



FACEBOOK

Introduce

Yourselves:

- Name
- Pronouns
- Facebook familiarity/interests

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Check out the Community Workshop Series Workshop website to learn more about the program and find out about upcoming classes!

<http://cws.web.unc.edu/>

Last updated:
26 October 2020



SIGN UP FOR FACEBOOK

- Double click on the web browser of your choice (Firefox, Chrome, Explorer)
- Type in Facebook.com into the address bar. You will be taken to the page below.
- Click "Create New Account"
- Fill in the information in the "Sign Up" box that pops up
- Enter in an email address that you know you can access.

The screenshot shows the Facebook homepage. On the left, under the Facebook logo, is the 'Recent Logins' section with a placeholder for a profile picture and an 'Add Account' button. On the right is the login box with fields for 'Email or Phone Number' and 'Password', a blue 'Log In' button, a 'Forgot Password?' link, and a green 'Create New Account' button. At the bottom of the login box, there is a link to 'Create a Page for a celebrity, band or business.'

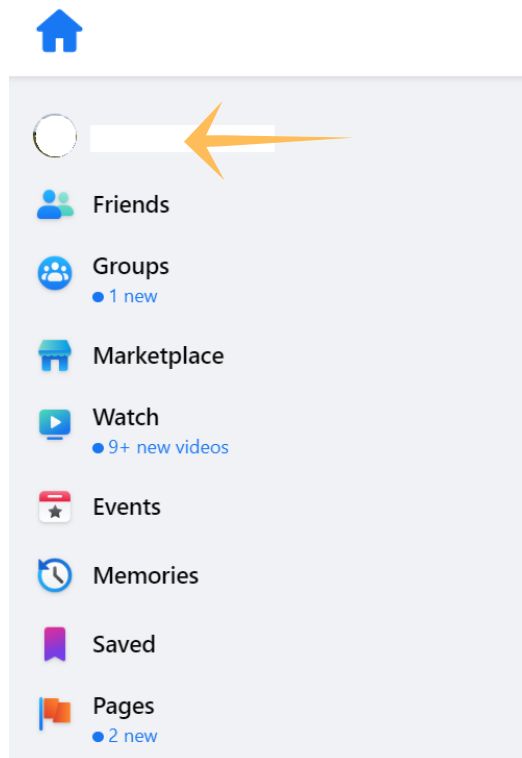
If you do not want to create a facebook page at this time, this is totally alright! You can use the student account to practice using facebook and then you can decide if you want to create an account.



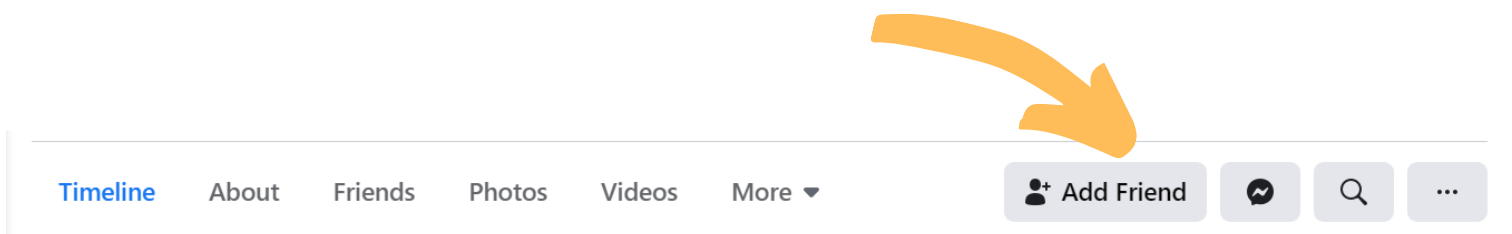
MAKE FRIENDS, SEND MESSAGES

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

A friend request will appear under "Friends" on the left sidebar when you are on the "Home" tab:



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





MAKE FRIENDS, SEND MESSAGES

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 very bottom right of your screen when you are in the "Home" tab.



- When you click on the message icon 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:" You can think of this box as the "To" line of a letter.
- Now you should be able to write any message you would like your partner. If you are wondering what to write, you might tell them what your favorite color is.

New Message ×

To:

Suggested

Active (36)

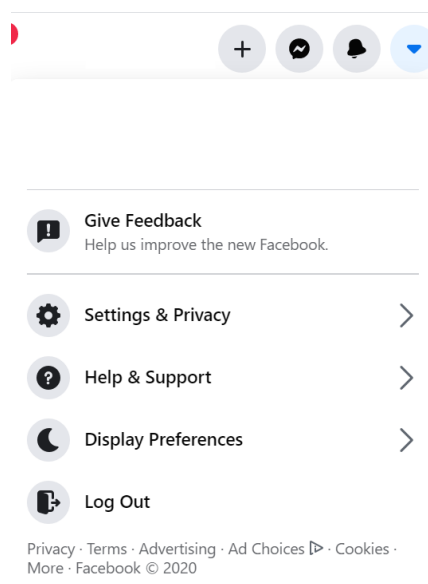


PRIVACY SETTINGS

For this activity, I would 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 & Privacy.

- Click Settings, then in the left-hand sidebar click "Privacy"
- You will now see a table that looks like the one pictured below.
- Click on the "Edit" buttons in the right-hand corner to edit.
- 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.



Settings

- General
- Security and Login
- Your Facebook Information
- Privacy**
- Face Recognition
- Timeline and Tagging
- Public Posts
- Blocking
- Location
- Language and Region

Privacy Settings and Tools

Privacy Shortcuts

Check a few important settings
Quickly review some important settings to make sure you're sharing with the people you want.

Manage Your Profile

Go to your profile to change your profile info privacy, like who can see your birthday or relationships.

Learn more with Privacy Basics

Get answers to common questions with this interactive guide.

Your Activity

Who can see your future posts?

Friends

[Edit](#)

Review all your posts and things you're tagged in

[Use Activity Log](#)

Limit the audience for posts you've shared with friends of friends or Public?

[Limit Past Posts](#)

Who can see the people, Pages and lists you follow?

Friends

[Edit](#)



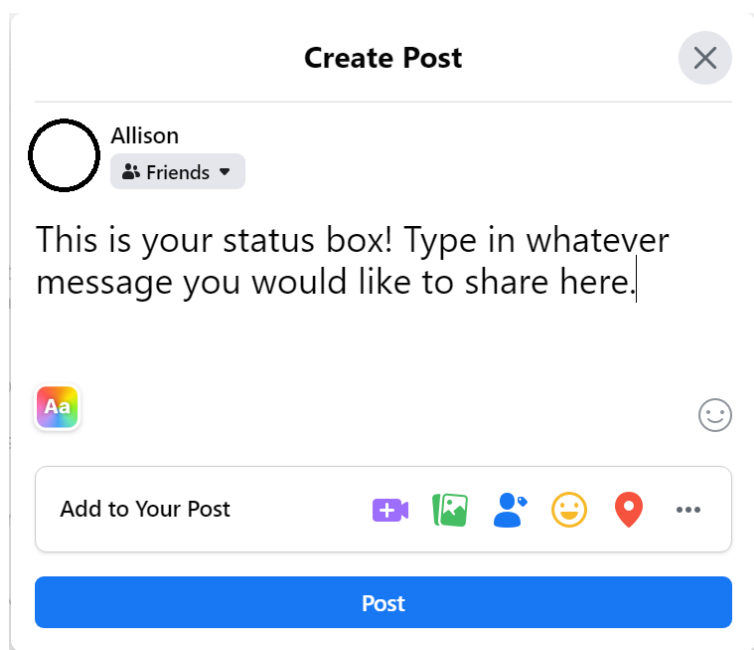
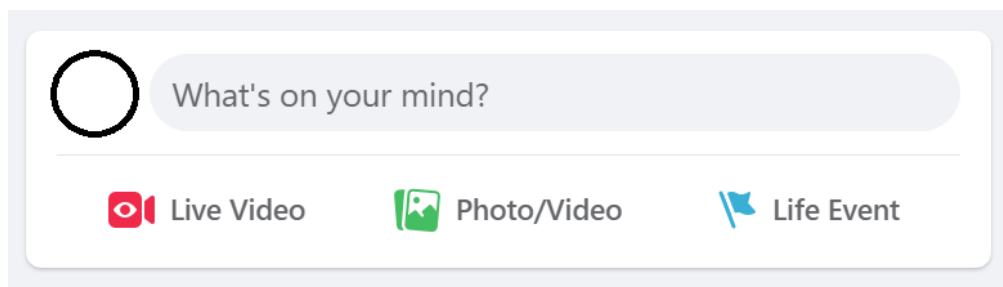
UPDATE YOUR STATUS

For this activity, we are going to write a status update. A status update goes to all your friends. You may write whatever you like in your status update. If you are unsure what to write, people on Facebook often post about food.

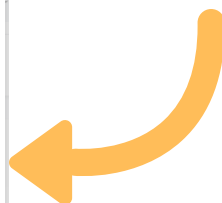
Click on **your name** in the top right hand corner. You will be taken to your timeline



Click on the box that says: "What's on your mind?"



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

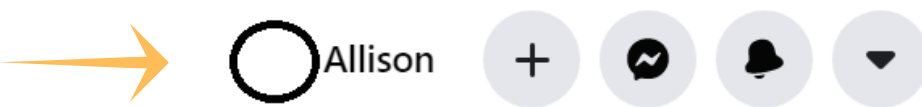




POST A PICTURE

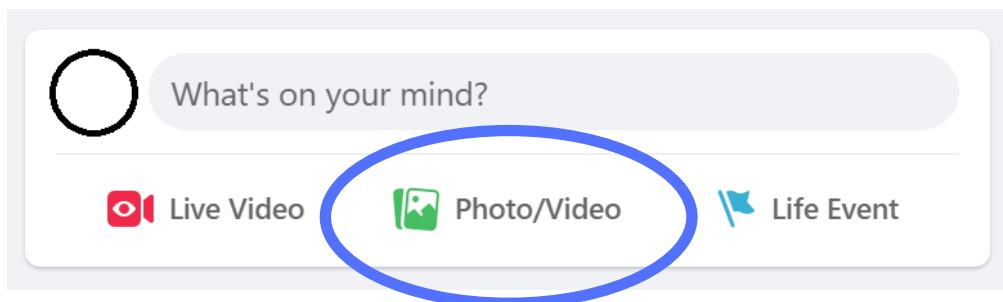
For this activity, imagine that you want to post a picture of your new puppy, Frank. Photos are often shared as a status update

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 middle that says **Photo/Video**

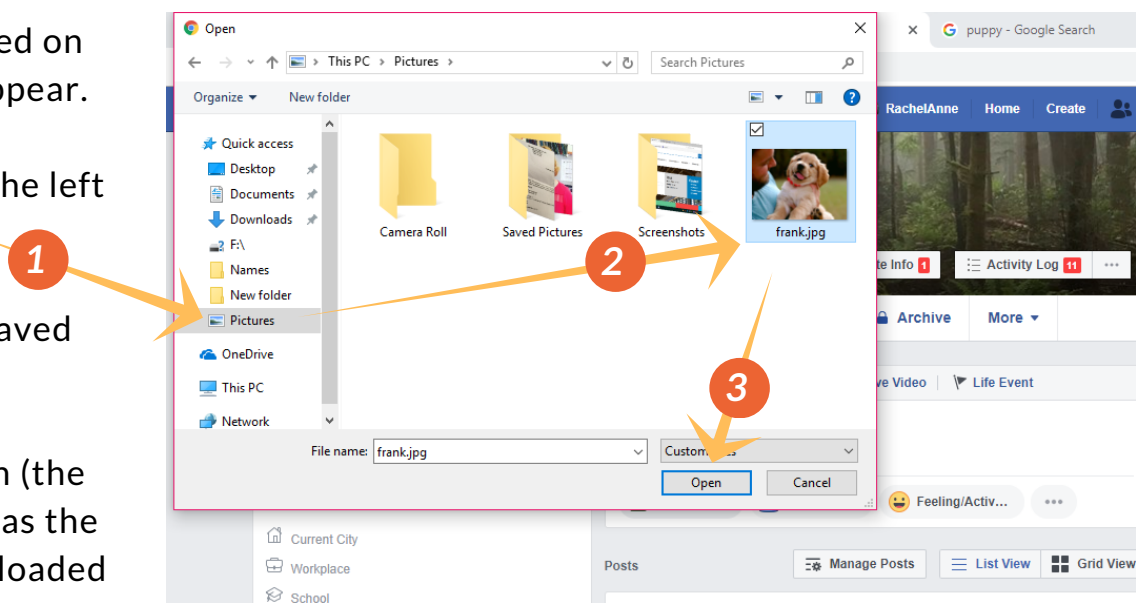


A pop box of files saved on your computer will appear.

Select the folder on the left that says pictures.

Click on the picture saved as "frank.jpg"

Click the Open button (the pop-up box will close as the picture of Frank is uploaded to Facebook).



When you are ready to post, hit Post!



UNFRIENDING

Sometimes we Unfriend people on facebook. This means this person is no longer able to see your photos or posts. There are a lot of reasons you might choose to unfriend someone. For example, you might friend a colleague at work because of a work project. Now that 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 left of facebook



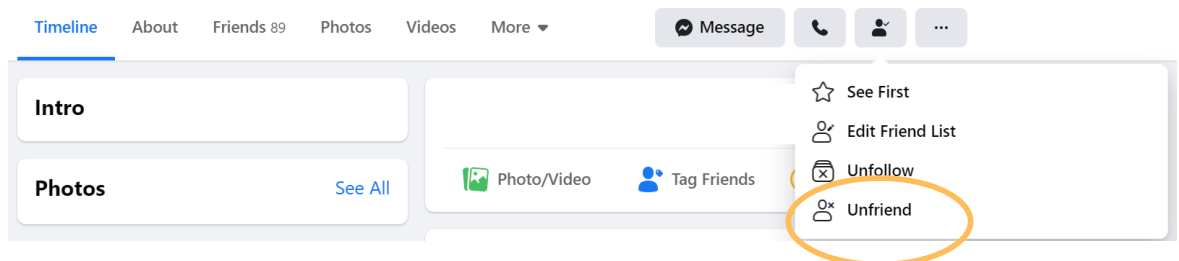
Search Facebook

Type in your friend's name and hit enter.

Under to their name on the right hand side, there is a person icon with a little check mark.

Click on this icon.

Click on the last option, “Unfriend”



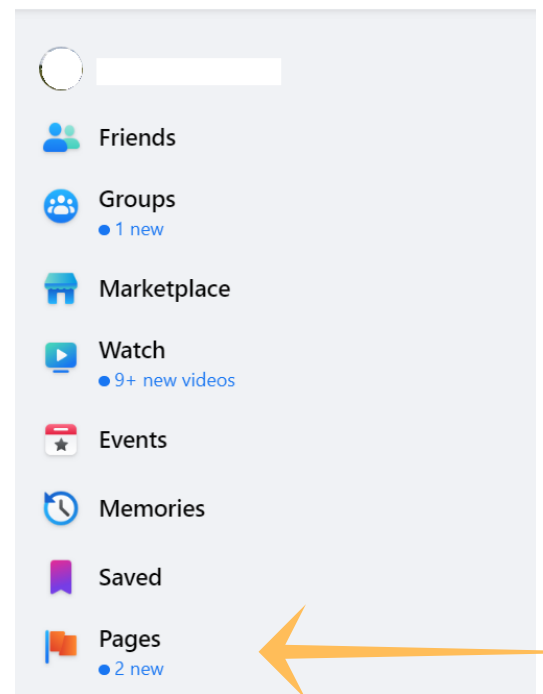


MANAGE PAGES

You can also create pages for organizations or businesses on Facebook separate from your personal page. A well managed social media page can increase the visibility of an organization.

To access a page you manage follow the steps below.

- Click on the "Home" icon next to the Facebook search bar.
- Click on "Pages" at the bottom of the left-hand sidebar.
- Click on the page on the "Pages You Manage" screen.



Pages You Manage



UNC Information & Library Science Students Association

5★ · College & University · 478 likes · 501 follows



Notification
s



Message
s



Community Workshop Series

Education Website · 18 likes · 20 follows



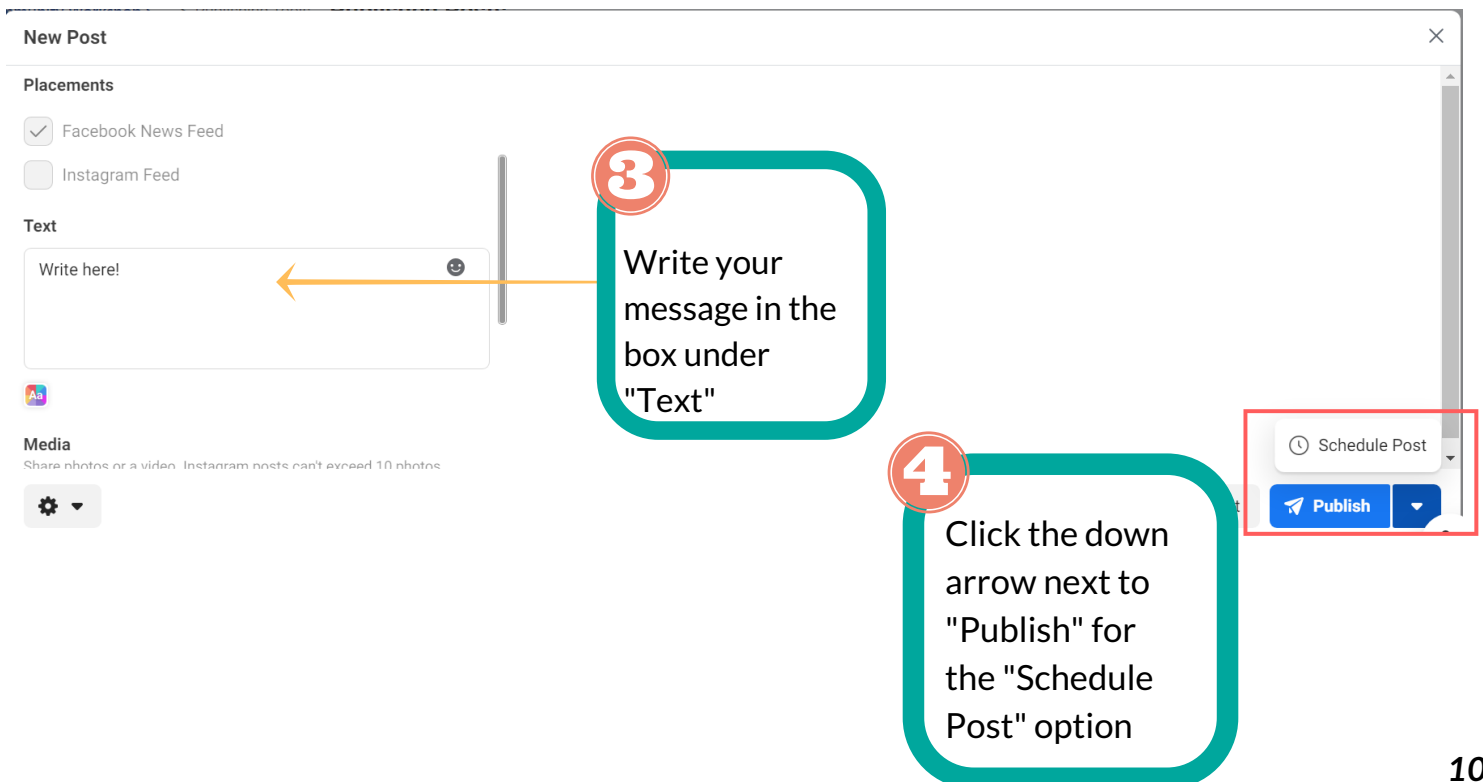
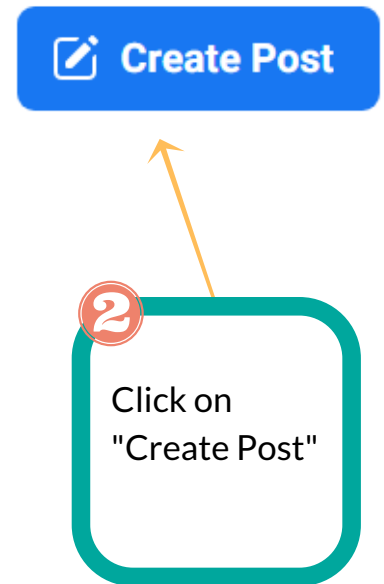
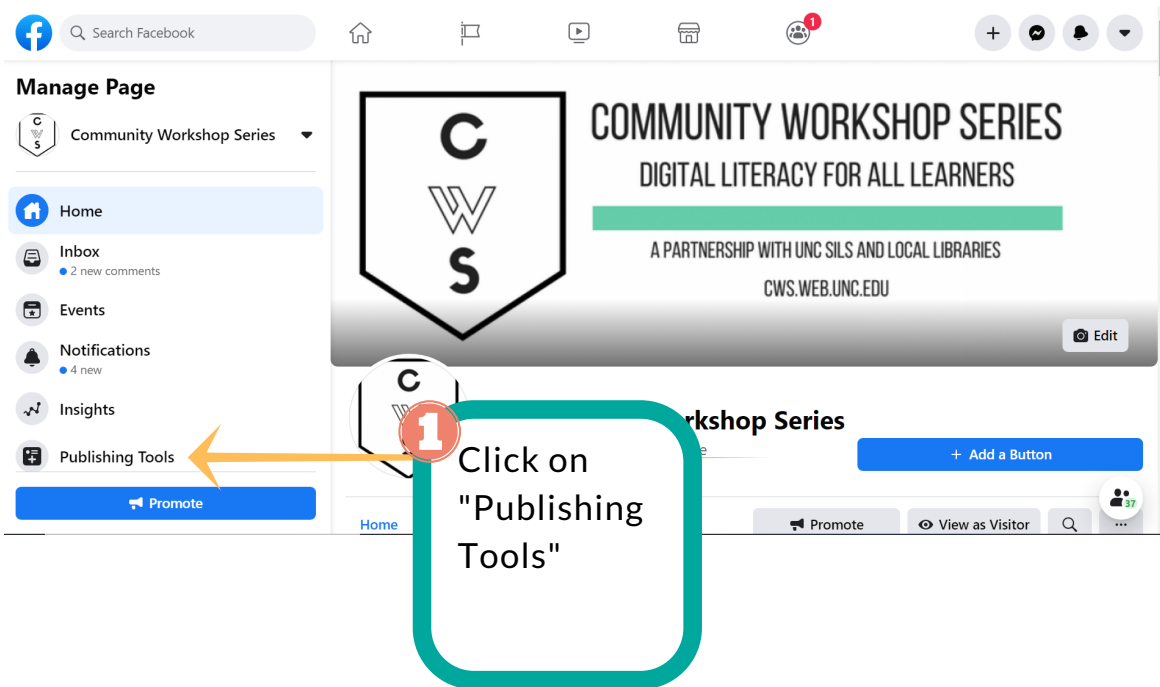
Notifications



Messages



SCHEDULE A PAGE POST







SCHEDULE A POST CONT.

5

A calendar will appear. Click in the box to change the date

Schedule Post ×

Select a date and time in the future for your post to be published.

 10/25/2020  05:38 PM

< **October 2020** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Schedule

6

Click on the side arrows to change the month

7

When you have picked a date and time, hit Schedule

Scheduling posts are useful because you can write a number social media shout outs ahead of time.

Post cannot be scheduled more than 6 months in advance.

More Resources for Computer Instruction

Community Workshop Series Classes



Chapel Hill Public Library

Wednesdays at 6-7:30pm

To register for class, contact the CHPL at (919) 968-2777.

Durham SW Public Library

Thursdays at 6-7:30pm

To register for class, contact the Durham Branch at (919) 560-8590.

Cybrary at Carrboro

Saturday at 10-11:30pm

To register for class, contact the Cybrary at (919) 918-7387.

More Local Resources

Kramden Institute

<https://kramden.org/classes/>

Phone: 919-293-1133

Email: info@kramden.org

Hours: Mon - Fri 9am – 5pm

Wed 9am – 9pm

Orange County Literacy Council

<http://orangeliteracy.org/>

Phone: (919) 914-6153

oclc@orangeliteracy.org