

## 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.

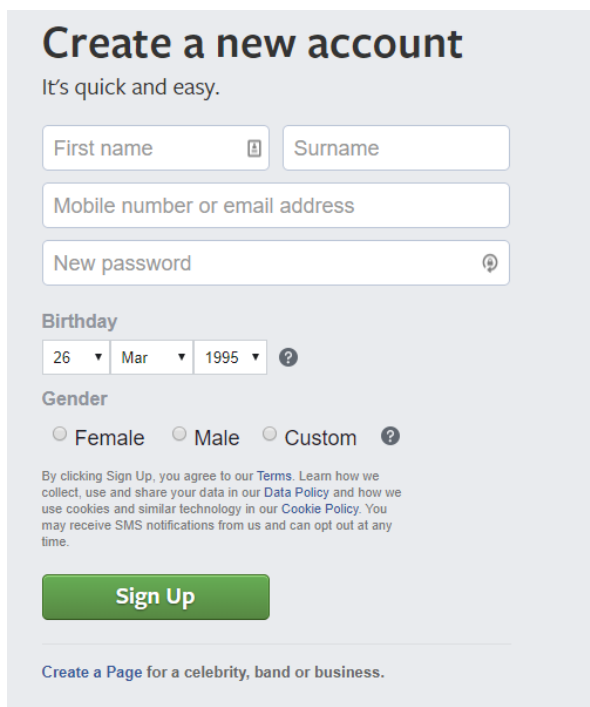
This guide will hopefully take you through the steps of setting up and using the social media application, Facebook, so that you do not compromise your security, but can become part of our modern community

### 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:



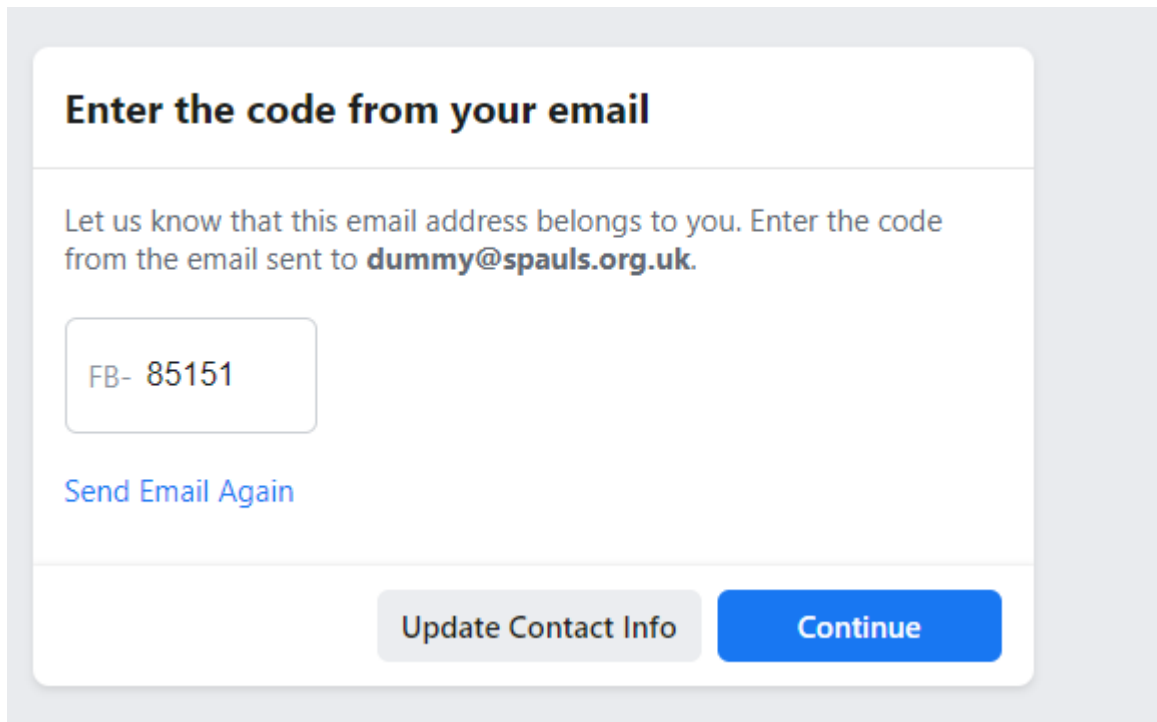
The image shows the Facebook sign-up page. At the top, it says "Create a new account" in a large, bold font, followed by the subtext "It's quick and easy." Below this are several input fields: "First name" and "Surname" (two separate boxes), "Mobile number or email address" (one wide box), and "New password" (one wide box with a small icon on the right). Underneath these is the "Birthday" section with three dropdown menus for day (26), month (Mar), and year (1995), and a question mark icon. Below that is the "Gender" section with three radio buttons for "Female", "Male", and "Custom", and a question mark icon. A small paragraph of legal text follows, mentioning terms, data policy, and cookie policy. At the bottom of the form is a prominent green "Sign Up" button. Below the button, there is a link that says "Create a Page for a celebrity, band or business."

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.

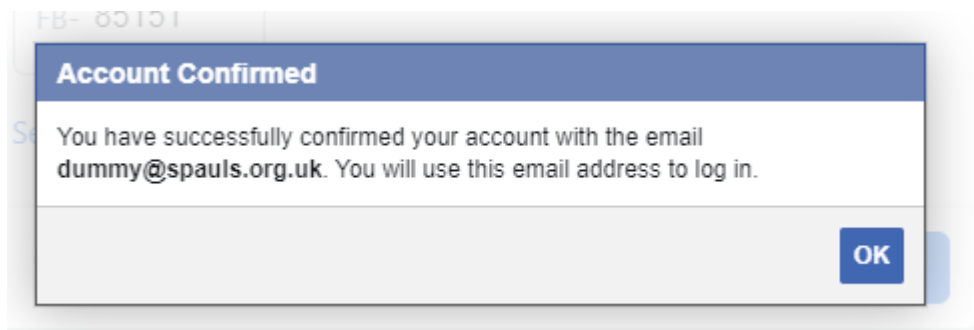
The password should be something you can easily remember, but not easy to guess. I often use random names out of the bible and a mixture of special characters and numbers like MosesSinai#10

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!)



The screenshot shows a white rectangular form with rounded corners on a light gray background. At the top, the heading "Enter the code from your email" is displayed in bold black text. Below this, a message reads: "Let us know that this email address belongs to you. Enter the code from the email sent to **dummy@spauls.org.uk**." A text input field contains the code "FB- 85151". Below the input field is a blue link that says "Send Email Again". At the bottom of the form, there are two buttons: a light gray button labeled "Update Contact Info" and a blue button labeled "Continue".

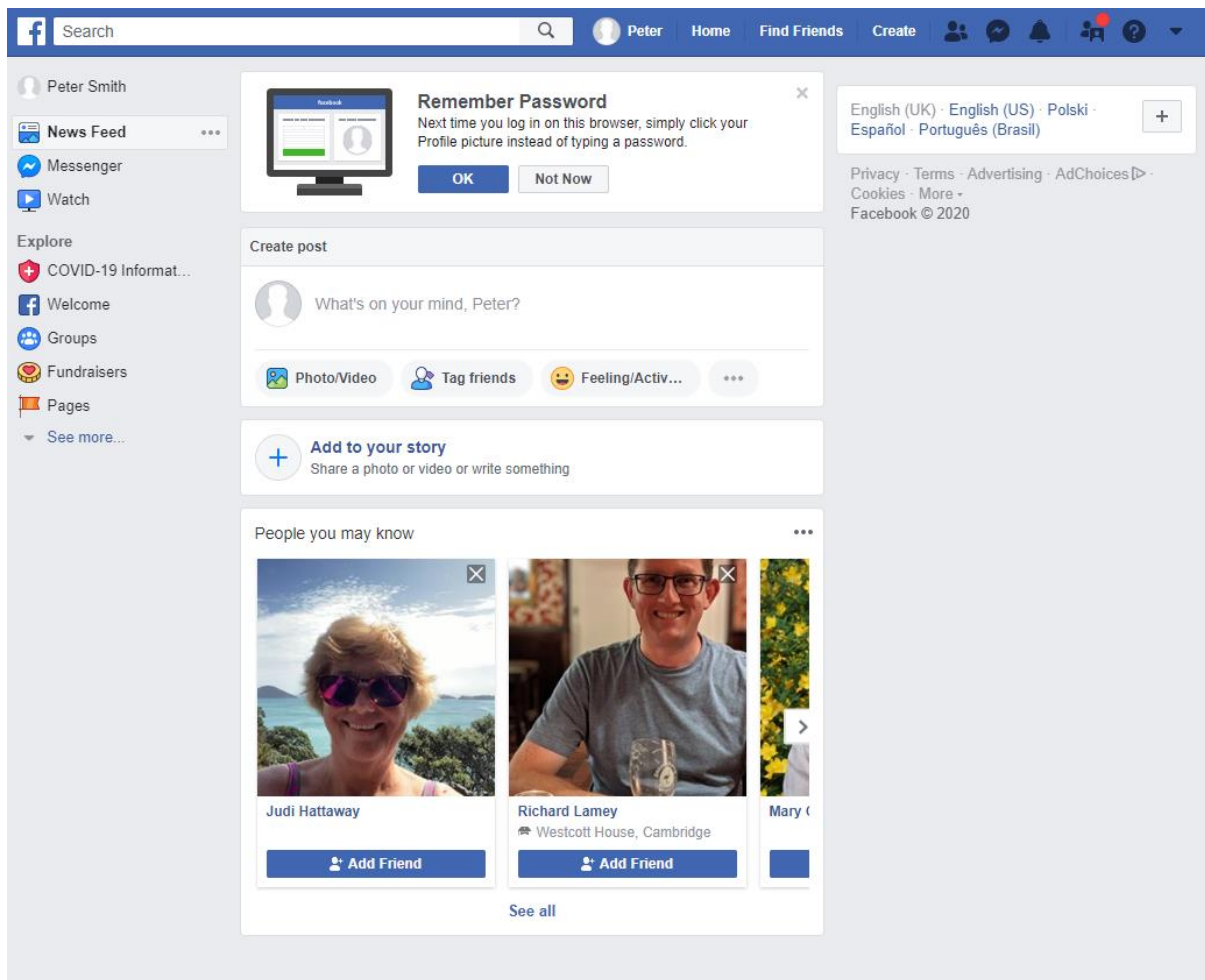
When you click Continue you should get a message like the one below to confirm that you have successfully signed up



The screenshot shows a modal dialog box with a blue header bar that says "Account Confirmed". The main text area contains the message: "You have successfully confirmed your account with the email **dummy@spauls.org.uk**. You will use this email address to log in." In the bottom right corner of the dialog, there is a blue button labeled "OK".

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

It should look something like this:

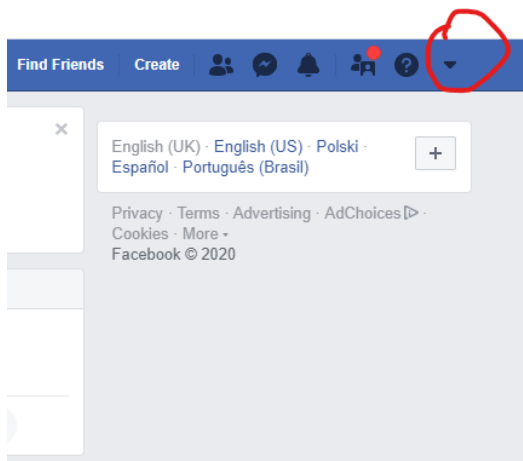


## Protect yourself

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:

**General Account Settings**

<b>Name</b>	Peter Smith	<a href="#">Edit</a>
<b>Username</b>	You have not set a username.	<a href="#">Edit</a>
<b>Contact</b>	Primary: dummy@spauls.org.uk	<a href="#">Edit</a>
<b>Memorialisation settings</b>	Decide what happens to your account after you pass away.	<a href="#">Edit</a>
<b>Identity confirmation</b>	Confirm your identity to do things such as running ads about social issues, elections or politics.	<a href="#">View</a>

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

**Ad settings** Close ^

**Ads based on data from partners**  
 To show you better ads, we use data that advertisers and other partners provide us with about your activity off [Facebook Company Products](#). Not allowed

**Ads based on your activity on Facebook Company Products that you see elsewhere**  
 When we show you ads off [Facebook Company Products](#), such as on websites, apps and devices that use our advertising services, we use data about your activity on Facebook Company Products to make them more relevant. Not allowed

**Ads that include your social actions**  
 We may include your social actions on ads, such as liking the Page that's running the ad. Who can see this information? No one

Was the ad settings section helpful to you? [Yes](#) [No](#)

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:

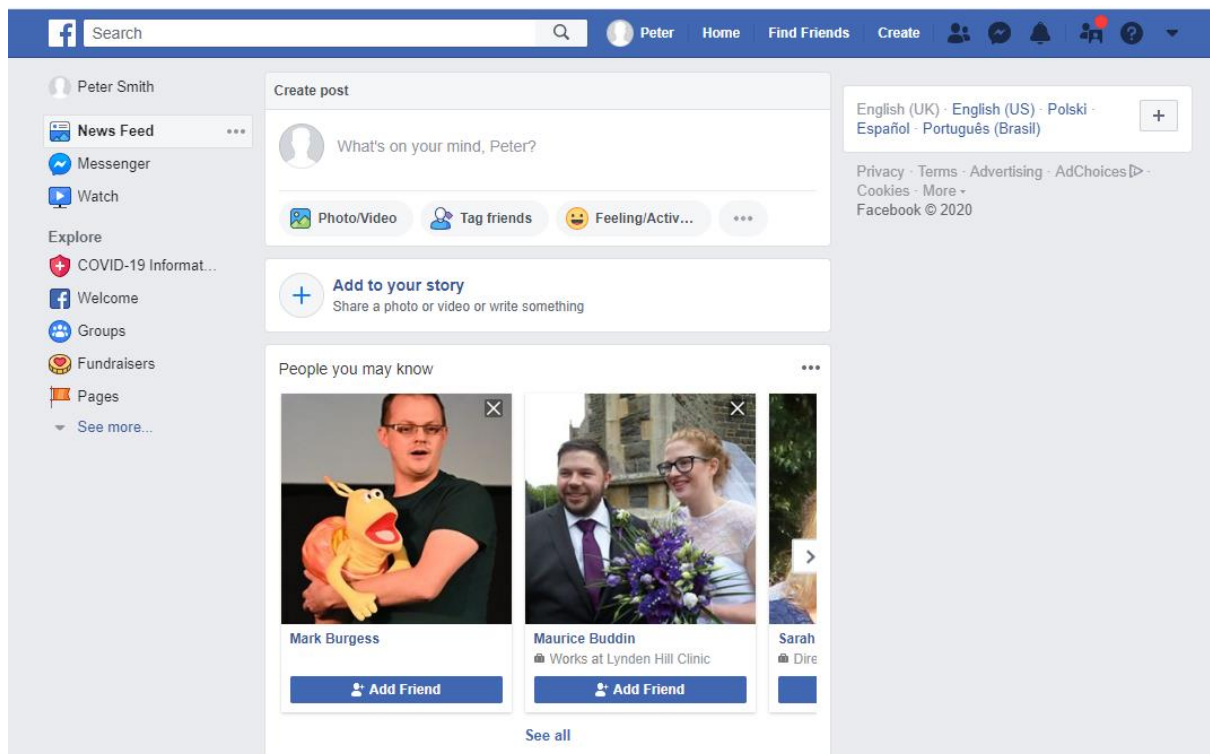
Privacy Settings and Tools		
Your activity	Who can see your future posts?	Friends <a href="#">Edit</a>
	Review all your posts and things you're tagged in	<a href="#">Use Activity Log</a>
	Limit the audience for posts you've shared with friends of friends or Public?	<a href="#">Limit Past Posts</a>
How people can find and contact you	Who can send you friend requests?	Everyone <a href="#">Edit</a>
	Who can see your friends list?	Only me <a href="#">Edit</a>
	Remember that your friends control who can see their friendships on their own timelines. If people can see your friendship on another timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your timeline. Other people will only see mutual friends.	
	Who can look you up using the email address you provided?	Friends <a href="#">Edit</a>
	Who can look you up using the phone number you provided?	Friends <a href="#">Edit</a>
	Do you want search engines outside of Facebook to link to your Profile?	No <a href="#">Edit</a>

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:



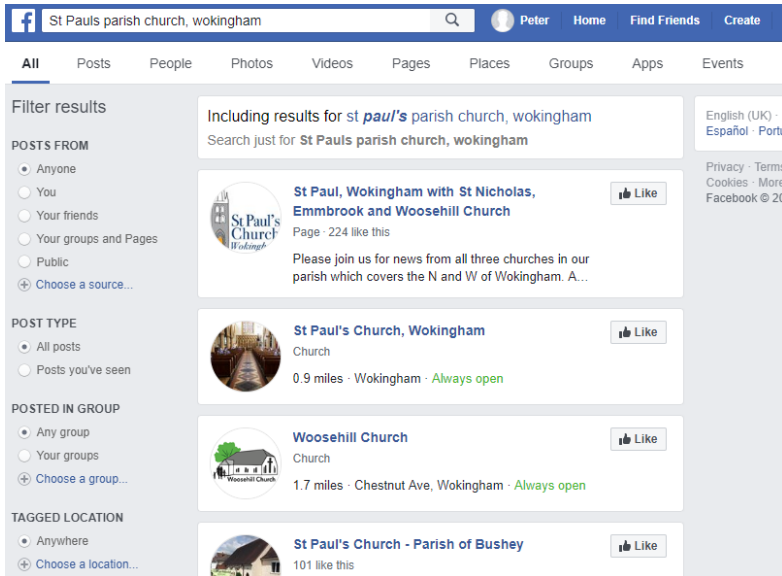
To post something you just need to start typing in the panel that says 'What's on your mind \*\*\*\*?'

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

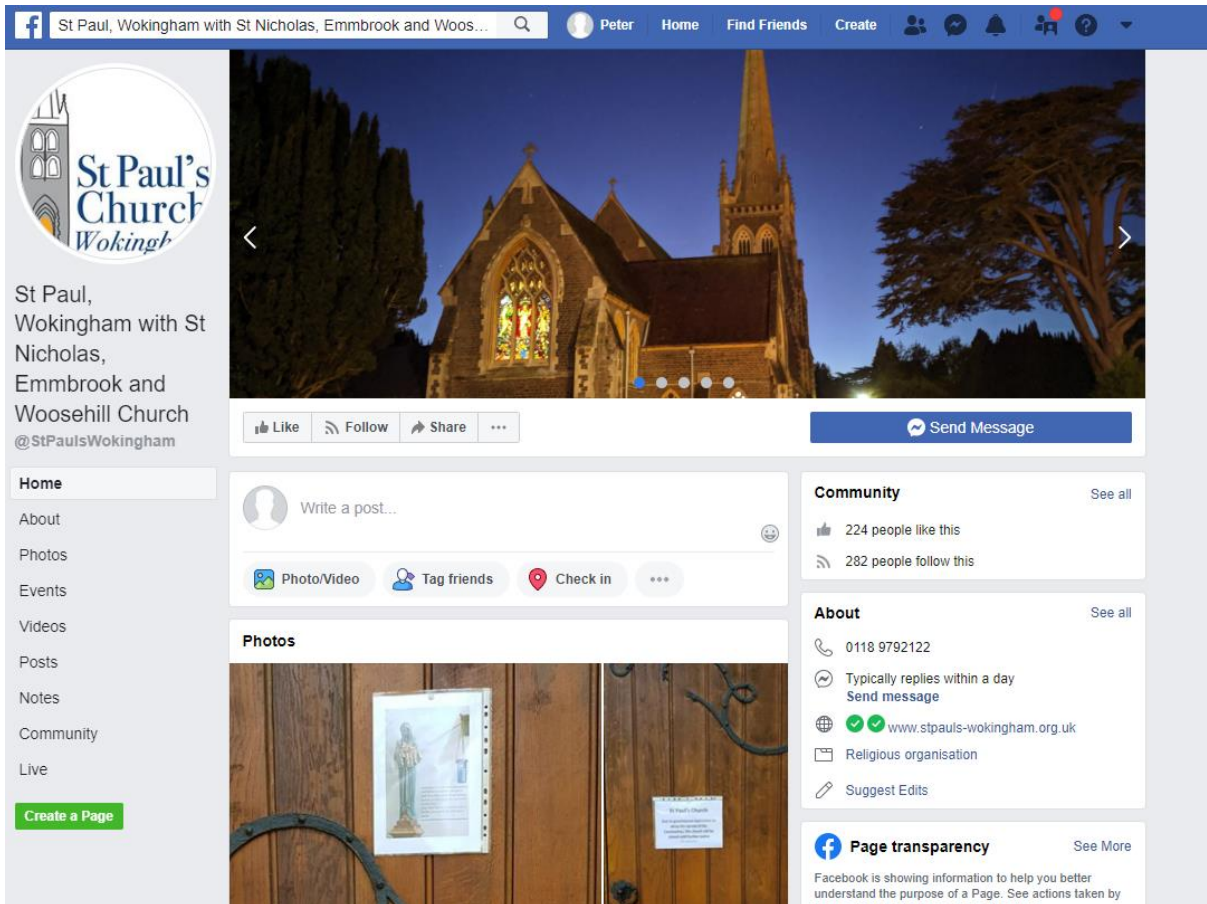
So that is how you put information out there, but how do you start seeing information?

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:

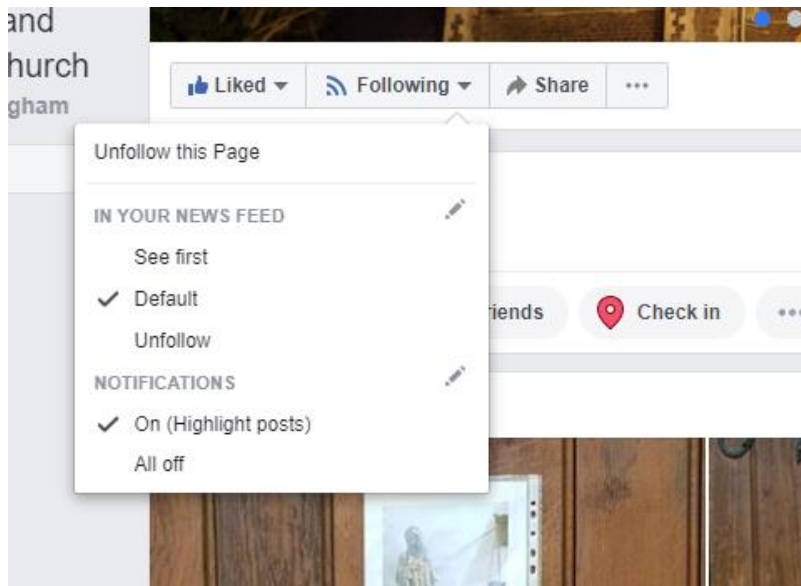


Click on the 'St Paul, Wokingham and St Nicholas, Emmbrook and Woosehill Church' to get to the St Pauls Facebook page:



Click the 'Like' button to say you like us (please)

Then click the Following Button and you will see:

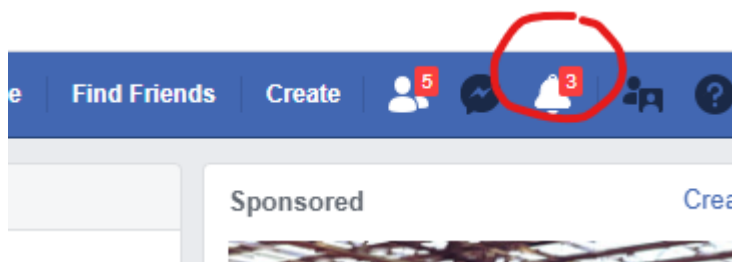


The first part determines how the new posts from the church page will appear on your Facebook. If you select See first, they will always appear at the top, but Default will mean they appear in the same way as any other posts. With Notifications on, you will be notified when there is something new so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

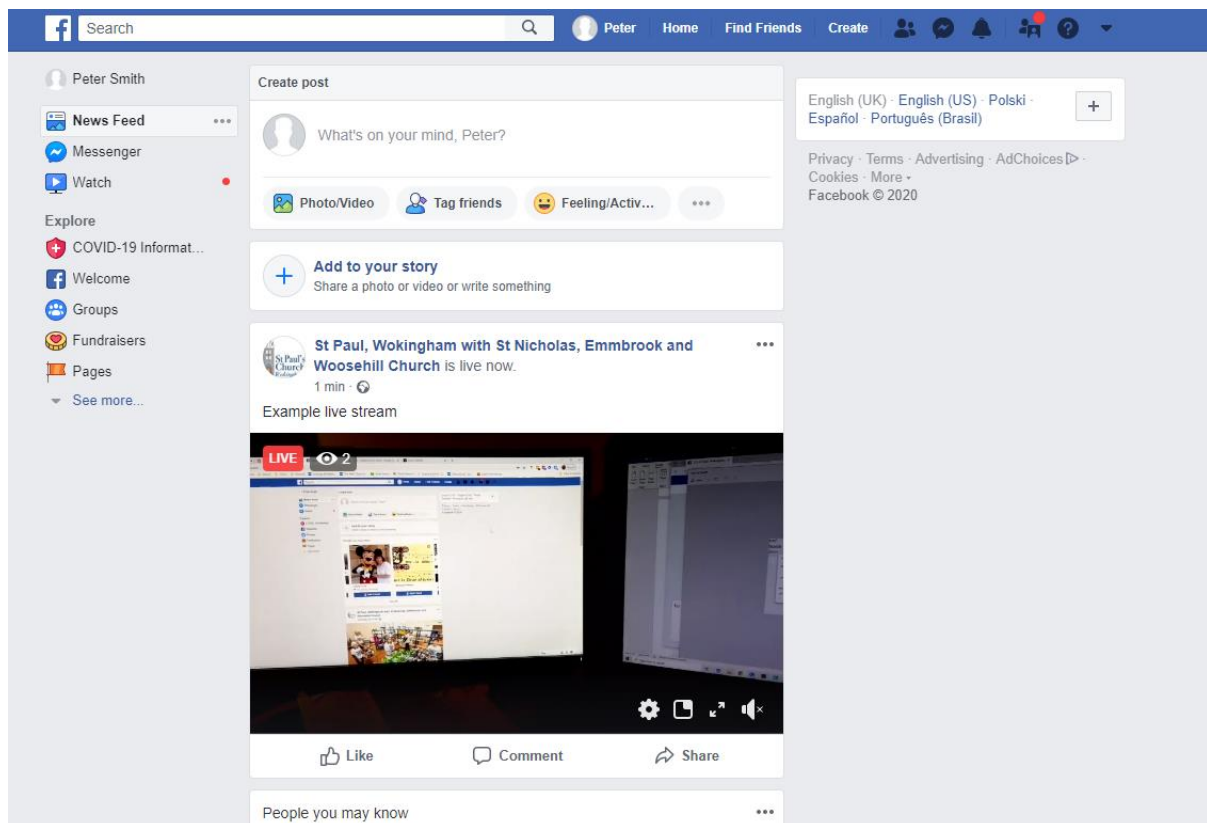
Notifications appear as a white bell on the top line (when there are no notifications the bell is grey) with a red number (indicating the number of notifications). If you click on the bell it will list the pages you are being notified about (including the live streams), so that you can click on the one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