Beginners guide to Facebook

Using the internet can sometimes be a bit daunting, with horror stories about having your identity stolen. Scammers conning you out of thousands of pounds, and people hacking into your information. However, with a bit of care, it is possible to navigate through the minefield and to make use of that is available to connect with friends and families, keep up to date with local information, and not feel that the modern world is passing you by.
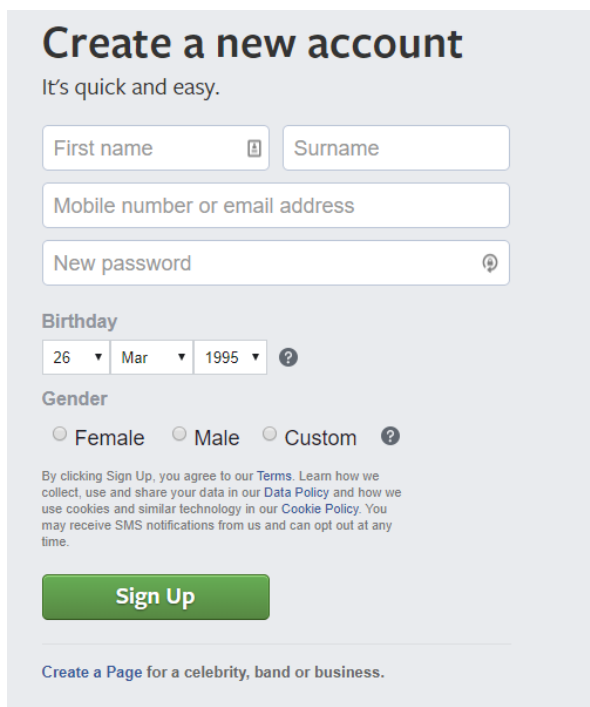
This guide will hopefully take you through the steps of setting up and using the social media application, Facebook, so that you do not compromise your security, but can become part of our modern community

Setting up an account

The first step is to set up an account to provide access to the Facebook application. This can be achieved simply through an internet browser (Internet Explorer, Safari, Edge, Chrome, FireFox, etc.)
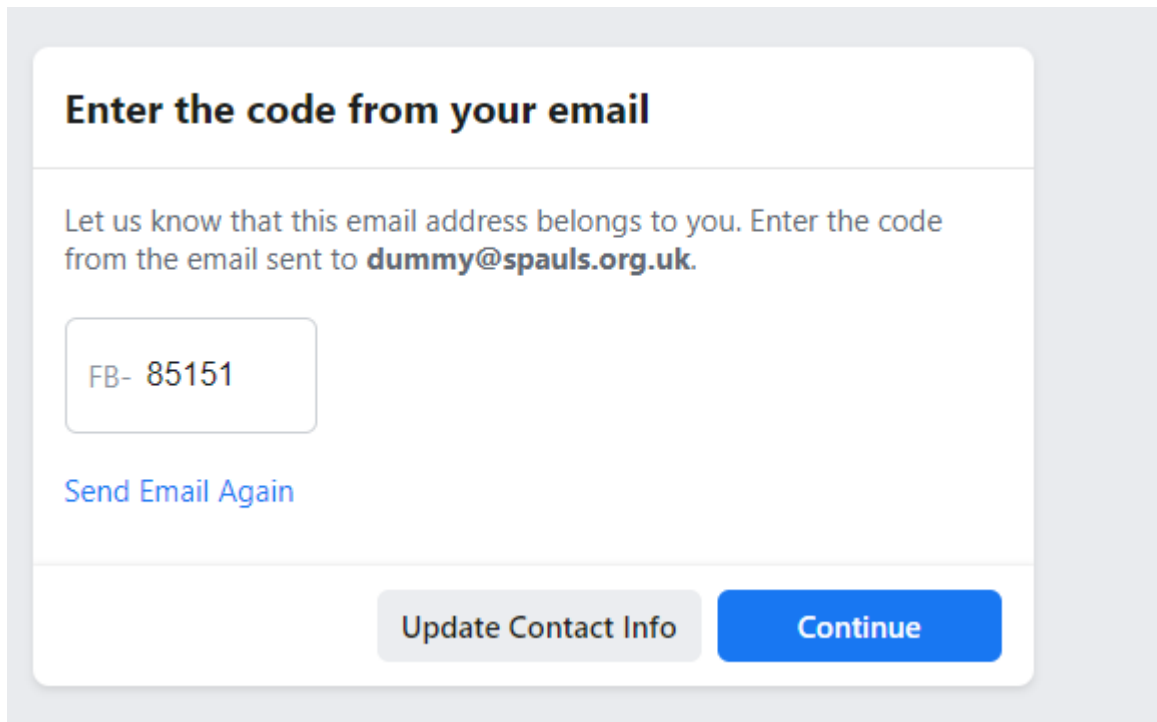
Click on this link https://facebook.com

And you should see a panel like this:

You will need to fill in all of the boxes. Some of it may seem intrusive or irrelevant, such as your date of birth, but that is collected so that should you forget your password, it is possible for Facebook to ask some security questions before allowing you to reset the password.

You do not have to use your real name if you want to hide behind a nom de plume, that is perfectly alright. You do have to use a genuine email address or mobile number as for security reasons you will receive additional information through an email or a text message.
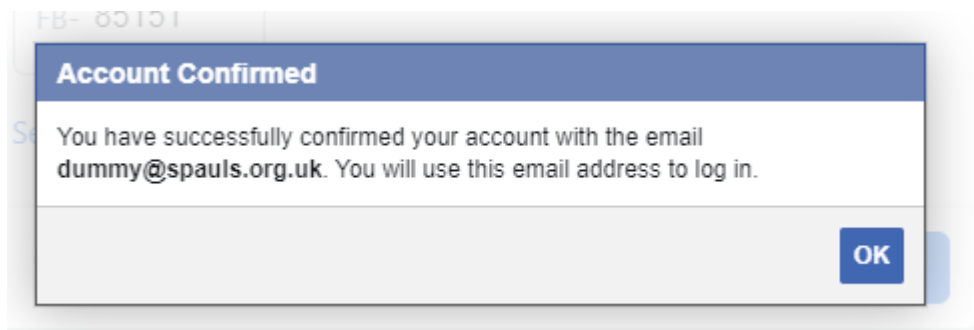
The password should be something you can easily remember, but not easy to guess. I often use random names out of the bible and a mixture of special characters and numbers like MosesSinai#10

Press Sign Up, and a new form will appear. You should then get an email which will have code in, that you have to fill in on the form (wait for the email as the number I have used below will not work on your form!)

Enter the code from your email

Let us know that this email address belongs to you. Enter the code from the email sent to **dummy@spauls.org.uk**.

FB- 85151

Send Email Again

Update Contact Info   **Continue**

When you click Continue you should get a message like the one below to confirm that you have successfully signed up

Account Confirmed

You have successfully confirmed your account with the email dummy@spauls.org.uk. You will use this email address to log in.

OK

When you click OK, you will get your Facebook page displayed

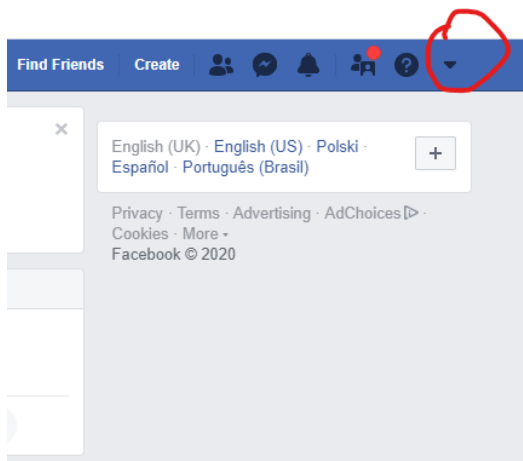It should look something like this:
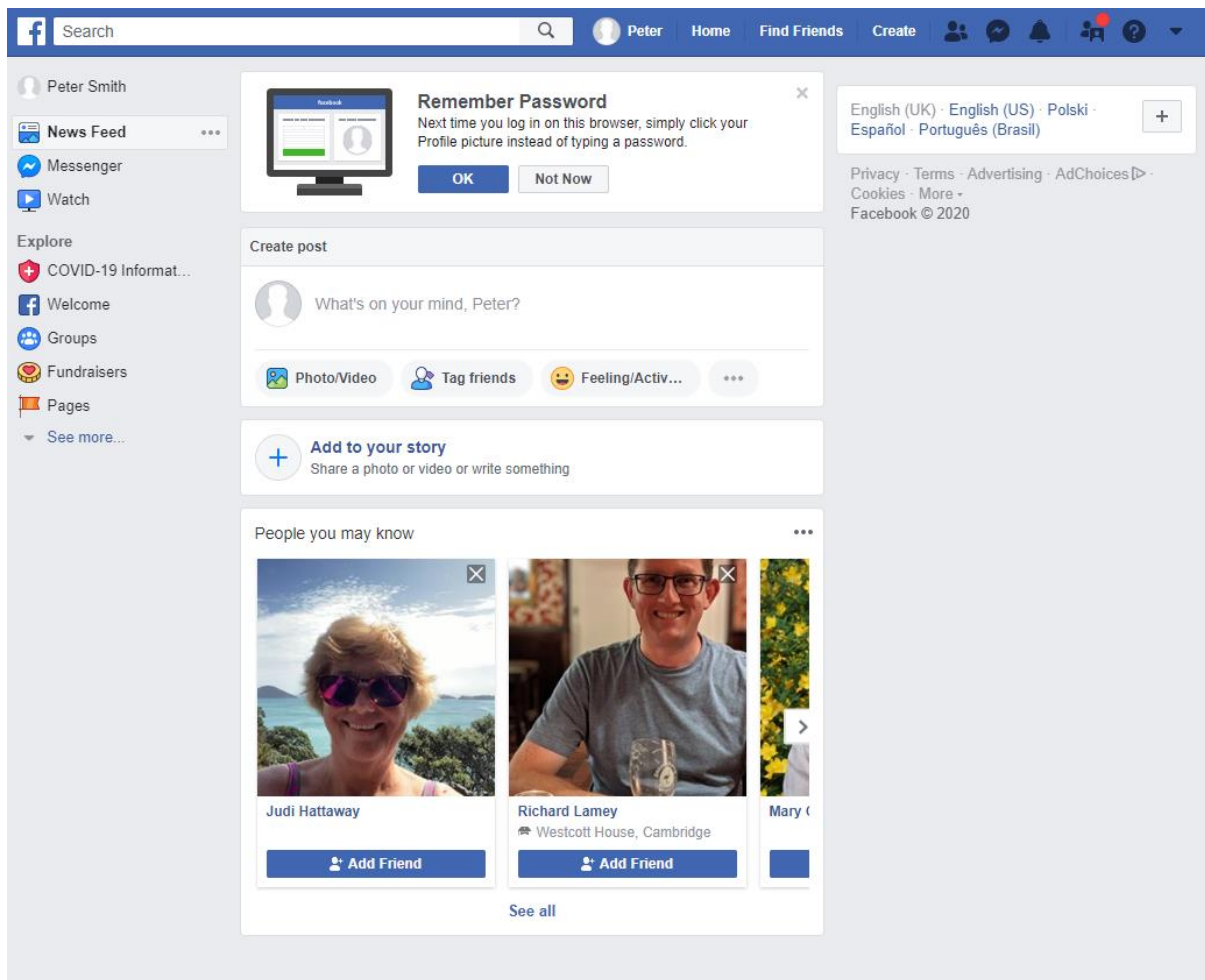
Protect yourself

Now you will want to change a few settings to protect you information, and avoid being swamped with unwanted information.

First we will set your advertising preferences:

Click the down arrow at the top right

And then select Settings. This will show a page like this:

Look down the left side and select Ads. There are three setting you need to change so that they look like this:

To change one of the setting, click the panel and then select the options in the drop-down at the bottom left of the expanded panel.

Your Information

Next you may want fill in a bit of information about yourself, but no more than you are happy to share. By all means add your friends and upload a few photos, but there is no reason to share your workplace, your life events, your family members, or any other details you wouldn't be sharing with strangers face-to-face.

Speaking of sharing things with strangers, did you know that Facebook's default setting when you create a new account enables anyone with an internet connection to see all of your posts?

Furthermore, your new account will let search engines index your profile and display it in their results.

These two settings combined means that someone could Google your name and find your account, along with your post history, in seconds.

So, go back to the Setting, and click on Privacy from the left side. The two important setting are these:
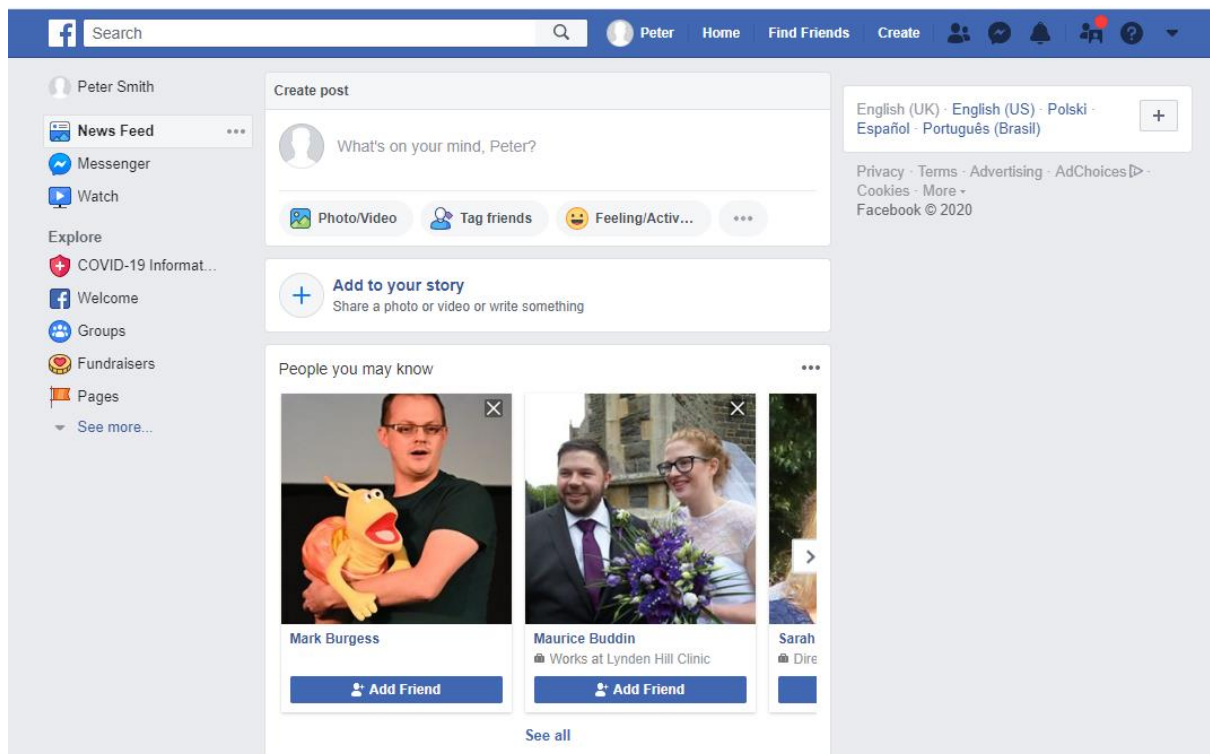

And should be set as shown, I would also advise setting the other items as they are shown above

Start using Facebook

So now we are ready to go.

Click Home from the top of the page, next to your name, and you will see the home page:

To post something you just need to start typing in the panel that says 'What's on your mind ****?

You can click on the buttons at the bottom of the same panel to add Photos to your post.

So that is how you put information out there, but how do you start seeing information?

Well, once it starts, there is no stopping it, but initially you will probably want to start following particular groups.

In the search box at the top, type in St Pauls Parish Church, Wokingham and click the spy glass and you will see a suggested list of matches:
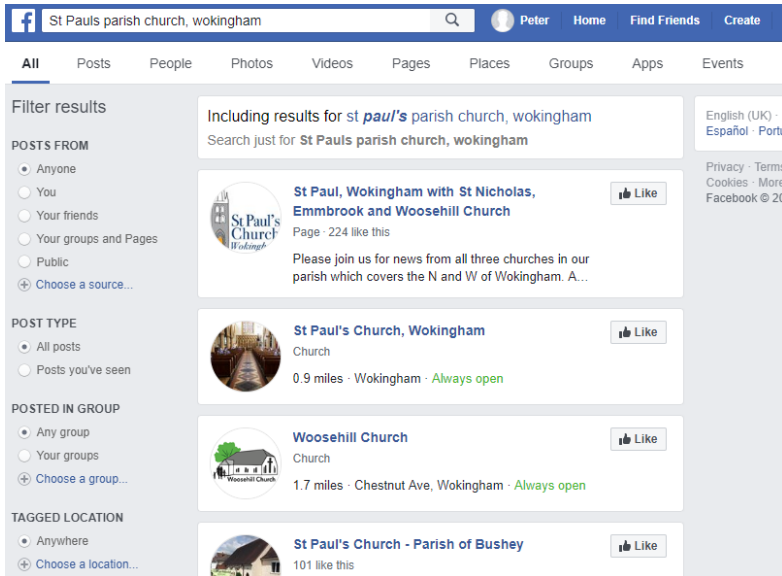
Click on the 'St Paul, Wokingham and St Nicholas, Emmbrook and Woosehill Church to get to the St Pauls Facebook page:
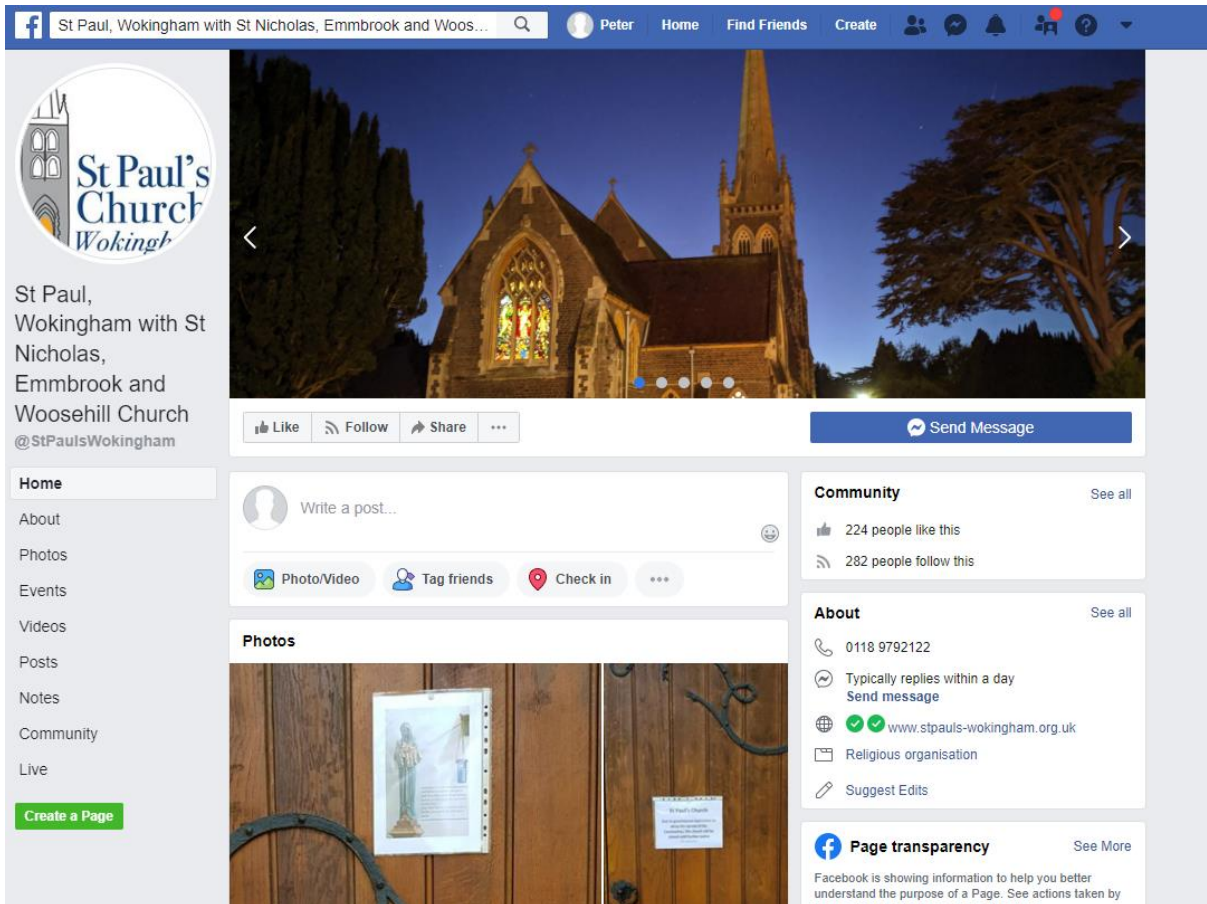
Click the 'Like' button to say you like us (please)

Then click the Following Button and you will see:

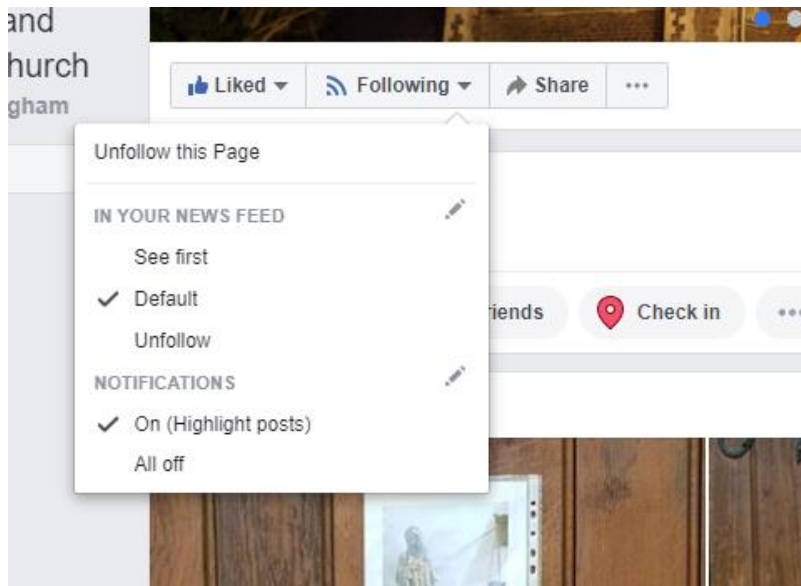The first part determines how the new posts from the church page will appear on your Facebook. If you select See first, they will always appear at the top, but Default will mean they appear in the same way as any other posts. With Notifications on, you will be notified when there is something new so that you can jump straight to it on your page. I recommend you leave Notifications on.

You are now following St Pauls, so anything that gets posted on these pages will appear on your Newsfeed

If you now click on the Home button, it will take you back to your home page, where lo and behold. There are pages from St Pauls!

Notifications appear as a white bell on the top line (when there are no notifications the bell is grey) with a red number (indicating the number of notifications). If you click on the bell it will list the pages you are being notified about (including the live streams), so that you can click on the one you want to see.
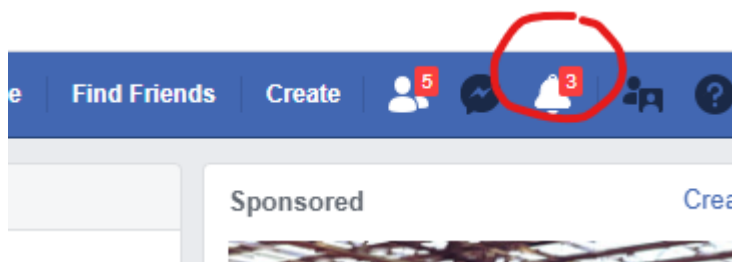
The Live Feed

If you are on Facebook when a live stream starts, you will see it appear like this, or you will get a notification
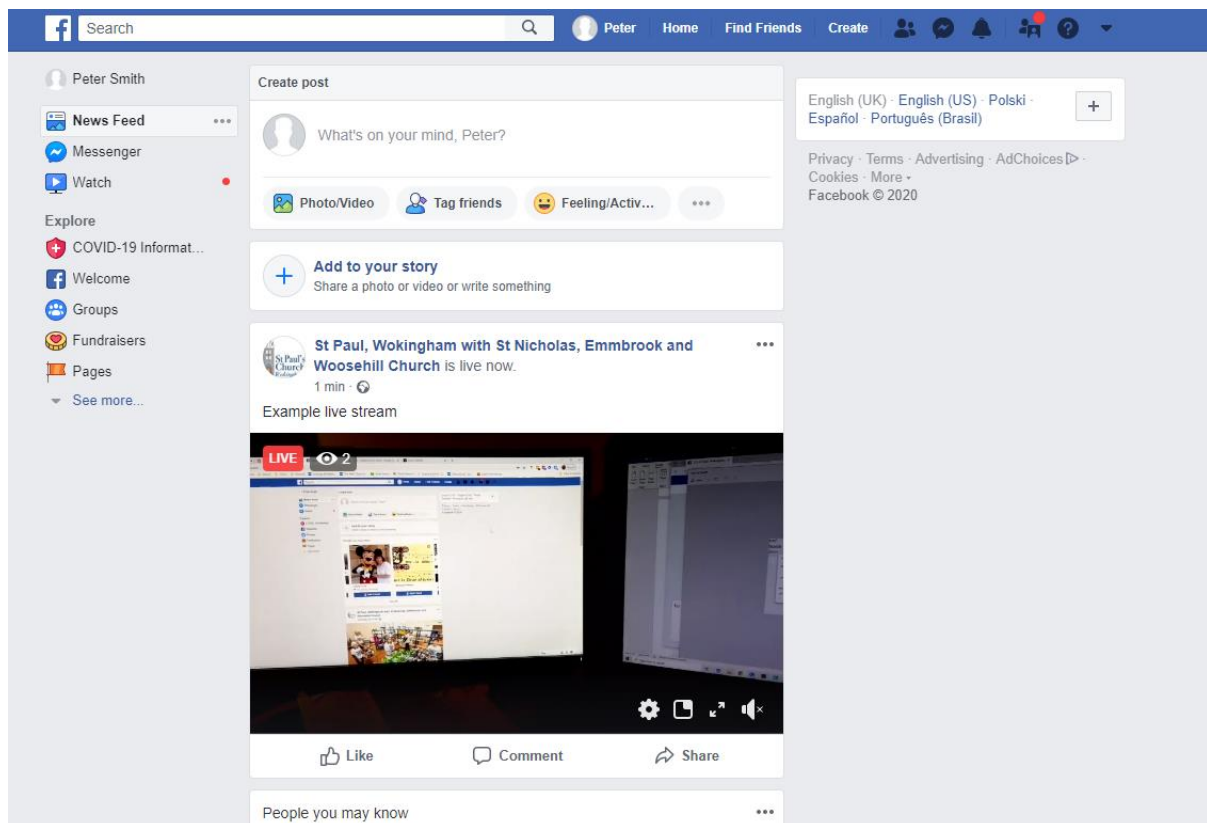
With the Live label.

To see it full screen click the two diagonal arrows near the bottom right of the video. To send a comment during the broadcast click the comment button at the bottom of the post and start typing, or just click like to show your appreciation.

If the bottom right-hand icon on the video is a speaker with a X beside it, you will need to click on it to hear the sound

I hope this has been a help, and will enable you to be feel involved