

Facebook

CREATE A FACEBOOK ACCOUNT

1. Go to www.facebook.com.
2. Enter the required information (first name, last name, e-mail address, password, sex and birthday) and then click **Sign Up**. **IMPORTANT NOTE =>** The e-mail address that you enter here will be used by Facebook to suggest friends for you. If you want to experiment with Facebook *without* risking your personal privacy, then use a generic e-mail account, e.g. a separate e-mail account other than your personal/work account (you can create one on gmail).
3. **Step 1. Find Friends** – Facebook will ask for your e-mail and password so that it can search for possible friends. You can skip this step, allowing you to choose friends yourself.
4. **Step 2. Profile Information** – Facebook will prompt you for 4 categories of information to create your profile: Basic Information, Personal Information, Contact Information, and Education and Work. You are not required to enter any of this information! Be judicious: Facebook will use this info to suggest friends to you. For example, younger users should not specify their school or hometown, nor should they provide any contact information.
5. **Step 3. Profile Picture** – You have the option of uploading an existing photo or using your webcam to take a photo. Remember, the photo can be anything – a photograph of yourself, your cat, an object, an avatar... anything! You can also skip this step.
6. You've now created a Facebook account for yourself – you can now search for friends.

MANAGE YOUR PRIVACY SETTINGS

1. Go to www.facebook.com. Login with your e-mail & password.
2. Click **Account** in the upper-right corner, and then **Privacy Settings**:
 - a. Click **Profile Information** to specify who can see aspects of your profile. Pay special attention to **"Posts by Me"** – these should be visible by Only Friends.
 - b. Click **Contact Information** to specify who can see the details of your contact info.
 - c. Click **Applications and Websites** to specify what you share and what your friends can share about you. This is an important setting! If you want to limit what your friends can share about you, un-tick these boxes and Save Changes. Check the other options on this page, too.
 - d. Click **Search** to control who can see your search results on Facebook and what information about you is available to search engines.

MANAGE YOUR APPLICATION SETTINGS

1. Go to www.facebook.com. Login with your e-mail & password.
2. Click **Account** in the upper-right corner, and then **Application Settings**:
 - a. Even if you don't plan to use these applications right away, for each application click **Edit Settings** and then check the options under the **Profile** and **Additional Permissions** tabs. You may want to change these.
 - b. Pay special attention to **Edit Settings** for the **Photos** application, as many users use Facebook to post and share photos. Click **Profile** to specify who can see your photos (e.g. Only Friends), and click **Additional Permissions** to change other settings.