Facebook 101

- Create an account at http://facebook.com – It's free!

    - Use a "disposable" email address (Yahoo!, gMail, etc.) rather than your primary email address when setting up your Facebook account.

    - If you are paranoid (as I am), use a bogus birthdate.

    - If you have had a name change, you may want to specify both your previous and current name.

- Set up your account profile.
    - You will be asked if you want to search other services for friends; this step is optional. When finished, you can press *Skip* or *Save*.
    - You will be asked for your high school, your university, and your company. When finished, you can press *Skip* or *Save*.
    - You will be asked for a profile picture. You can upload any photo or image (even if it is not a photo of you), or you can skip this step.
    - After setting up your account profile, you will be taken to a page on which you will be given an opportunity to:
        1. Search your email for friends already on Facebook
        2. Edit your profile information – You can add more information, if you wish.
        3. Activate Facebook via text messaging on your mobile phone.
        4. Find people you know.
        5. Control what information you share.

- Privacy Settings
    - By clicking on the *Control what information you share* link from the list, above, you will be taken to a page that describes how to specify your Facebook privacy settings. (See attachment.)

- Finding and adding friends, and being added as a friend.
    - There are a couple of ways:
        - Search your email for friends already on Facebook.
        - Search by name, using *Search* box in the Facebook bar at the top of the page. But remember, with a user base as large as the one on Facebook, there probably will be multiple people with the same name.
    - Click on the *Add as Friend* link to send a friend invitation to the person you have chosen. They must accept your invitation to be added to your friend list.
    - When you receive a friend invitation, you can either *accept* or *ignore* the request. If you ignore the request, the sender will not be notified that you did so.

- The *News Feed* page.
  - There are two categories of news: *Top news* (news with the most activity) and *most recent*. You will see news items with which you and your friends have interacted.
  - Each post displays the approximate time it was posted. (E.g., *1 minute ago, 2 hours ago, Monday at 7:41 pm*).
  - To post an item, type in the *What's on your mind?* box. Before hitting the *Enter* key, you can attach a photo, link, or video using the links right above the box.
  - If you move your mouse over a post, you will see an "x" to the right. By clicking on the "x" for posts you've made, it removes the post. (This also works for comments you've posted.) If it is a post made by someone else, you will be given the option of hiding this post or hiding all posts from this person.
- Tagging friends in photos.
  1. Go to *My Photos*.
  2. Select an image.
  3. Click the *Tag this photo* link.
  4. Using the crosshairs, click on the person you want to tag, and type the person's name (or choose them from the list of friends).
  5. Click the *done tagging* button.
- Being a Facebook lurker.
  - A lurker is someone who reads, but does not interact (or interacts very little).
- Unfriending
  - Click on the *Account → Edit friends* link.
  - In the selection box right below the title *Friends* on the page that appears, select *All friends*.
  - Click the "x" at the right, and respond that you do want to remove the friend. The friend will not be notified that you have unfriended them.

     Be cautious in unfriending people! Some folks can have their feelings hurt by being unfriended quietly.

- Unhiding friends
  - Click on the *Edit options* link at the bottom of the news feed page.
  - A dialog box will appear, and it contains a list of friends you have hidden.
  - Click on the "x" the right of a friend's name to unhide them.
- Posting private messages
  - Click on a friend's name to view their profile.
  - Click on the *Send Message* button, fill in the subject and message, and click on the *Send* button.
- Facebook Mobile
  - Upload via email and text message.
  - Facebook phone apps: iPhone, Palm, Sony Ericsson, INQ, Blackberry, Nokia, Android, Windows Phone, Sidekick.

Search   Home   Profile   Account
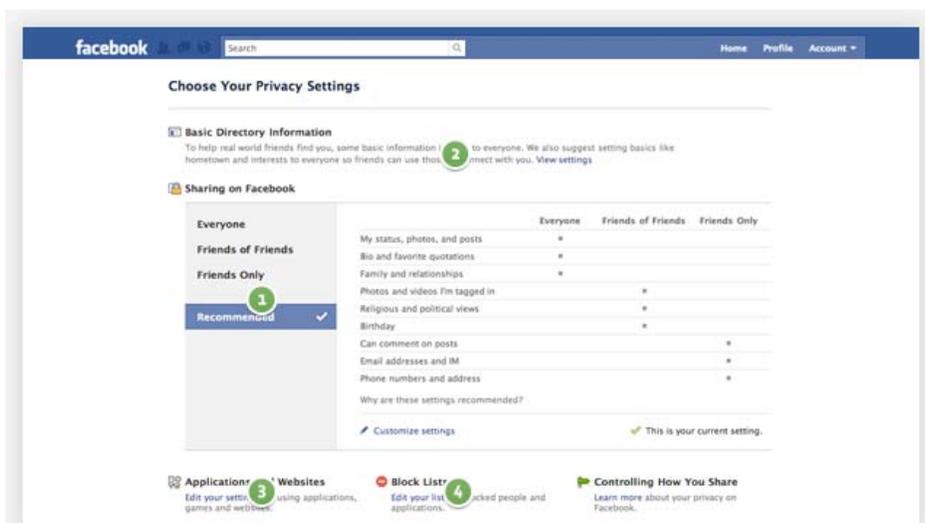
Controlling How You Share

Facebook is about sharing. Our privacy controls give you the power to decide what and how much you share. Learn how to manage who can see your information on and off Facebook. See what's new

Read our privacy policy · Learn about privacy and ads

Privacy Controls   Edit your privacy settings

The settings you choose control which people and apps can see your information. You can share your information with friends, friends of friends or everyone, and we offer presets to help you do that. Or, if you prefer, you can customize your settings.

Sharing on Facebook

This section controls who can see all the content you post on a day-to-day basis (such as status updates, photos and videos). It also includes some things you share about yourself (birthday and contact information) and content others share about you (comments on your posts and photos and videos you've been tagged in). Set these now with one click, and your settings will apply to all the day-to-day content you post in the future. "Customize settings" displays a full list so you can control the privacy level for each setting.

Connecting on Facebook

Your name, profile picture, gender, networks and username are available to everyone because this info is essential to helping you connect with your friends and family.

- Name and profile picture help friends recognize you.
- Gender helps us describe you (for example, "Add her as a friend").
- Networks are open to everyone so network members can see who they will be sharing information with before they choose "Friends and Networks" for any privacy settings.

Other information in this section, including hometown, activities and experiences, is open to everyone by default to help you connect with friends and get the most out of your Facebook experience.

Apps and Websites

This section controls what information is shared with websites and apps, including search engines (apps and websites you and your friends use already have access to your name, profile picture, gender, networks, friend list, user ID, username, and any other

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information you share with everyone). You can view your apps, remove any you don't want to use, or turn off platform completely. Turning off platform means you won't be able to use any platform apps or websites and we won't share your information with them.

Additional Controls

This section lets you block people from interacting with you or seeing your information on Facebook. You can also specify friends you want to ignore app invites from, and see a list of the specific apps that you've blocked from accessing your information and contacting you.

Recommended settings

We offer a group of recommended settings as a default. You can think of "Everyone," "Friends of Friends" and "Friends Only" as big buckets containing different groups of information. With our recommended settings, your information is distributed across all three buckets. "Everyone" contains status updates and information that people may want to share with a larger audience. "Friends of Friends" includes photos and videos of you, which are often relevant to friends of your friends. "Friends Only" includes all of your contact information and things that are only relevant to people you interact with directly.

Control each time you post

You can control who sees each and every post. Before you post a status update, link or anything else, click the lock icon to choose who can see it. What you select will override your "Posts by me" setting, which acts as the default.

Control with apps

Apps can only see information you've already made visible to everyone. To access more, apps have to ask for permission for each piece of information, and it can only be information that's needed for them to work.

Control for what you're tagged in

You control who can see the photos and videos you're tagged in that appear on your profile. Keep in mind, the owner of a photo can still share that photo with people you're not friends with. If you don't want your tag to appear, remove it from the photo or video itself. This will also prevent it from appearing on your profile.

Additional Information

Advertising

We never share your personal information with our advertisers. Facebook's ad targeting is done entirely anonymously. If advertisers select demographic targeting for their ads, Facebook automatically matches those ads to the appropriate audience. Advertisers only receive anonymous data reports.

To make ads more relevant for you and your friends, some ads include social engagement features, such as the Like button, and provide social context, such as "Your Friend likes Fun Bun Bakery."

When you click Like on a company's Facebook Page, ad or products:

- You create a connection to that company and you'll receive updates from it in your News Feed.
- The story of your connection will appear on your Wall.
- Your friends may also see the story of your liking the company in their News Feeds. You can always review and manage your likes, activities and connections by editing your profile. To learn more about the Like button, visit our Help Center FAQs.

If you like a company and that company runs an ad on Facebook, we may pair your name and profile picture with the ad when your friends see that ad, in a News Feed-style story. This social context makes the ad more relevant to you and your friends. Learn More

For more information about ads with social context and social engagement features, visit our Help Center.

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| Social plugins | **Information you've shared with everyone - as well as your name, profile picture, gender, networks, and username - could be seen by anyone on the internet.** Please be aware that it will be visible to anyone viewing your profile, and apps and websites you and your friends use will be able to access it. |

Buttons and boxes containing Facebook content may appear on other websites to create more social experiences for you. The sites you're visiting receive none of your information. The content in these social plugins comes directly from Facebook. If you click "Like" or make a comment using a social plugin, your activity will be published on Facebook and shown to your Facebook friends who see a plugin on the same site. The things you like may also appear on your profile (you can control this in Basic Directory Information).

| Instant personalization | **Some select partner sites may access your information to personalize your experience as soon as you arrive, but only information that's already visible to everyone.** You can turn off instant personalization for specific sites or you can turn it off completely from the Apps and Websites page. This will prevent these partners from receiving your information through instant personalization, including what's visible to everyone. |

| Search | **"Public search" on the Apps and Websites page controls whether people who enter your name in a search engine will see a preview of your Facebook profile.** It also controls whether things you've specifically chosen to share with everyone show up in searches on and off Facebook. |

| Protecting minors | **We are committed to protecting minors who use Facebook.** Until their eighteenth birthday, minors don't have public search listings created for them, and the visibility of their information is limited to friends of friends and networks, even if they've chosen to make it available to everyone. This does not apply to name, profile picture, gender, networks and username, which are visible to everyone so real world friends can recognize them. |

Privacy Videos:

Learn More (1/3)
Learn More (2/3)
Learn More (3/3)
Social Plugins

Privacy and Places
Places and Tagging
How Ads Work

Additional Privacy Resources:

Privacy Policy
Privacy FAQs
Privacy organizations and agencies
General Safe Harbor Notice

Privacy Settings
Security Page
Safety Center

About · Advertising · Developers · Careers · Privacy · Terms · Help

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