# FACEBOOK ONLINE TUTORIAL

### **Jazette Johnson**

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.

UNIVERSITY OF CALIFORNIA - IRVINE | JAZETTEJ@ICS.UCI.EDU

# Table of Contents

Section 1: Make a Facebook Account	2
Step 1: Open Facebook	2
Step 1: Open Facebook Option A: Automatic Process: Option B: Manual Process	2
Option B: Manual Process	2
Step 2: Sign up for Facebook	4
Step 3: Take or Upload a Profile Photo	6
Step 4: Privacy Tour	6
Step 5: Join Online Support Group	7
Section 2: Interacting with Online Support Group	9
Difference Between Private Support Group and Your Profile page	9
Questions About Online Social Group	9
Questions About Homepage	
Section 3: Privacy Concerns Questions Answered	

# Section 1: Make a Facebook Account

### Step 1: Open Facebook

### **Option A: Automatic Process:**

- 1. Click this link: <u>www.facebook.com</u>
  - 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:

→ C     → facebook.com/?stype=lo&jlou=AfcNa1DsKABCU68ibPHdT5oOSBy7v-k_N7prFM  Apps O OneDrive G GitHub - snatik/m G GitHub - mlepage Fasibility study o      E IEE	xpYWdmsJyzvRoO628nVnfnWhMda2du7hjV8o3pu 🛠 🔊 🗣 🎓 🙆 🥃 📲 🛛 🦣 🕴
facebook	Email or Phone Password Log In Forgot account?
<b>Recent Logins</b> Click your picture or add an account.	Create a New Account It's quick and easy.
<b>•</b>	First name     Last name       Mobile number or email       New password
Jazette Add Account	Birthday Mar + 27 + 1995 + @ Gender Female Male Custom @
	By clicking Sign Up, you agree to cur Curson II allow and Cookles 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.

• 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

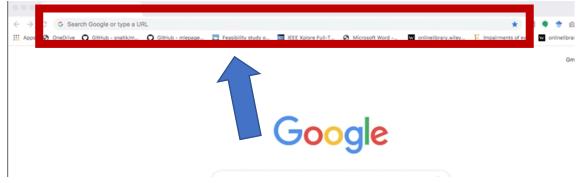
a. To find your browser, on your device look for one of the below logos



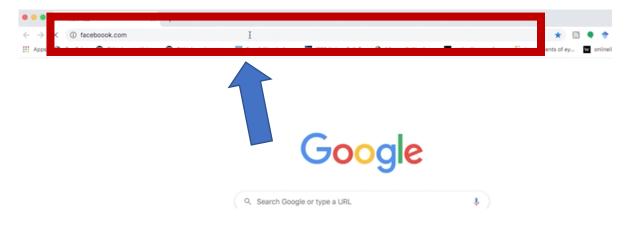
- b. Once you find one of the logos/browsers above, double click the logo
- c. A large window/screen should open

#### 2. Go to www.Facebook.com

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



e. Type <u>www.facebook.com</u> 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.

••• Facebook - Log In or Sign Up X +	
← → C â facebook.com/?stype=lo&jiou=AfcNa1DsKABCU68ibPHdT5oOSBy7v-k_N7prFMxpYWd iii Apps S OneDrive GitHub - snatik/m GitHub - mlepage   Feasibility study o   EE LEEE Xplore	ms.JyzvRoO6z8nVnfnWhMda2du7hjV8o3pu 🖈 🔊 🔍 🔹 🙆 📀 🛞 📘 🎲 📀 i Fuli-T 🔗 Microsoft Word w onlinelibrary.wiley 🍸 Impairments of ey »
facebook	Email or Phone Password Log In
Recent Logins Click your picture or add an account.	Create a New Account It's quick and easy.
	First name     Last name       Mobile number or email     New password
Jazette Add Account	Birthday Mar \$ 27 \$ 1995 \$ Gender Female Male Custom @ By clicking Sign Lo, you agree to our Terms, Data Policy and Gooke 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.

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:

Drive	GitHub - snatik/m	🗘 GitHub - mlepage	Feasibility study o	IEEE Xplore Full-T	😨 Microsoft Word	w onlinelibrary	.wiley E Impaire	rents of ey	i
	f							0 -	
			Enter the c	ode from your e	mail				
			Let us know this sent to jazettej	s email belongs to you. @ics.uci.edu.	Enter the code in the	email			
			FB-						
			Send Email Age	ain					
				Update Conta	ct Info Cont	linue			

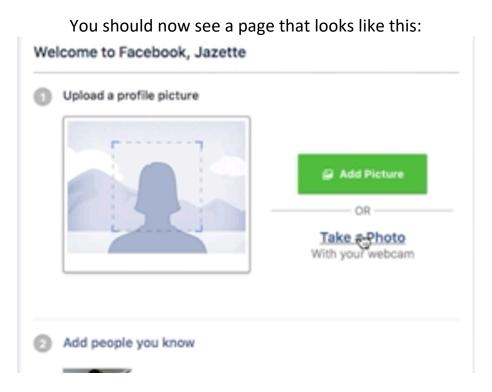
- 3. Go to your email and find a new email from Facebook, similar to this:
  - **a.** Find the confirmation email.

~	Search		U		& Com	puter Sciences
÷			1 of 13	<	>	\$
		is your Facebook confirmation code			⊜	ß
+	Facebo to me	ook «registration⊜facebookmail.com» ▼	9:14 PM (0 minutes ago)	☆	4	:
		Action Required: Confirm Your Facebook Account				
		Hey Jazette,				
		You recently registered for Facebook. To complete your Facebook registration, please confirm your account	t.			
		Confirm Your Account				
		You may be asked to enter this confirmation code:				
		Facebook helps you communicate and stay in touch with all of your friends. Once you join Facebook, you'll be able to share	e photos, plan events, an	d more.		
		This message was sent to jaxeffe@Ca.uci.edu al your mouest. Parabonk, hor, Attention: Community Stopport, 1 Parabook Way, Manio Park, CA 94025 To help keep your account secure, please don't forward this email. Lasm More				
	*	Reply B Forward				

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

Drive 🗘 GitHu	b - snatik/m	<b>O</b> GitHub - miepage	Feasibility study o	IEEE Xplore Full-T	S Microsoft Word	w online	lbrary.wiley	E Impairments of ey
	f							0 -
			Enter the c	ode from your e	mail			
			Let us know this sent to iazettei	s email belongs to you. Rics.uci.edu.	Enter the code in t	he email		
			FB-					
			Send Email Age					
				Update Conta	ct Info Co	ntinue		

# Step 3: Take or Upload a Profile Photo



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 you 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.

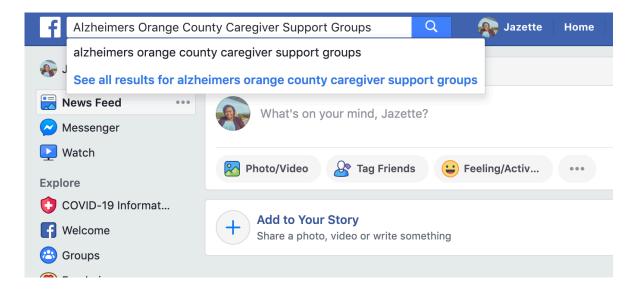
:	See More					
0	Get to know y	our priva	cy settings			
	You control ho people and app			with		
Í	Take a Priva					
	×.			1		
				0	Public Anyone	
		Whe	should see t		Anyone	
		0	Public	V~ 76	Friend	
			Anyone on or	off Face	You	
		<ul> <li>✓ III</li> </ul>	Friends			

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

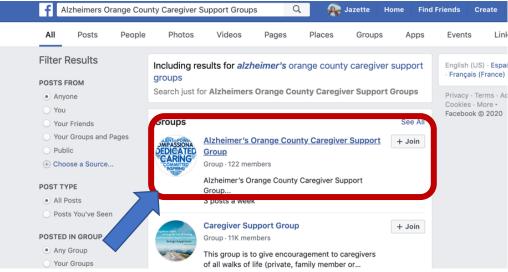
# Now that you are all set up it is time to find the Alzheimer's Orange County Support Group.

### Step 5: Join Online Support Group

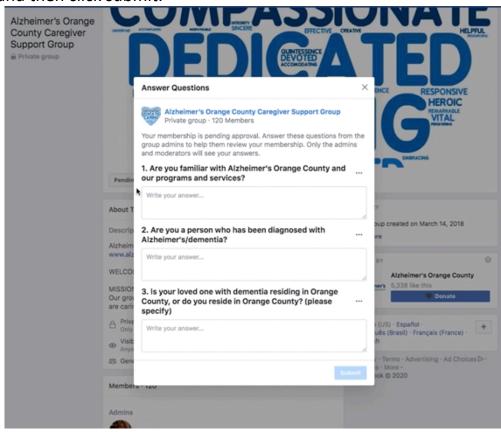
1. In the search bar as seen below type in "Alzheimer's Orange County Caregiver Support Groups" and then press the enter key on your keyboard.



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.

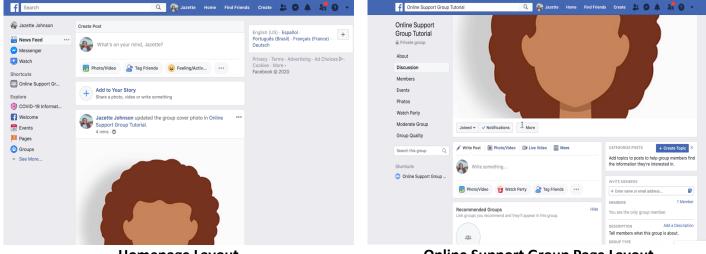


# Section 2: Interacting with Online Support Group

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 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

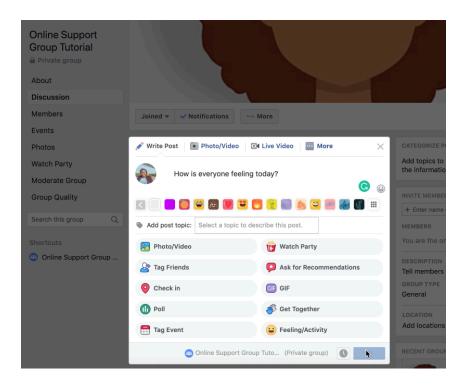
**Online Support Group Page Layout** *Includes: Only Support Group Participants* 

- 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:

Online Support Group Tutorial Private group About Discussion	Ask Pending Members Learn more about the people who want to join questions, which they'll see when they try to joi change your questions in the Cet Started	your group. Ask them up to 3 n or are invited. You can always
Members		
Events		
Photos	Jazette Johnson Just now	
Watch Party	How is everyone feeling toda	2
Moderate Group		<i>xy</i> :
Group Quality	ြို Like	Comment
Search this group Q	Write a comment Press Enter to post.	• 😔 🛈 🖬 😺
Shortcuts		
😃 Online Support Group	NEW ACTIVITY -	
	<u> </u>	

- 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.

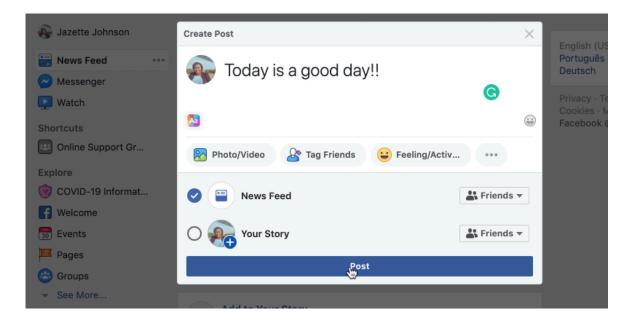
🕐 🗘 😂	<b>;;</b> 😧	•	1 Comment
الله الله الله الله الله الله الله الله	e	C co	mment
Ĩ			

- 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.

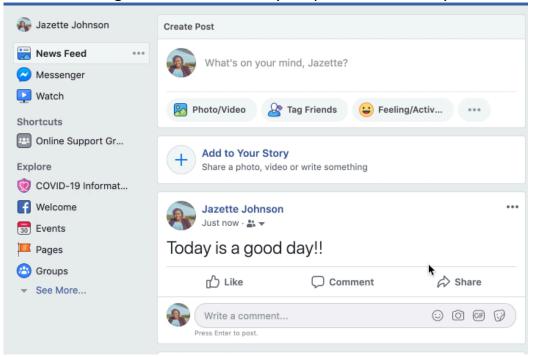
### Questions About Homepage

- 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.

🕑 💙 😂 🐨 😣 🧟	1 Comment
ப் Like	

**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.

			1			
ථා	Like	ς	) Comm	nent		
Hello nice	picture!		• 😳	Ô	GIF	I
Press Enter to pos	it.					

# Section 3: Privacy Concerns Questions Answered

This section is 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.
  - $\circ$   $\;$  Public means everyone on and off Facebook can see the post
  - 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:

Jazette Johnson 23 hrs S -Today is a good day!! - 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:

Jazette J 23 hrs •			•••
Who should see this?	ood day!!		
S Public Anyone on or off Facebook	Comment	A Share	
✓ ♣ Friends Your friends on Facebook	ment		3
Briends except Don't show to some friends	nson updated the group cove	r photo in Online	•••
<b>** Friends of friends</b> Your friends of friends	oup Tutorial.		
▼ More			

- 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