

Introduction to Facebook

I. **Signing Up** – you need not provide all the info they ask; submit what you feel comfortable giving.

II. **Home Page** (News Feed – can be customized to hide certain people/applications. Update your customizations by scrolling down to the bottom of the Home screen and clicking on “Edit Options”)

- A. *Top News* (used to be News Feed) -- uses an algorithm to display the stories Facebook thinks are most interesting to you. This is a subset of all stories you could possibly see.
- B. *Most Recent* (used to be Live Feed) -- displays every story you could see as soon as they are posted.

III. Profile Page

A. Wall

- 1. Your *Status*
- 2. Updates on your activity (depending on privacy settings; things you “like” or new “friends,” etc.)
- 3. *Wall Posts* from your friends and *Comments* on posts made by you or your friends.
- 4. Friends -- control who can see your friends by clicking on the pencil in the upper-right corner of the Friends box on your profile page

B. *Info* (about you)

C. *Photos*

- 1. Pictures/Albums that you have uploaded
- 2. Your Friends’ uploaded pictures in which you have been recently tagged (you can remove tags if you don’t want your name linked to a picture, video, etc.)

D. *Applications* you enable (applications give many people access to your info)

IV. Finding Friends

- A. Other people’s privacy settings will determine whether you can find them on FB.
- B. Using Email import to find friends on FB (looks in your email address book; privacy concerns)
- C. See lists of your Friends (Account → Edit Friends → “Friends” List on the left)

Good rules of thumb for Facebook or any other social networking site

1. Once something is posted, consider it “out there,” even if you delete it.
Some recommend considering if you’d want your mother, pastor, best friend, or employer to see/read it.
2. Bad-mouthing your employer or employees on FB could cost you your job.
If you feel you must do this, do it in a private message to people rather than in a status update, *or, at the very least*, control who is able to view that specific post.
3. Make sure you know and are comfortable with your privacy settings.
4. Do not feel obligated to accept everyone as a friend. Share information with who YOU want to share. If you wouldn’t invite someone into your home/private life, why invite them into your *online* social life?
5. Remember that you have control of your online identity; it is a reflection of who you are personally and (potentially) professionally.



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