

A Simple Guide To Facebook



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Surrey Heath Neighbourhood Watch Facebook Administrator

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This guide was set up by creating a secondary account, as well as sections from my primary Facebook. All images displayed are my own

Setting Up Your Account

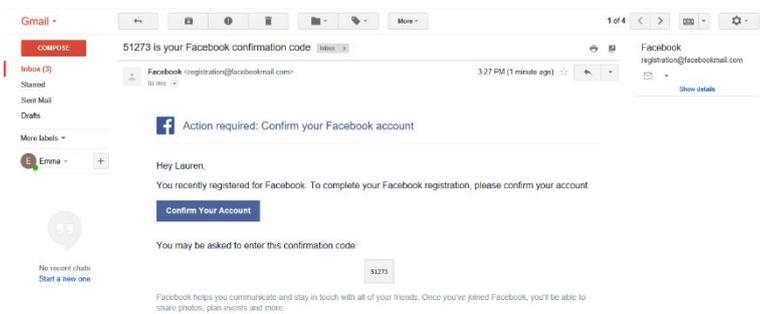
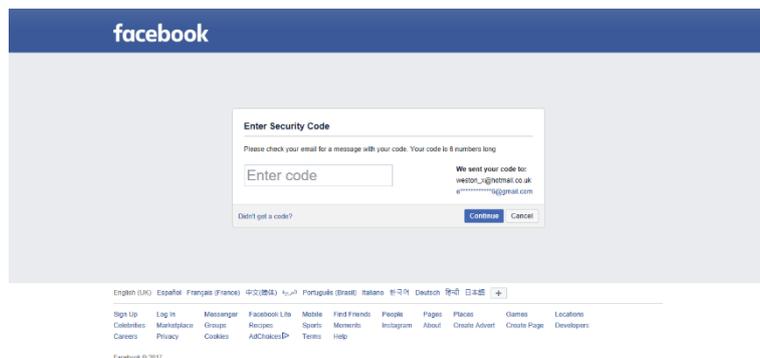
Enter www.facebook.com in your web search.



Here you must enter your:

- First Name
- Surname
- Email Address (and/or mobile number for added security)
- Date of Birth (users must be age 13 or over)
- Gender

Before accessing your account, a security code must be provided to correlate your email address with your account. With the email address used for the account set up, your code will be sent to that address.

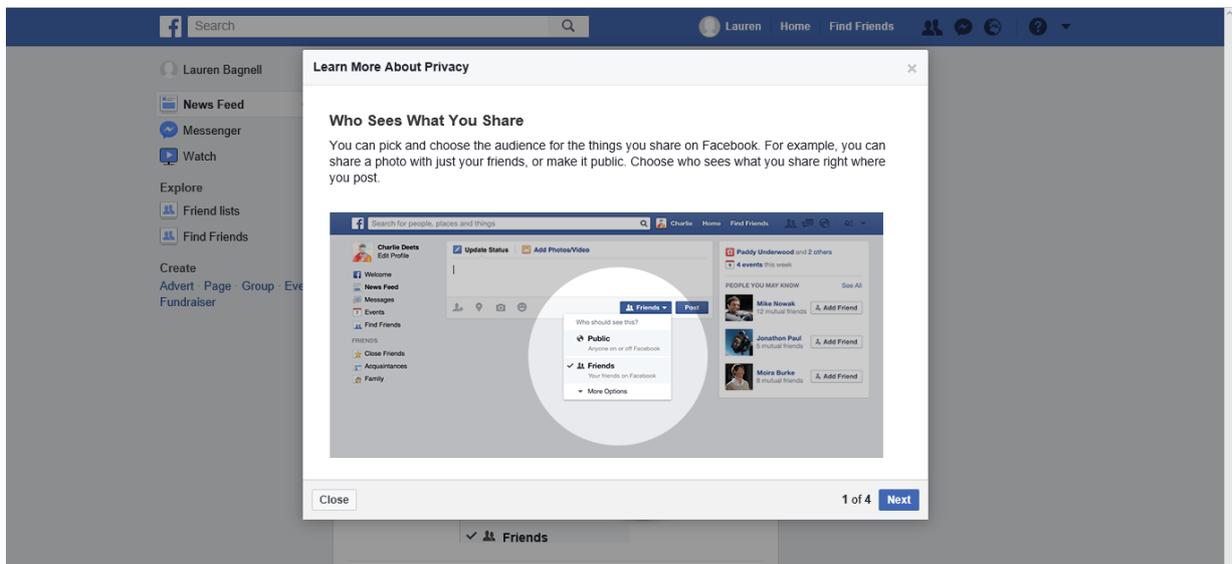
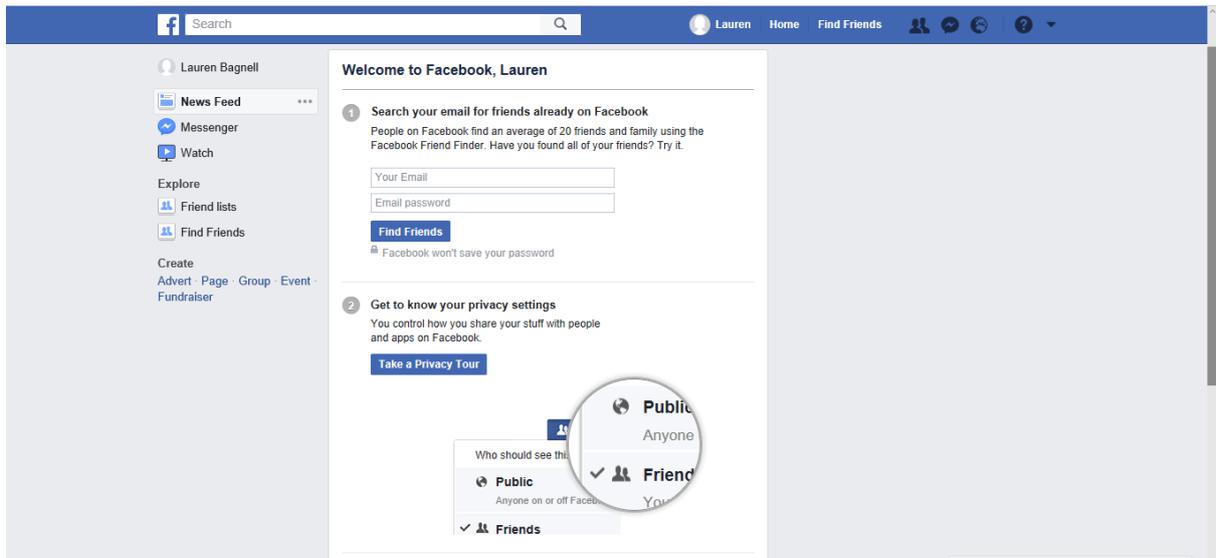


Then your account will be created.

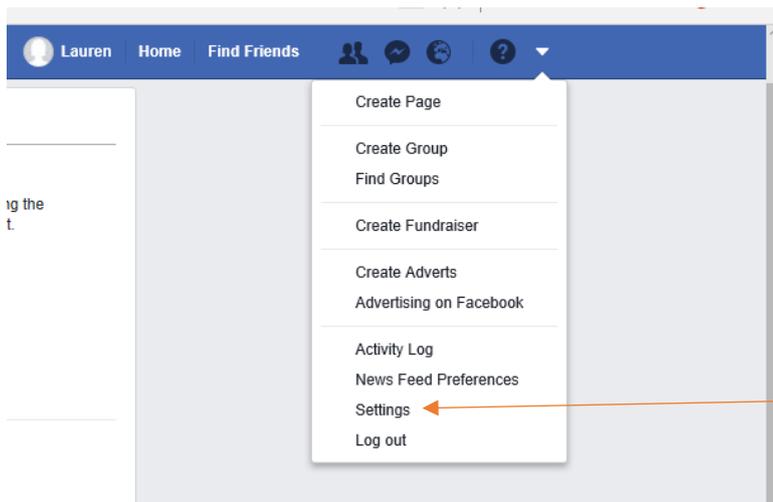
Once your account is created, to log in, use the section highlighted with the **red box**.

Welcome to Facebook

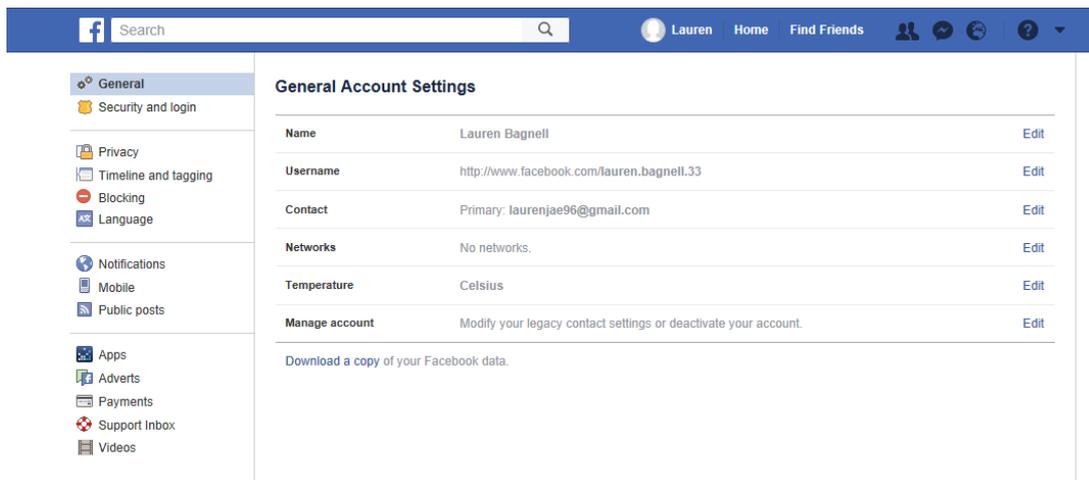
Once successfully logged in, follow the guide on Facebook to ensure your privacy settings are set to FRIENDS ONLY, otherwise your information will be visible publicly. Each post made can be changed to a different privacy settings, and can be adjusted after the post is made.



Alternatively, your complete settings, including privacy settings can be found here:



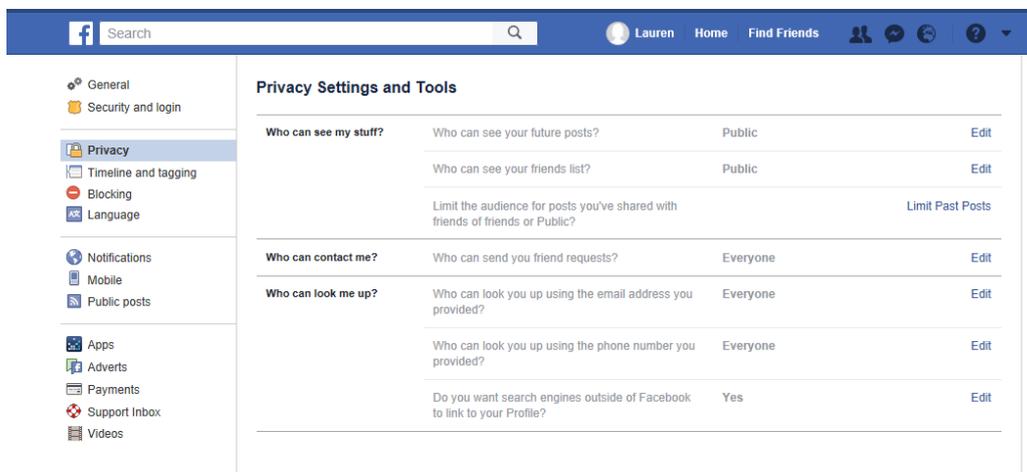
Settings



This section controls all of your personal data, its accessibility, your privacy and account set up.

Here you will be able to:

- Change your password
- Manage contact settings (who is able to contact you)
- Deactivate your account



Under 'Privacy', initially most settings are listed as public. To maintain safety online, it is highly recommended that 'Friends Only' are able to see your posts.

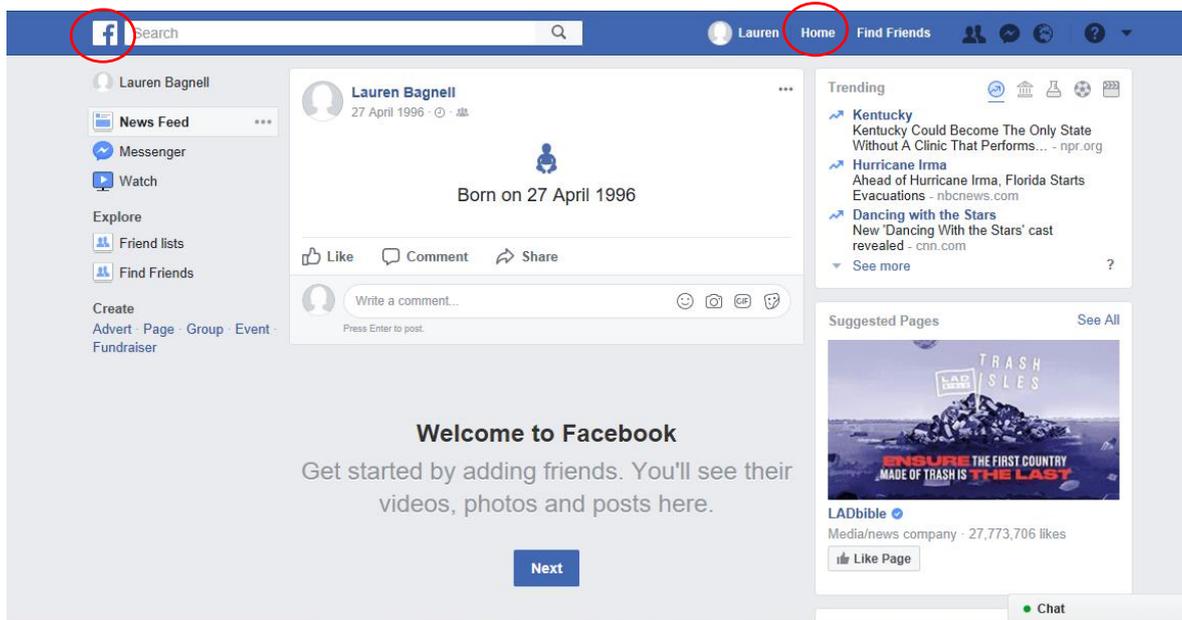
Those NOT on your friends list are able to contact you through the 'Other' section of messenger, but only upon your request, unless this setting is changed. Also, you can set up your account so either a) no one can find your account unless you add them first, b) only 'Friends of Friends' can add you, or c) everyone can find you on Facebook.

However, whichever setting is selected, you must accept every friend request you receive for them to be granted access to your information ONLY IF your settings on your posts are FRIENDS ONLY.

Other things in Settings include:

- Timeline privacy (accepting posts before they appear on your personal timeline or blocking people from posting on your personal timeline).
- Who can tag you in a photo, and if it appears on your personal timeline
- People who you have blocked from Facebook and/or Facebook Messenger
- Notification settings
- Sharing / Public Posting

Newsfeed



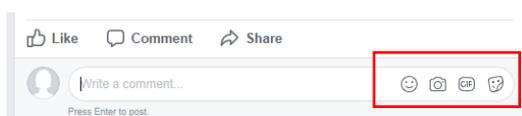
This is where you will see EVERYONE's posts who you connect with on Facebook, most commonly in chronological order, where newest posts are displayed first. Your Newsfeed is accessible by clicking either red button circled above.

People can 'react' or comment to any of your posts if they are your friends. To share a public post, it must be set to public for a wider population to reach (e.g. crimes, missing people, events). However, if the post is PUBLIC it can be viewed, commented on or shared by ANYONE. However, most posts about your personal life is advised to be kept to Friends Only.

By hovering over the 'LIKE' icon, you can choose a number of 'reactions' to a post.



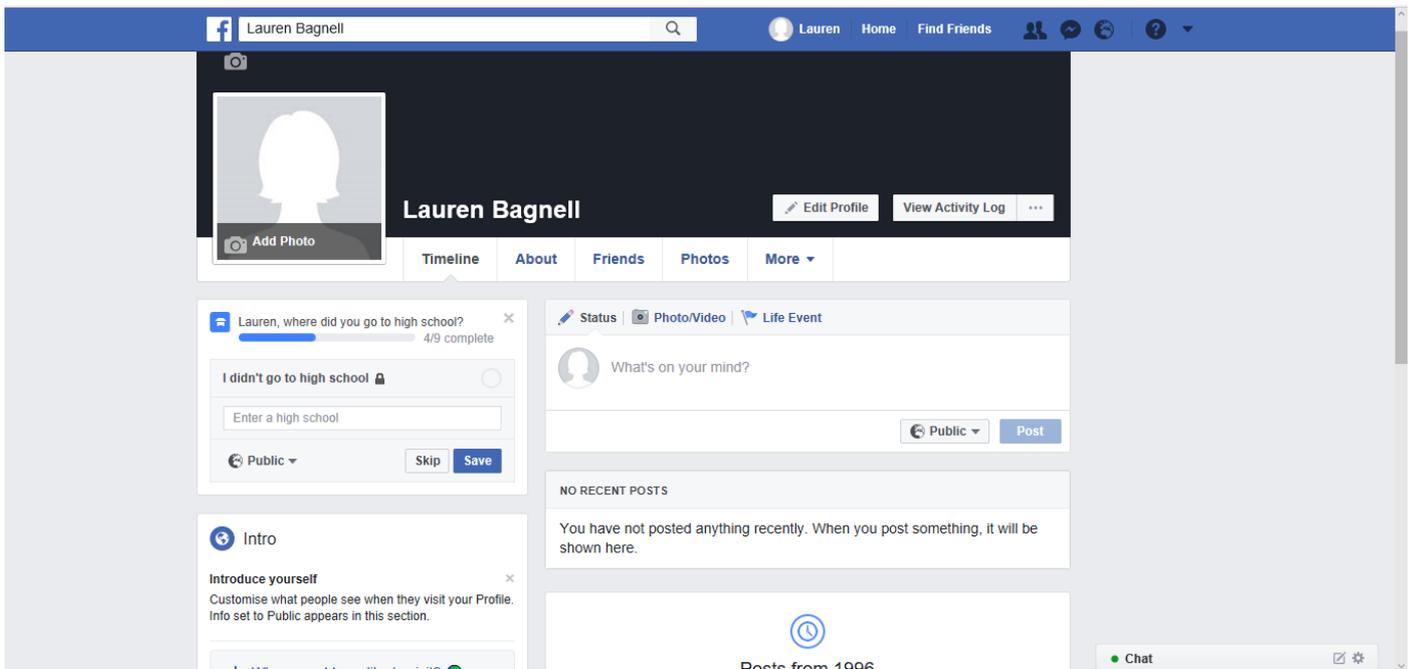
This can also be done on comments; as well as texts, commenting can be done with images, moving images (gifs) or Facebook stickers.



Your 'Messenger' is always displayed on the bottom right hand corner of your screen, whatever page your Facebook is currently on. Here you can exchange messages, attachments, images, videos and see who is on Facebook. Online friends will have a green dot next to their name.



Your Personal Timeline



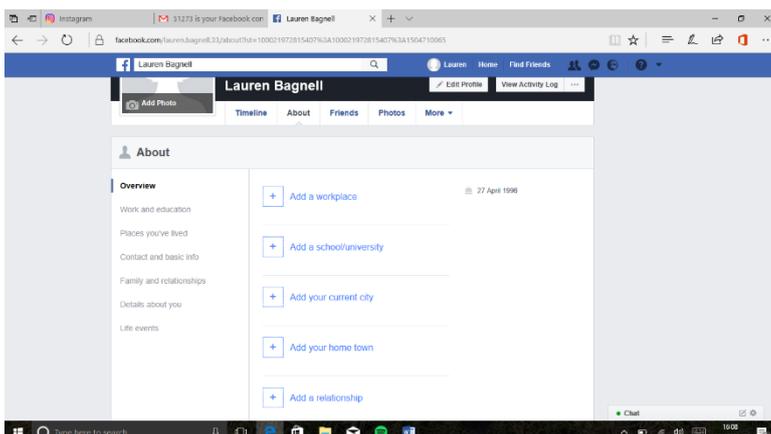
Welcome to your Timeline!

Here you can add your personal information visible to your friends. Ensure all privacy settings are 'Friends Only' unless you wish to display some things to the public, such as profile photo or location.

Building up your profile will facilitate you to be able to contact millions of others, rekindle old friendships and make memories.

Information that can be posted:

- Birthday / Age
- Schools / Colleges / Universities
- Employment
- Profile Photo
- Cover Photo
- Bio
- Relationships
- Location
- Contact Information



All of this and more is found in the 'About' Section, next to your Timeline.

Posting / Commenting / Activity

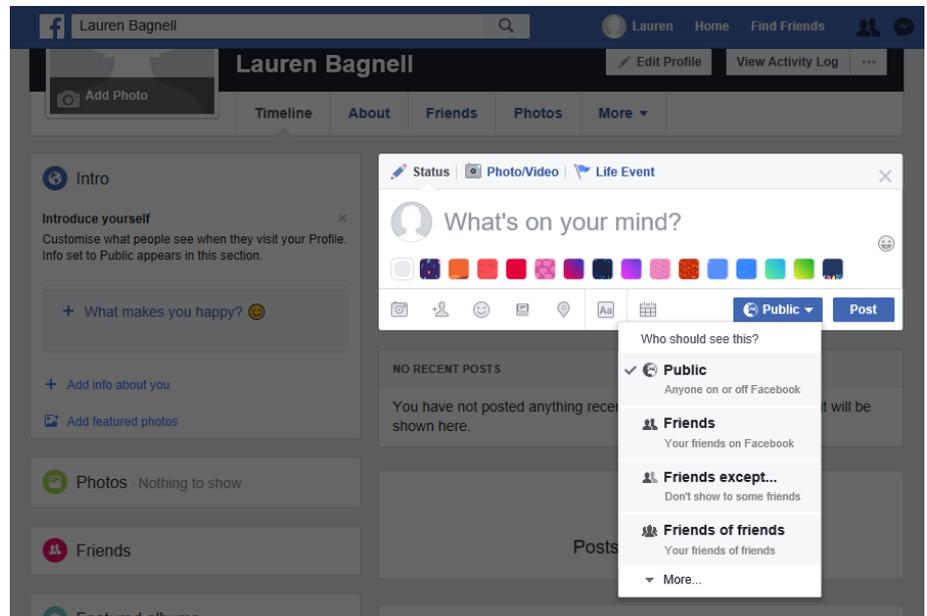
Once you are friends with someone, they can see everything you post and occasionally on the timeline you'll see where your friends have commented on things, shown interests in events or liked a post themselves. This is just because you are friends.

When writing your own posts, you can pre-select the audience it reaches; if you did not want an individual to see it, a select group to see it, only family, the whole world or no one at all. This is done before posting.

On posts, you have the ability to:

- Share photos
- Write text
- Check in to locations whilst on the go
- Add attachments
- Tag friends
- Add 'emotions'
- Set the time and date
- Change the background

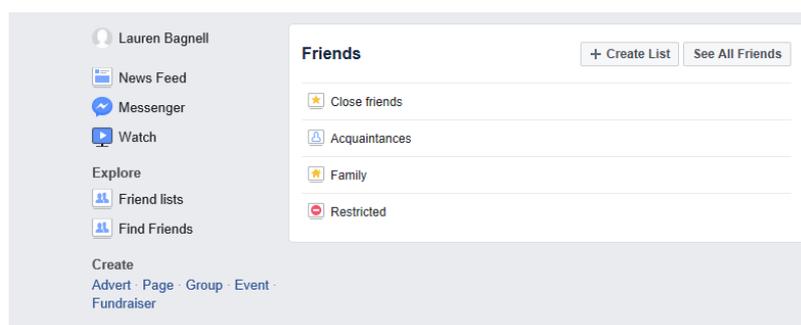
Each post you make will appear on your timeline AND in the main newsfeed.



If you tag a friend in a post, depending on their security settings, your post will be visible on their timeline as well as yours, and their friends will be able to comment/react to it accordingly. If the post does not show up on their timeline, it may be because they must accept posts before they appear on their timeline, which is a handy safety feature to prevent unwanted posts/images being viewed by your friends.

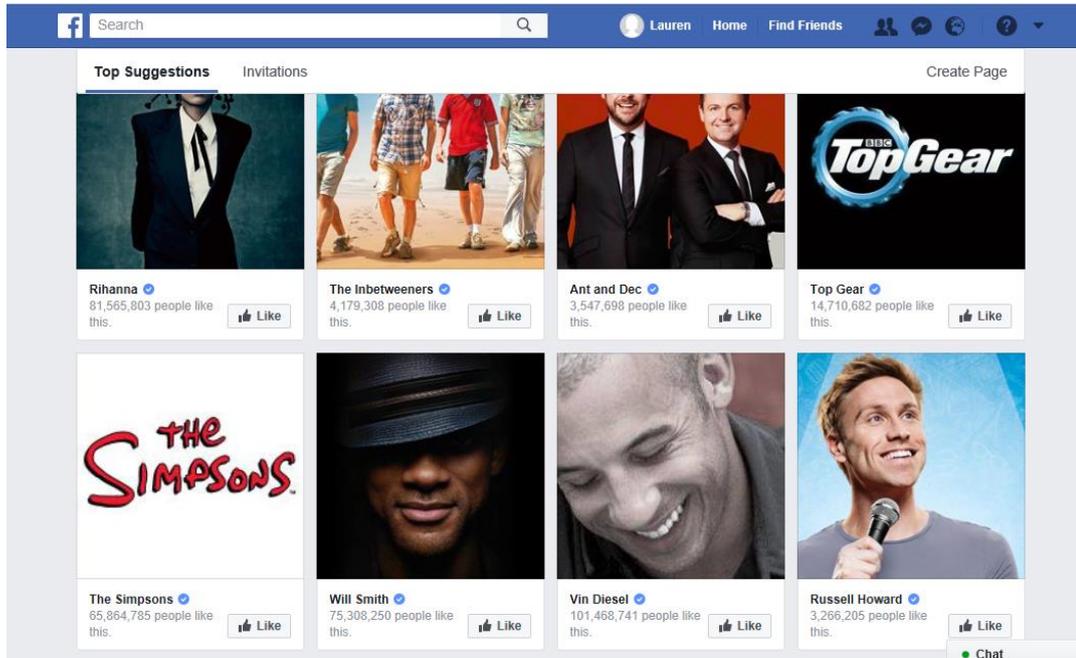
To tag someone in a post, this can be done by the button on the post. Or, to tag someone in general so they receive a notification, simply type the '@' symbol, then their name.

You can 'group' your friends into categories, to assist better management of posts and who is able to see what. This is particularly helpful if you have different types of people of Facebook, such as colleagues or family.



Pages

There are millions of 'pages' on Facebook, sharing information about a given topic, these can be: businesses, news, comedy, media, sports etc. These pages will post updates to their 'followers' in order to gain and maintain popularity or operate a business. A 'blue tick' next to a page shows it has been verified by Facebook to be deemed 'official'.



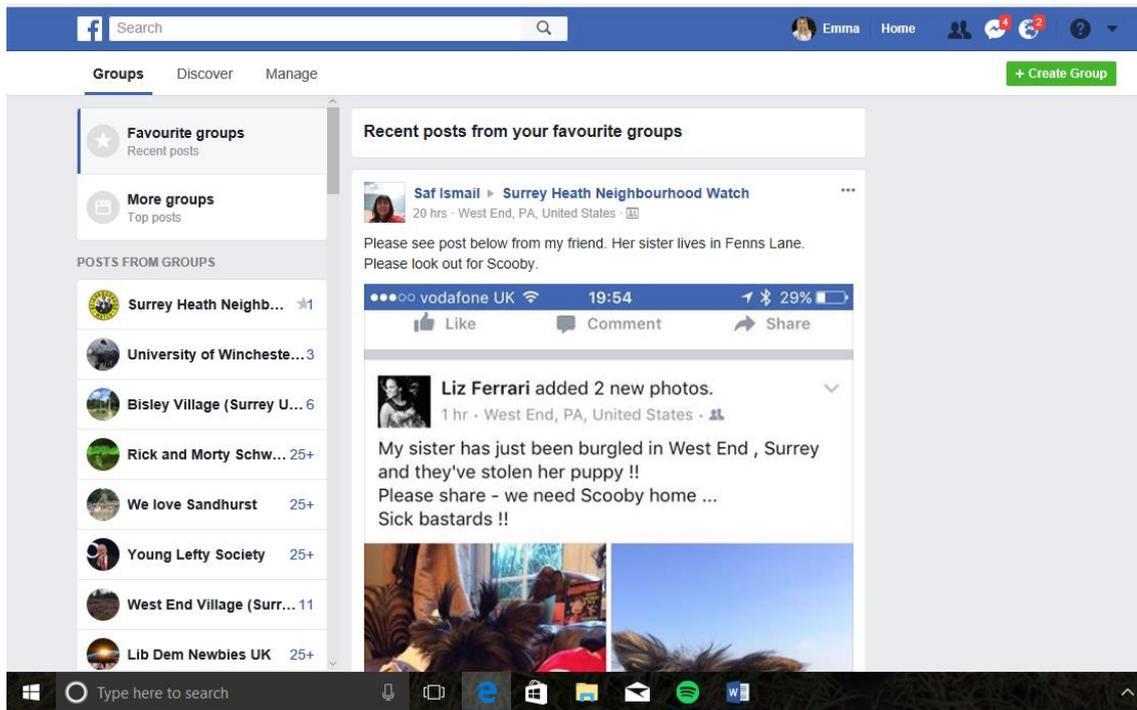
You are able to like as many pages as you like in order to follow their latest updates. All of the posts from you pages you have liked will be added to yours, your friends' and anything else featured in your newsfeed.

However, if you do not wish to see the posts from pages, you can change the notification settings in order to hide them.

Facebook pages are open to the public and can appear in search results of the major search engines.

Groups

Groups are similar to pages but are more controlled and maintained, generally with a lesser population. You are able to view every member in a group (privacy dependent) and posts are shared among a group, compared with a page, where the page does all the posting and followers react/comment.



You can join as many groups as you like, however, some privacy settings may restrict you as an administrator might have to accept your 'join request', this is how Surrey Heath Neighbourhood Watch operates.

Every group has a unique web address, therefore can be found as a direct link instead of searching for it.

Surrey Heath Neighbourhood Watch: <https://www.facebook.com/groups/568384326884016/>

People may see when you join a public or closed group or that you're a member of that group, like in News Feed or search. When someone adds you to a public or closed group, others may see that you've been invited. Once you visit a group you're invited to, you'll become a member and other people may see you joined.

Certain groups on Facebook have their privacy setting set to secret and may not appear in search results. You can see them once a group member adds you. Surrey Heath Neighbourhood Watch's privacy is set to closed, therefore all posts are private unless a request to join the group gets accepted by one of the administrators.

Pages are always public, therefore, to maintain a certain level of security, a group was opted for instead of a page.

Notifications

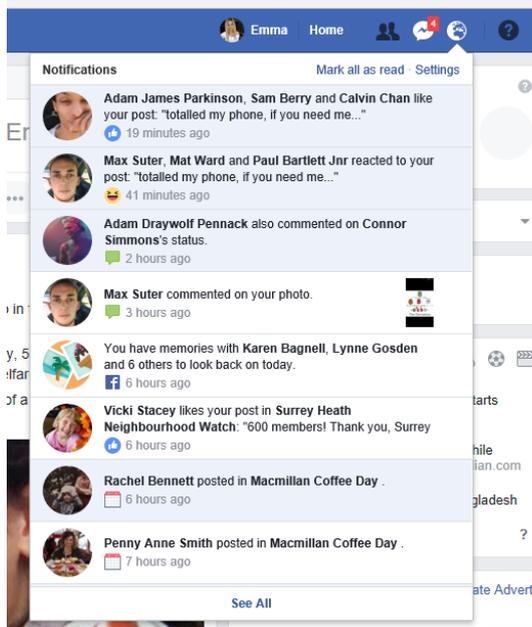


There are three sections for notifications

1 2 3

- 1) Friend Requests; you are able to view their profile and mutual friends in common
- 2) Messages; from your friends or in 'other' folder, message requests from those you do not connect with but are able to if you accept, or to block they can be declined.
- 3) General; comments, tags, likes/reacts, mentioned you in a comment, shared a post, event invitations, reminders etc. and if you are an administrator, any group notifications appear here.

Section 3 looks like this and appears in chronological order:



You will receive notifications for any time someone interacts with your Facebook. Some examples are:

- Liking/commenting on a post
- Tagging you in a post
- Inviting you to an event/join a group/like a page
- Request to join a group/page you manage
- Someone comments on something you have previously
- People liking/commenting on posts you are tagged in
- Someone posts in a group you are part of

All these notifications can be changed in the settings menu, which was discussed previously in this guide. You are able to 'unfollow posts' or turn off notifications for posts which receive lots of comments if you are unwilling to receive these updates.

Further Help

Thank you for using my guide on how to use Facebook, I hope this will answer many of your initial questions.

For further help see: <https://www.facebook.com/help/>

If you wish to contact me, you can reach me on: emma.bagnell96@gmail.com

Many thanks

Emma Bagnell

Surrey Heath Neighbourhood Watch Administrator

