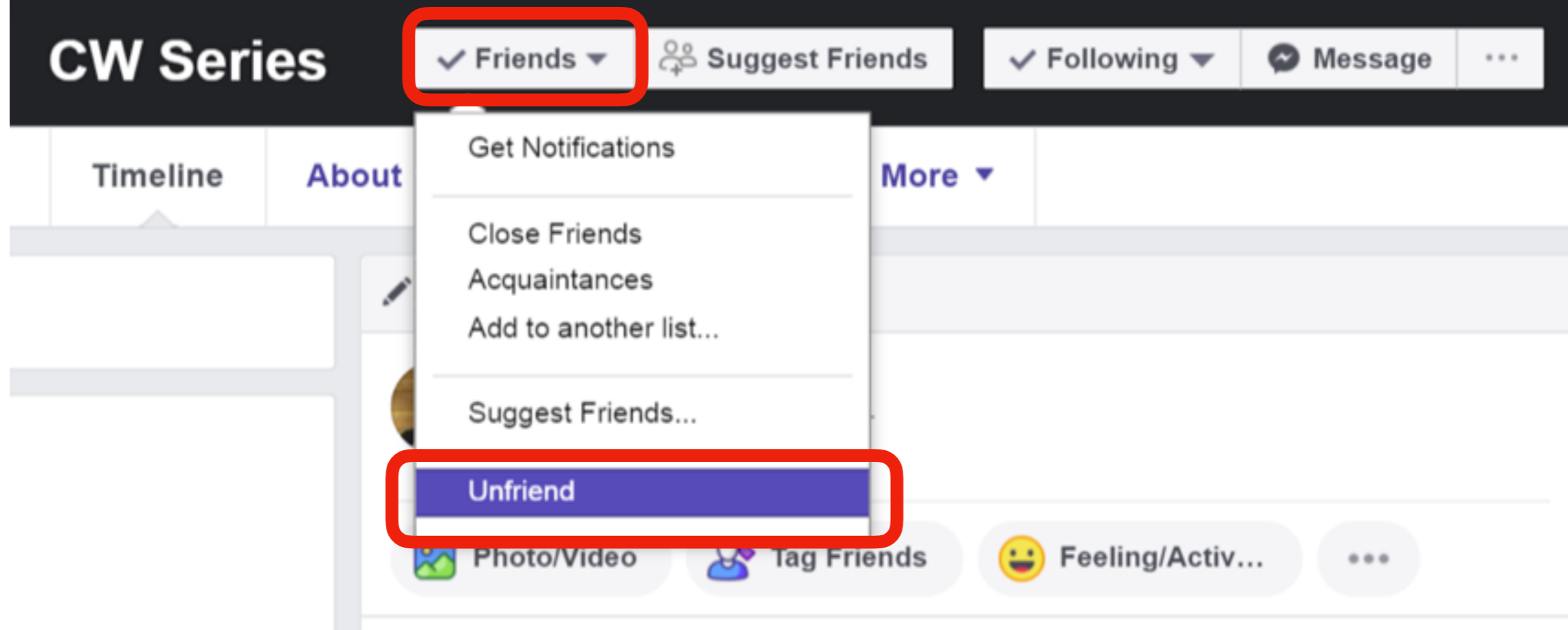
**For this last activity, I would like you to “Unfriend” your partner in the class. ( You can re-friend later if you want!)**

**Go to the search bar at the top of facebook**



**Type in your friend's name and hit enter.**

**Click on the arrow next to “Friends”. A menu will appear**



**Click on the last option, “Unfriend”**



# **COMMUNITY WORKSHOP SERIES**

## **DIGITAL LITERACY FOR ALL LEARNERS**

---

**A PARTNERSHIP WITH UNC SILS AND LOCAL LIBRARIES**

**[CWS.WEB.UNC.EDU](http://CWS.WEB.UNC.EDU)**