

COURSE CONTENT

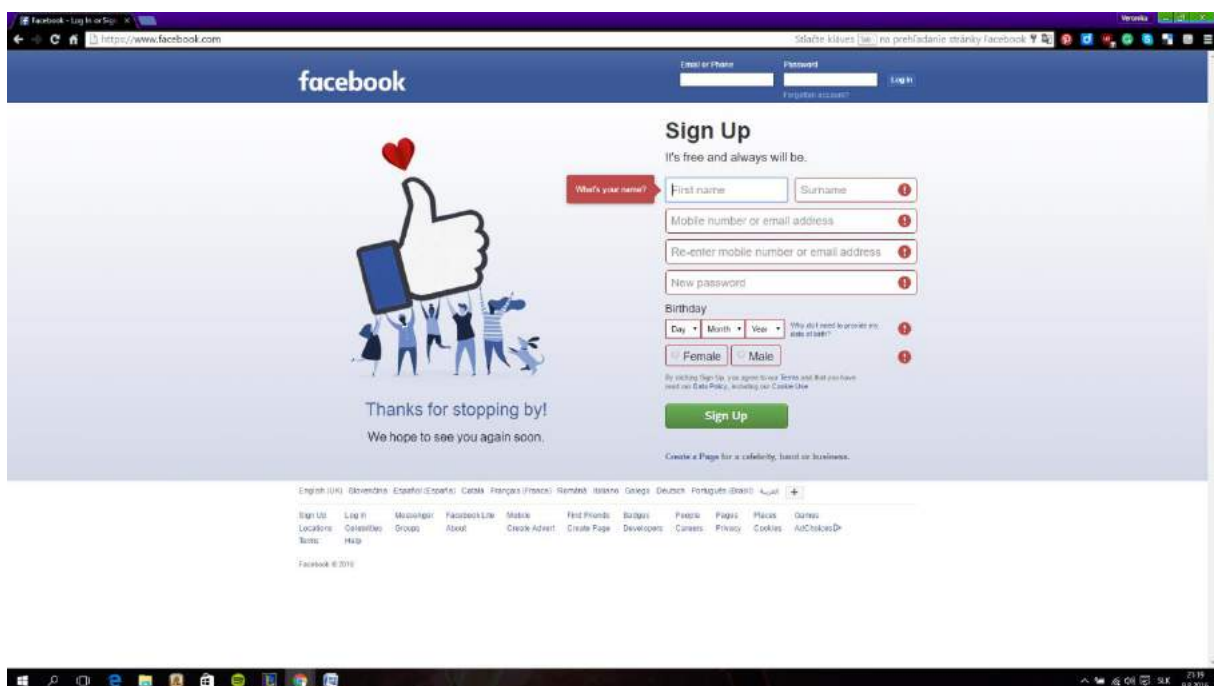
CONTENT FOR FACEBOOK

Facebook is one of the dominant social networking sites in the world. Facebook lets you share photos, videos, links, status updates, and much more with your friends. As you discover how this social networking site works, use this handy reference to help you find people on Facebook, communicate with friends, and figure out what to do as soon as you log in.

1. Setting up a Facebook account

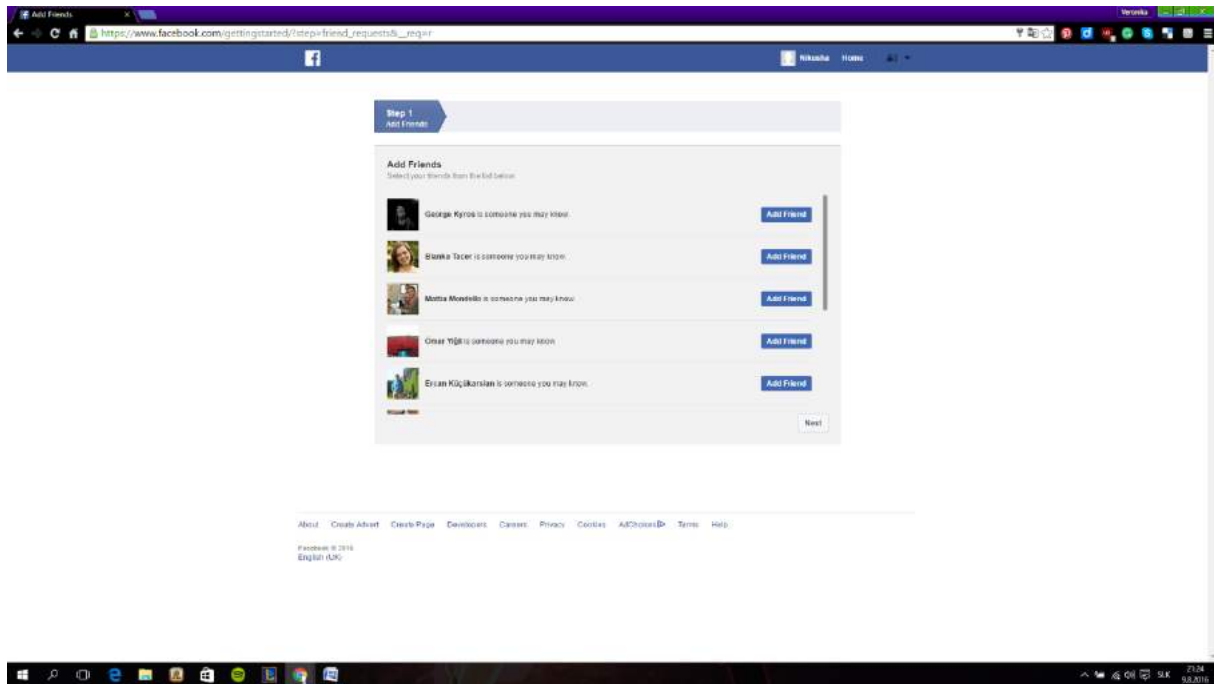
Steps to creating an account are simple. Visit Facebook web page:

<https://www.facebook.com>



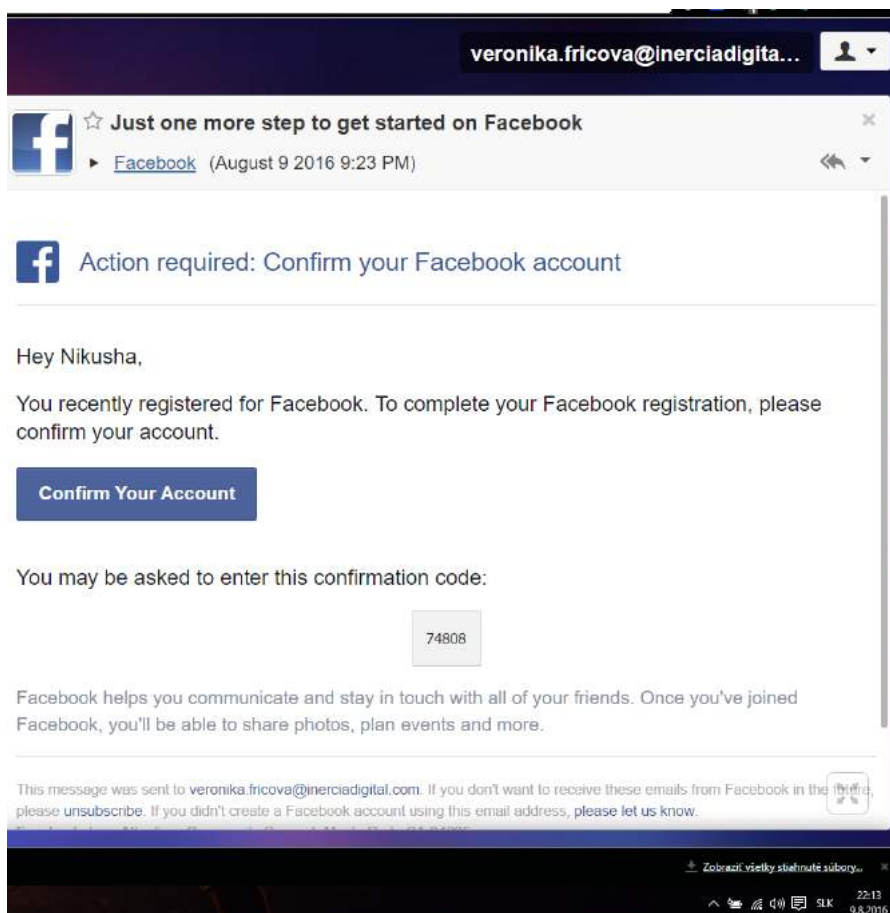
You do not have to share your real name or real birthday, but you do have to use a valid email address!

After signing up Facebook asks you to look for your friends. Facebook gives you choices that are found on your e-mail address.

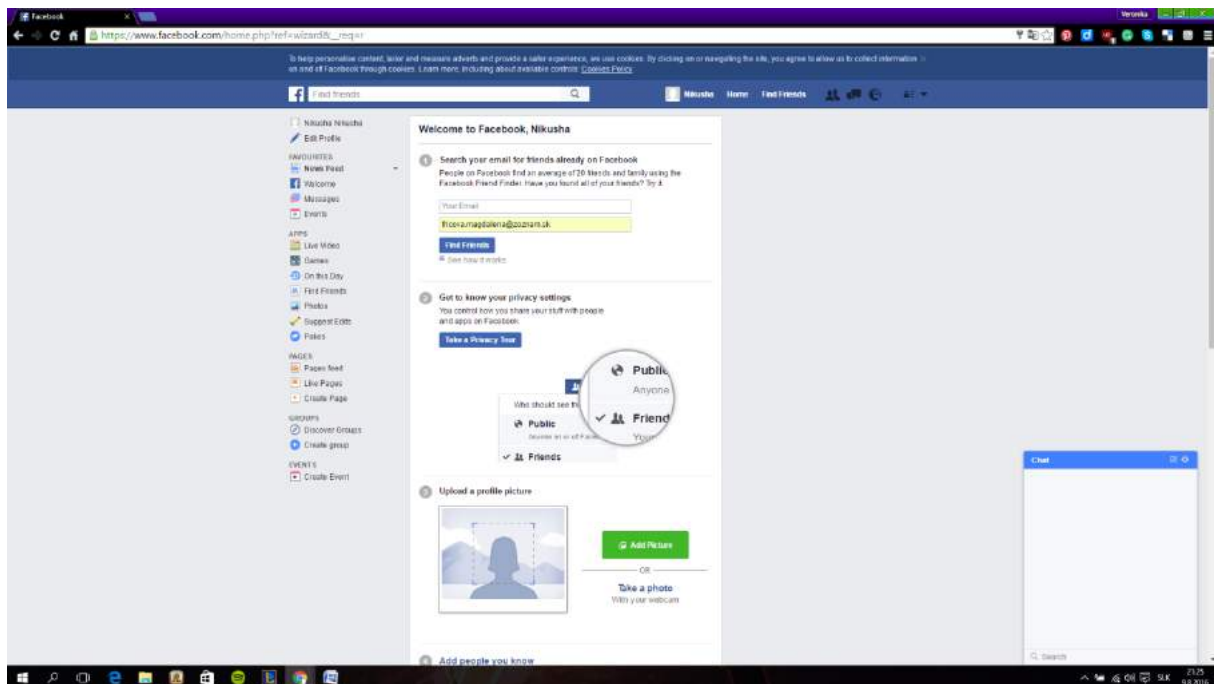


You can skip this step.

Please keep in mind that you will need to confirm your Facebook account by going to your e-mail.



Here you have your Facebook's home page, which you can customize by clicking on the "Edit profile". You can add your picture, cover photo, your overview, work and education, places you've lived, contact and basic info Family and relationships, details about you and more.



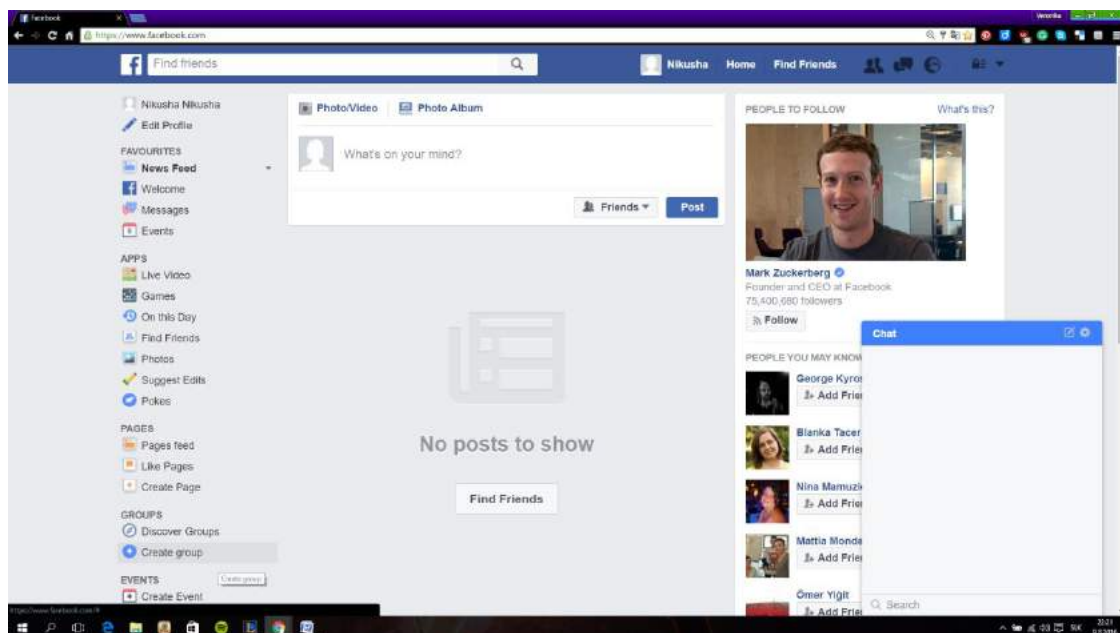
Once you have your Facebook account created you can look for more friends, add or create pages, groups or events.

Let's create a Facebook group!

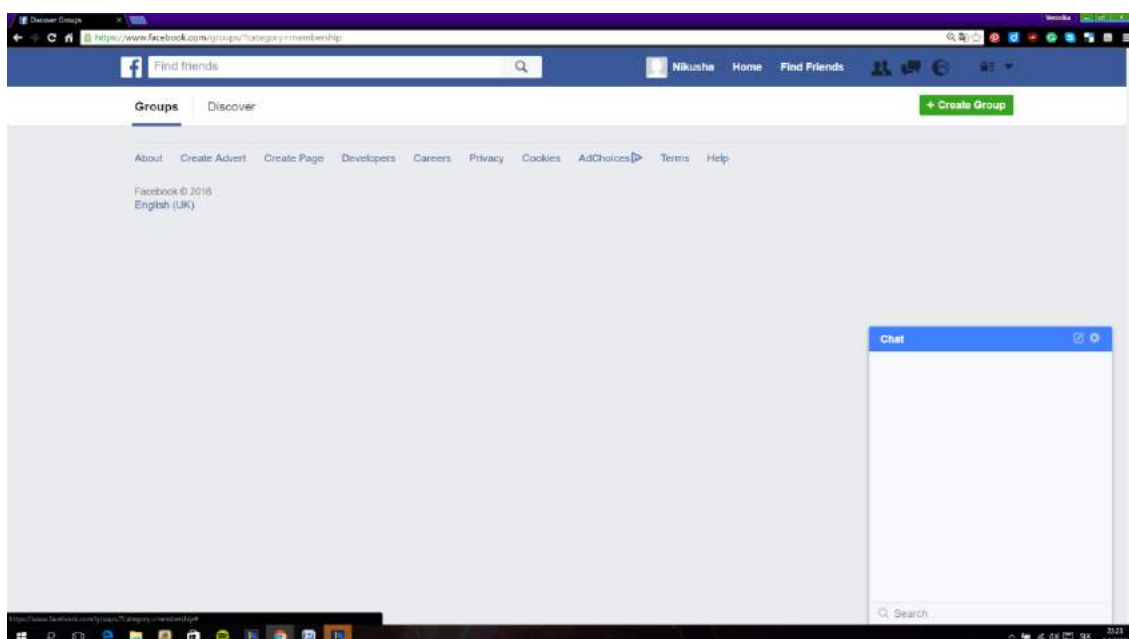
2. Creating a Facebook group

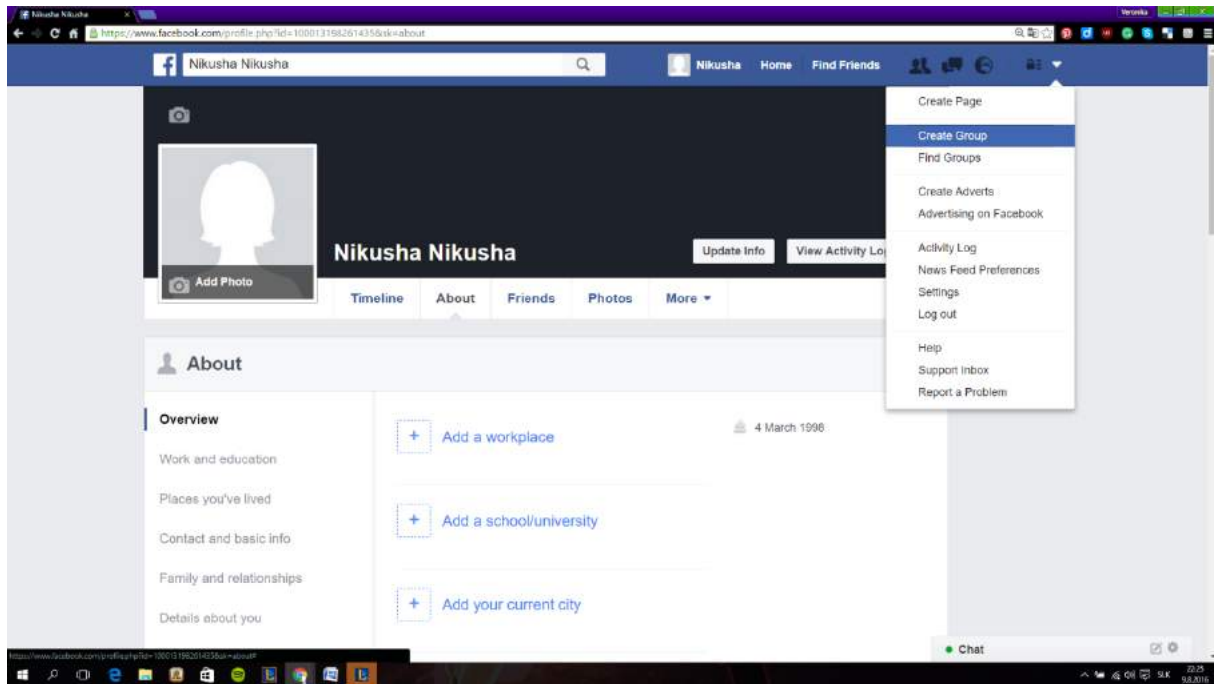
A group can be thought of an online club.. Group pages are usually better suited for a more personal interaction, where only a couple of hundred people would join and interact.

A group can either be private or public—if a group is private, you will need permission to join from the user who created it on Facebook. This setting can be changed at any time by the group’s creator. To join a group, simply click the grey button next to the group’s name.



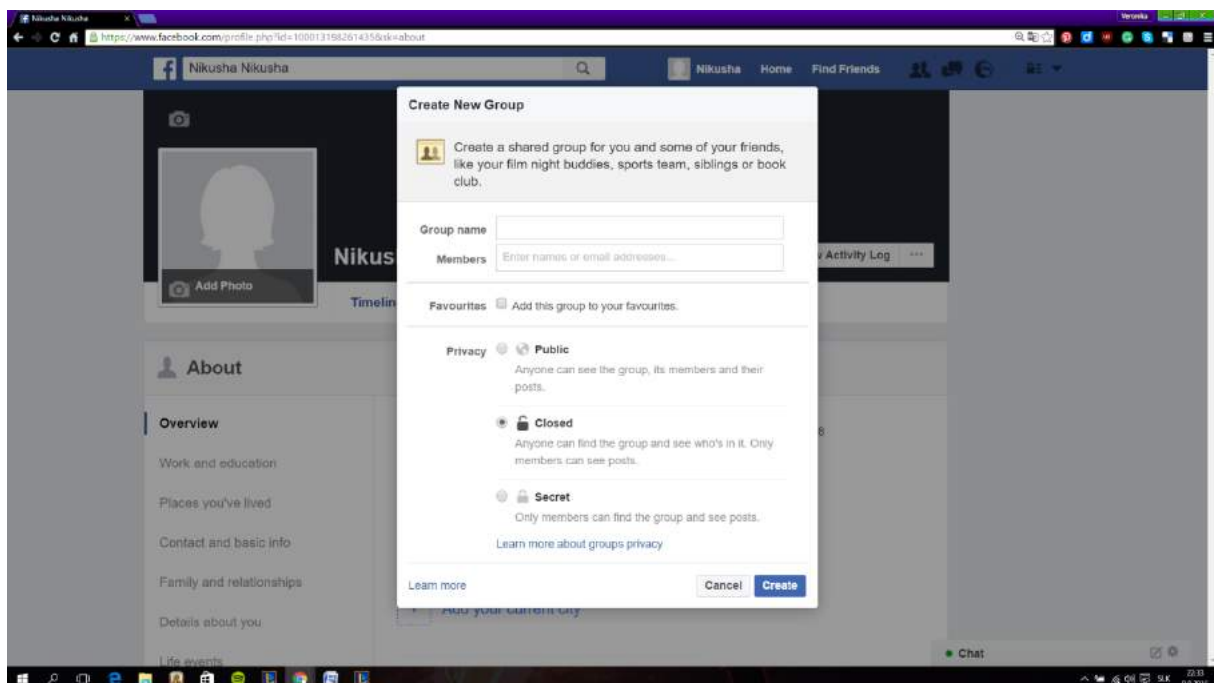
You can also create a group by going to your “Groups” and clicking on “Create a group” or by going to the upper right corner, where you will unroll more options.





Once you have clicked on “Create Group” a new window appears. You will need to fill Group name and add members by entering their names or e-mail addresses.

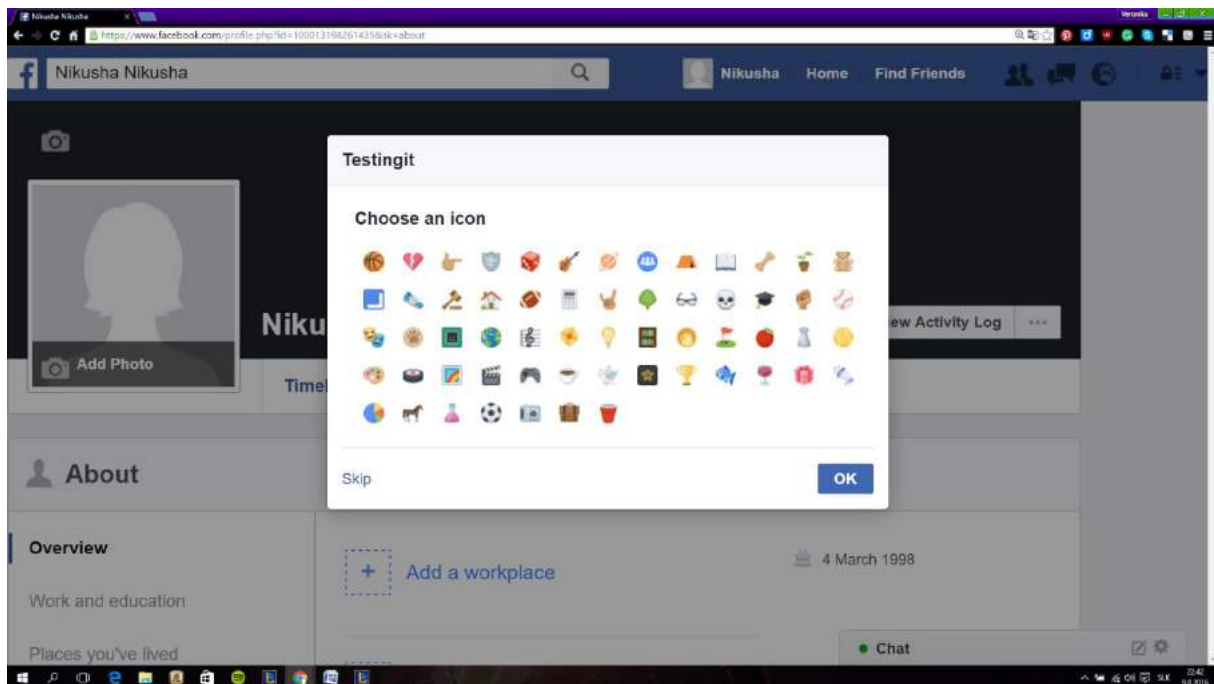
You can add the group to your favourites and manage the privacy of the group to public, closed or secret.



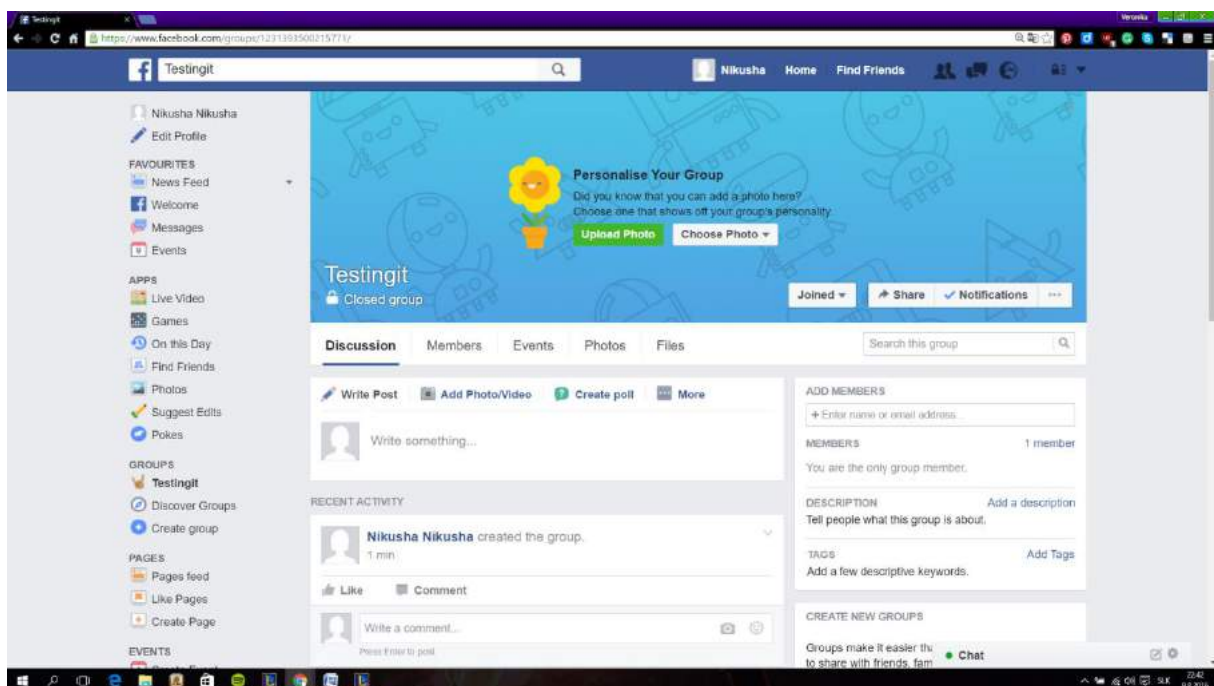
After you choose your privacy setting, click the "Create" button.

Facebook will now give you the option to choose from a wide array of creative graphics for your icon/avatar. This is completely up to you and bears no significance as far as Facebook is

concerned. But if you've created many groups or have multiple groups in your favourites, you'll want to choose an icon you can easily identify.



Your group is now officially created!

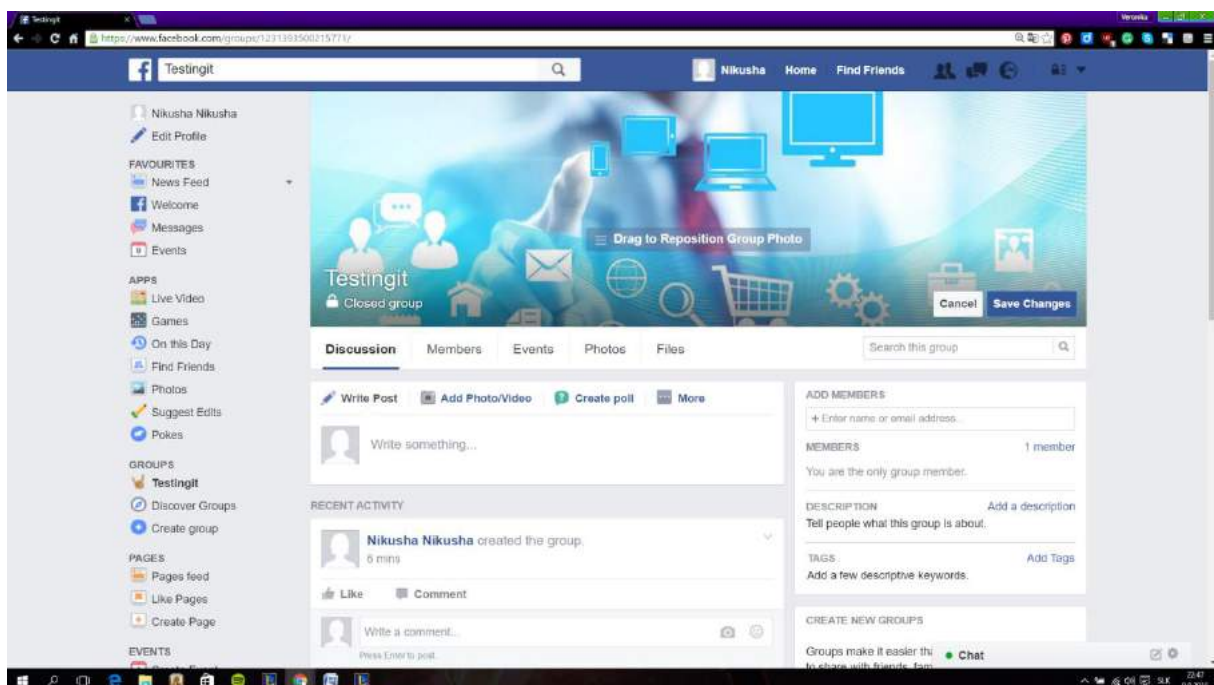


3. Editing Facebook Group

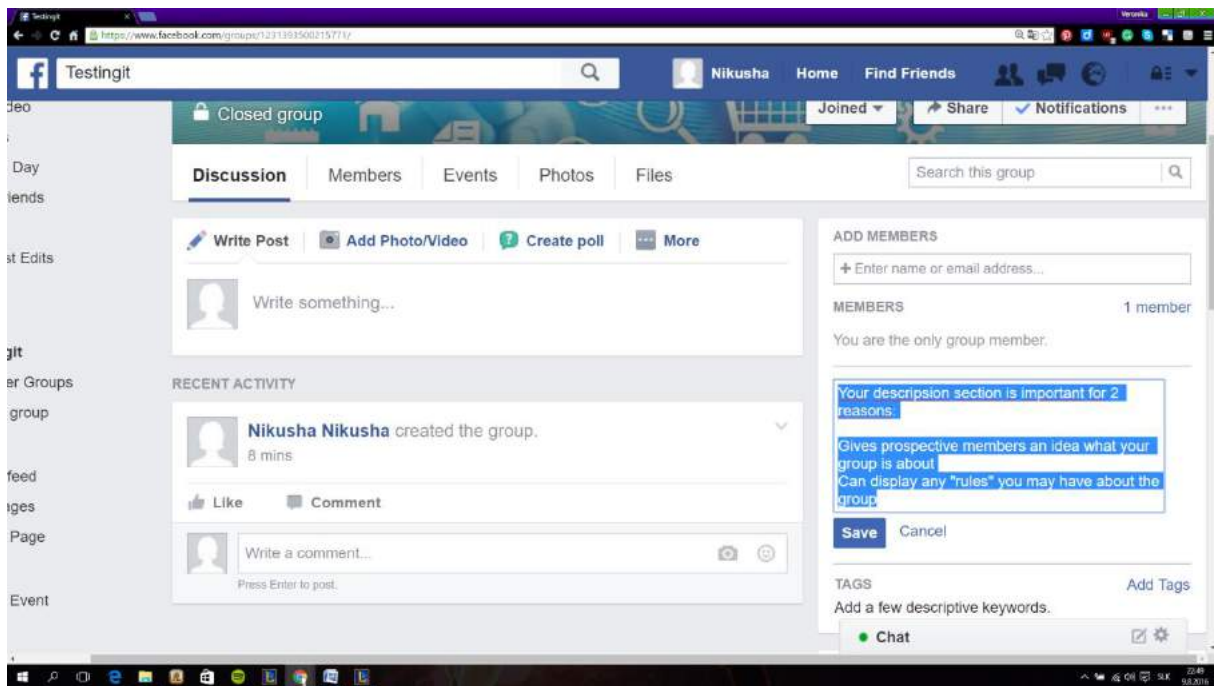
Admins can upload or change cover photos for their group. To upload a cover photo for the first time. Click Upload Photo to upload a photo from your computer or click Choose Photo to choose from your Facebook photos or your group's photos. Click Save Changes. Keep in mind that your cover photo must be at least 400 pixels wide and 150 pixels tall.

To change an existing cover photo, hover over the photo and click Change Group Photo. You can also share photos and video with your group.

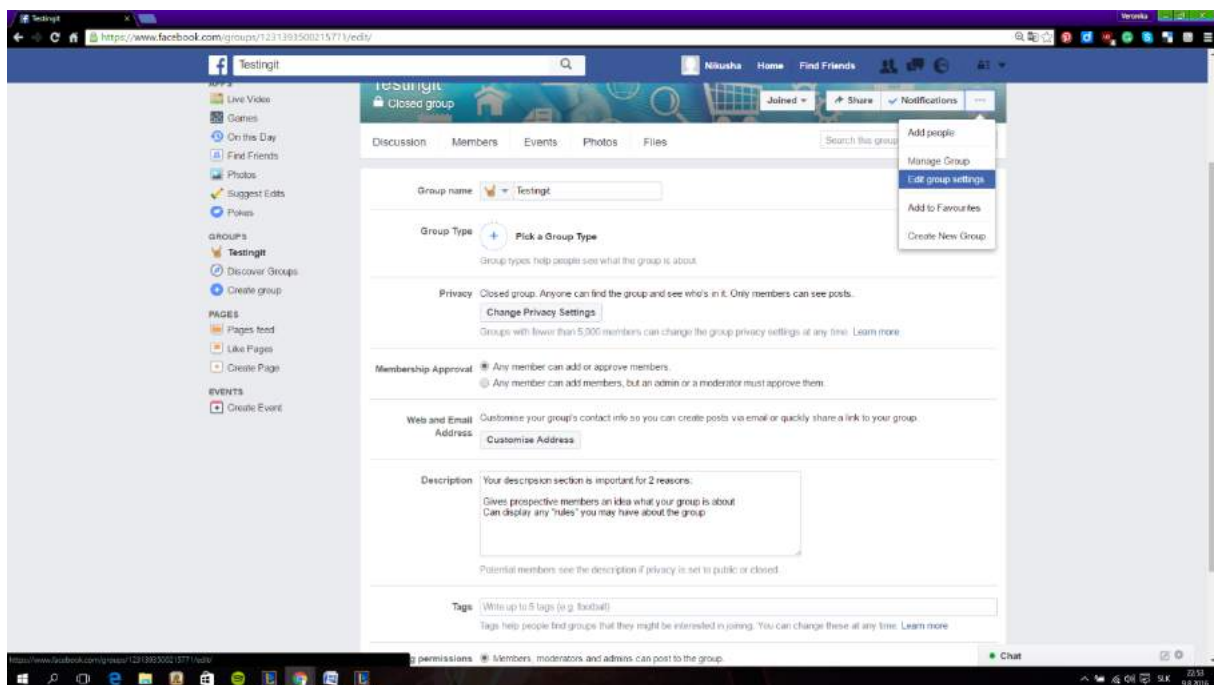
If the cover photo has never been set, group members may also be able to add a cover photo.



Fill the description section. Your description section is important for 2 reasons, it gives prospective members an idea what your group is about and it can display any "rules" you may have about the group



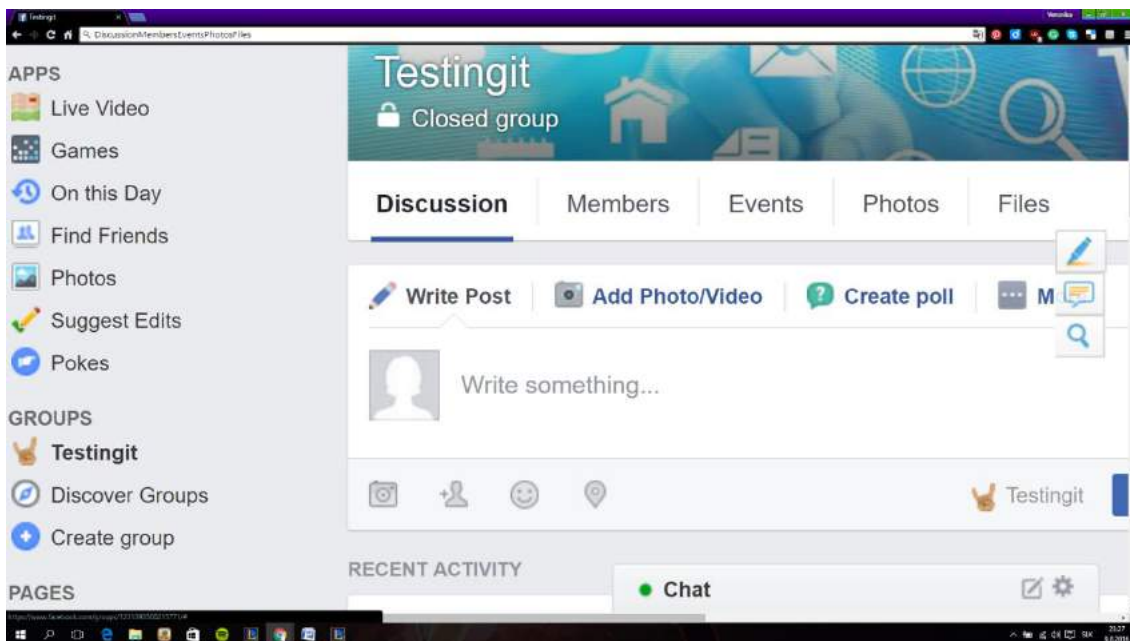
If you'll want to edit the group settings, you can do this by clicking on the gear icon & then clicking "Edit Group Settings". You can edit there your privacy, group type, group name, membership approval, web and e-mail addresses, description, tags or posting permissions.



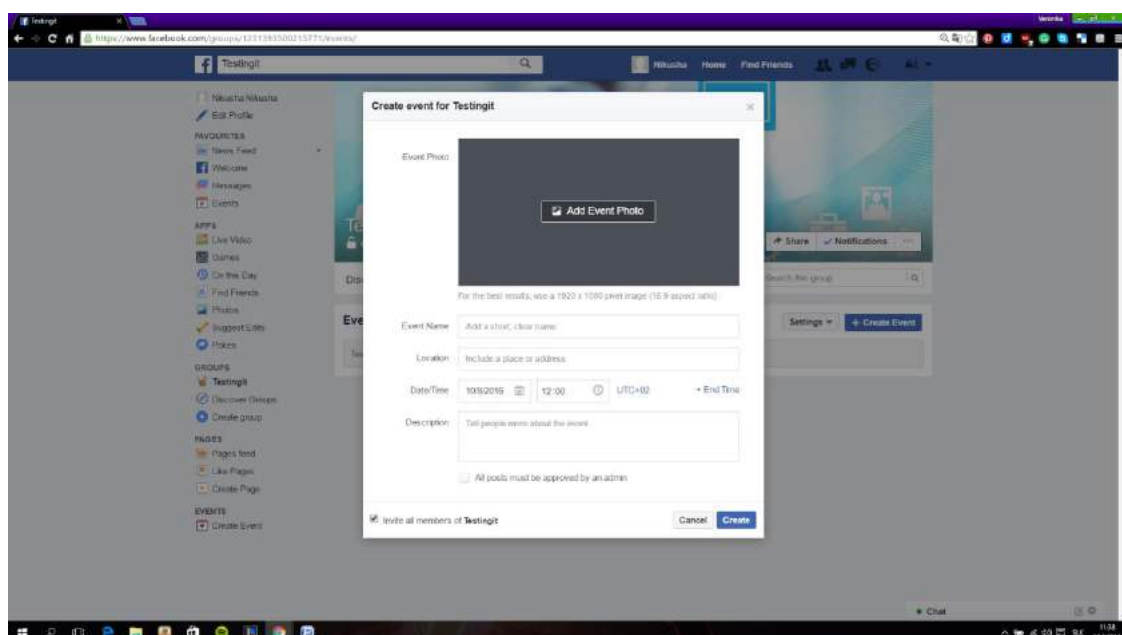
Now you can post updates inside the groups and so can members!

4. Discussion, Events and Files

In the section “Discussion”, you can write a post, add photos and videos create a pool or sell something, add file, create photo album, create doc. In addition, you can also create an event.



Events, inside the group you can create events that only members can see. Create an event is very simple, Just click on the "Events" tab and then on blue tab - "Create Event". A new window will appear where you can add event photo, name your event, and add location, date/time and description.



Inside your group you can upload files or create documents that even group members can collaborate on, by clicking on “+Create Doc” and “+Upload File”.

