

GETTING STARTED WITH FACEBOOK



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How do I create a Facebook Account?

If you don't already have a Facebook account, creating one is a very simple process. you can set one up in 4 easy steps...

Step 1: Go to the website page <https://www.facebook.com/>

Step 2: Enter your name, email or mobile phone number, password, date of birth and gender.

Step 3: Click 'Sign Up'



Step 4: To finish creating an account, you need to confirm that you own the email or mobile phone number that you used to create the account. Confirming your email or mobile number helps Facebook know that they're sending your account info to the right place.

- To confirm your mobile number, enter the code you get via text message (SMS) in the **Confirm** box that shows up when you log in.
- To confirm your email, click or tap the link in the email you got when you created the account.

Note: Confirm your email or mobile number as soon as possible. You may not be able to use your account until you confirm your email or mobile number.

Congratulations! You now have your very own Facebook account

The first thing Facebook will ask you to do is upload a 'profile picture'. It's a good idea to do this as it will make your profile look better and help friends to find you. You can change this picture at any time.

How do I add Friends?

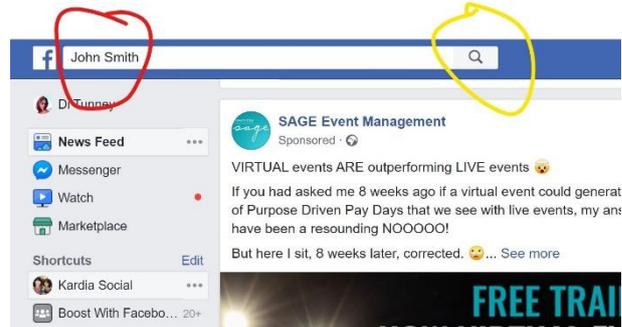
Friending on Facebook helps you stay connected with people you care about. Adding a friend means you may see each other's activity in News Feed, Stories and Photos.

When you want to add a friend on Facebook, keep in mind you should only send friend requests to people you know and trust.

To add a friend:

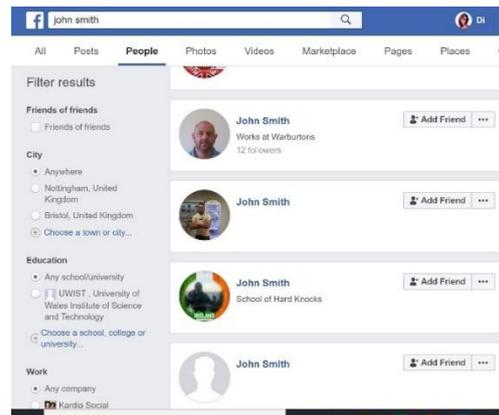
Step 1: Click the search bar at the top of any Facebook page.

Step 2: Type your friend's name into the search bar and click .



Step 3: Select your friend from the drop-down list that appears

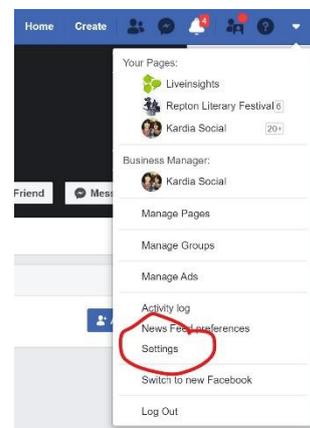
To send them a friend request, click 'Add Friend' next to their profile picture.



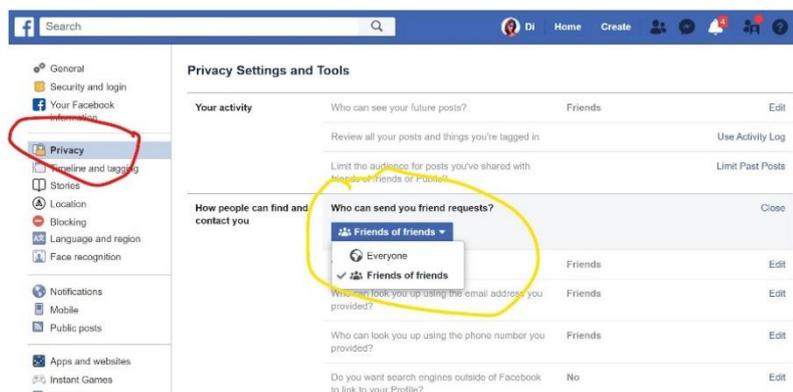
Note: Some people might not have **Add Friend** next to their profile picture, depending on their privacy settings

You can control who can friend and follow you by editing your **privacy settings**...

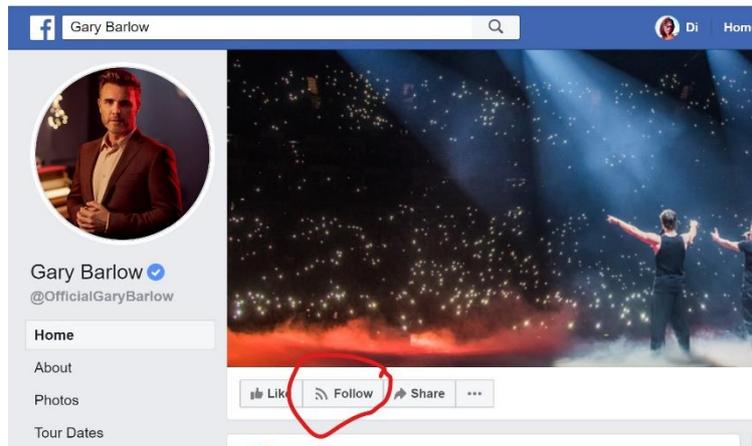
- Click  from the top right of any Facebook page and click **Settings**.



- Click **Privacy** in the left column.
- Click **Edit** next to **Who can send you friend requests?**
- From the dropdown menu, click **Everyone** or **Friends of Friends**.



If you'd like to see updates from people you find interesting but don't know personally, like a journalist or celebrity, **try following** them instead.



Note: If you're getting unwanted or inappropriate friend requests, you can report the account.

How do I 'Like' and React to a post?

Clicking **Like** below a post on Facebook is a way to let people know that you enjoy it without leaving a comment. Anyone who can see the post can see that you liked it.

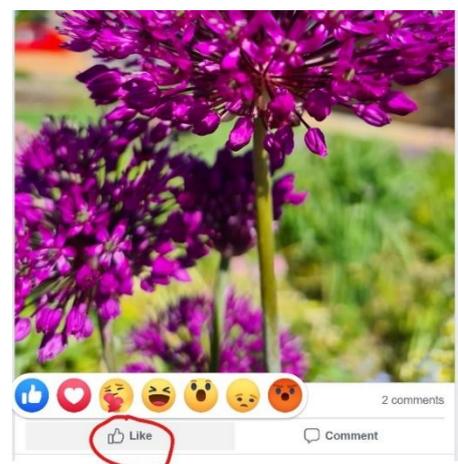
For example, if you click **Like** below a friend's video:

- People who can see the video will be able to see that you liked it.
- The person who posted the video will get a notification that you liked it.

Liking tells your friends that you enjoyed their post or comment while **reacting** allows you to specify your response.

To **react to a post or comment**, hover over **Like** and choose a reaction. The most popular reactions appear below the post or comment as icons (ex: 👍❤️😄). Keep in mind that you can only leave one reaction per post or comment.

The same applies to Company pages on Facebook



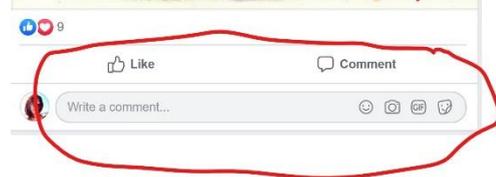
How do I 'Comment' on a post?

To comment on a post by someone else that you see on their feed

Step 1: Click **Comment** below the post or in the white box that says **Write a comment**.

Step 2: Type your comment or:

- Click  to comment with/add an emoji.
- Click  to attach a photo or video.
- Click  to post a sticker.
- Click  to comment with a gif.



Step 3: Press enter or return to publish it.

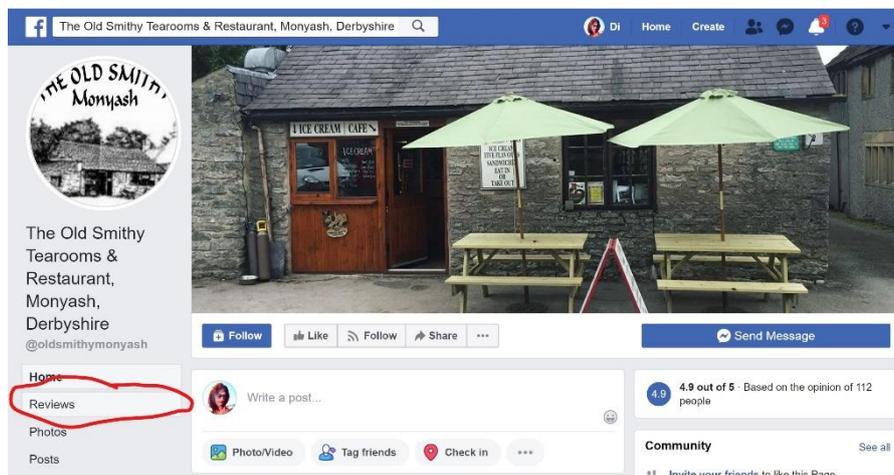
Note: To create a new paragraph or line break within a comment, hold **Shift** on your keyboard, and then press **Enter** (on a PC) or **Return** (on a Mac).

How do I 'Review' a company or organisation?

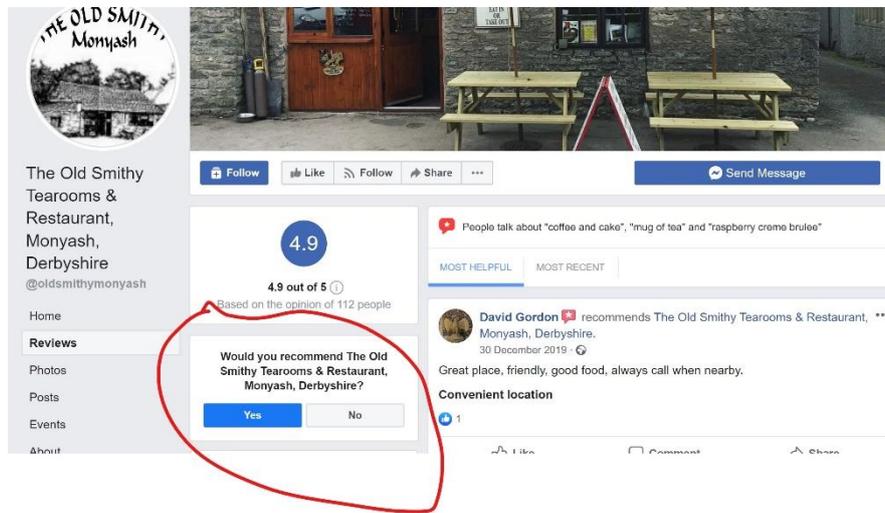
If you've had experience of a particular company, organisation, or venue, and you'd like to give a review, Facebook makes that really easy!

Step 1: Locate their Facebook Page by typing their name in the search bar

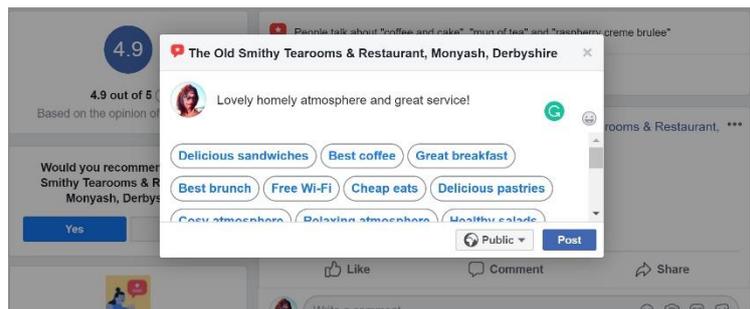
Step 2: Click on 'Reviews' in the menu on the left-hand side of the page. This will open up the Reviews page



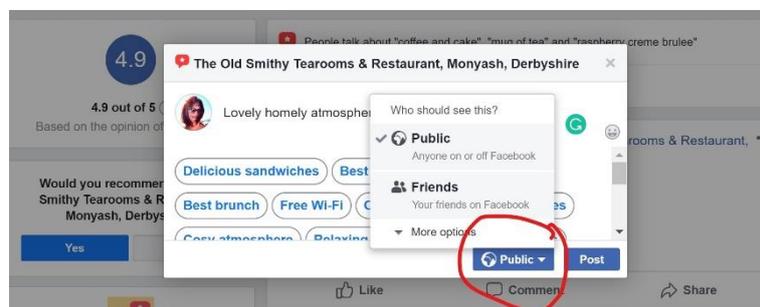
Step 3: Scroll down to the ‘Would you recommend...’ box and click Yes or No. This will open up a comment box where you can leave your review



Step 4: Type in your review. You can also select from some ‘prompts’ provided below the comment box



Step 5: Finally, you can choose who you want to see your review by clicking on the drop-down menu underneath the comment box



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