

facebook

Facebook helps you connect and share with the people in your life.



A guide to creating your Facebook account



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Create a Facebook Account Using a Computer

1. Open a web browser such as Internet Explorer, Firefox, or Chrome.
2. Type "facebook.com" in the address bar and press the Enter key. (Fig 1)
3. The Facebook signup page will appear. Complete the form by entering the following: first name, last name, email address, birthday, and gender. (Fig 2)
4. Create a new password for your account. A) Make sure it is at least 6 characters. B) Use a combination of numbers, letters, and punctuation marks. C) If the password you enter is not strong enough, try mixing together uppercase and lowercase letters or making the password longer.
5. Read Facebook's terms as well as data and cookie use policies.
6. Submit the form by clicking on the "Sign Up" button.

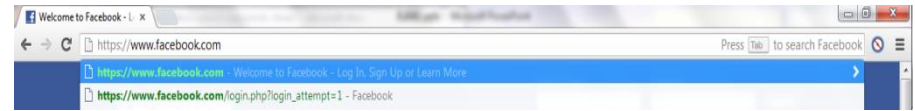


Fig 1

A screenshot of the Facebook "Sign Up" form. The form is titled "Sign Up" and includes the text "It's free and always will be." Below this, there are several input fields: "First Name", "Last Name", "Your Email", "Re-enter Email", and "New Password". There is also a "Birthday:" section with dropdown menus for "Month:", "Day:", and "Year:". Below the birthday section, there are radio buttons for "Female" and "Male". At the bottom of the form, there is a "Sign Up" button. A small link "Create a Page for a celebrity, band or business." is visible at the very bottom.

Fig 2

7. Step 1 will allow you to find your friends. Click “Skip this step” to find friends later. (Fig 3)
8. Step 2 will allow you to enter the information that you wish to be listed on your profile. Click “Skip this step” to add this information later. (Fig 4)
9. Step 3 will allow you to upload a photo for your profile. Click “Skip this step” to add a photo later. (Fig 5)
10. The next screen will read “Welcome to Facebook.” A banner at the top of the screen will prompt you to read your email to complete the sign-up process.
11. You must verify your account before you can access all of Facebook’s features. Follow these steps: a) Click “Go to your email” on the banner and open the email titled "Just one more step to get started on Facebook." b) Click the confirmation link to complete the process.
12. When you click on the link, a new window will open allowing you to log in to Facebook.

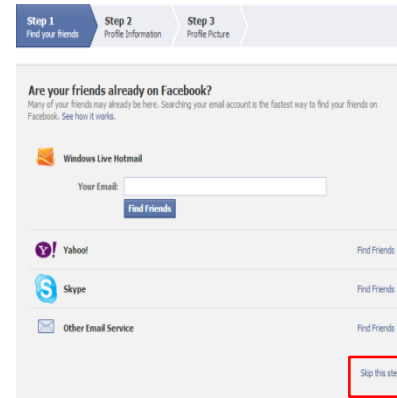


Fig 3

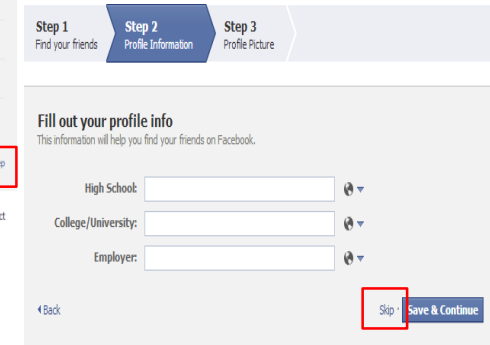


Fig 4

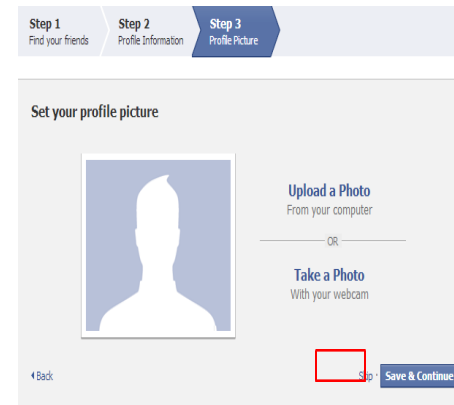


Fig 5

Profile pictures and cover photos are public. You can control the audience for other photos you upload to Facebook.

Log In to Your Facebook Account

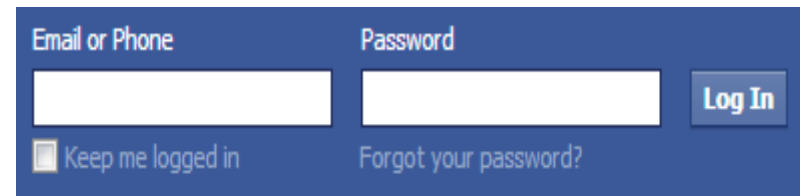
There are three steps to logging in to your account.

1. Go to facebook.com and enter one of the following:

- a) Any email address that is listed on your account.
- b) Your username.
- c) A mobile number confirmed on your account.


2. Enter your password.

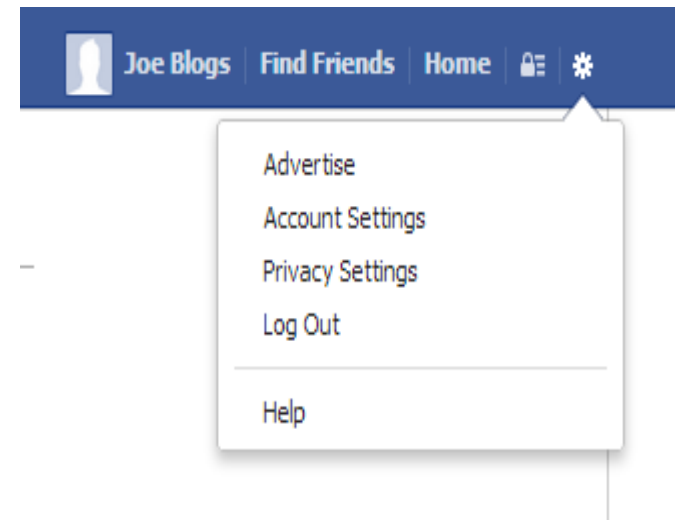
3. Click “Log In.”




The image shows a screenshot of the Facebook login interface. It features a dark blue header with the Facebook logo. Below the header, there is a white login form. The form has two input fields: "Email or Phone" and "Password". To the right of the "Password" field is a blue "Log In" button. Below the "Email or Phone" field, there is a checkbox labeled "Keep me logged in". To the right of the "Password" field, there is a link that says "Forgot your password?".

Modify Profile Settings

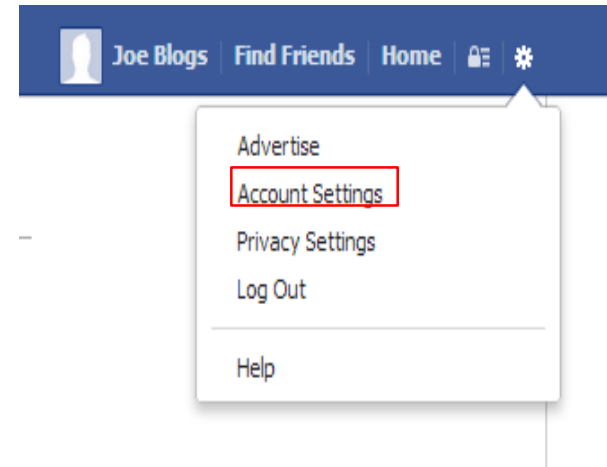
- Click  at the top right corner of your Facebook page.
- A drop-down menu will give you the following options:
 - **Advertise**
 - **Account Settings** (e.g. login email, password, notifications)
 - **Privacy Settings**
 - **Log Out** (Choose this option to log out safely.)
 - **Help** (Find answers to frequently asked questions.)



How to Change Your Account Name

- Click  in the upper right corner of your Facebook page and select “Account Settings.” (Fig 6)
- Click “General” in the left-hand column.
- Look for the “Name” setting and click “Edit.”
- Type your new name and save your changes.

Note: There is a limit to the number of times you can change your name.



General Account Settings

Name

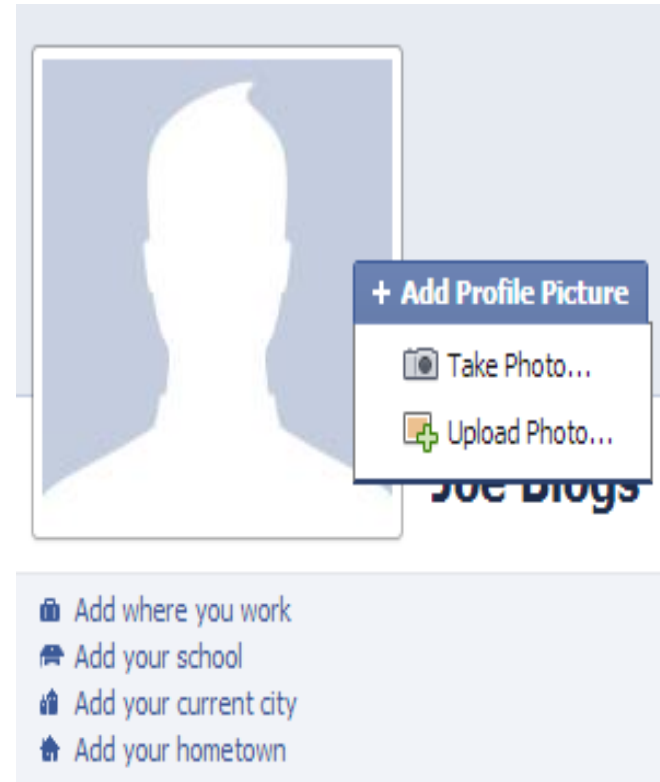
Joe Blogs

[Edit](#)


How to Add or Change a Profile Picture

- Go to your timeline and move the mouse over your profile picture.
- Click on “edit your picture.”
- Choose whether you want to:
 - Pick a photo you already uploaded
 - Upload a new photo
 - Edit your thumbnail
 - Remove your current photo

Note: The public can view profile pictures.




How to Change the Email Address that Notifications are Sent to

- Click  in the upper right corner of your Facebook page and select “Account Settings.”
- Click “Edit” in the email section.
- Click “Add another email,” enter new email address, and click “Save Changes.”
- Confirm your password.
- Look for an email from Facebook to confirm your new address.

Note: Notifications will go to the email account you choose as your primary email address.

Email

Primary email:  0849375@studentmail.ul.ie
100005334961631@facebook.com · [Remove](#)

[Add another email](#)

Facebook email: 100005334961631@facebook.com

Your Facebook email is based on your public user ID. Email sent to this address goes to Facebook Messages. Want to personalize this address? Just set your username (above).

Allow friends to include my email address in [Download Your Information](#)

To save these settings, please enter your Facebook password.

Password:

[Save Changes](#) [Cancel](#)

Visibility

- In the section “Who can see my stuff,” click “Edit” to select the audience you would like to share your posts with.
- From the drop-down menu, select “Public,” “Friends,” “Only Me,” or “Custom.”
- To modify the settings for who can find you on Facebook, click “Edit” next to “Who can look me up?”
- From the drop-down menu, select your audience.
- To allow search engines other than Facebook to link to your timeline, click “Edit” next to “Do you want other search engines to link to your timeline?”
- Select “Let other search engines link to your timeline” and then click close.

Privacy Settings and Tools			
Who can see my stuff?	Who can see your future posts?	Public	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 look me up?	Who can look you up using the email address or phone number you provided?	Everyone	Edit
	Do you want other search engines to link to your timeline?	On	Edit

Timeline and Tagging

1. To edit who can post on your timeline and to manage your tagging settings, click “Edit” next to the setting you would like to modify.

2. Select your audience from the drop-down menu and click close once you are finished.

Timeline and Tagging Settings			
Who can add things to my timeline?	Who can post on your timeline?	Friends	Edit
	Review posts friends tag you in before they appear on your timeline?	Off	Edit
Who can see things on my timeline?	Review what other people see on your timeline		View As
	Who can see posts you've been tagged in on your timeline?	Friends of Friends	Edit
	Who can see what others post on your timeline?	Friends of Friends	Edit
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	Off	Edit
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Friends	Edit
	Who sees tag suggestions when photos that look like you are uploaded? (this is not yet available to you)	Unavailable	

Blocking

The blocking feature helps prevent unwanted users and apps from accessing your profile. You can modify these settings by visiting your Privacy Settings and selecting “Blocking.”

- Forming a restricted list
 - Friends on the restricted list can only see the information and posts that you make public.
 - Click “Edit List” and add friends by clicking on their names.
- Block Users
 - Type in a name or email and click “Block” to prevent users from communicating with you on Facebook.

Manage Blocking

Restricted List When you add friends to your Restricted list they can only see the information and posts that you make public. Facebook does not notify your friends when you add them to your Restricted list. [Edit List](#)

Block users Once you block someone, that person can no longer be your friend on Facebook or interact with you (except within apps and games you both use and groups you are both a member of).

Block users: [Block](#)

Block app invites Once you block app invites from someone, you'll automatically ignore future app requests from that friend. To block invites from a specific friend, click the "Ignore All Invites From This Friend" link under your latest request.

Block invites from:

Block event invites Once you block event invites from someone, you'll automatically ignore future event requests from that friend.

Block invites from:

Block apps Once you block an app, it can no longer contact you or get non-public information about you through Facebook. [Learn more.](#)

Block apps:

Blocking

- Block app invites
 - Type in the name of the friend(s) you wish to block and select their names from the drop-down list.
 - Click “Unblock” if you no longer wish to block someone.
- Block Event Invites
 - Follow the same steps as for “Block app invites.”
- Block Apps
 - Type the name of the app you wish to block and select it from the drop down list.
 - Click “Unblock” if you no longer wish to block an app.

Manage Blocking

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