

## How to Set up a Facebook Account

### 1. **Decide on your purpose:**

- a. What is your reason for wanting a Facebook account?
- b. What types of people do you want as "friends"?
- c. Ex: Any and all people you ever knew? Only people you actually know who share your values? As many random people as possible?

### 2. **Create a free email address** to use only for internet activism such as this facebook project:

- a. Go to [www.yahoo.com](http://www.yahoo.com)
- b. In the upper right corner click the "Mail" link
- c. At the lower right click "Create New Account"
- d. Observe the questions asked and before entering your answers, protect your privacy by first writing down some fake answers on a piece of paper so you will remember them.
- e. It is best to use random characters for the ID and the password. Don't pick anything easy to remember since you will write the info down first and won't need to memorize any of it.
- f. I think you can ignore the boxes asking for mobile phone and alternate email.
- g. When finished, click "Create my account"

### 3. **Create a facebook account** at [www.facebook.com](http://www.facebook.com)

- a. Before you begin:
  - decide whether you will open a personal account or an organization account. In my opinion, a personal account is easier to obtain followers for, while an organization account provides more statistical data on the who what when of people who might see your posts.
  - In addition, It is easier to get an impressive (but not very useful) large number of "friends" if you have a personal account. Then, later, you can switch to an organizational account and the followers are transformed into "likes" which are much harder to obtain.
  - decide on an age and sex to match the audience you want to reach, so you can see what they see. (facebook claims it wants to customize "your experience" to be age appropriate.)
- b. Before you begin, decide on:
  - A first and last name (real or not)
  - a random 8 character password. Ex: kK9s%pp1 (but not this one)
  - a birthday
  - later you can add a photo or image or logo (relating to your issues, or not)
  - later you can add any website you want "friends" to visit.
- c. At [facebook.com](http://facebook.com), fill in the boxes in the "sign up" fields for
  - First name

- Last name
  - "email" (which you created at yahoo.com)
  - re-enter the email to verify spelling
  - the random character password you chose earlier.
  - Check the male or female box
- d. Click the "Sign up" box. Two things might happen at the same time:
1. you might be asked to log in: if so, enter your email address and password.
  2. You will receive two emails from facebook.
    - a. The subject of one email might be "Just one more step to get started on Facebook". It contains a link to complete the sign-up process. Open it, notice a confirmation code, click the link, and if they ask for the confirmation code, enter it.
    - b. The second email contains links to pages containing facebook tools of varying usefulness

#### 4. **Customize your facebook account and settings**

Next you will be asked questions to allow you to set up details about your account:

- a. Step 1 – Find Your Friends
  - This is a way to ask many people in your email contact list if they want to be your facebook friend. I do NOT recommend giving this information to facebook yet.
  - At the bottom right is a "skip this step" link
- b. Step 2 - Profile Information
  - If you wish, you can answer a few personal questions. To the right of each question is a tiny globe and triangle. Clicking on them allows you to adjust who can see what you answered for each question. You will not understand the meaning of many of the options or what the consequences are of selecting them. The safest course is to select "only me" until you later learn more.
  - At the bottom choose either "back", or "skip", or "save and continue".
- c. Step 3 – Profile Picture
  - You can choose any image on your computer. or none.
  - At the bottom choose either "back", or "skip", or "save and continue".

#### 5. **Explore facebook.**

You will now be brought to your "Home" section of facebook. At the top there might be a message to check your email to complete the sign-up process. If you have not yet done so, check for this email now.

- a. Your "Home" section is not an actual single page. It consists of several pages. You can choose which one you want to see by clicking any page name listed in the left column. Two important ones are:
  - WELCOME
    1. Box 1: do not fill in. It asks you for your email password and says they won't store it but I would not trust them.
    2. Box 2: Yes, take the privacy tour.
    3. Box 3: If you did not add a photo yet, it provides an option to add

or change your photo.

4. Box 4: Search for people you want to invite to be friends with.

- NEWS FEED

1. At the top of this page is an empty box asking "What's on your mind?" You can enter any text you wish and when you click "post" the world will see it.
2. In one sense this is like sending a tweet on twitter except you are not limited to 140 characters and can add images and more.

- FIND FRIENDS

1. Step 1 – find friends
    - a. The bottom option is "other tools"
    - b. One of those tools is "find friends, classmates and co-workers". If you wish, choose it and fill in one or more search terms at the left.
  2. You can also search facebook for names, or words like "tea party"
    - a. First locate the top menu bar to the right of the facebook logo. Notice there is a white space to enter a search term.
    - b. Enter about 5 meaningless unrelated characters like "7\$jOa". Do not press enter or return. Click the tiny magnifying glass search icon just to the right of where you entered "7\$jOa"
    - c. A list of mostly organizations will appear.
    - d. To the left, click the word "people" and enter a last or full name. OR, to the left click the words "public posts" and enter any search term, like "tea party".
    - e. Without clicking, move your mouse over the name, photo, or logo you want. More information will appear.
    - f. If it is an individual, click "add friend"
    - g. If it is an organization, click "like"
- b. If you get lost, click "home" at the right in the top menu bar.
  - c. In general, fill in anything appropriate to what you wish to accomplish.
  - d. In my opinion, facebook navigation and privacy settings are so complicated that I limit how I use it to only basic postings.