

# FACEBOOK ONLINE TUTORIAL

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This document is not Facebook official. It was made by a researcher at UCI. If you have any questions or suggestions for improvement please feel free to contact Jazette via her email below.

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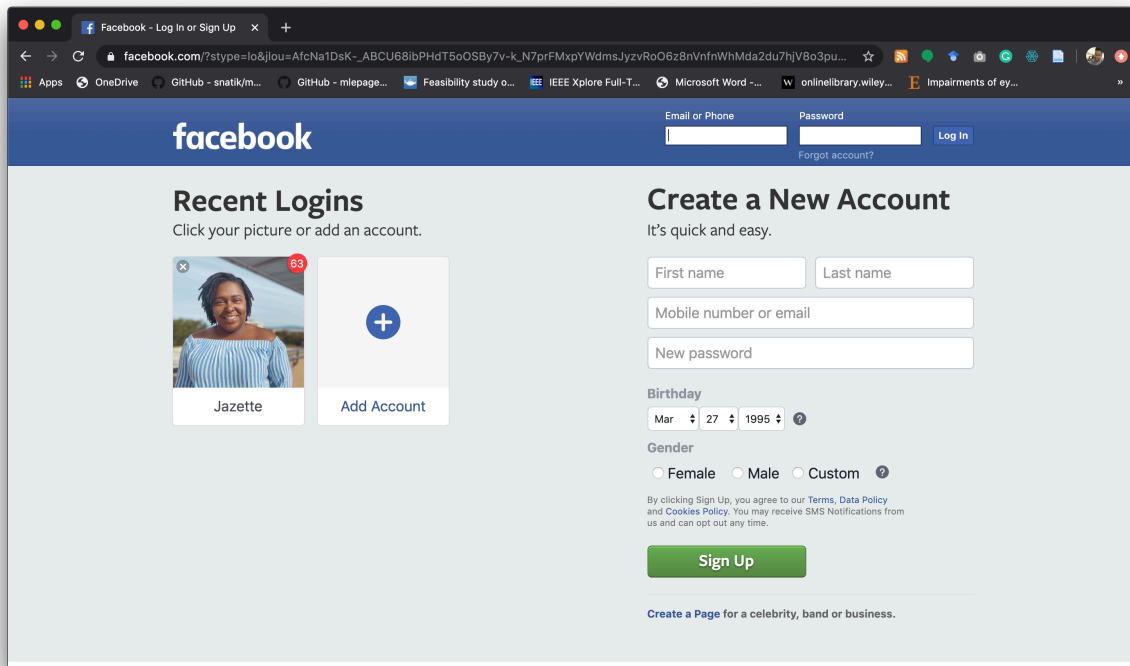
## Section 1: Make a Facebook Account

### Step 1: Open Facebook

#### Option A: Automatic Process:

1. Click this link: [www.facebook.com](http://www.facebook.com)

- By clicking this link a browser will open that sends you automatically to the Facebook website. **Now proceed to Step 2: Register.** Your screen should look similar to this:

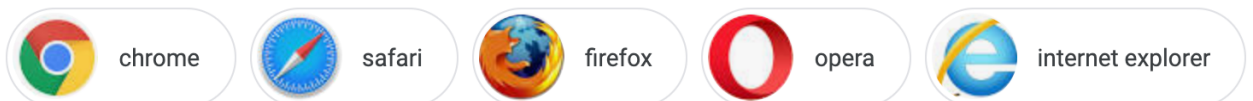


- If you are unable to click the link above or the link above does not take you to Facebook **follow the instructions below in Option B.**

#### Option B: Manual Process

1. Open your browser

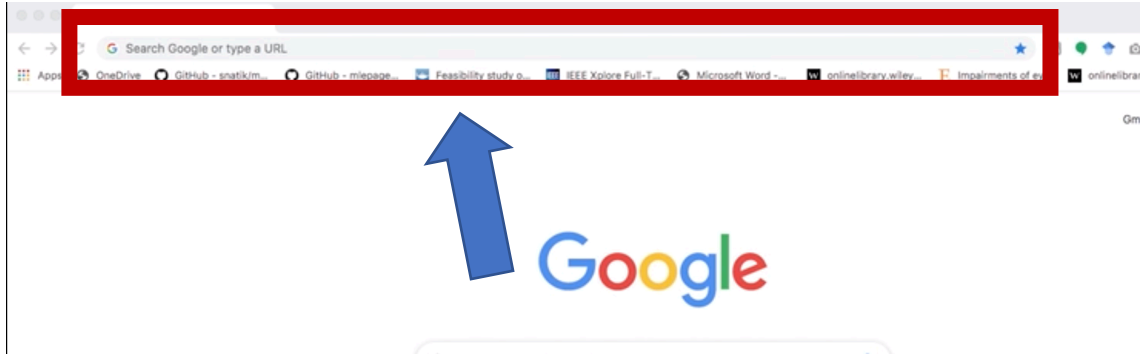
- a. To find your browser, on your device look for one of the below logos



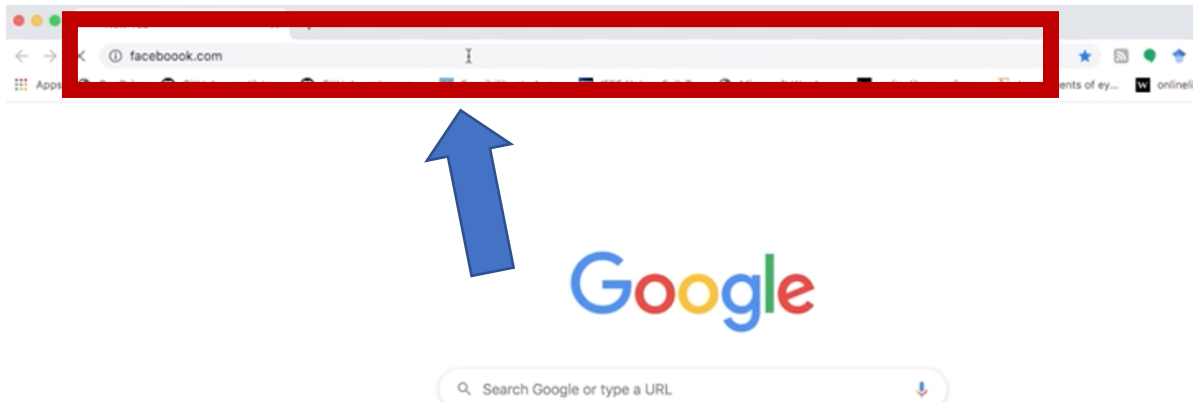
- b. Once you find one of the logos/browsers above, double click the logo  
 c. A large window/screen should open

2. Go to [www.Facebook.com](http://www.Facebook.com)

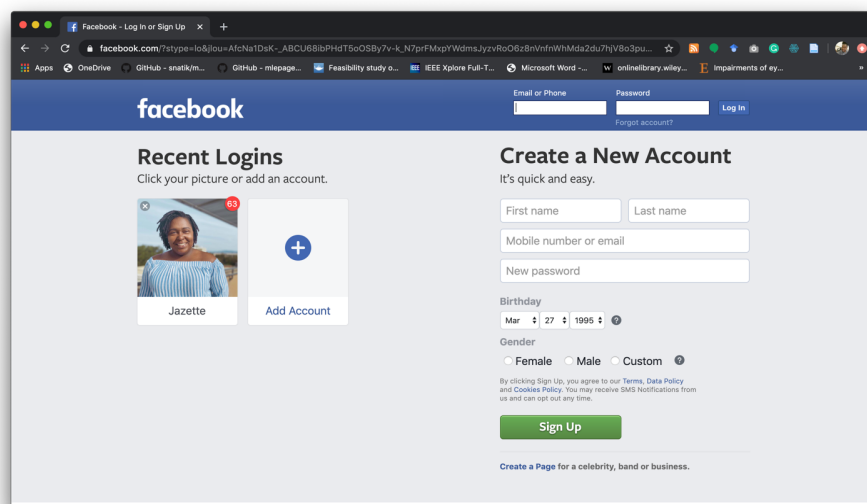
d. Look for the URL bar at the top of the browser. It will look something like this:



e. Type [www.facebook.com](http://www.facebook.com) into that the URL bar and press enter or search. Your URL bar should look this this now:



f. Once you press enter, wait for a few seconds. Then you will be taken to the Facebook webpage, as seen below:



## Step 2: Sign up for Facebook

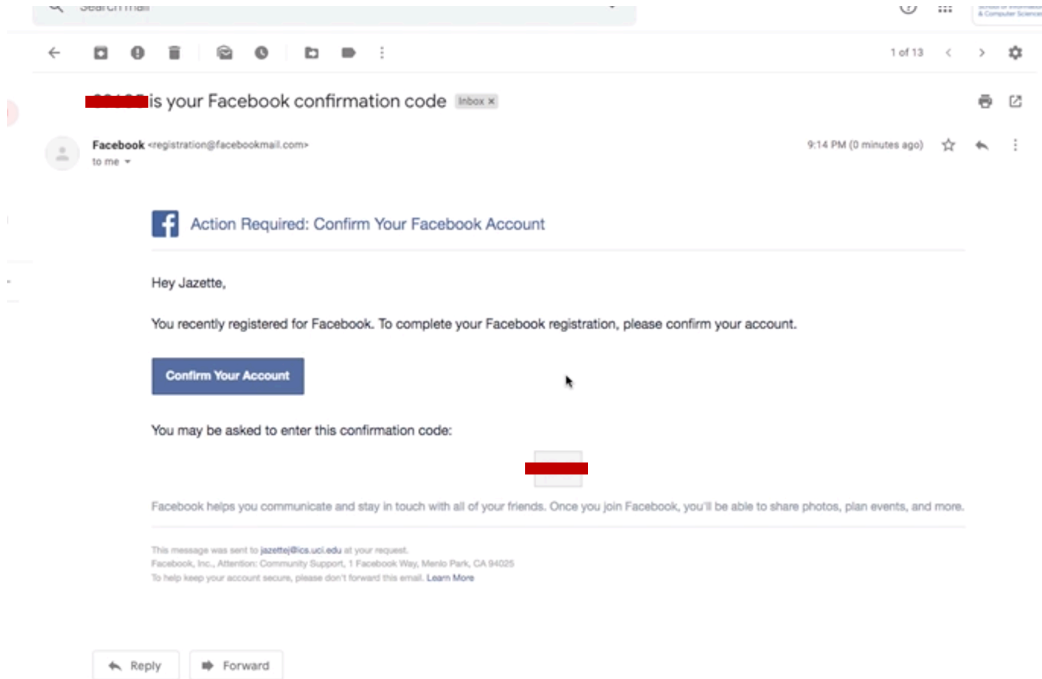
1. To Sign up fill in all the information on the right side of the screen and then click sign up, as shown below.
  - a. If you already have a Facebook account just login at the top of the page.

The screenshot shows the Facebook login and sign-up interface. At the top, there are fields for 'Email or Phone' and 'Password' with a 'Log In' button. Below this, the 'Recent Logins' section shows a profile for 'Jazette' and an 'Add Account' button. The 'Create a New Account' section is highlighted with a red rounded rectangle and contains the following fields: 'First name', 'Last name', 'Mobile number or email', 'New password', 'Birthday' (set to Mar 27 1995), and 'Gender' (with radio buttons for Female, Male, and Custom). A green 'Sign Up' button is located at the bottom of this section. A blue arrow labeled 'Sign Up' points from the 'Add Account' button area towards the 'Create a New Account' form.

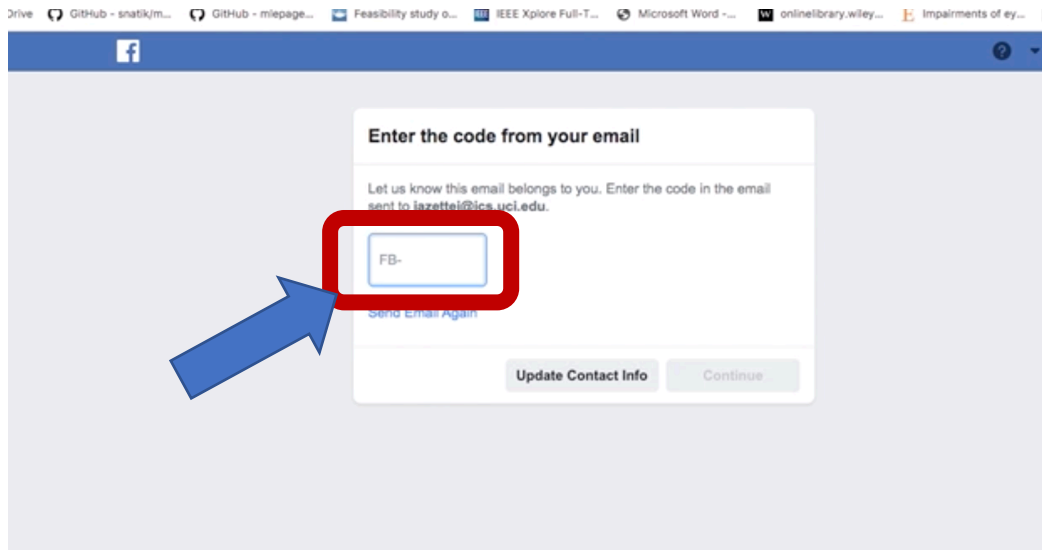
2. Once you are signed up you will need to verify that you used the correct email or phone number. You will see a screen like this:

The screenshot shows the Facebook verification screen. The title is 'Enter the code from your email'. The text says 'Let us know this email belongs to you. Enter the code in the email sent to jazettej@cs.uci.edu.' There is a text input field containing 'FB-'. Below the field is a 'Send Email Again' link. At the bottom are 'Update Contact Info' and 'Continue' buttons.

- 3. Go to your email and find a new email from Facebook, similar to this:
  - a. Find the confirmation email.

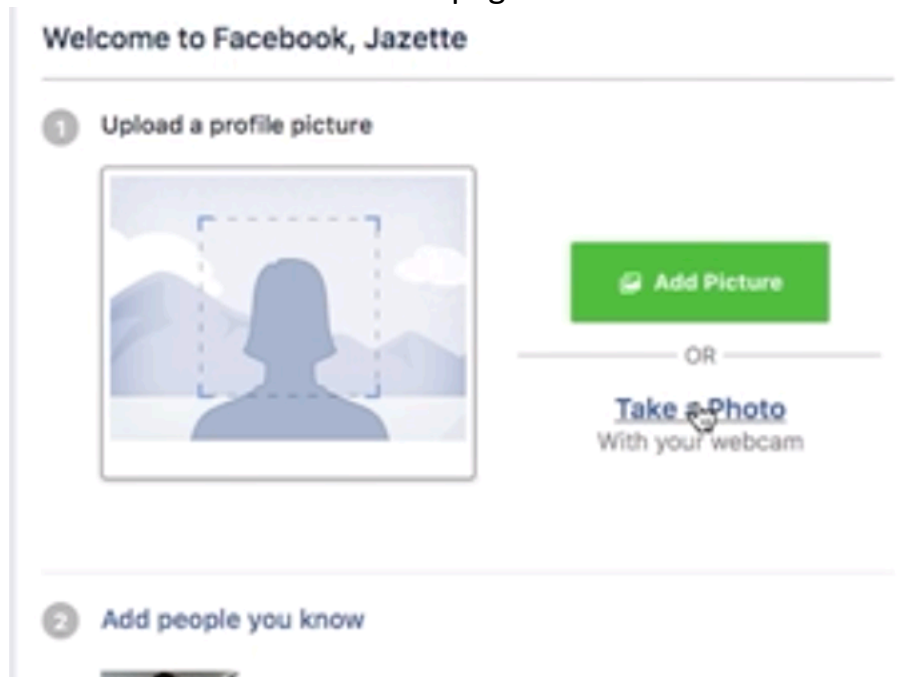


- b. Get your confirmation code and put it in the box similar to below then click continue.



### Step 3: Take or Upload a Profile Photo

You should now see a page that looks like this:



This photo will allow people in the support group to know who you are. If you do not want to add a picture, scroll to the bottom of the page and click continue. If you do want to add a picture:

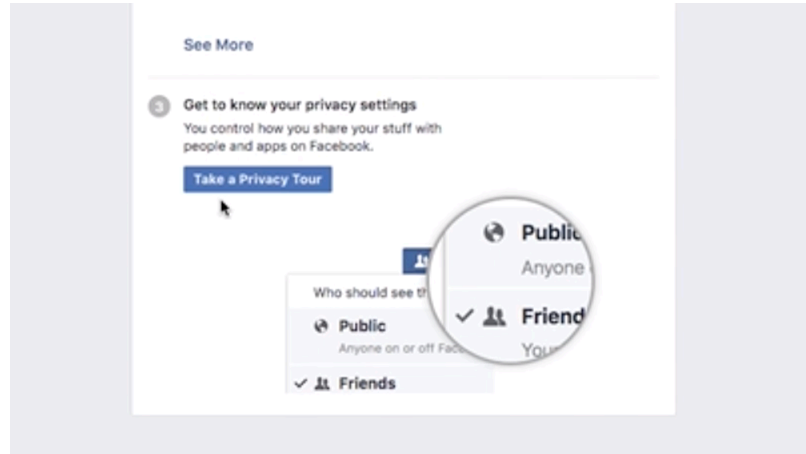
- You can either add a photo from your computer by clicking Add Picture or
- You can take a photo using your device. Note: You can only take a photo if the device you are using has a camera

### Step 4: Privacy Tour

Facebook may show you “People You May Know” to add them as friends, but remember:

1. You DO NOT have to add them
2. DO NOT add anyone who do NOT know
3. If “People You May Know” keeps popping up ignore it and just go to another page.

The last step to set up you Facebook is to do Facebook’s privacy tour.

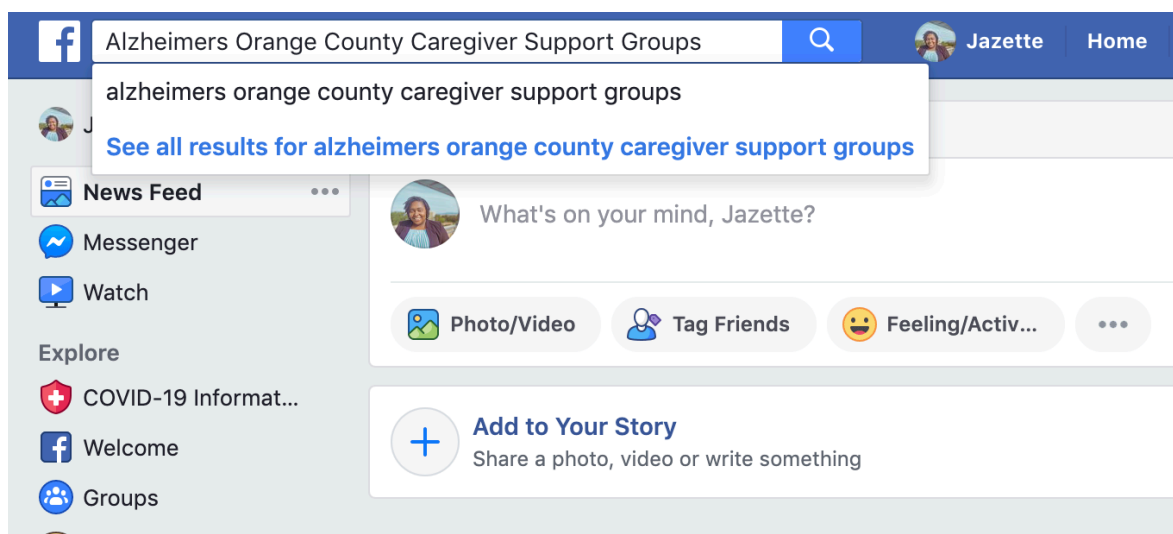


- Read each page and then click the home button at the top of the page.

**Now that you are all set up it is time to find the Alzheimer’s Orange County Support Group.**

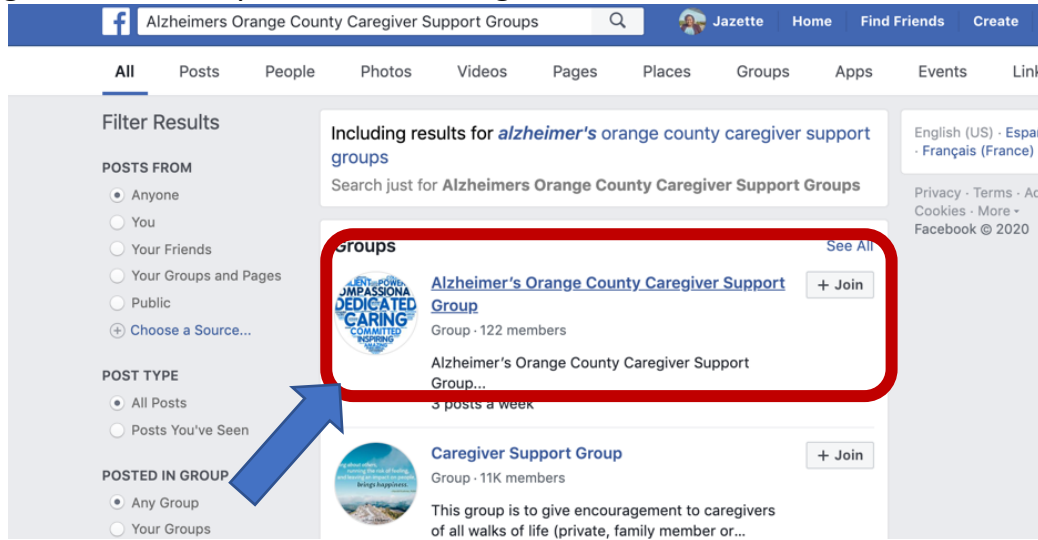
### Step 5: Join Online Support Group

1. In the search bar as seen below type in “Alzheimer’s Orange County Caregiver Support Groups” and then press the enter key on your keyboard.

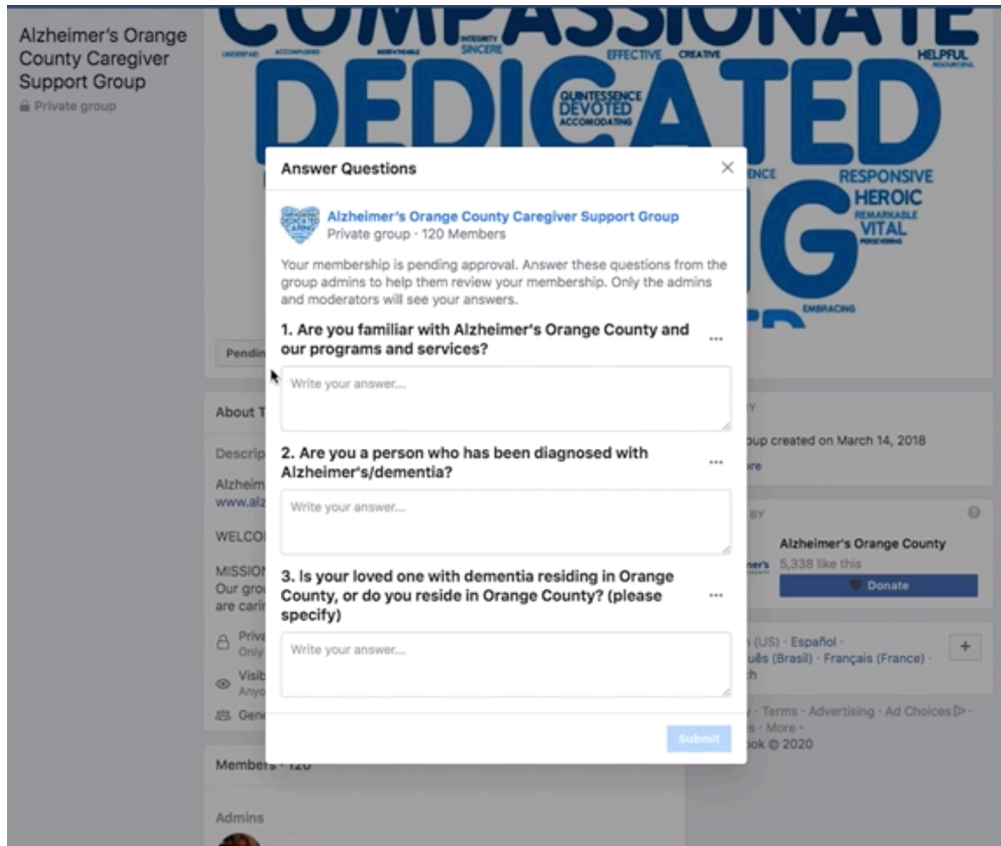




2. A list of groups that fit your search will show up as seen below. Click the group that you are looking for, as seen squared in the image below.



3. To join the group, click “Join the Group” or “Join” and a page will appear. Answer the questions and then click submit.

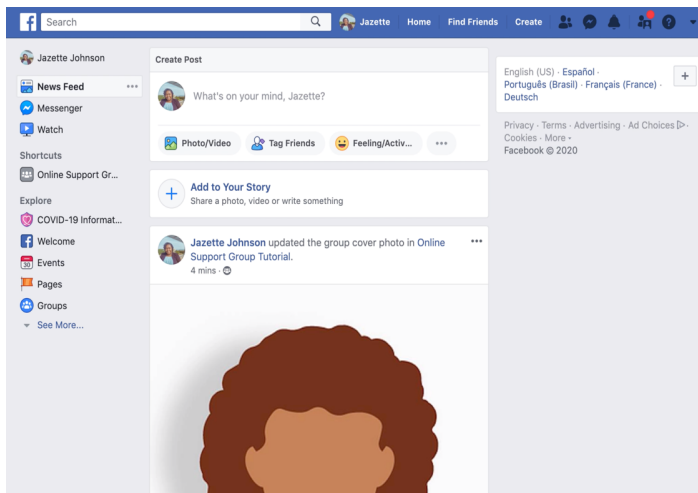


## Section 2: Interacting with Online Support Group

Now you're ready to engage and interact with everyone in the online support group. Let's explore how to make a post on the online support group and how to interact in the online support group.

### Difference Between Private Support Group and Your Profile page

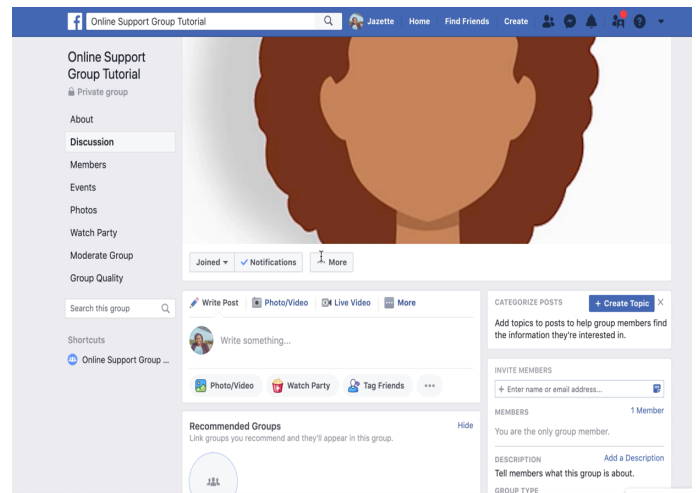
There is a difference between interacting in the online support group and interacting on your homepage/profile page.



#### Homepage Layout

*Includes: Only Friends and family you add*

- Post thoughts to your friends and family
- Comment on friends and family's posts



#### Online Support Group Page Layout

*Includes: Only Support Group Participants*

- Write things to the support group
- Possibly vulnerable content that you may not want people outside of the support group to see or know about.

### Questions About Online Social Group

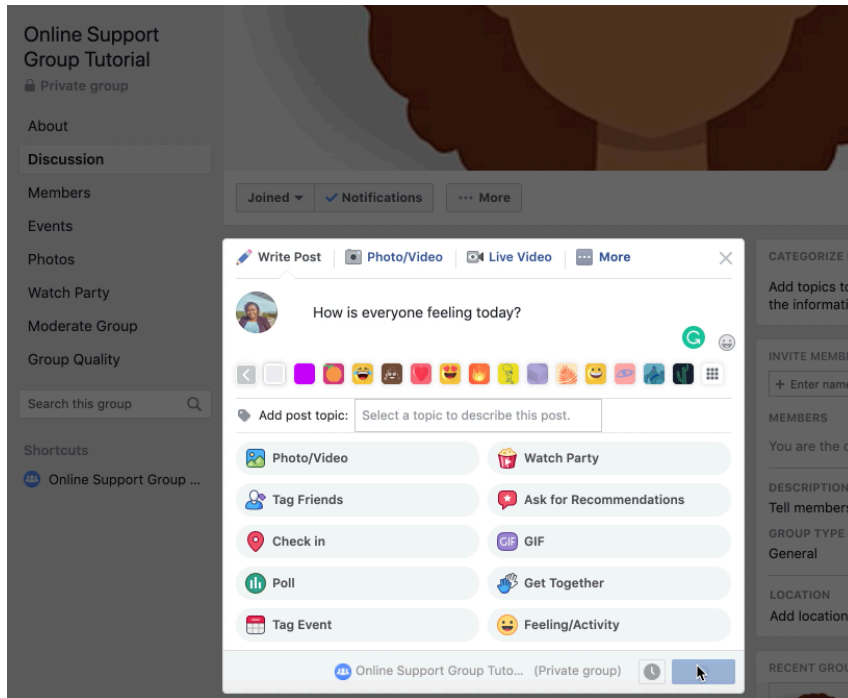
#### 1. *Am I on the Online Social Group Page?*

- Does the name of the support group appear in the top left corner?
  - a. Yes: You are on the Online Social Group page
  - b. No: Search the support group name in the search bar at the top.

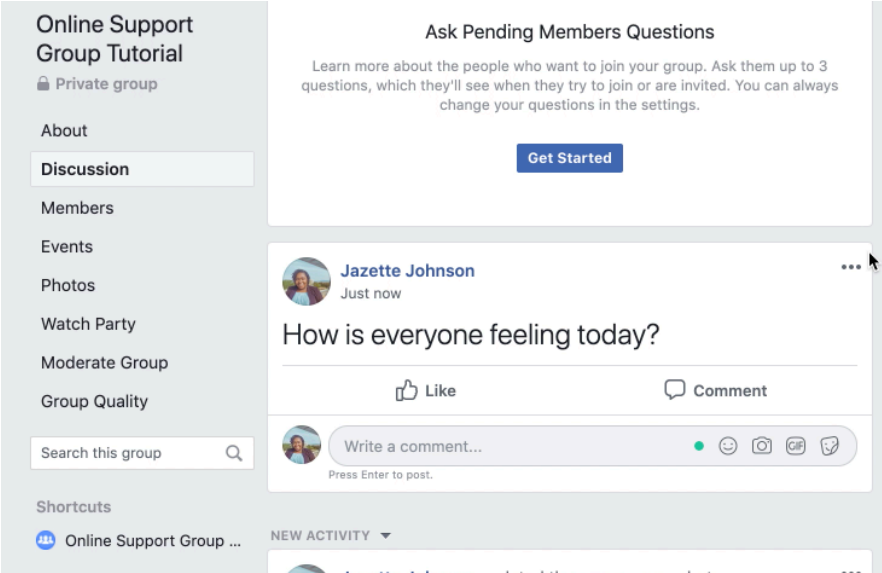
#### 2. *How do I make posts to the Online Social Group Page?*

- First, make sure you are on the Online Social Group page
- Second, click the box that says "What's on your mind?"
- Third, type what you would like to say.
- Fourth, press post.

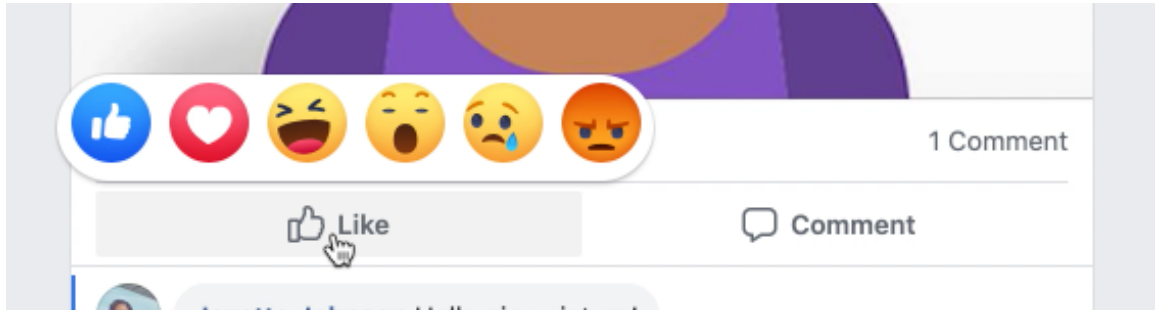
Before you press post, your screen should look similar to the below image.



After you click post the words you wrote will appear on the Online Social Group Page as seen below:



- 3. *How can I interact with my friends and family on the Online Social Group Page?*
  - There three ways to interact with a post in the Online Social Group Page including **liking**, **commenting**, and sharing. I'll only discuss liking and commenting.
  - **Liking:** This is one way to express how you feel about a post. To do this you just click the like button.

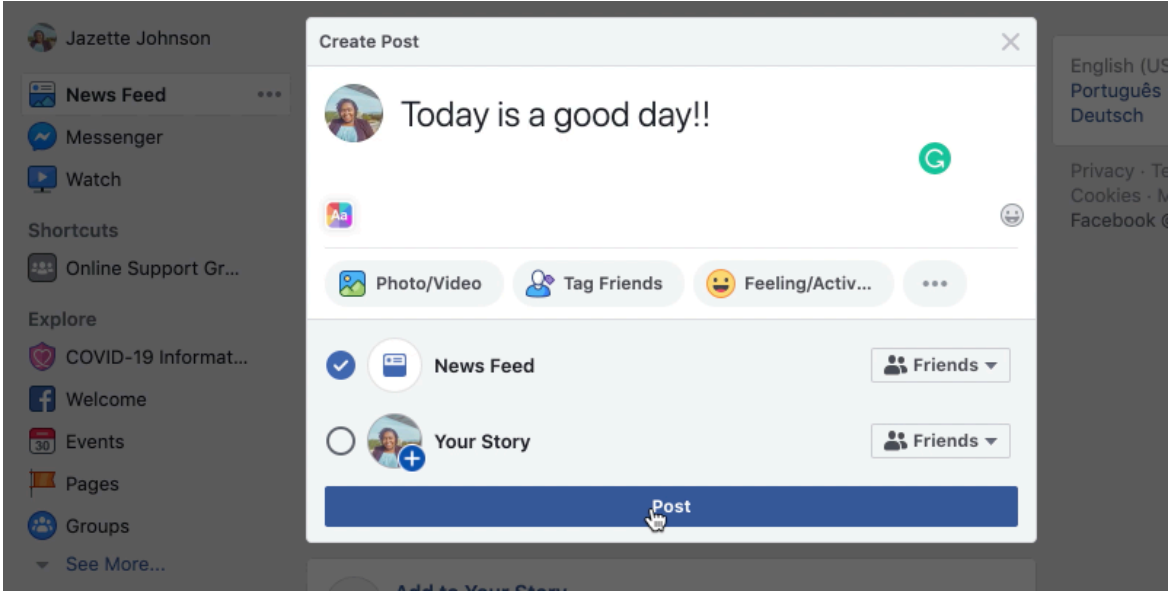


- **Comment:** You can also tell the person your thoughts on the thing they shared by commenting. Click the button that says comment and type what you would like to say. **\*REMEMBER\*** do not post any personal information including phone number, email address, home address, etc. Once you are done typing your comment press the enter button.
- 4. *Who can see the things in the online support group?*
  - The online support group is a private group, so only people who are added as members can see the posts you make in the online support group.
  - If you want to see the members of the support group, on the left side of the page click the button that says members.
  - Click the button that says "Discussion" to go back to the online support group page.

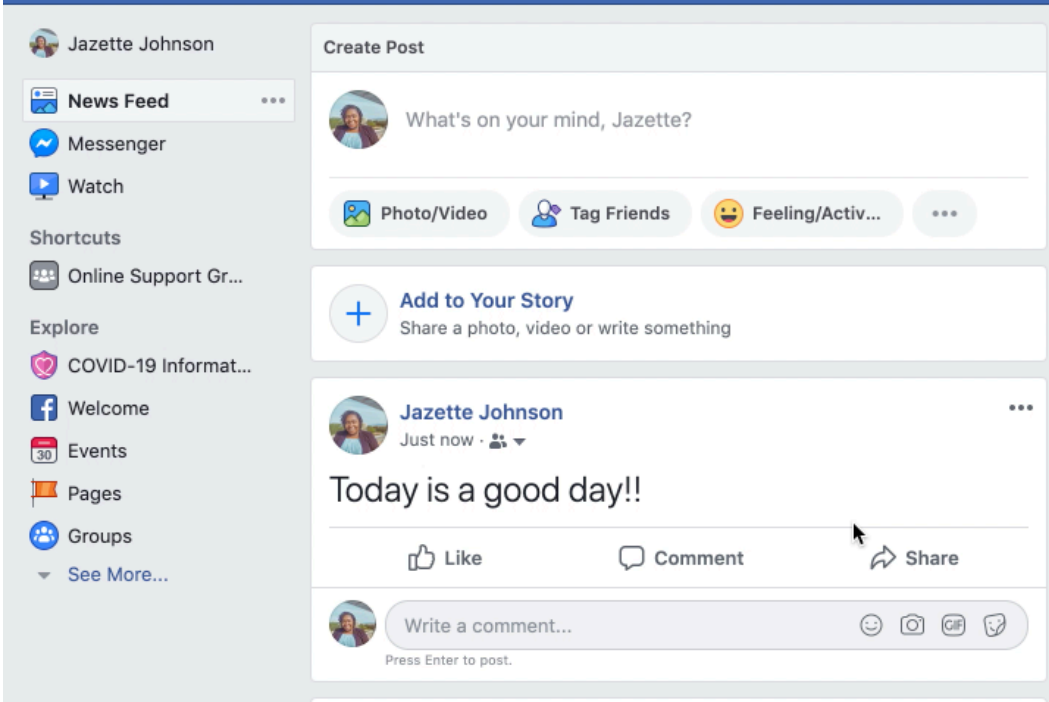
## Questions About Homepage

1. *Am I on the Homepage?*
  - Does your name appear in the top left corner?
    - c. Yes: You are on the Homepage
    - d. No: Click the "home" button in the at the top of the page. This is how you can go back to your homepage.
2. *Why do I see people posts from the support group on my homepage?*
  - The homepage is considered a News Feed, which means you will be able to see and interact with everyone that you add as a friend and all the groups you add.
  - **Important:** If you want to share something with the online support group you must go to the online support group page.
3. *How do I share things on my homepage?*
  - First, make sure you are on the home page, by clicking the "Home" button on the top of webpage
  - Second, click the box that says "What's on your mind?"
  - Third, type what you would like.
  - Fourth, press post.

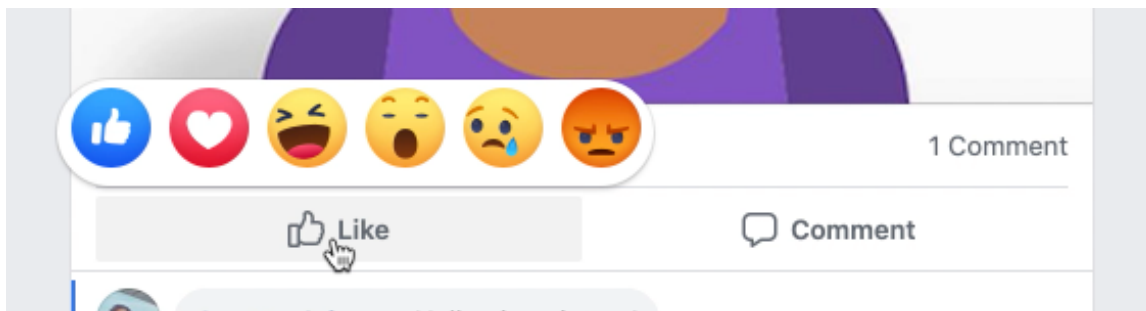
Before you press post, your screen should look similar to the below image.



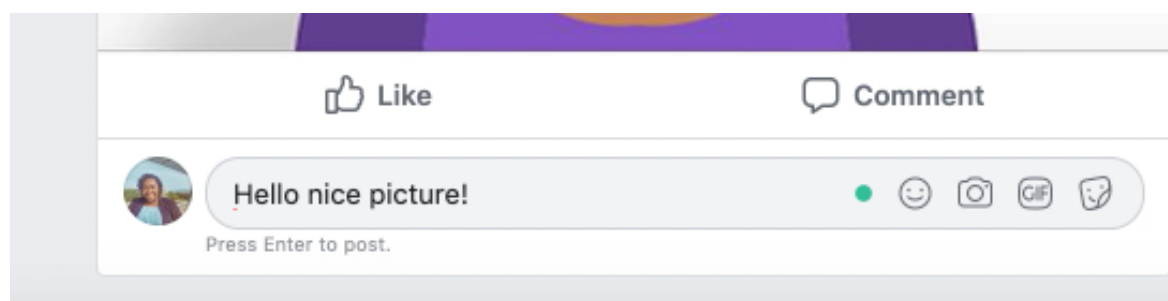
After you click post the thing you wrote will appear on your homepage also known as a Newsfeed. View the image below to see how your post will look on your NewsFeed:



- 4. *How can I interact with my friends and family on my homepage?*
  - There three ways to interact with a post someone on your homepage including **liking, commenting,** and sharing. I'll only discuss liking and commenting.
  - **Liking:** This is one way to express how you feel about a post. To do this you just click the like button.



- **Comment:** You can also tell the person your thoughts on the thing they shared by comment. Click the button that says comment and type what you would like to say. **\*REMEMBER\*** do not post any personal information in this section or any section on the internet including phone number, home address, etc. Once you are done typing your comment press the enter button.

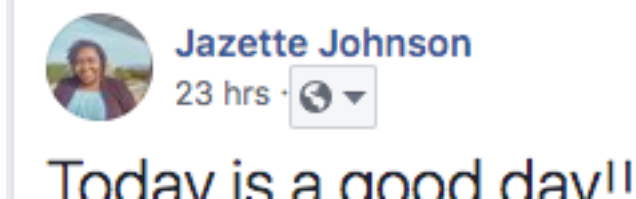


## Section 3: Privacy Concerns Questions Answered

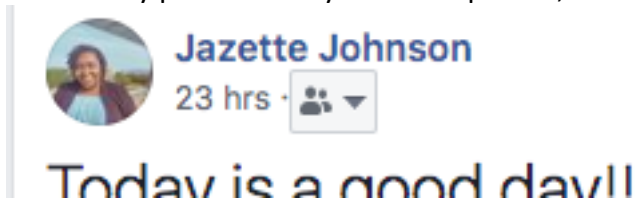
This section covers common concerns that may arise when on Facebook. These are tips on how to avoid them.

### 1. *Can people not on my friends list see what I post?*

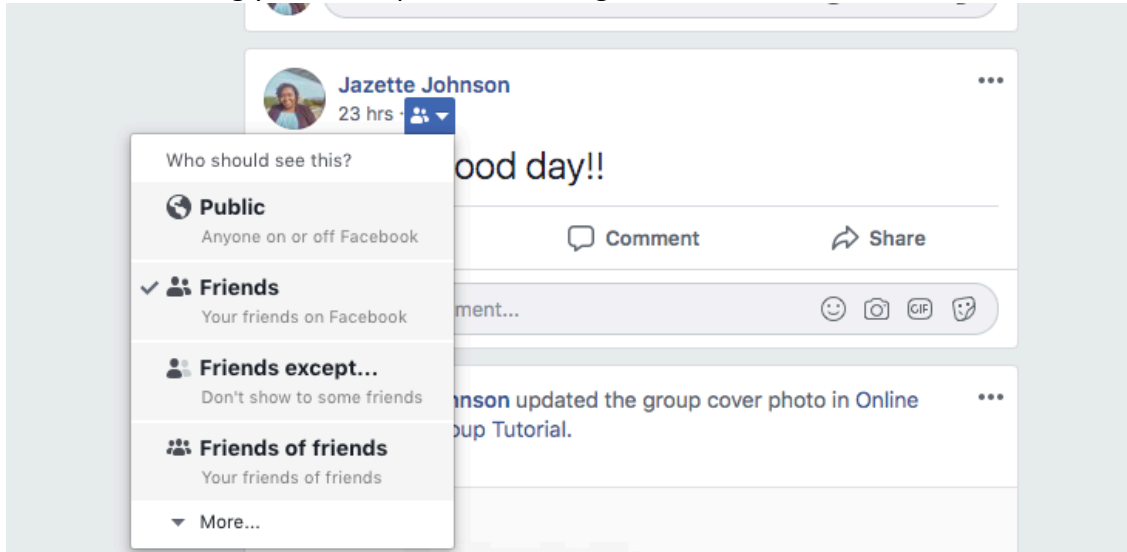
- This question depends on your privacy setting. Facebook has two main privacy settings for post which includes Public and Friends.
  - o Public means everyone on and off Facebook can see the post
  - o Friends mean only people you add to you page can see the post. When you join this is the automatic setting, so if you do not have any friends on Facebook then no one will see the post.
- Public posts have an earth symbol under you name as seen below:



- Friend only posts has a symbol of a person, as shown below:



- If you need to change the privacy settings of your post click the icon under your name and choose the setting you would prefer. See image below:



2. *Facebook will constantly suggest "People You May Know"?*
  - If you do not want to add those people, you don't have to.
  - If you are adding friends only add them if you are KNOW them.
3. *I have a "Friend Request", but I don't know them...*
  - Do not add them. They give you two options "accept" and "delete/ignore", click the delete/ignore button
4. *More Tips:*
  - Do not post your personal information on Facebook including phone number, social security number, home address, phone numbers, etc.
  - Constantly make sure you are posting thoughts in the correct area