STEP BY STEP USING FACEBOOK

| Step 1 | Step 2 | Step 3 | Step 4 |
| Find your friends | Fill Out Info | Choose Interests | Add Profile Pic |

Are your friends already on Facebook?
Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. See how it works.

Yahoo!

Your Email: valeri0308.wiki@yahoo.com

Find Friends

ymail.com   Find Friends

Skype   Find Friends

Other Email Service   Find Friends

Skip this step

wikiHow

| Step 1 | Step 2 | Step 3 | Step 4 |
| Find your friends | Fill Out Info | Choose Interests | Add Profile Pic |

Fill out your profile info
This information will help you find your friends on Facebook.

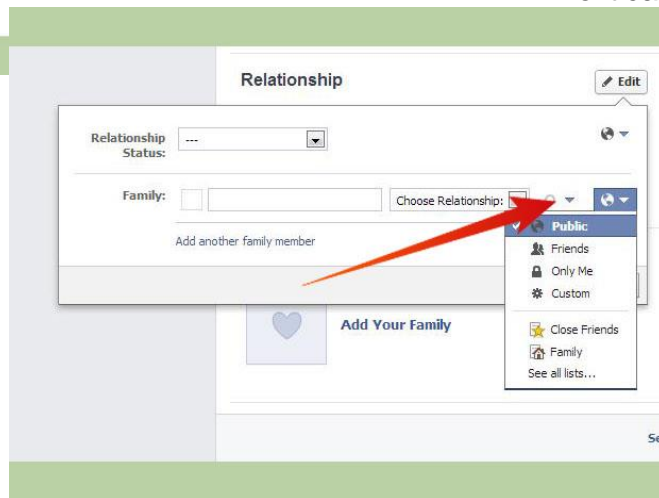|	
High School:	High School Name
College/University:	College or University Name
Employer:	Company Name
Current City:	Bacolod City
Hometown:	Hometown

◄ Back   Skip · **Save & Continue**

Your schools and employer are currently public to help you connect with classmates and coworkers. You can manage the privacy of your schools and employers by editing your About section.
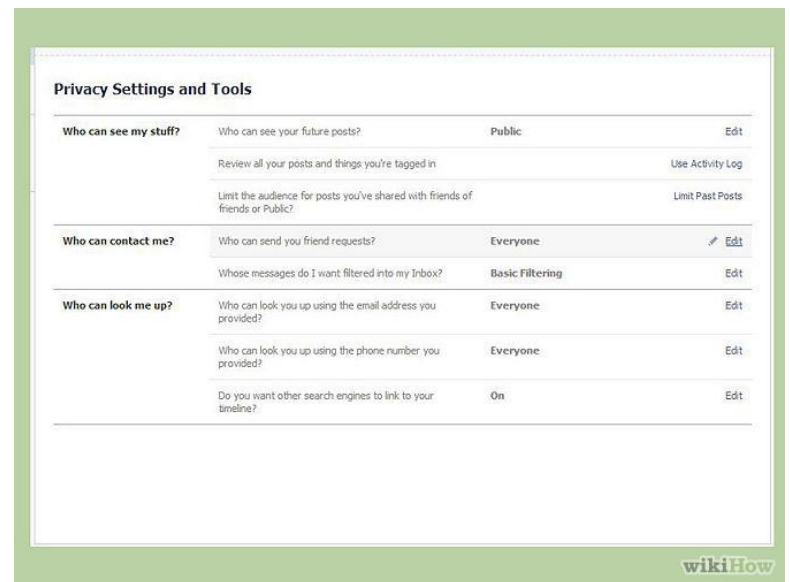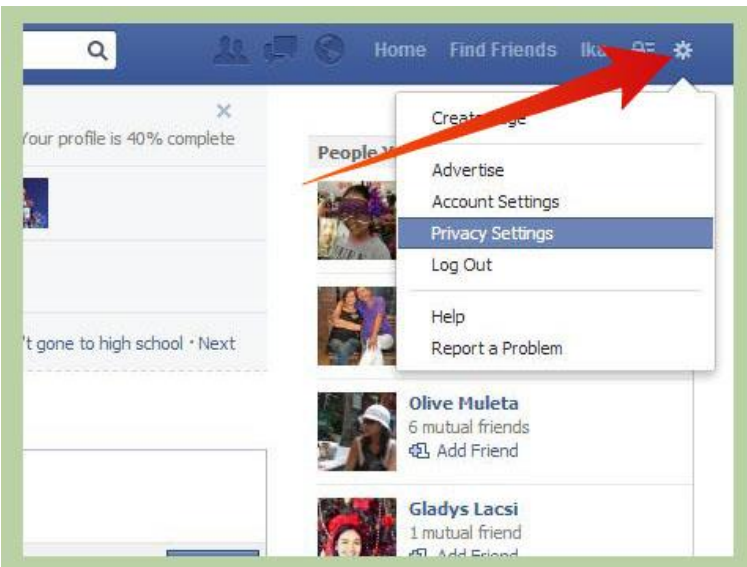
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Fill out the rest of your profile. Click the "Edit Profile link underneath your picture in the top-left corner. Add the information that you want to share. You can add a lot of information to your Facebook account. Some profile options include:

- Relationship Status
- Hometown
- Current Home
- Favorite Quotes
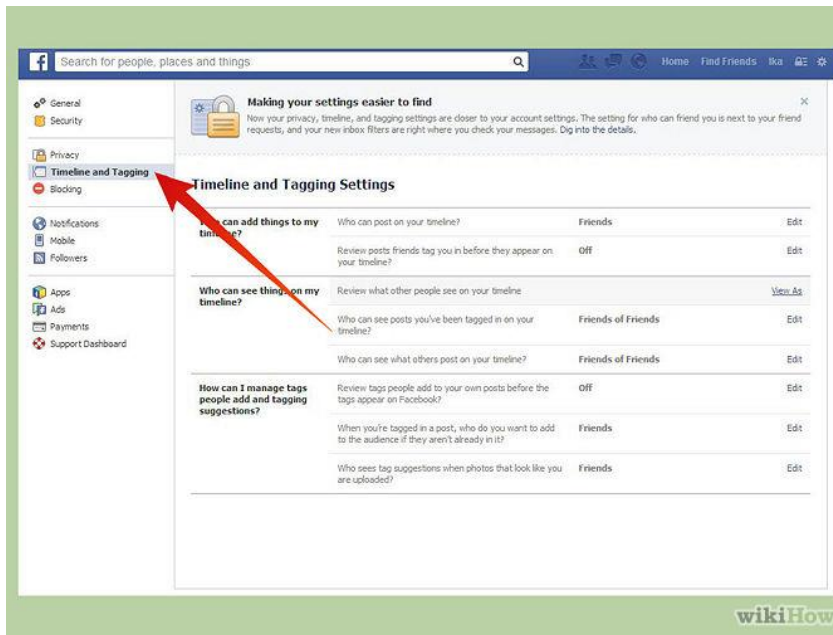- Religious Views
- Political Views

- You can set the default for who can see any future posts you make (this can be changed for individual posts when you make them).

- You can change who can send you a friend request. By default, this is set to everyone, but you can change it to Friends of Friends, which means that the person who sends the request has to be Facebook Friends with someone on your Friends list.

- You can change who can look you up by email address and phone number.

- You can tell search engines to not link to your timeline. This will prevent your timeline from showing up in web searches.
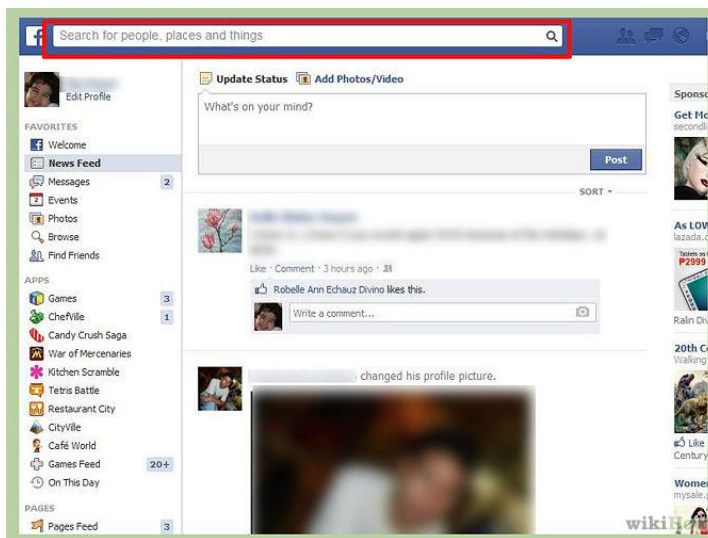
Check your Timeline and Tagging settings. In the left menu underneath the Privacy option, click Timeline and Tagging. This menu will allow you to control who can post to your timeline, who can see things on your timeline, and how you want tagging to be managed.

• Tagging is the act of adding links to other people in photos and posts.

Set the privacy options for each piece of information you add. When you add information to your profile, you can click the Privacy button to the right of the entry. This will allow you to choose who can see what you've shared. You can share with your Friends, the Public, and specific lists (groups) of friends.
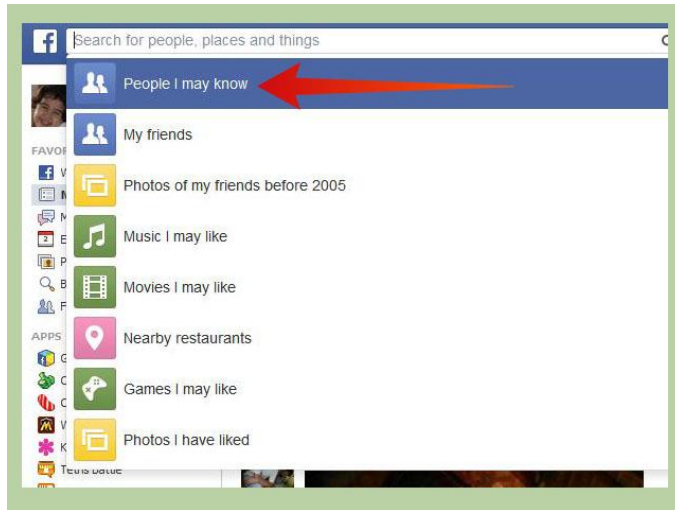

Search for people to add. Facebook is all about making connections. Whether it's keeping in touch with your cousin across the country or catching up with an old schoolmate on the other side of town, your Facebook experience will improve by adding connections.

Enter a person's name, email address, or phone number into the search bar at the top of the page. This will return a list of results. Click the result from the list, and then click the "Add friend" button. This will send a message to the person asking to confirm your friend request. You can include a personalized message with your friend request.

When the other person accepts the request, you will become friends with them and will have access to their timeline.
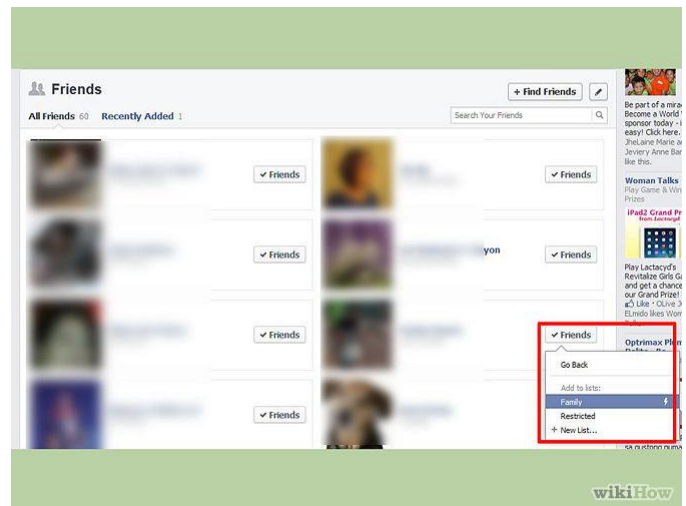

Use the "People I may know" tool. When you click the Search bar, the first option will be "People I may know". Click on this to open a list of people that you may know, based on people your friends know. This tool becomes more useful after you have a few friends added.
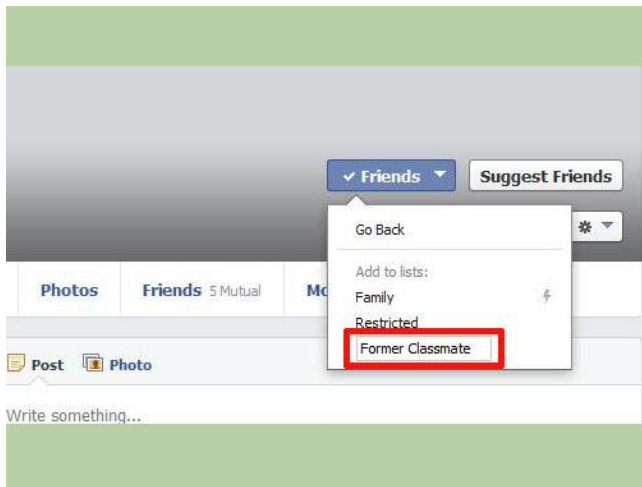
Click the "+Create List" button to create a new list. You can create lists to help separate family from friends, and business from both.

Enter the list name and add some members. As you type names, you will see suggestions for matches. This will let you quickly add multiple people.

You can add new and existing friends by clicking the Friends button at the top of their profile and selecting the list you want to add them to.
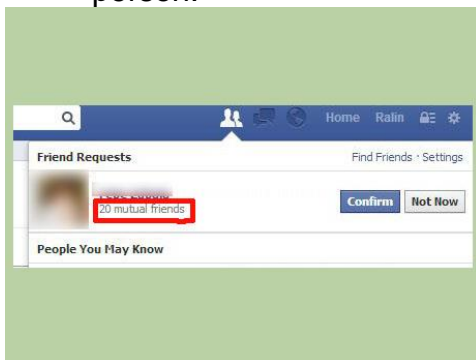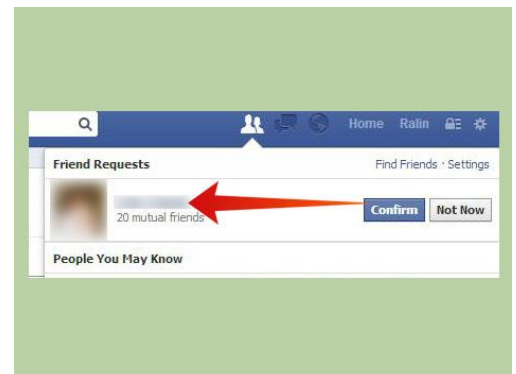
Respond to friend requests. As you start connecting with other people on Facebook, you'll start receiving friend requests from other users. You can see your pending requests by clicking on the Friends icon on the top of the Facebook screen.

- Next to each request you will see the number of mutual friends you have with that person.

You can click the person's name to see their basic profile.

Click the Confirm button to add the person as a friend, or the Not Now button to ignore the request.
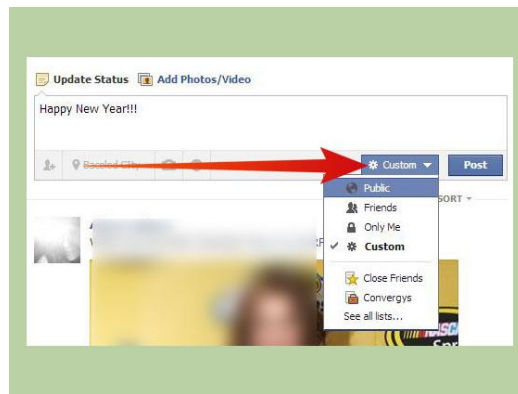
Share what's on your mind. To make a post, click the field at the top of your Newsfeed or Profile. You can start typing what you want to share. When you are ready to post, click the blue Post button.

- Click the Privacy button next to the Post button to choose who can see your post.

Share a link to another site. You can link to material all over the web by using your status update. Simply paste the URL for the site you want to link to and you will see a preview appear below the text field. You can then delete the link and the preview link will remain.

You can link just about anything, including YouTube videos, blog articles, images, and more.

Like pages on Facebook. You can search for artists, musicians, businesses, organizations, and more using the Facebook search bar. You can then "Like" these pages to receive updates on your newsfeed when they are posted. A lot of times, you can receive deals and early releases by being a Facebook fan.

Click the "Add Photos/Video" button at the top of your newsfeed. This will show two options: Upload Photos/Video and Create Photo Album. Clicking on either of these will open a file browser where you can browse for photos and videos on your computer.
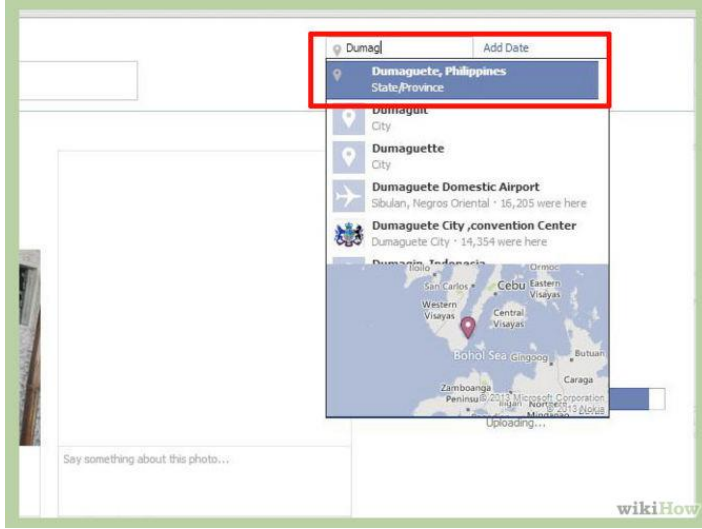

You will be given the option to add additional photos after you select your first one.

You can tag friends and write a comment or description of the photo(s).

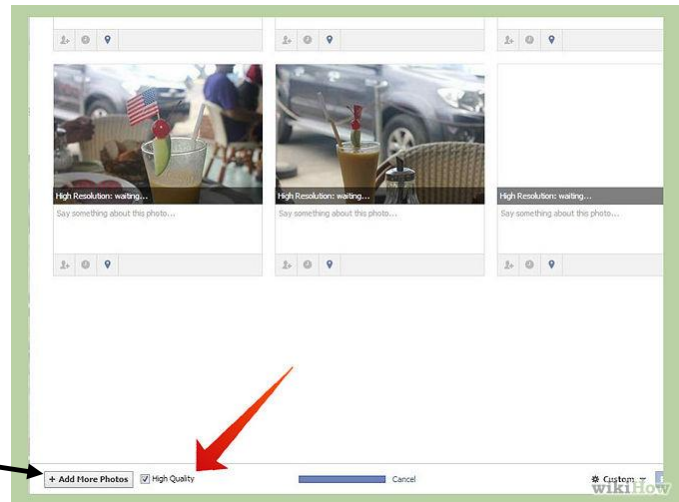This method makes your photos a post on your timeline.

Create a photo album. If you choose the Photo Album option, you will be able to upload multiple photos into one album. The album editor will open and you will be able to give the album a name and a description.

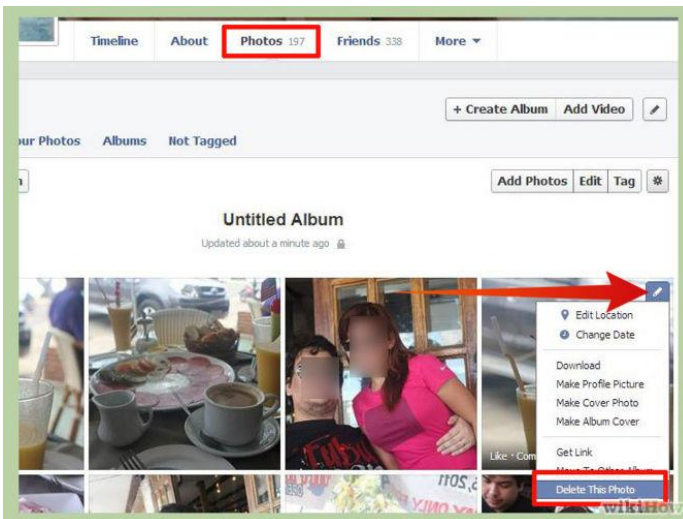You can also add a location for the album.

If you want to add the photos at their original quality, click the High Quality box at the bottom of the album editor. Your uploads may take longer.

Click the "+Add More Photos" button to find more photos on your computer to add to the album.
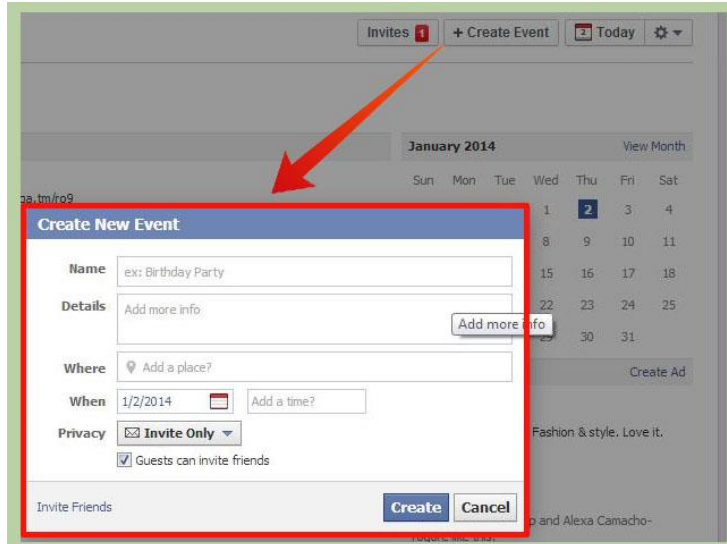

Delete photos you've uploaded. If you want to remove a photo that you've uploaded, you can do so from the photo manager. Click the Photos link in the left menu underneath your profile picture. This will open up all of your photos and albums.

• Navigate to the photo that you want to delete.

• Click the pencil button in the top-right corner of the photo preview. This will open a menu. Click the "Delete This Photo" option to remove the photo from your uploads.
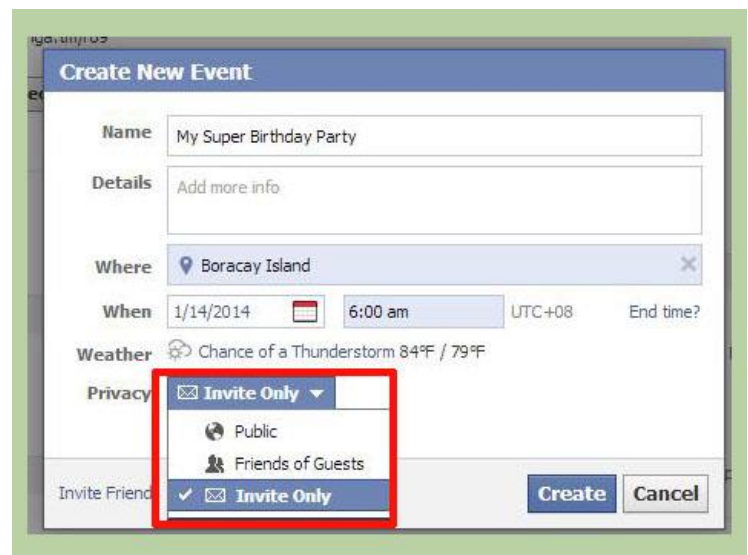
Create an event. Facebook allows you to create events which you can then send out invitations for or make public. To create an event, click the Events link in the left menu. At the top-right corner of the Events page, click the "+Create Event" button.

- Set a name for the event.

- Add details about your event. Let guests know what to expect or bring.

- Set the date for the event. You can use the calendar button to open a calendar and choose a date. You can also specify a start and end time.

Set your event privacy. Before you click Create, set the privacy to the settings that best suit your needs. If you're throwing a birthday party you probably want to keep it to invite only, but if you're throwing a concert you'll probably want to set it to Public.

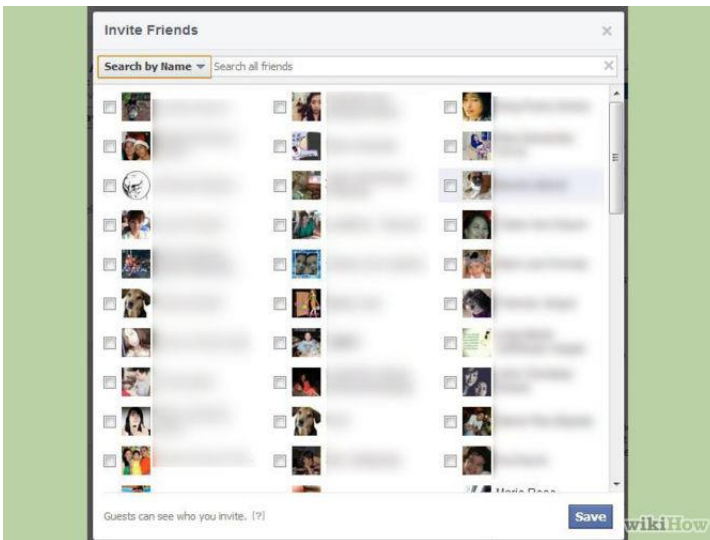- If you choose Invite Only, you can choose to allow guests to invite others.

Send out the invites. If your event is Invite Only, then it's time to send out the invitations. Click the link to "Invite Friends" and a window with all of your Facebook friends will appear. Check the box for each friend that you want to send an invite to.

- You can invite people after the event is created as well.

Manage your event. Once your event has been created, you can visit in in the Events menu. On your Event page, you can post messages to the people that are attending, change the date and time, invite more people, and more.