



# Facebook Basics

By Ben Egger  
Digital Literacy Specialist



# What will we be covering?

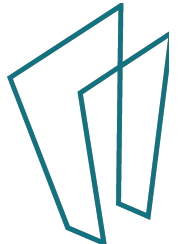
- Setting up an account
- How to add and subtract information
- How to friend/unfriend someone
- General account settings
- Privacy settings



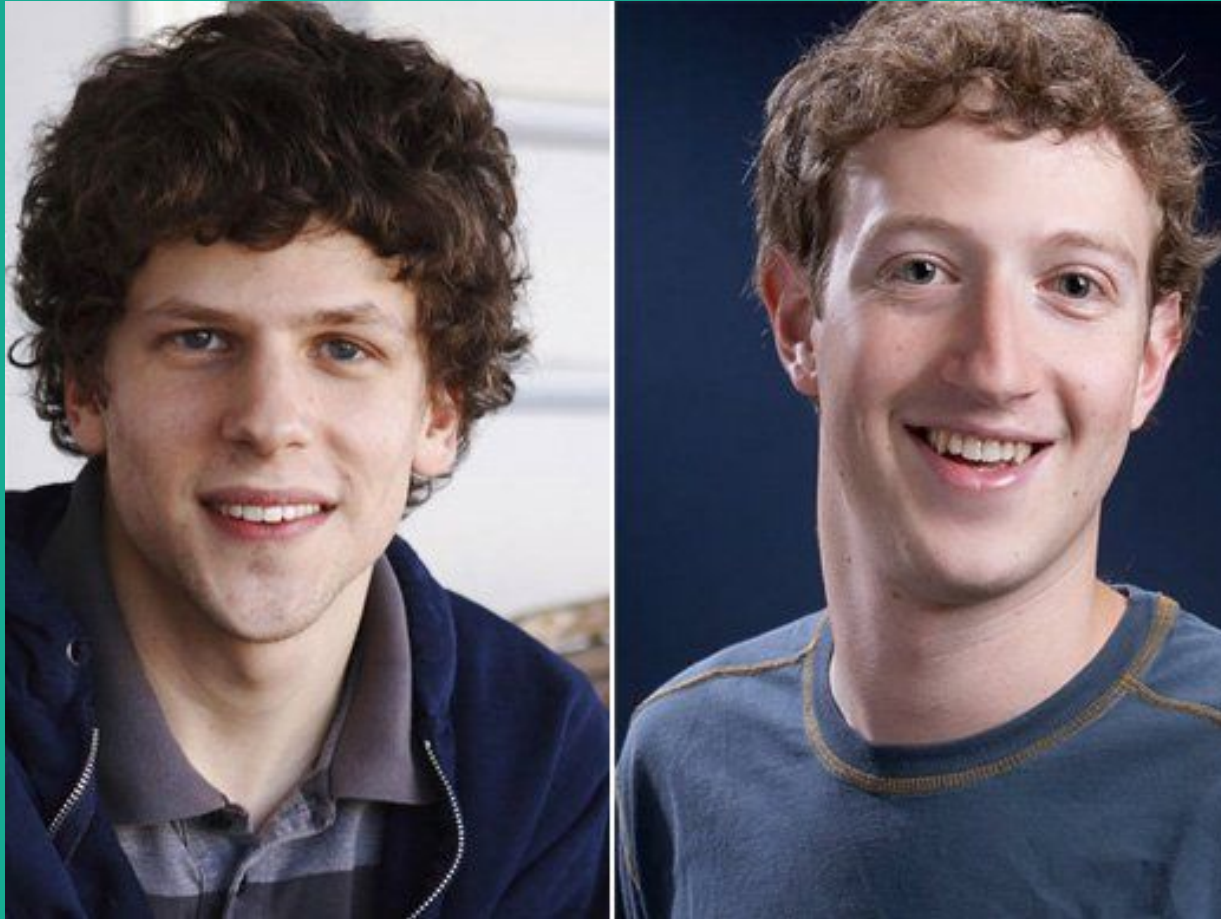
# What is Facebook?

Facebook is a popular free **social networking website** launched in 2004 by founder Mark Zuckerberg.

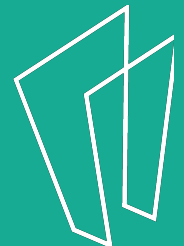
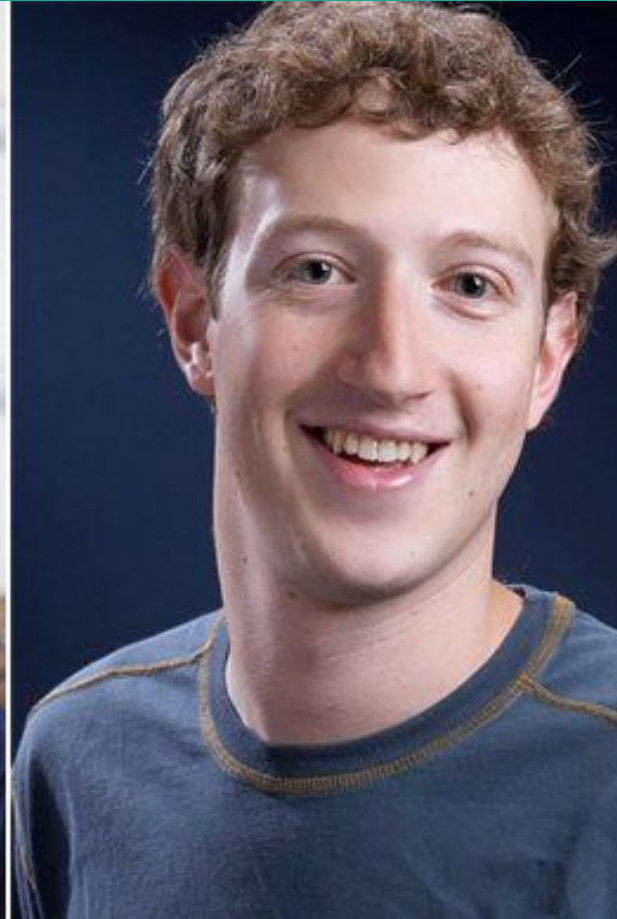
Worldwide there are **1.86 billion** active monthly users.



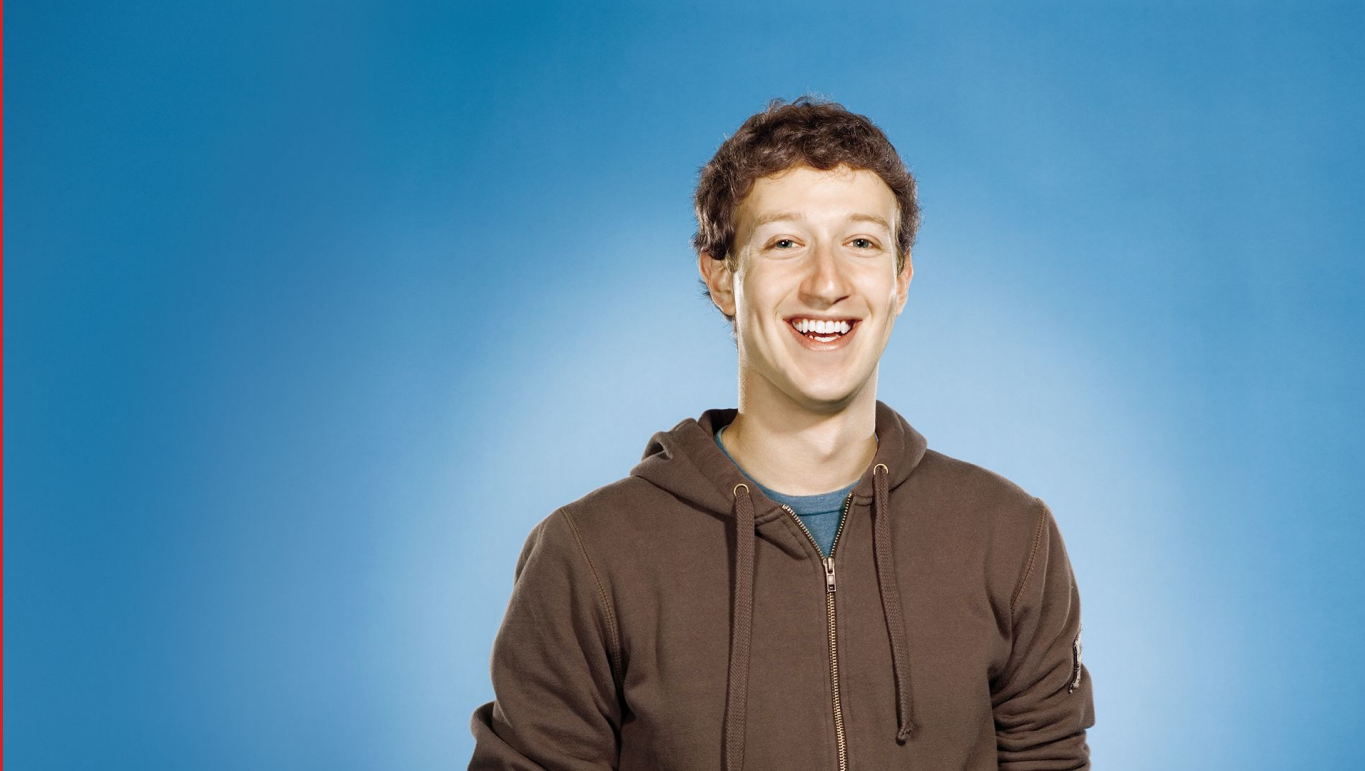
# Who is Mark Zuckerberg?



# Who is Mark Zuckerberg?

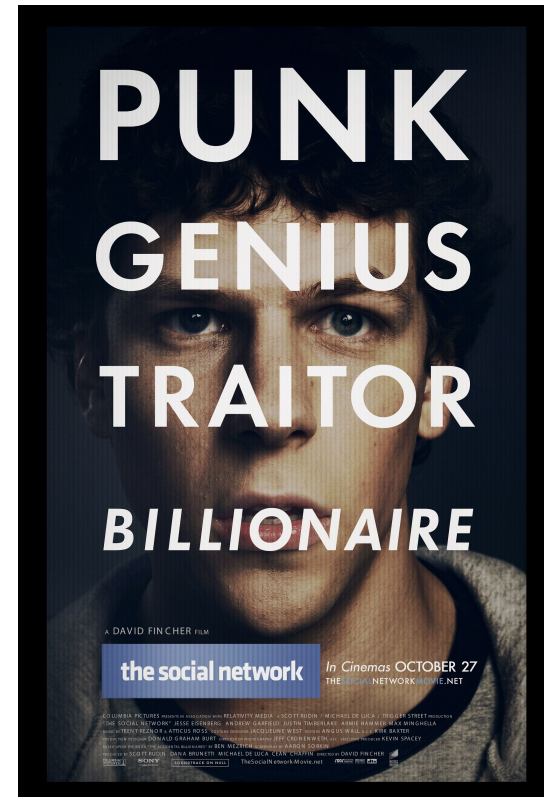


# Mark Zuckerberg

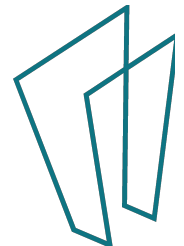




# - Jesse Eisenberg - The Social Network



Check it out downstairs after this class!





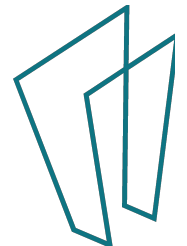
# Why Facebook?

- Keep up with **friends, family**, and **acquaintances** around the **world**.
- Send **private messages** to friends or chat in real-time.
- Stay up to date with **favorite** causes, businesses, celebrities, or organizations.
- Play **games**, get **recommendations**, have fun!



# Signing Up

- To register for a Facebook account you need: email address, must be at least 13 years old
- Go to **www.facebook.com**
- If you see the signup form, fill out your name, email address, or phone number, password, birthday, and gender. If you don't see the form, click **Sign Up**, then fill out the form.
- Once you sign up, you'll need to **confirm** your **email address** or **phone number**. It will send you either an email or a text message to help you confirm your account.



# Signing Up

facebook

Email or Phone

Password

Log In

[Forgot account?](#)

Connect with friends and the world around you on Facebook.



See photos and updates from friends in News Feed.



Share what's new in your life on your Timeline.



Find more of what you're looking for with Facebook Search.

## Sign Up

It's free and always will be.

Birthday

Month ▼ Day ▼ Year ▼

[Why do I need to provide my birthday?](#)

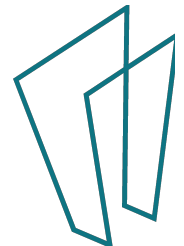
Female  Male

By clicking Create Account, you agree to our [Terms](#) and that you have read our [Data Policy](#), including our [Cookie Use](#). You may receive SMS Notifications from Facebook and can opt out at any time.

Create Account

[Create a Page](#) for a celebrity, band or business.

Facebook.com



# Finding Friends

## Step 1

Find your friends

### 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

[Find Friends](#)



Outlook.com (Hotmail)

[Find Friends](#)



AOL

[Find Friends](#)

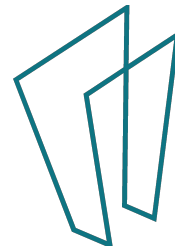


Other Email Service

[Find Friends](#)

[Next](#)

Facebook.com



# Welcome to Facebook

The screenshot shows the Facebook homepage for a user named Ben Charles. The top navigation bar includes the Facebook logo, a search bar with the text 'Find friends', and navigation links for 'Ben', 'Home', and 'Find Friends'. The left sidebar contains navigation options like 'News Feed', 'Messenger', and 'EXPLORE' with categories such as 'Welcome', 'Groups', 'Pages', 'Events', 'Friend Lists', 'Live Video', 'On This Day', 'Games', 'Saved', and 'Photos'. The main content area features a 'Welcome to Facebook, Ben' message with two numbered steps:

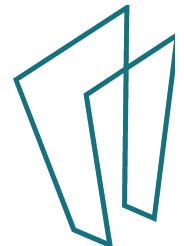
- 1 Search your email for friends already on Facebook**  
People on Facebook find an average of 20 friends and family using the Facebook Friend Finder. Have you found all of your friends? Try it.  
Input field: Your Email  
Button: Find Friends
- 2 Get to know your privacy settings**  
You control how you share your stuff with people and apps on Facebook.  
Button: Take a Privacy Tour

A magnifying glass highlights a privacy settings dropdown menu with the following options:

- Public (Selected)
- Anyone
- Friend (Checked)
- Your...

The bottom right corner shows a 'Chat' button with a settings icon.

Facebook.com



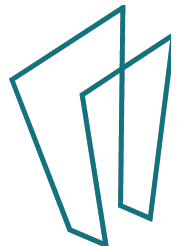
# Step 1

## 1 Search your email for friends already on Facebook

People on Facebook find an average of 20 friends and family using the Facebook Friend Finder. Have you found all of your friends? Try it.

**Find Friends**

[Facebook.com](https://www.facebook.com)



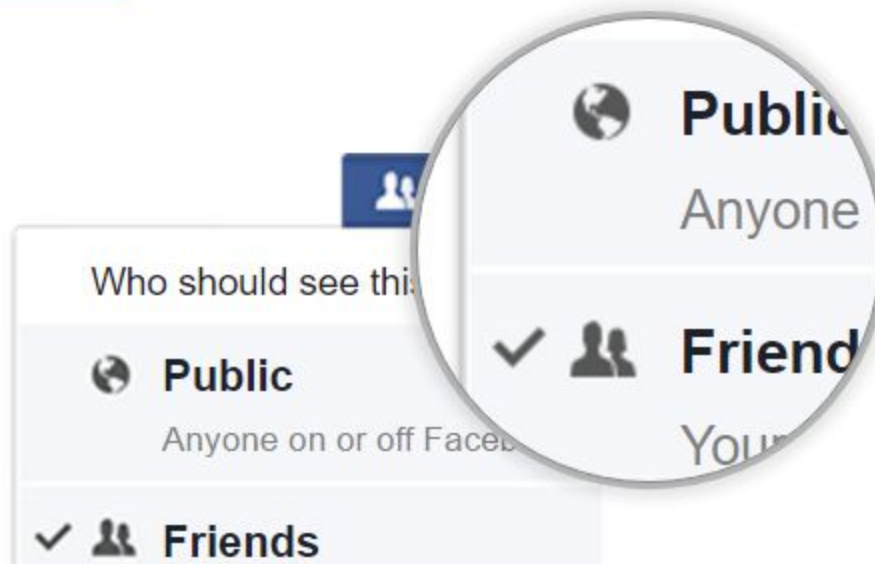


# Step 2

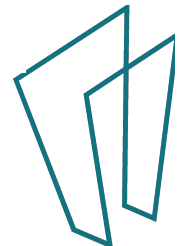
## 2 Get to know your privacy settings

You control how you share your stuff with people and apps on Facebook.

[Take a Privacy Tour](#)

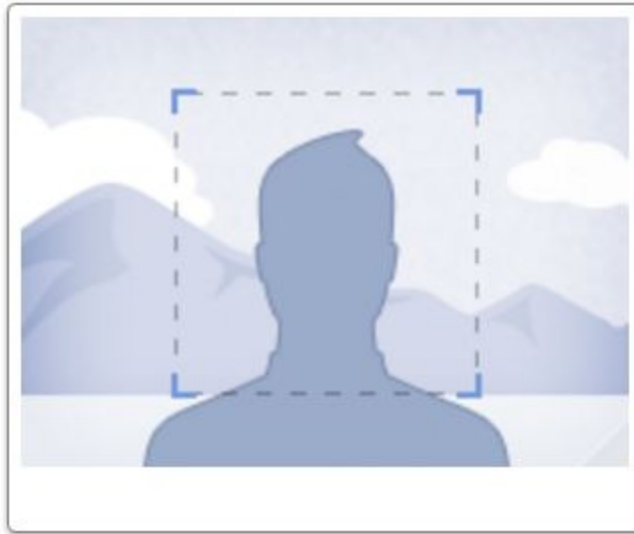


[Facebook.com](https://www.facebook.com)



# Step 3

## 3 Upload a profile picture

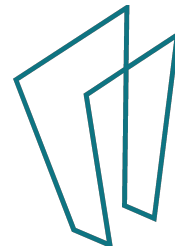


 **Add Picture**

OR

**Take a Photo**  
With your webcam

Facebook.com



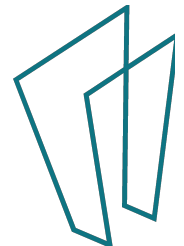
# Step 4

## 4 Find people you know

Search by name or look for classmates and coworkers.

Facebook.com



# Your Profile





Find friends



Ben

Home

Find Friends



Ben Charles

News Feed

Messenger

EXPLORE

Welcome

Groups

Pages

Events

Friend Lists

Live Video

On This Day

Games

Saved

Photos

See More...

CREATE

Ad · Page · Group · Event · Fundraiser

Create a Post

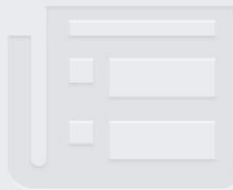
Photo/Video Album



Post something...

Photo/Video

Feeling/Activity



No posts to show

Find Friends

Trending



Russell Westbrook

Russell Westbrook has 50 points, buzzer-beater in record 42nd... - usatoday.com

John Clarke

John Clarke, satirist and comedian, dies aged 68 - theguardian.com

Fresh Express

Bat reportedly found in packaged salad - cnn.com

See More



Buy and Sell Groups Near You



Elmhurst IL Online Garage Sales

8,322 members

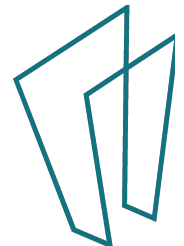
+ Join



Des Plaines Gara

Chat

Facebook.com





Ben Charles

Update Info

View Activity Log



Timeline

About

Friends

Photos

More

Ben, what city are you from? 4/9 complete

I don't have a hometown

Public

Skip Save

Status Photo/Video Live Video Life Event

What's on your mind?

Friends Post

Intro

+ Describe Who You Are



Posts from 1990

Chat





# Upload a Photo

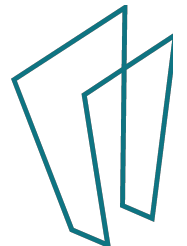
Add Photo



+ Upload Photo

📷 Take Photo

Facebook.com





Ben Charles



Ben

Home

Find Friends



Add Cover Photo



Ben Charles

Update Info

View Activity Log



Timeline

About

Friends

Photos

More



Ben, which city do you live in?



4/9 complete



Burr Ridge, Illinois

Enter current city

Public

Skip

Save

Status

Photo/Video

Live Video

Life Event



What's on your mind?

Friends

Post



Ben Charles updated his profile picture.

Just now · Public



Chat



Facebook.com





Ben Charles



Ben

Home

Find Friends



 Add Cover Photo



# Ben Charles

Update Info

View Activity Log



Timeline

About

Friends

Photos

More

 Ben, which city do you live in? 4/9 complete

 Burr Ridge, Illinois

Enter current city

 Public Skip Save

 Status  Photo/Video  Live Video  Life Event



What's on your mind?

 Friends

Post



**Ben Charles** updated his profile picture.

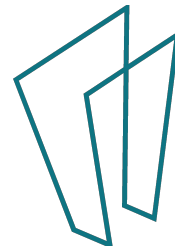
Just now · 



 Chat



Facebook.com



 **About**

**Overview**

Work and Education

Places You've Lived


Contact and Basic Info


Family and Relationships

Details About You

Life Events

 [Add a workplace](#)

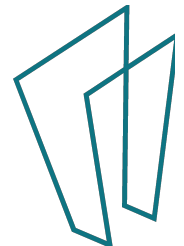
 September 30, 1990

 [Add a school](#)

 [Add your current city](#)

 [Add your hometown](#)

 [Add a relationship](#)





Ben Charles



Ben

Home

Find Friends



 Add Cover Photo



# Ben Charles

Update Info

View Activity Log



Timeline

About

Friends

Photos

More



Ben, which city do you live in?

4/9 complete



Burr Ridge, Illinois

Enter current city

Public

Skip

Save



Status

 Photo/Video

 Live Video

 Life Event



What's on your mind?

Friends

Post



Ben Charles updated his profile picture.

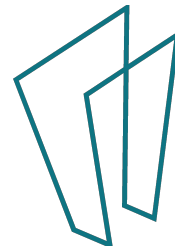
Just now · Public

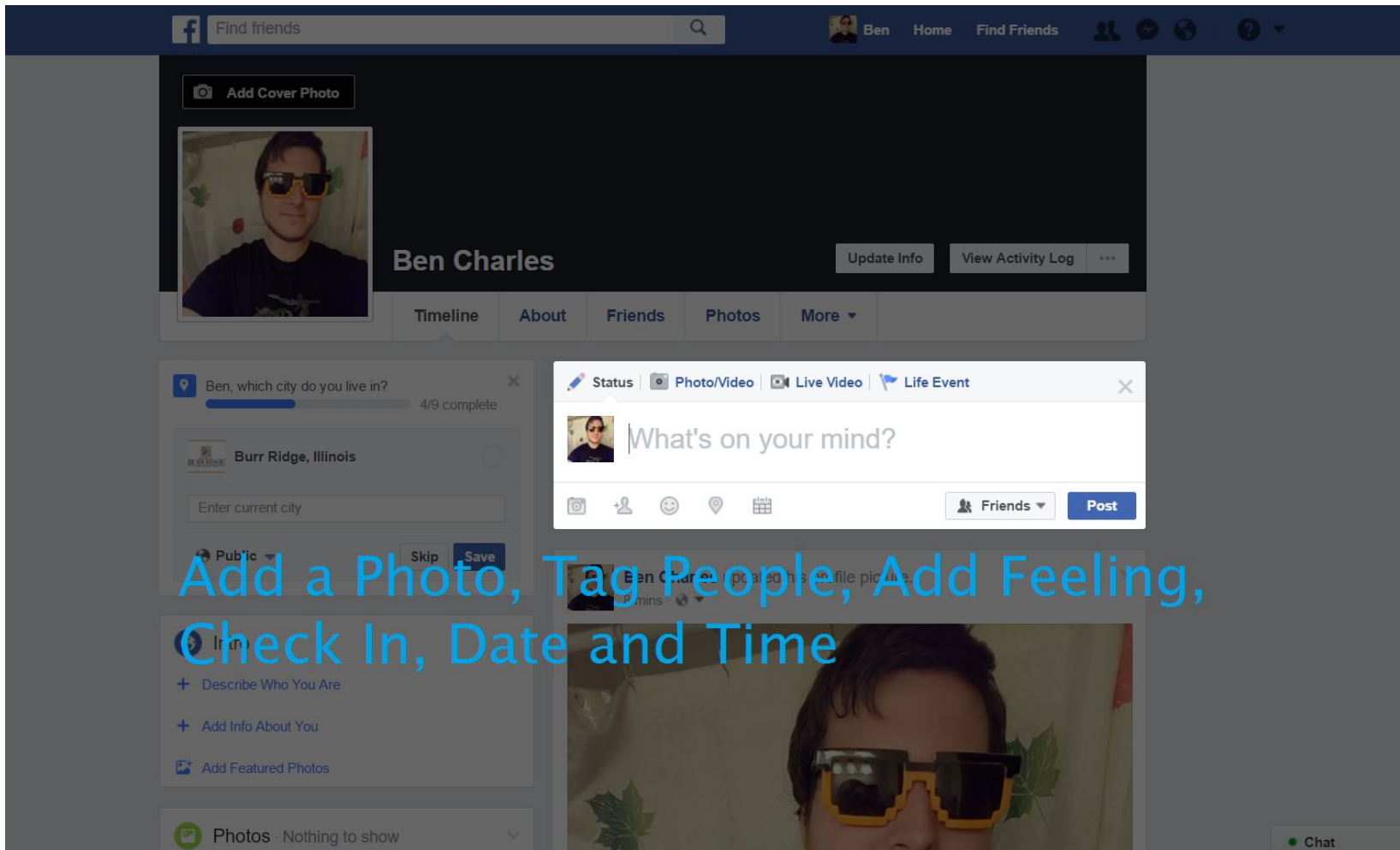


Chat



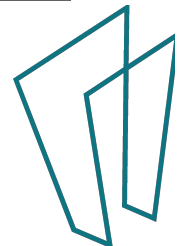
Facebook.com



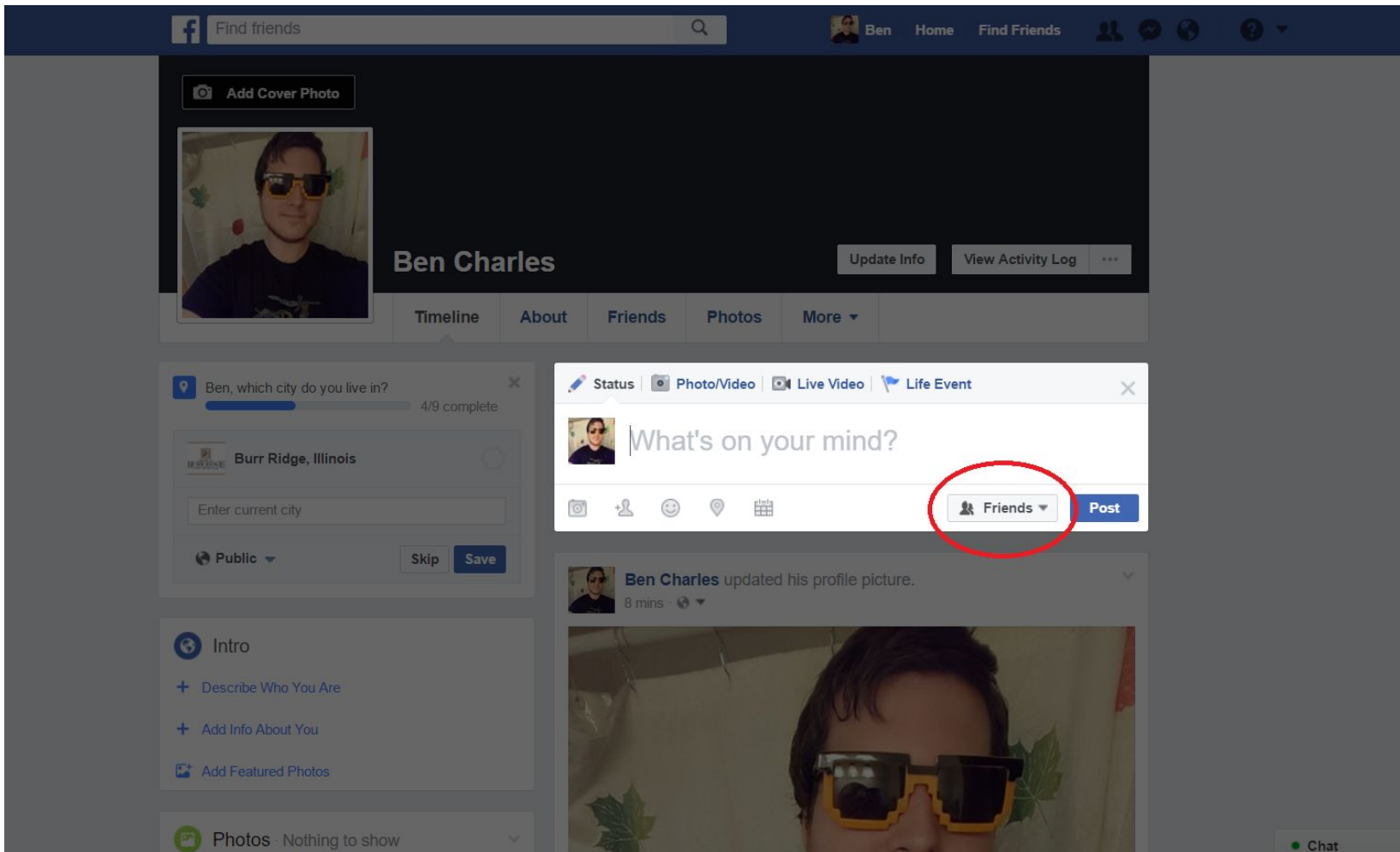


Add a Photo, Tag People, Add Feeling, Check In, Date and Time

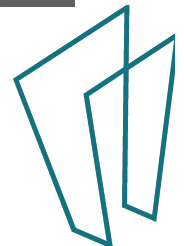
Facebook.com







Facebook.com



Add Cover Photo



Ben Charles

Timeline About Friends Photos

Who should see this?

- Public**  
Anyone on or off Facebook
- Friends**  
Your friends on Facebook
- Friends except...**  
Don't show to some friends
- Specific friends**  
Only show to some friends
- Only me**  
Only me
- See All

Ben, which city do you live in? 4/9 complete

Burr Ridge, Illinois

Enter current city

Public Skip Save

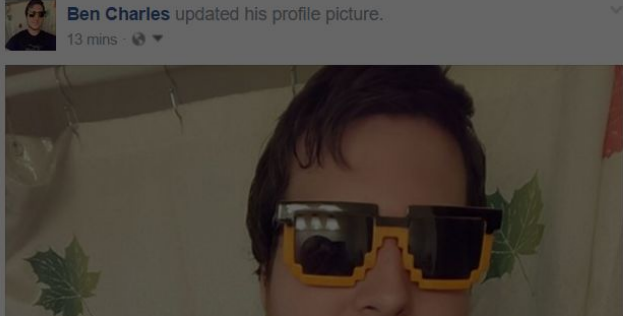
Status Photo/Video Live

What's on your mind

Friends Post

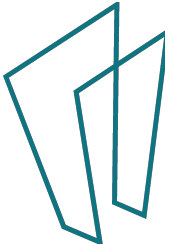
- Intro
- + Describe Who You Are
  - + Add Info About You
  - + Add Featured Photos

Photos - Nothing to show



Chat

Facebook.com



# Home



- Ben Charles
- News Feed
- Messenger
- EXPLORE
- Welcome
- Groups
- Pages
- Events
- Friend Lists
- Games
- Fundraisers
- On This Day
- Live Video
- Saved
- See More...
- CREATE
- Ad · Page · Group · Event · Fundraiser

Create a Post | Photo/Video Album

Post something...

Photo/Video | Feeling/Activity

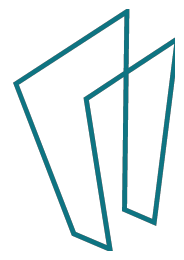
No posts to show

Find Friends

- Trending
- Russell Westbrook  
Russell Westbrook has 50 points, buzzer-beater in record 42nd triple-double – usatoday.com
  - John Clarke  
John Clarke, satirist and comedian, dies aged 68 – theguardian.com
  - Fresh Express  
Bat reportedly found in packaged salad – cnn.com
- See More



- Buy and Sell Groups Near You
- Elmhurst IL Online Garage Sales  
8,322 members + Join
  - Des Plaines Garage Sale  
9,002 members + Join
- Chat



- Ben Charles
- News Feed
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- EXPLORE
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Create a Post | Photo/Video Album

Post something...

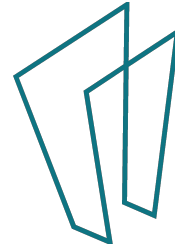
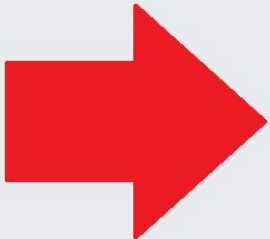
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No posts to show

Find Friends



- Ben Charles
- News Feed**
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Create a Post | Photo/Video Album

Post something...

Photo/Video Feeling/Activity

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Buy and Sell Groups Near You

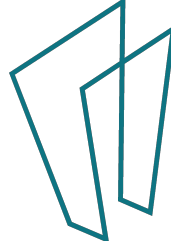
- Elmhurst IL Online Garage Sales**  
8,322 members + Join
- Des Plaines Garage Sale**  
9,002 members + Join

Chat



No posts to show

Find Friends







Skokie Public Library  
@skokielibrary

- Home
- About
- Photos
- Reviews
- Likes
- Join My List
- Videos
- Posts

Create a Page



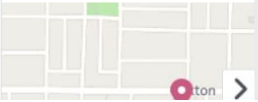
Like  Send Message

Featured For You

Get in touch with Skokie Public Lib...



Plan your visit to Skokie Publ

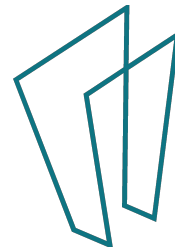


Library in Skokie, Illinois  
4.7 ★★★★★ · Closed Now

Invite friends to like this Page

The heart of a vibrant village

Chat



Ben Charles

News Feed

Messenger

EXPLORE

Welcome

Groups

Pages

Events

Friend Lists

Games

Fundraisers

On This Day

Live Video

Saved

See More...

CREATE

Ad · Page · Group · Event · Fundraiser

Create a Post Photo/Video Album



Post something...

Photo/Video

Feeling/Activity



Skokie Public Library shared their post.

15 hrs ·

Today is the day! Come in this afternoon to learn from local experts on everything from how to identify spring flowers, to go-go dancing, to playing guitar, or prepping your home for sale. Drop in from 1-3:30pm.



Skokie Public Library

April 5 at 4:33pm ·

This Sunday, pick up a few new skills at our How-To Fest:



How-To Fest

Trending

- Russell Westbrook**  
Russell Westbrook has 50 points, buzzer-beater in record 42nd triple-double – usatoday.com
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- See More ?

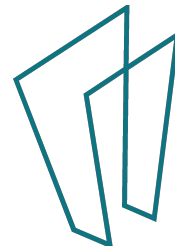
Buy and Sell Groups Near You

**Elmhurst IL Online Garage Sales**  
8,322 members [+ Join](#)

**Des Plaines Garage Sale**  
9,002 members [+ Join](#)



Chat





# Adding/Removing Friends





Ben Charles



Add Friend Message

Timeline About Friends Photos More

DO YOU KNOW BEN?

To see what he shares with friends, send him a friend request.

Add Friend

Photos Nothing to show

Friends

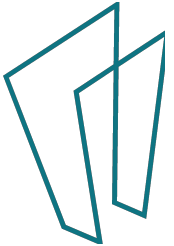
English (US) · Español · Português (Brasil) · Français (France) · Deutsch



Ben Charles updated his profile picture. 34 mins



Chat



- Ben Charles
- News Feed
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- EXPLORE
- Welcome
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- Pages
- Events
- Friend Lists
- Games
- Fundraisers
- On This Day
- Live Video
- Saved
- See More...
- CREATE
- Ad · Page · Group · Event · Fundraiser

Create a Post Photo/Video Album

Post something...

Photo/Video Feeling/Activity

Skokie Public Library shared their post. 15 hrs ·

Today is the day! Come in this afternoon to learn from local experts on everything from how to identify spring flowers, to go-go dancing, to playing guitar, or prepping your home for sale. Drop in from 1-3:30pm.

Skokie Public Library April 5 at 4:33pm ·

This Sunday, pick up a few new skills at our How-To Fest:

How-To Fest

Learn how to identify spring flowers, go go dance, play guitar, or prep your home

Trending

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- John Clarke John Clarke, satirist... comedian, dies aged 68 - theguardian.com
- Fresh Express Bat reportedly found... kaged salad - cnn.com

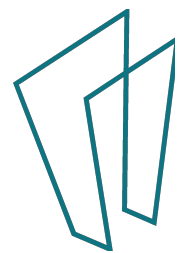
See More





Buy and Sell Groups Near You

- LAKE COUNTY IL YARDSALE 18,920 members + Join
- Buy/Sell/Trade- Will Co. Plainfield, Romeoville, J... 9,701 members + Join


St Charles Illinois GARAGE SALE

Chat

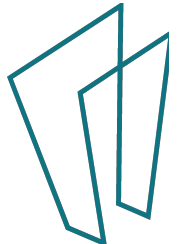


Ben Home 1    

**Friend Requests** Find Friends · Settings

 **Ben Charles** [Confirm](#) [Delete Request](#)

Facebook.com





**Ben Charles**



✓ Friends ▾

Suggest Friends

✓ Following ▾

Message ...

Timeline

About

Friends

Photos

More ▾

Photos · Nothing to show

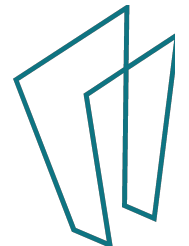
Friends · 1

Post | Photo/Video



Write something to Ben...

Facebook.com





# Ben Charles

✓ Friends ▾

Suggest Friends

Timeline

About

Friends

Photos

More ▾

Get Notifications

- Close Friends
- Acquaintances
- Add to another list...

Suggest Friends...

Unfriend



Photos · Nothing to show



Friends · 1



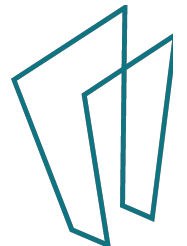
Post



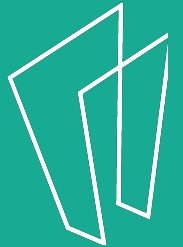
Photo/Video



Write something...

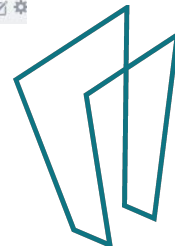


# General Account Settings



The image shows a screenshot of a Facebook profile page for 'Ben Charles'. The top navigation bar includes the Facebook logo, a search bar, and the user's name 'Ben'. A red arrow points to the profile picture icon in the top right corner. A dropdown menu is open, showing options: 'Create Page', 'Create Group', 'Find Groups', 'Create Ads', 'Advertising on Facebook', 'Activity Log', 'News Feed Preferences', 'Settings', and 'Log Out'. A red arrow points to the 'Settings' option. The main content area features a post from 'Skokie Public Library' about a 'How-To Fest' on Sunday, April 9, from 1-3:30 pm. The post includes a photo of various tools and a text description. The right sidebar shows 'Trending' topics, 'People You May Know' (Mary Kay Ernst and Karen Stein), 'Suggested Pages' (Trepidation), and 'Buy and Sell Groups Near You' (Garage Sale).

Facebook.com





General

Security

Privacy

Timeline and Tagging

Blocking

Language

Notifications

Mobile

Public Posts

Apps

Ads

Payments

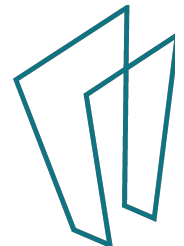
Support Inbox

Videos

### General Account Settings

Name	Ben Charles	Edit
Username	You have not set a username.	Edit
Contact	Primary: [REDACTED]	Edit
Password	Password never changed.	Edit
Networks	No networks.	Edit
Temperature	Fahrenheit	Edit

[Download a copy of your Facebook data.](#)





Find friends



Ben

Home

Find Friends



General

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## Security Settings

<b>Login Alerts</b>	Get an alert when anyone logs into your account from an unrecognized device or browser.	Edit
<b>Login Approvals</b>	Improve your security by requiring a login approval code or security key in addition to your password.	Edit
<b>Public Key</b>	Manage an OpenPGP key on your Facebook profile and enable encrypted notifications.	Edit
<b>App Passwords</b>	Use special passwords to log into your apps instead of using your Facebook password or Login Approvals codes.	Edit
<b>Recognized Devices</b>	Review which browsers you saved as ones you often use.	Edit
<b>Your Trusted Contacts</b>	Choose friends you can call to help you get back into your account if you get locked out.	Edit
<b>Where You're Logged In</b>	Review and manage where you're currently logged into Facebook.	Edit
<b>Profile Picture Login</b>	Manage your profile picture login settings	Edit
<b>Legacy Contact</b>	Choose a family member or close friend to care for your account if something happens to you.	Edit
<b>Deactivate Your Account</b>	Choose whether you want to keep your account active or deactivate it.	Edit

Facebook.com



**How do I fix my privacy settings?**



Add Cover Photo



Ben Charles

Update Info View Activity Log

Timeline About Friends Photos More

Ben, what city are you from? 4/9 complete

I don't have a hometown

Enter a city

Public

Skip Save

Intro

Describe Who You Are

Add Info About You

Add Featured Photos

Photos Nothing to show

Status Photo/Video Live Video Life Event



What's on your mind?

Friends Post

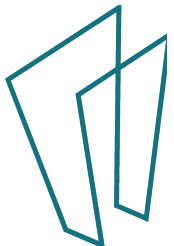


Ben Charles updated his profile picture.

51 mins



Chat



**Ben Charles** Update Info View

[Timeline](#) [About](#) [Friends](#) [Photos](#) [More](#)

**Quick Help** Help Center

How can we help?

**HELP WITH THIS PAGE**

- Adding a Cover
- Activity Log
- Starring and Hiding Stories
- Updating Your Basic Info
- Timeline Privacy

---

- Privacy Checkup
- Privacy Shortcuts**
- Support Inbox
- Report a Problem

Ben, what city are you from? 4/9 complete

**I don't have a hometown**

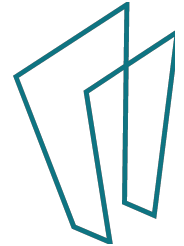
Enter a city

Public Skip Save

Status Photo/Video Live Video Life Event

What's on your mind?

**Ben Charles** updated his profile picture. 52 mins

Add Cover Photo



Ben Charles

Timeline About Friends Photos More

Ben, what city are you from? 4/9 complete

I don't have a hometown

Enter a city

Public Skip Save

Intro

- Describe Who You Are
- Add Info About You
- Add Featured Photos

Photos Nothing to show

Status Photo/Video Live Video

What's on your mind?

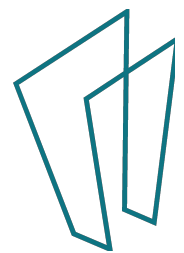
Friends Post



Privacy Checkup

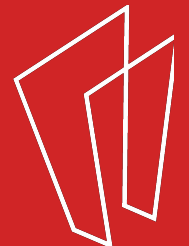
- Who can see my stuff?
- Who can contact me?
- How do I stop someone from bothering me?

See More Settings or visit Privacy Basics



# So Much More...

- Send messages to friends
- Create a page for your business
- Create and organize event pages
- Keep track of birthdays
- Send money to friends



# Where to go for more help?

- Book a 1-on-1 session at the Tech Help Desk
  - With Skokie Library Card
- Lynda.com
  - With Skokie Library Card
- Youtube.com
- [www.gcflearnfree.org/facebook101](http://www.gcflearnfree.org/facebook101)





# Questions?



# Thank You

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for four weeks.

