



The screenshot shows the Facebook homepage. At the top left is the Facebook logo. To the right are links for "Remember Me" and "Forgot your password?". Below these are input fields for "Email" and "Password", and a "Login" button. The main content area is split into two columns. The left column has the text "Facebook helps you connect and share with the people in your life." and a world map with several orange person icons connected by dotted lines. The right column has the heading "Sign Up" and the text "It's free and anyone can join". Below this are input fields for "First Name:", "Last Name:", "Your Email:", and "New Password:". There are also dropdown menus for "I am:" (with "Select Sex:" below it) and "Birthday:" (with "Month:", "Day:", and "Year:" dropdowns). A "Sign Up" button is at the bottom of the form. Below the form is a link: "Create a Page for a celebrity, band or business."

## What is Facebook?

It is a global social networking website. Users can add friends and send them messages, post pictures and videos, and join groups with similar interests.

Facebook was created by Harvard student Mark Zuckerberg in 2003. Initially, membership was restricted to Harvard students but expanded one year later to include all universities in Canada and the U.S. Facebook expanded to high schools in 2005, then expanded membership in 2006 to anyone age 13 or older with a valid email address.

## Setting Up An Account

It's easy, just follow the steps. The basic information you are required to provide: name, email, gender, date of birth. You have the option to include other information such as name of school and class year, company name, a short biography, etc.



# Facebook Definitions

## **FRIENDS**

A person who has connected with your Facebook profile.

## **WALL**

The Wall is a space on every user's profile page where you post messages. Friends can post messages to your Wall. By default, your Wall is visible to anyone who can see your Profile. You can restrict who can post to your Wall or view what is posted on it with the Privacy Settings.

## **HOME PAGE & NEWS FEED**

The Home page contains a stream of real-time posts called "News Feed."

## **PROFILE PAGE**

Contains your profile information and the updates you post to your Wall. Your posts will appear as News Feed on your Friends' walls.

## **PUBLISHER**

Appears on your Home page and Profile page and asks the question, "What's on your mind?" This is how you post comments. You can attach photos and video with your comments.

## **PRIVACY SETTINGS**

With the Privacy Settings, you can control who sees your basic profile information (Only Friends, Friends of Friends, etc.), who can search for your Facebook account (Everyone on Facebook, Only Friends, etc.), and you can control what recent activity is visible on your Profile page.

## **PHOTOS**

The Photos space allows users to upload photos and create albums for groups of photos. You can selectively limit other users' ability to view photo albums with the Privacy Settings.



# Friends

## **FRIEND CONNECTIONS**

- Friend connections on Facebook must be confirmed by both users involved. This happens through an initial friend request, then a confirmation of the request by the recipient.
- If you ignore a friend request, their request will be removed from your list of friendships to confirm and they will not be notified.
- Friends will not be notified if you remove them from your Facebook but friend links are reciprocal so you will be removed from their Facebook as well.

## **AUTOMATIC INVITATION EMAILS**

When setting up your account, Facebook searches your email address book to locate friends who are already Facebook users and it will give you the option to “Add Friends.” If you do not want Facebook to send an invitation email to everyone in your address book, then select “Ignore” or “Skip This Step.” You can add them as a Friend later.

# Privacy Features

## **LISTS**

Lists allow you to organize people into groups (Work, School, Family, etc.) and then assign each group different levels of access to your Facebook information.

To create Lists, click on:

- the Friends tab.
- All Friends
- Create New List

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# Help

## **FACEBOOK HELP**

- Scroll down to the bottom of your Home or Profile page.
- Click on the “Help” link in the lower right corner.

## **How Do I Facebook**

<http://howdoifacebook.com/> This is a website that contains a glossary of terms, FAQ's and helpful resources for people getting started with their Facebook account.