

# Oak Crest Digital World Expo: Connecting with Family and Friends Using Facebook

What You Will Need:

- Working email address (if you don't already have one, you can find free email services at <http://www.gmail.com> or <http://www.yahoo.com>)
- A digital photo of yourself already saved on your computer

## Joining Facebook

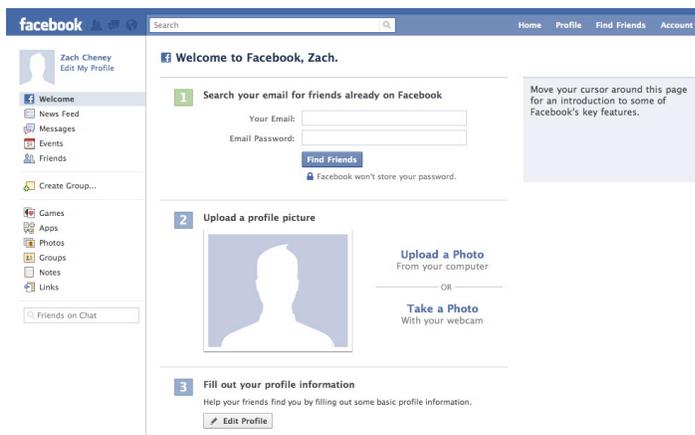


1. Go to <http://www.facebook.com>
2. Create your account by filling in your first & last name, email address, and a password of your choosing (make sure your password is strong!). You will also need to provide your gender and birthday, but don't worry; you can hide this information so that it isn't on your public profile.



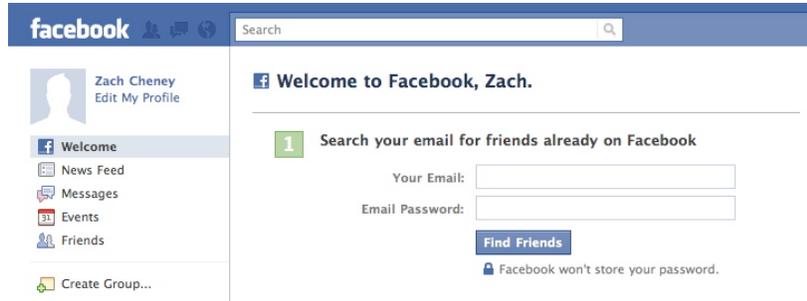
3. When signing up for a new account, you'll also have to go through a security check that protects Facebook from spam. You must re-type the random phrase that is automatically produced into the smaller text box and then click the "Sign Up" button. If you can't make out the random phrase, you can click, "Try different words" and Facebook will produce another random phrase.
4. Congratulations! You are now a Facebook member. Facebook will automatically send you an email that will include a link that you can click that will officially activate your account. Now, you're ready to begin creating your profile and finding friends and family...

## Uploading a Profile Picture



1. While on your main screen you will see an image of a silhouette with the options to either "Upload a Photo" or "Take a Photo". I recommend uploading a photo.
2. I recommend having your image clearly labeled and located in an area on your computer where it can easily be found, i.e. "My Pictures", "Desktop", etc.
3. Click the "Choose File" button and a Windows Explorer window (or a Finder window on a Mac) will pop up prompting you to choose the file you would like to upload.
4. Find the image you would like to upload and select it. **NOTE:** Facebook is compatible with many different image files, but I suggest having your image as a JPEG (image.jpg for example).
5. Your picture will automatically upload and then you will see it on the 'Edit Profile' screen and in your actual Profile.

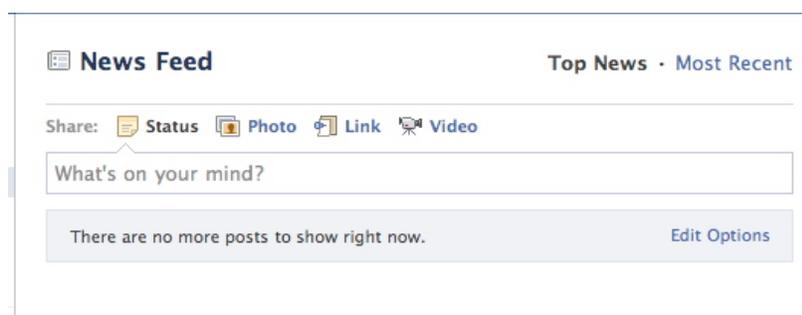
## Searching for Friends and Family on Facebook



1. At the top of your main screen you will see an option to “Search your email for friends already on Facebook”. You’ll have to type in your email address and email password, and Facebook will automatically search through your address book and find all of your contacts who have existing accounts on Facebook.
2. Another good tool for finding friends and family is the Search bar at the top of the screen. Type the person’s first and last name into the search bar and press “Enter”. Facebook will generate a list of everyone with that name who has an account.  
**NOTE:** This is why it is important to have information in your profile and an image uploaded. Otherwise, it would be very difficult to find who it is your looking for.

## Creating a Status Update/Sharing Pictures, Videos, Links, etc.

1. Once you have your profile created and your finding your friends and family, you’re going to want to actually communicate with them.



2. When logged in, your default page is your News Feed. This is where you will see comments posted from all of your friends as well as the place where you can post a comment.
3. At the top of the page you’ll see a text box that says, “What’s on your mind?”. You can type your message in this box and hit “Share” to post your comment into your News Feed– it is now visible to all of your friends.

4. Above the text box you'll see a few different "Share" options, including: Status, Photo, Link, and Video. The Status option is the default, and this is used to post any comments. However, if you have a photo you'd like to share, click Photo. You will now get a few more options for uploading your photo (this is similar to the way we uploaded our Profile Picture earlier). Select whichever option you'd like and upload your photo, once it is uploaded press "Share" and you've just shared a photo with all of your friends.
5. Follow the same process for sharing a link or a video.

### **"Liking" Erickson Living**

1. Companies and organizations are creating Facebook pages that are slightly different from your friends' personal page, but are still worth visiting because they offer a new level of customer service, communication, and sometimes special offers and coupons. Erickson Living's Facebook page is a great way to stay updated on company news, community events, contests, etc.
2. Go to <http://www.facebook.com/ericksonliving> or type "Erickson Living" in the search bar at the top of your Facebook page.



3. When you arrive at the page you will see a "Like" button. Press it.
4. Another Security Check box may pop up and ask you to re-type a random text phrase so that Facebook can confirm that you aren't a spammer.
5. Once you complete the security check you are officially a "fan" of Erickson Living. Click "Wall" on the left hand menu and you'll be taken to the main News Feed where you'll receive constant updates and content from Erickson Living.

### **Privacy on Facebook**

It is important to monitor your privacy settings on Facebook so that you are aware what information you are keeping private, and what information is public. For a more detailed explanation of how to customize your privacy settings to your preference go to this site: <http://www.facebook.com/privacy/explanation.php>.