



CONNECTING  
*with*  
FACEBOOK



# FACEBOOK

What have you heard about it?

Why would anyone use it?

Is it safe?

How do I sign up for it?

# WHAT HAVE YOU HEARD ABOUT IT?

- Keeps people connected with friends and family
- Find new interests and groups of like minded people
- Can be dangerous – people may learn too much about me
  - Targeted advertising and promotions

# WHY WOULD ANYONE USE IT?

- Keeps people connected with friends and family
- Find new interests and groups of like minded people
  - Business opportunities
  - Targeted advertising and promotions

# IS IT SAFE?

- Depends on how you setup your security settings
- Depends on what information you choose to share



# HOW DO I SIGN UP FOR IT?

Great question...let's find out

# Signing up

## Profile and timeline

- Your profile tells your story. You can choose what to share, such as interests, photos and personal information like your hometown, and who to share it with.
- Your profile also includes your Timeline, where you can see your own posts and posts you've been tagged in.
- It's also how other people find you.

[For more information on Profile/Settings](#)



Your account has been created - it will now be easier than ever to share and connect with friends.

**Here are three ways for you to get the most out of it:**



**Find Friends**

Find people you know on Facebook using our simple tools.



**Upload a Profile photo**

Personalise your profile and help your friends recognise you.



**Edit your Profile**

Describe personal interests, contact information and affiliations.

**Get Started**

# Signing up

You will be asked to enter some details about yourself.

- Some fields must have information entered. But, some fields let you skip them, so in these cases – only share what you feel comfortable with sharing.
- Create a strong password and don't share it with anyone else.
- Confirm your account – a link will be sent to the email address you entered.

## Sign Up

It's free and always will be.

Birthday



[Why do I need to provide my date of birth?](#)

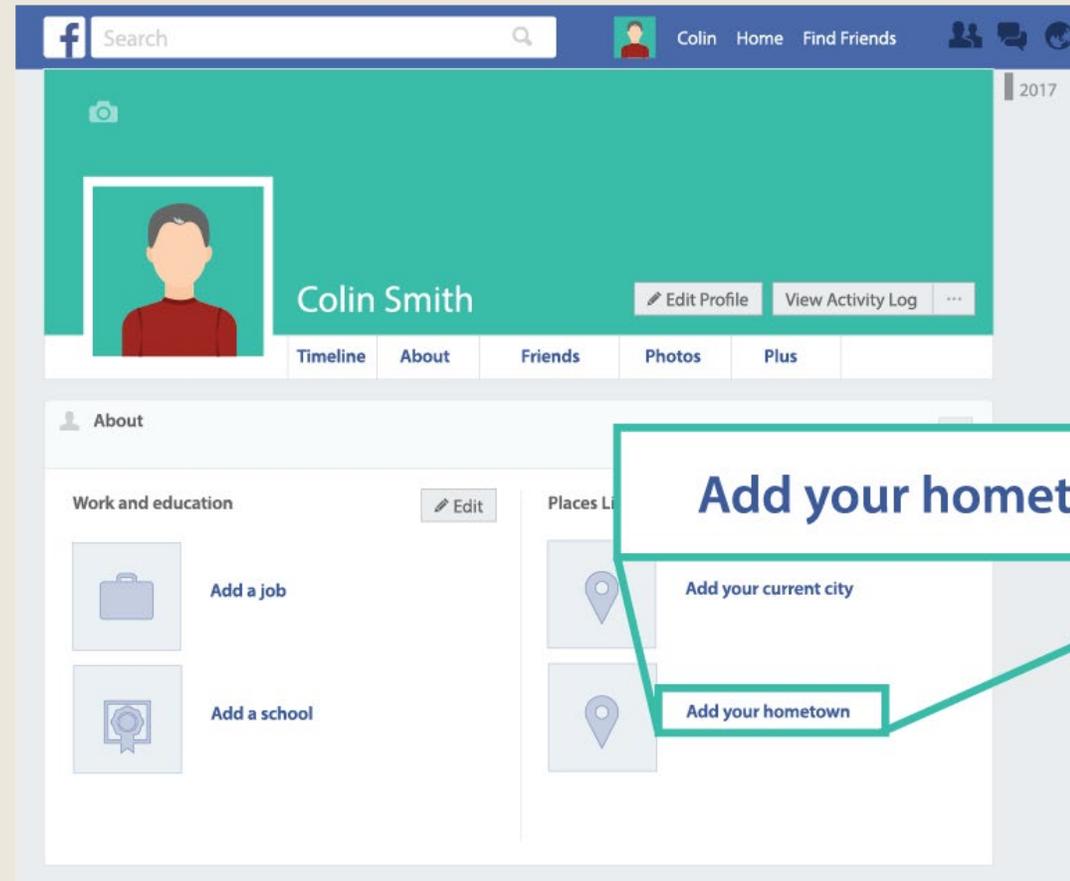
# Signing up

You will be asked to enter some details about yourself.

- Remember, most of this section of your profile is optional, so only share what you feel comfortable with sharing.

## eSafety Tip

- It is better to be cautious about how much information you share as it can be used by questionable people for questionable reasons.

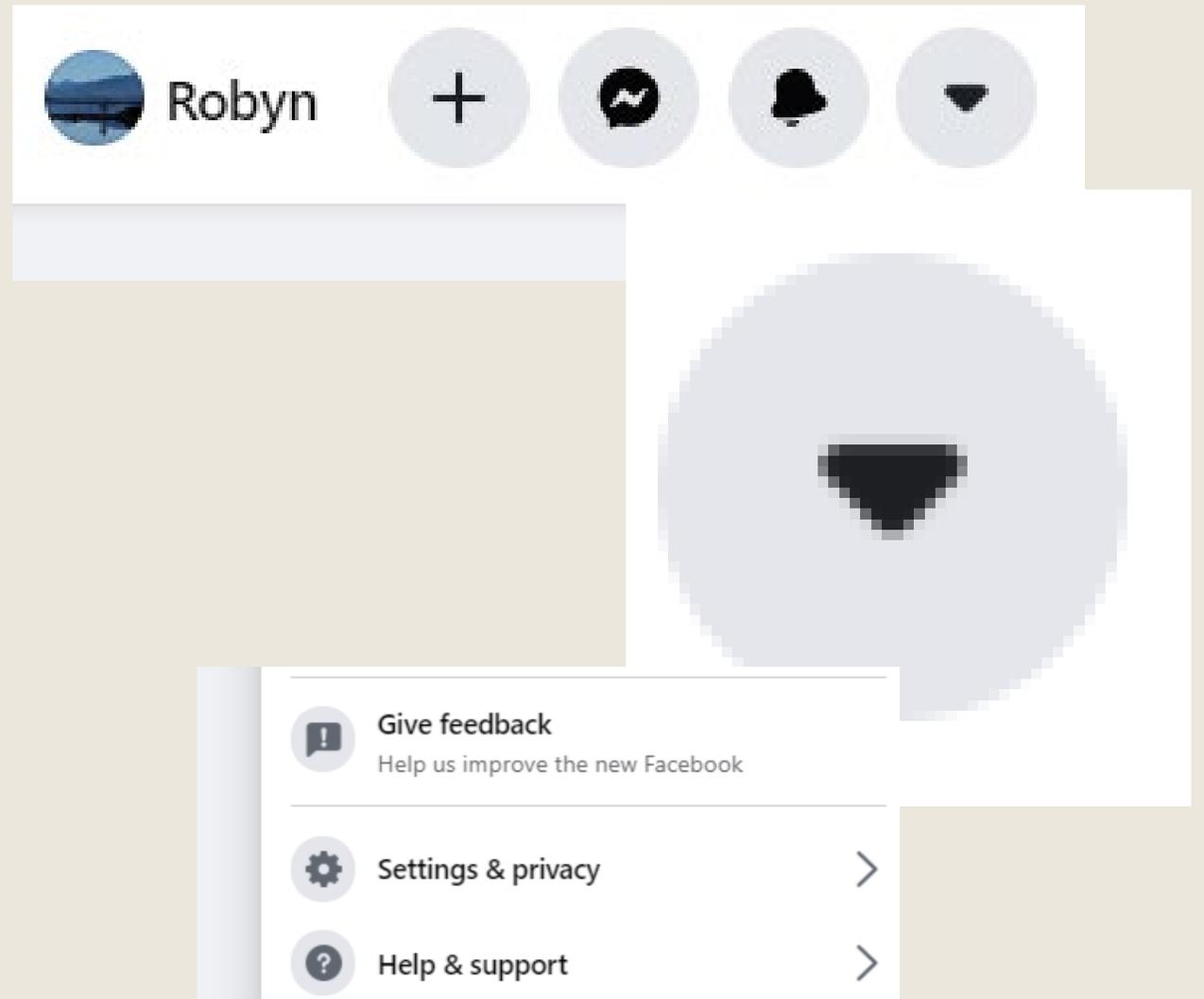


# Privacy tools

Who will see your posts?

You can access your account settings and click 'Settings & privacy' to make changes to who can see your updates and profile on Facebook.

I've set mine so that only Friends can see my information.



# Privacy tools

## Settings

- General
- Security and login
- Your Facebook information
- Privacy**
- Timeline and tagging
- Stories
- Location
- Blocking
- Language and region
- Face recognition
- Notifications
- Mobile
- Public posts

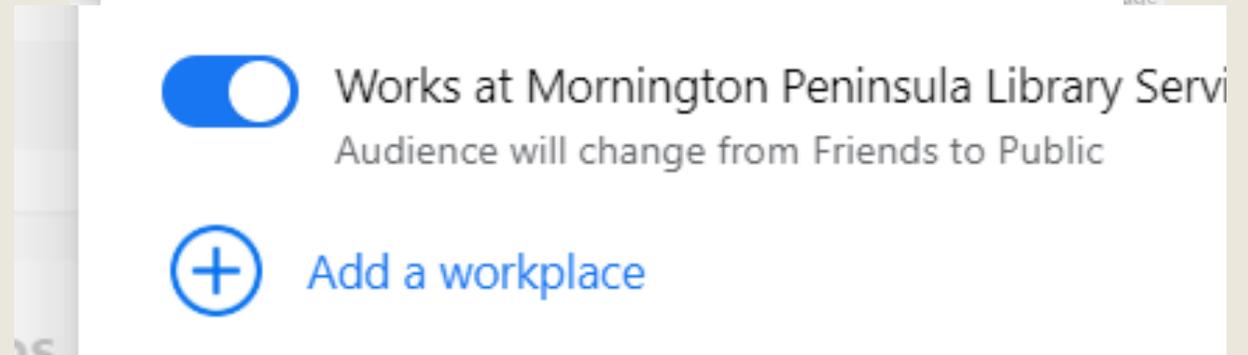
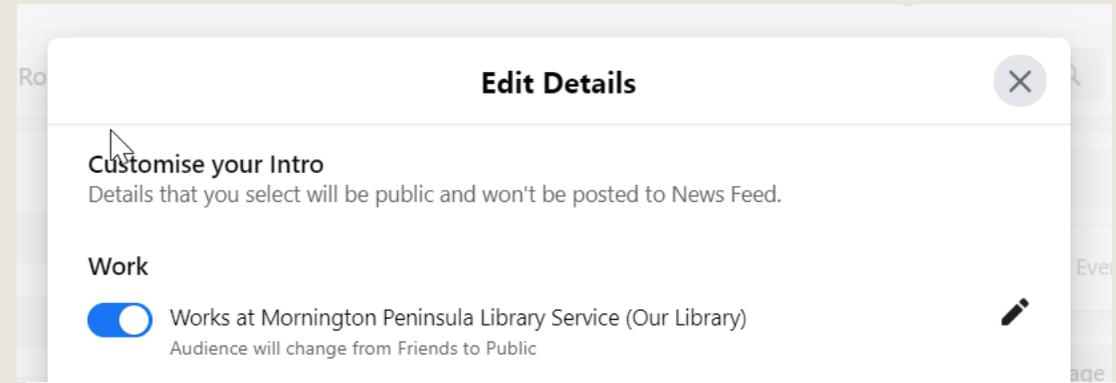
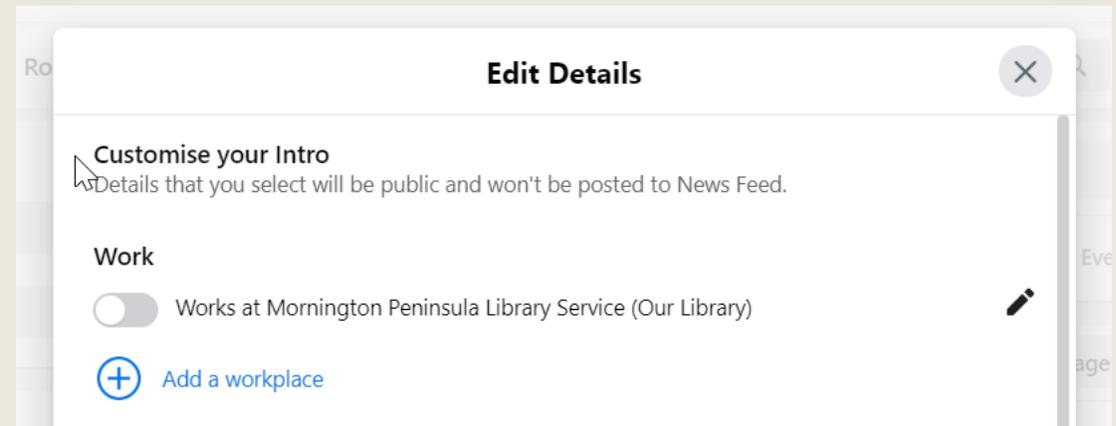
## Privacy Settings and Tools

|  |  |                    |                                  |
|--|--|--------------------|----------------------------------|
| <b>Your activity</b>                       | 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> |
| <b>How people can find and contact you</b> | Who can send you friend requests?  | Friends of friends | <a href="#">Edit</a>             |
|  | Who can see your friends list?<br><small>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.</small> | Only me            | <a href="#">Edit</a>             |
|  | 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>             |

# Some privacy choices

You can choose between having only your Friends seeing information and anyone (Public) seeing it.

Take a few moments to explore your options and make changes to settings that will make you comfortable.



# Adding friends

## Sending Friend Requests

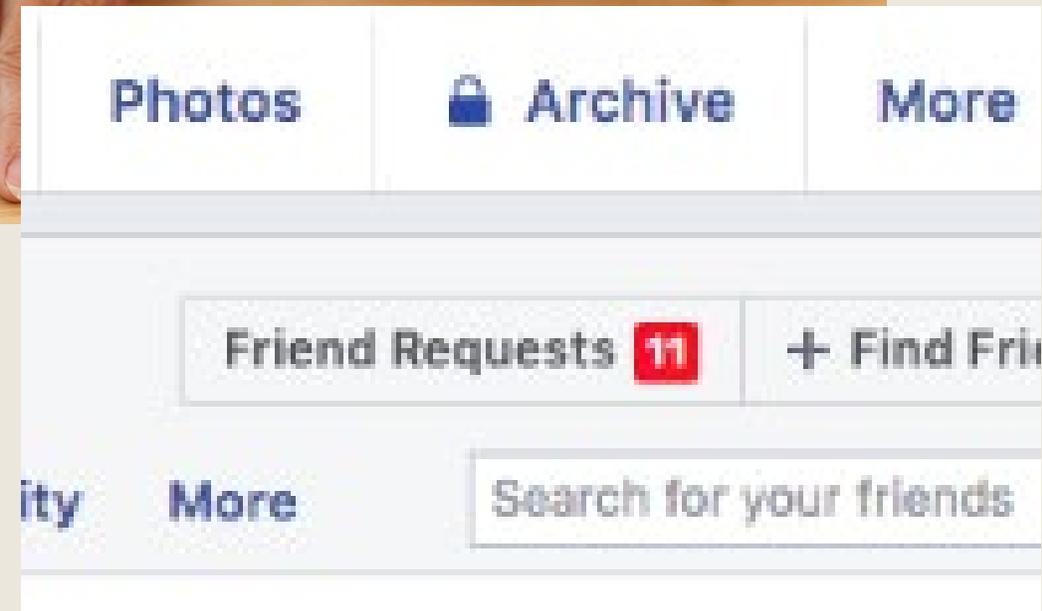
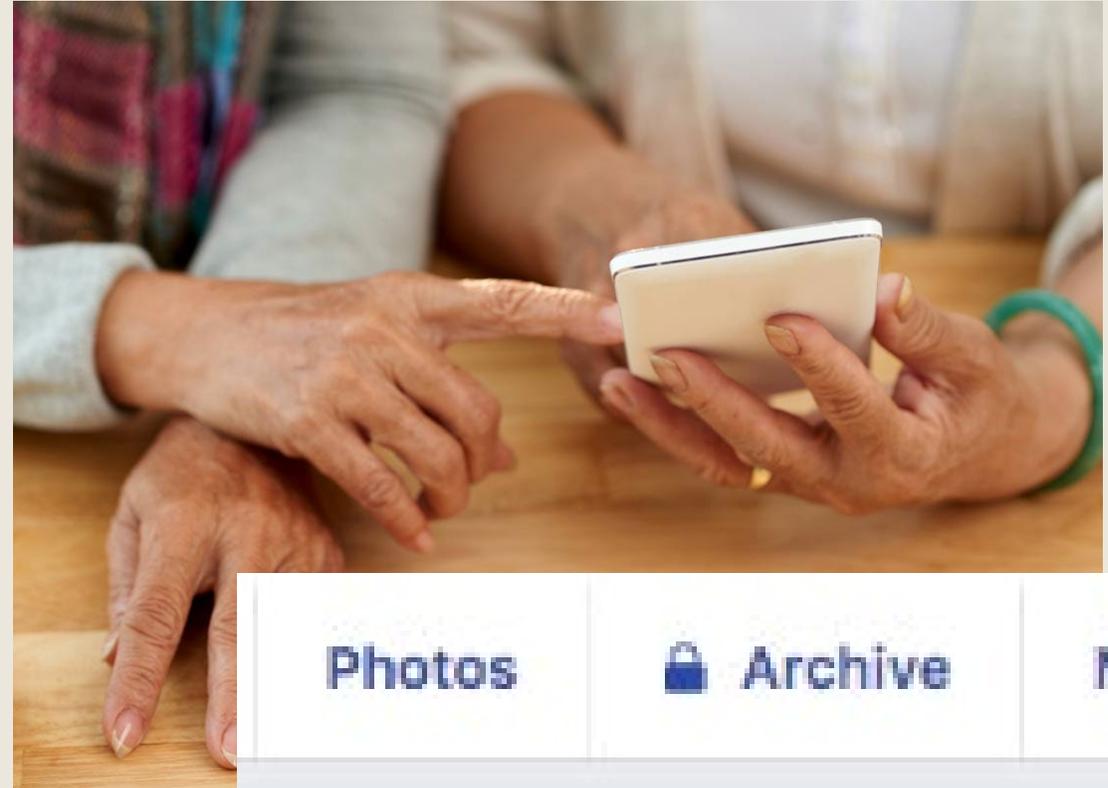
- Search for your family or friend.
- Once you have the right person, send them a friend request.
- They can choose to accept or deny your request

The image shows a Facebook search interface. At the top, there is a search bar with the text "Search Facebook" and a magnifying glass icon. Below the search bar, the search results for "glen hopton" are displayed. The results are categorized under "People". The first result is for "Glen Hopton" with a profile picture and an "Add Friend" button. The second result is also for "Glen Hopton" with a profile picture and an "Add Friend" button. A large, semi-transparent notification banner is overlaid on the second result, reading "Friend request sent". The notification banner has a white background and a grey border, with the text "Friend request sent" in a bold, black font. The "Add Friend" button for the second result is also visible, showing a checkmark icon.

# Adding friends

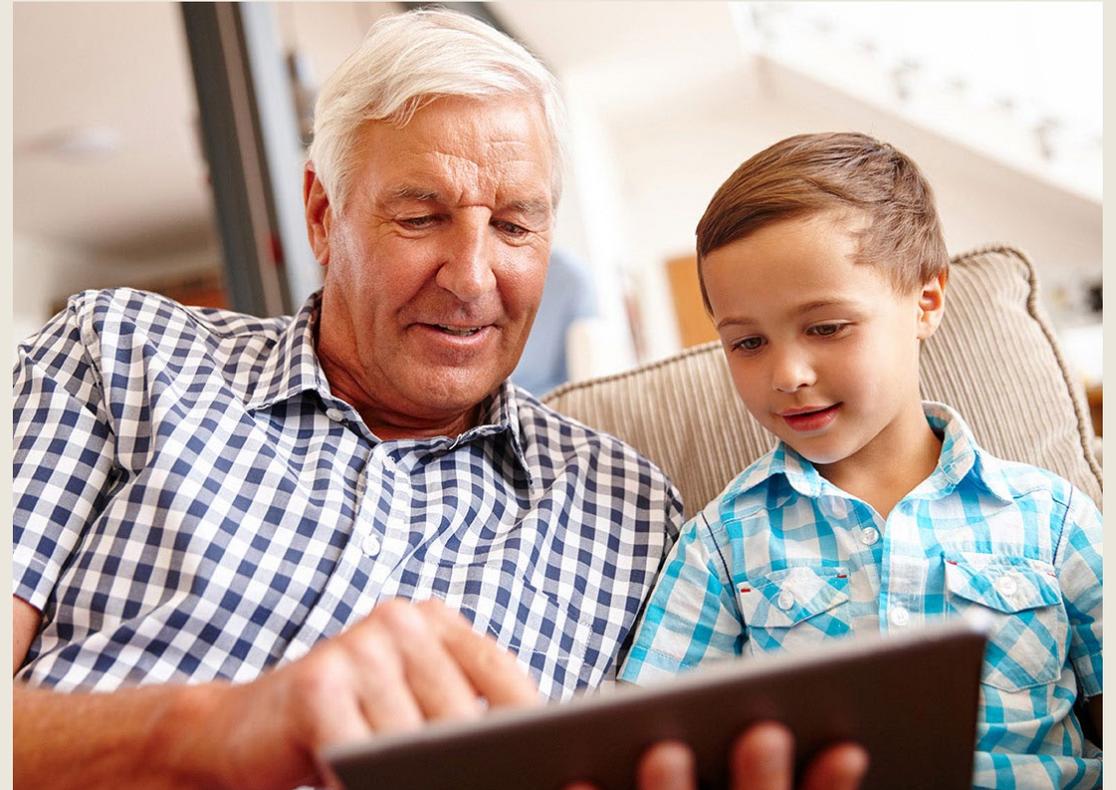
## Receiving Friend Requests

- Someone sends you a Friend request.
- You can choose to accept or deny their request.
- If you accept, you will both be able to see each others' posts in your newsfeeds.



# eSafety tip

Don't add strangers to your Facebook account – think very carefully about accepting requests from people you don't know.



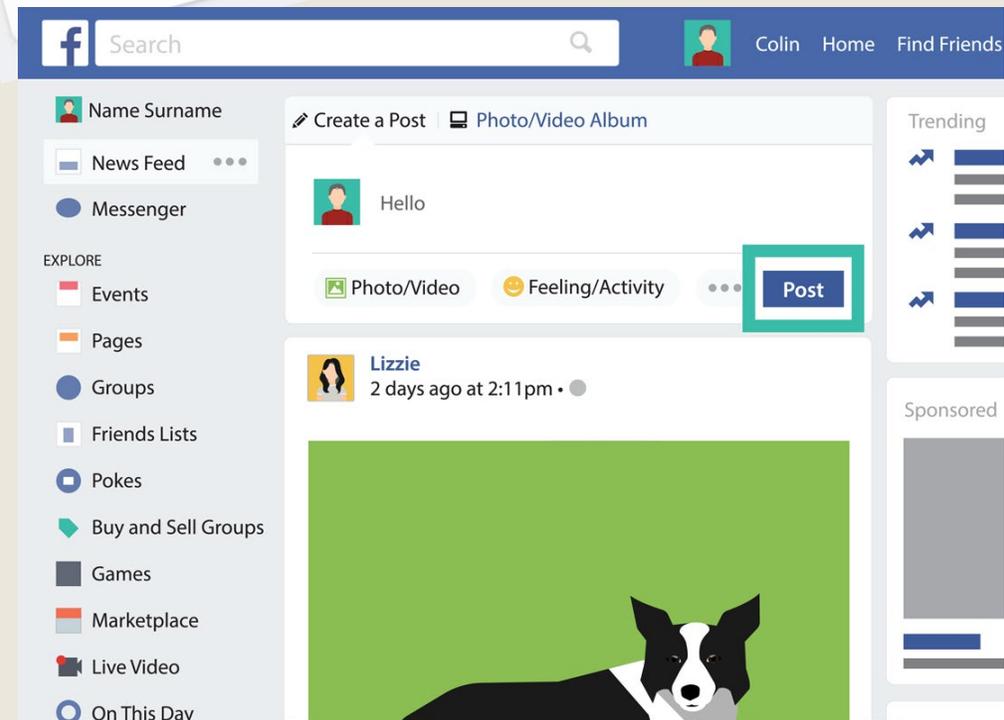
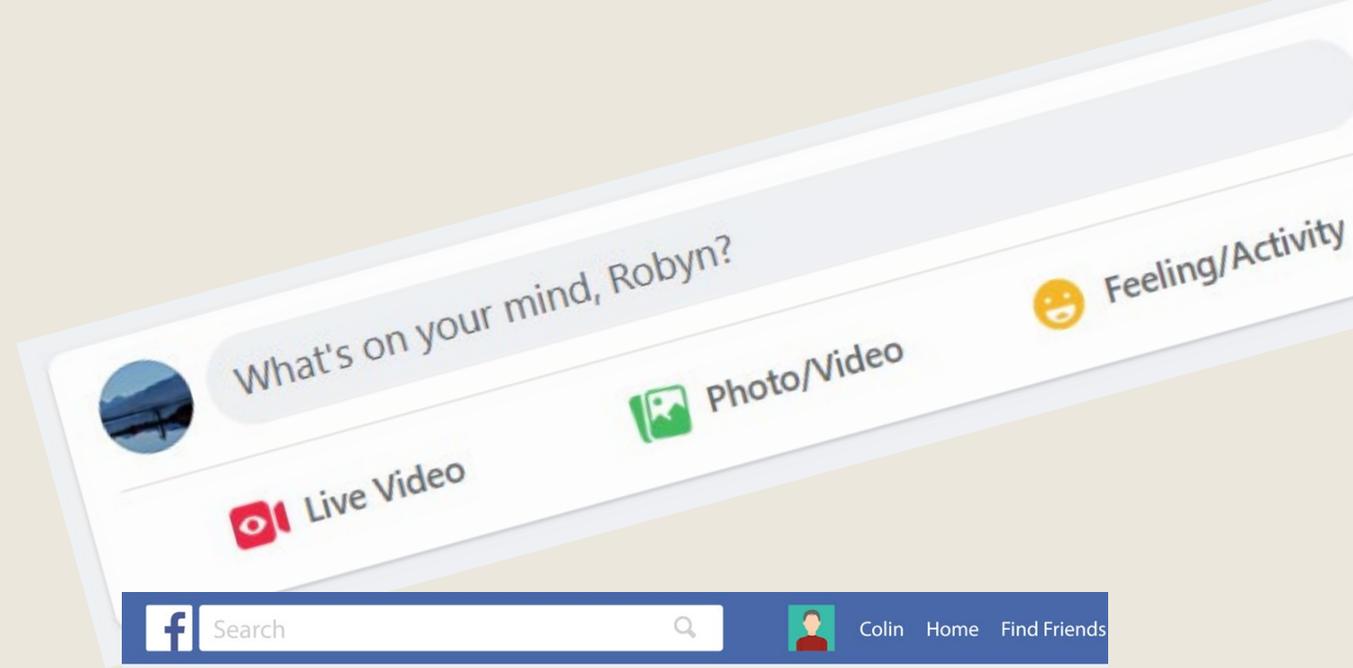


# POSTING

- What's on your mind?
- Commenting and liking

# What's on your mind?

- First, type what you want to say.
- Add a photo or a video if you want.
- Check what you have written – it's so easy to make a typo.
- Then select the POST button.
- Your post will appear in your newsfeed, as well as the newsfeeds of all your Friends.



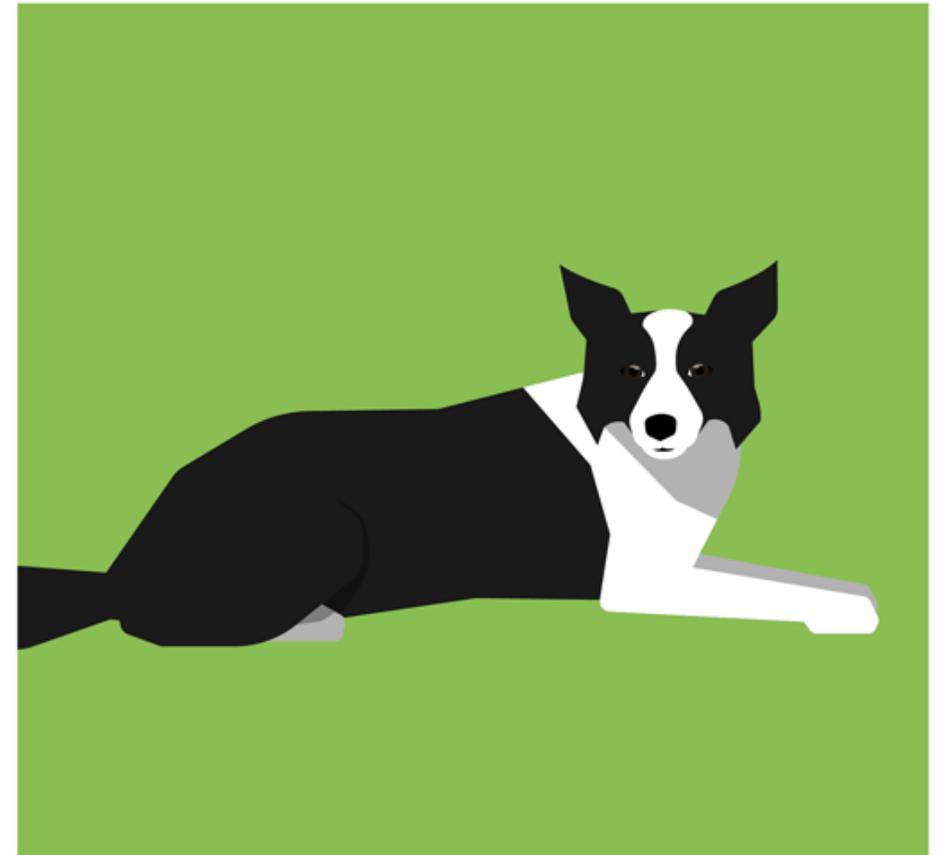
# Comment

- Use the COMMENT button to respond to your Friends' posts and join in the conversations.
- When you comment on someone's post (in this case Lizzie) it will appear in that person's news feed. Which means that all their friends will be able to see what you have written.
- Equally, as you are a Friend of Lizzie, you can see what everyone else writes too.



Lizzie

2 days ago at 2:11pm • ●



Like

Comment

Share



Write a comment

# Like

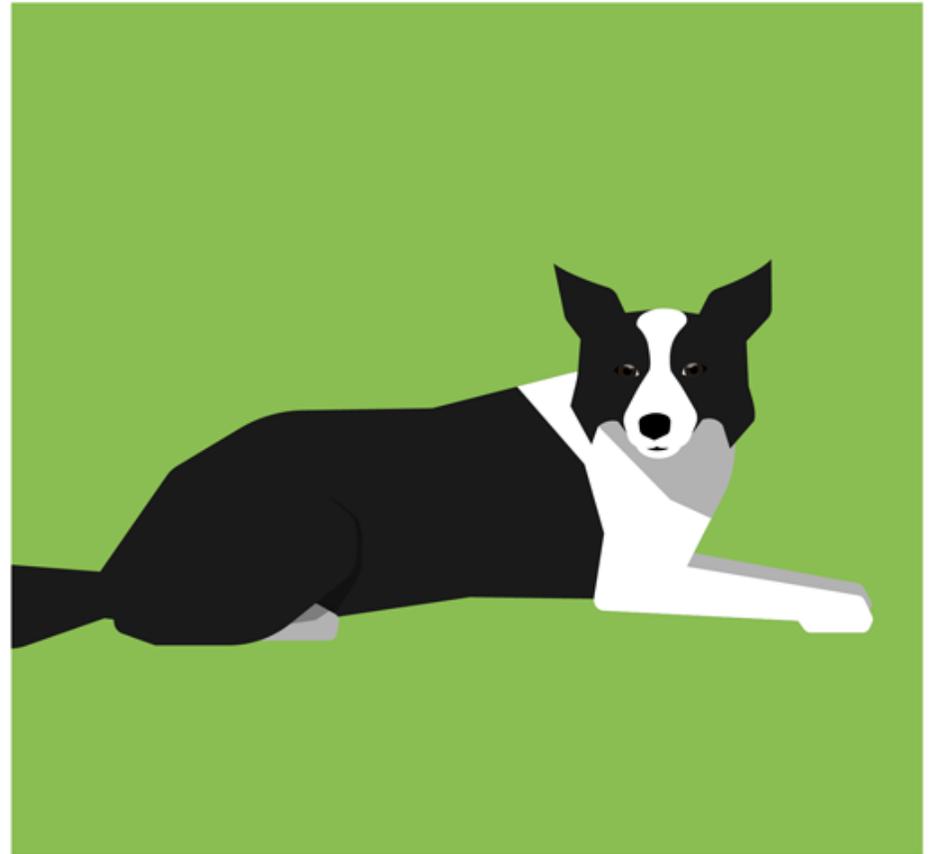
- To give a quick and easy reaction to someone's post, you can just hit the LIKE button.
- In your news feed, you can see how many people have LIKED your post too.

Just remember, you're probably not doing this to get lots of Likes, it's all about connecting with others.



Lizzie

2 days ago at 2:11 pm • ●



Like



Comment



Share



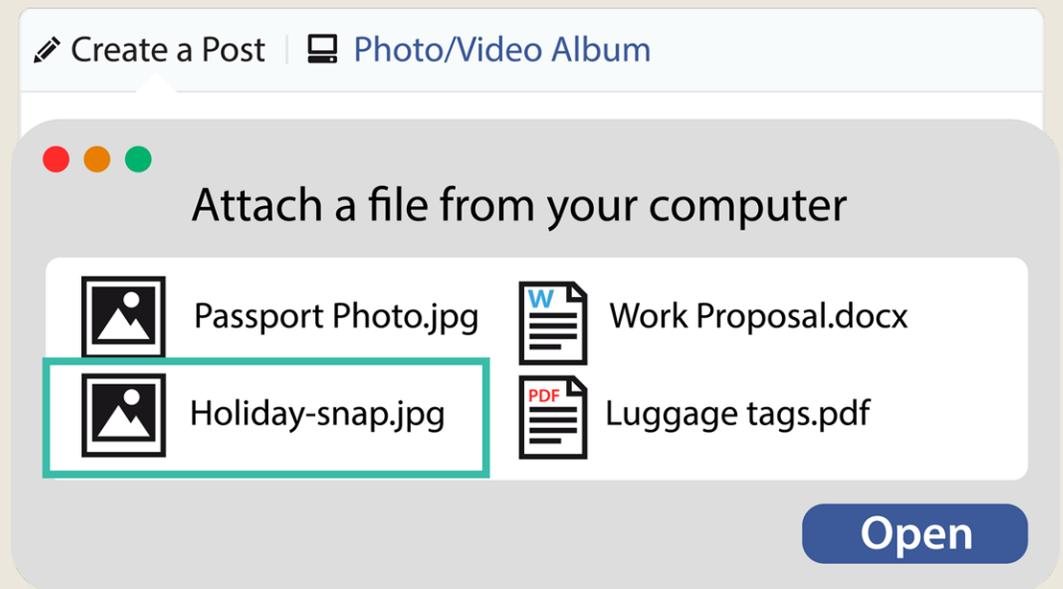
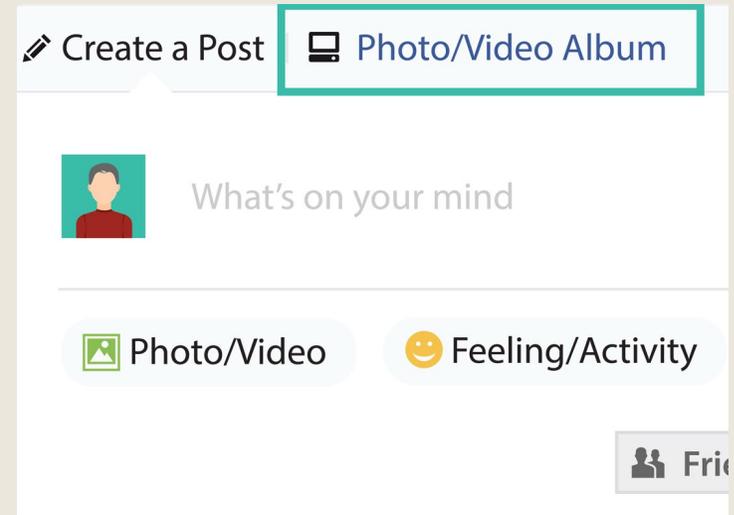
Write a comment

# Photos

- By clicking on the Photo/Video link, you can upload a photo or video stored on your device to your Facebook page.
- Locate your image then double click it.
- Write something about your image, and then click POST

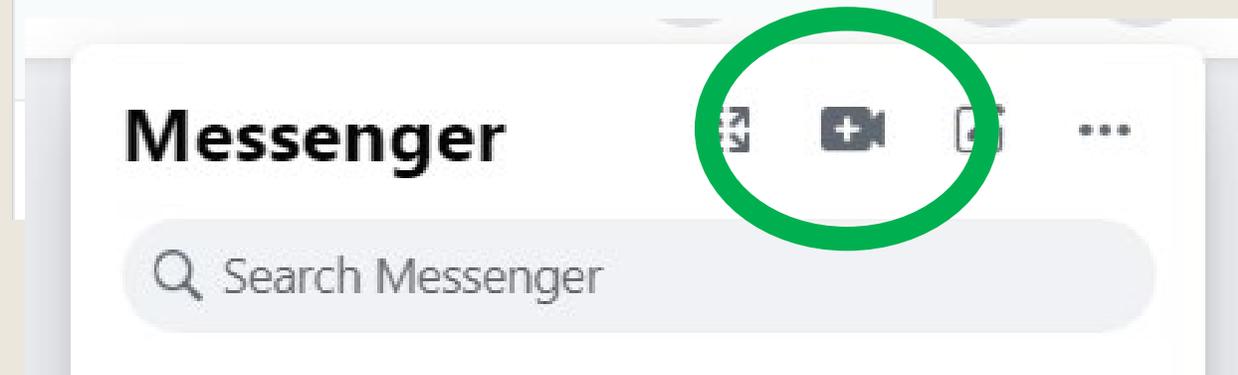
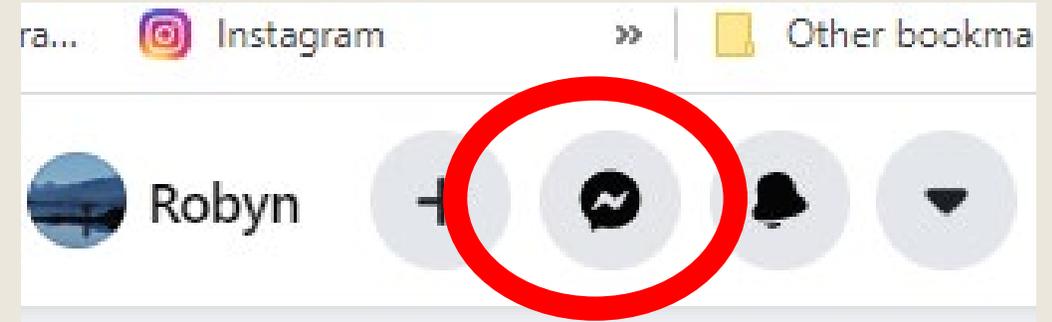
There is quite a bit more to be learned about the best size for images, but that is a whole other topic.

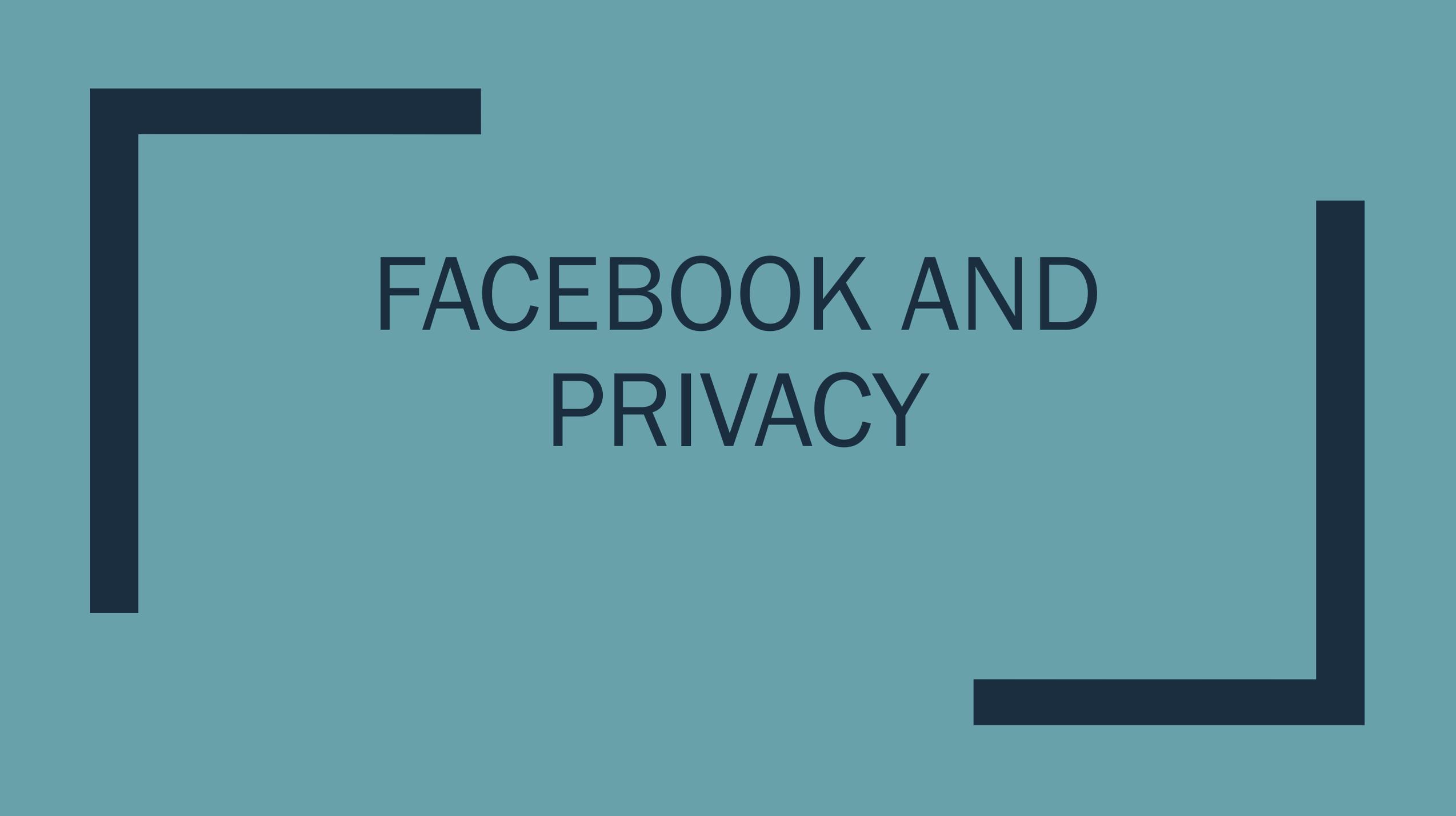
(3:2 ratio)



# Messenger

- By clicking on the Messenger icon, you can send a message to someone that only they will see.
- You can even do a video call through messenger.





# FACEBOOK AND PRIVACY

# Keeping things private

You can change settings for your Profile Information

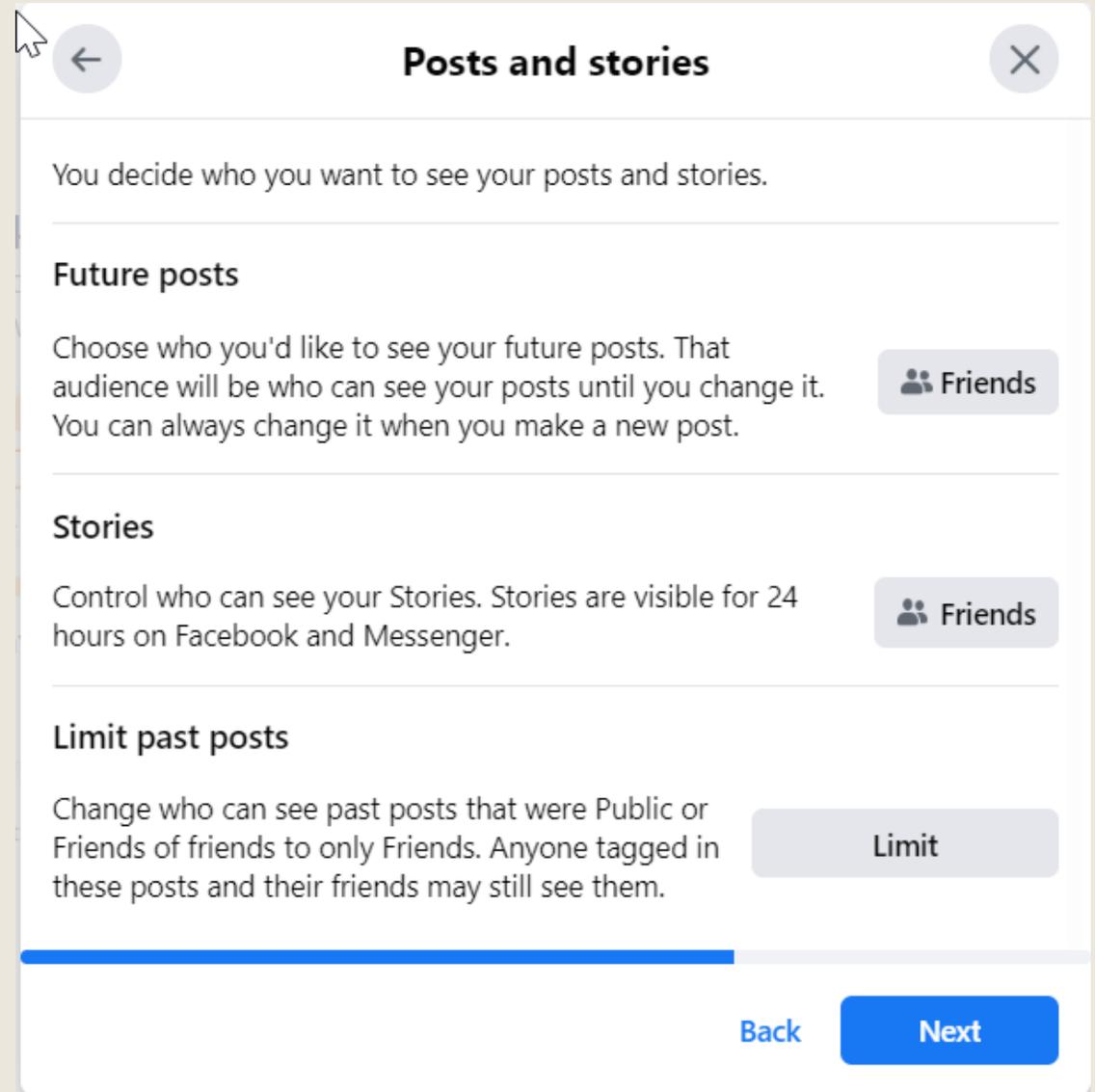
The image shows a Facebook interface with a focus on privacy settings. At the top, a blue navigation bar contains icons for friends, messages, a globe, and a lock icon with a dropdown arrow, which is highlighted by a red box. Below this, a white panel titled 'Pending' shows several rows of profile information, each with a blue bar on the left and a grey bar on the right. To the right of this panel is a 'Profile information' settings window. This window has a title bar with a close button (X) and a subtitle: 'This info from your profile and decide who you're comfortable with. Your profile may have more than is listed here.' Below the subtitle, the profile information is listed with privacy settings:

- Friends** (with a Friends icon)
- Birthday**
  - 1 January (with a Friends icon)
  - 1980 (with an Only me icon)
- Home town**
  - Melbourne (with a Friends icon)
- Current city**

At the bottom of the settings window, there are 'Back' and 'Next' buttons.

# Keeping things private

You can change settings for your Posts and Stories



The screenshot shows the 'Posts and stories' settings page on Facebook. At the top, there is a back arrow and a close 'X' button. Below the title, a message states: 'You decide who you want to see your posts and stories.' The settings are organized into three sections: 'Future posts', 'Stories', and 'Limit past posts'. Each section includes a brief explanation and a button to change the setting. The 'Future posts' and 'Stories' buttons are labeled 'Friends', while the 'Limit past posts' button is labeled 'Limit'. At the bottom, there are 'Back' and 'Next' navigation buttons.

**Posts and stories**

You decide who you want to see your posts and stories.

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**Future posts**

Choose who you'd like to see your future posts. That audience will be who can see your posts until you change it. You can always change it when you make a new post.

**Friends**

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**Stories**

Control who can see your Stories. Stories are visible for 24 hours on Facebook and Messenger.

**Friends**

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**Limit past posts**

Change who can see past posts that were Public or Friends of friends to only Friends. Anyone tagged in these posts and their friends may still see them.

**Limit**

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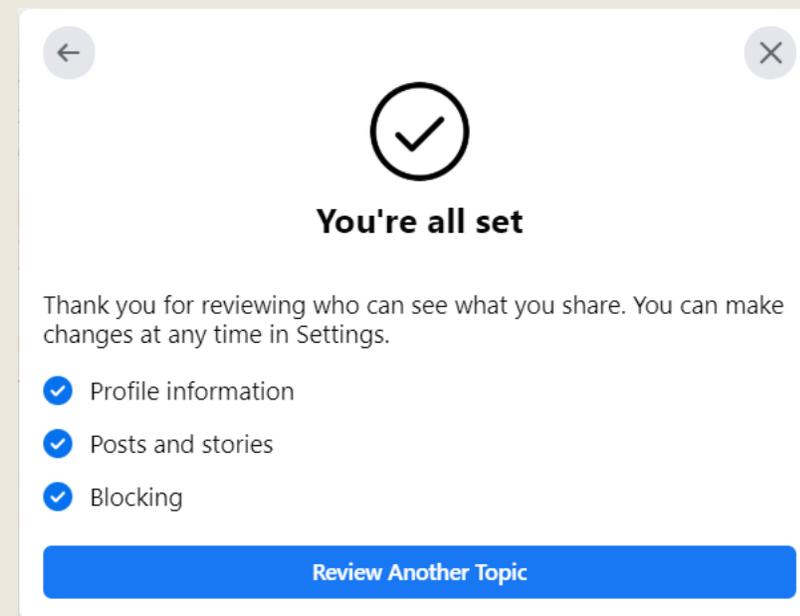
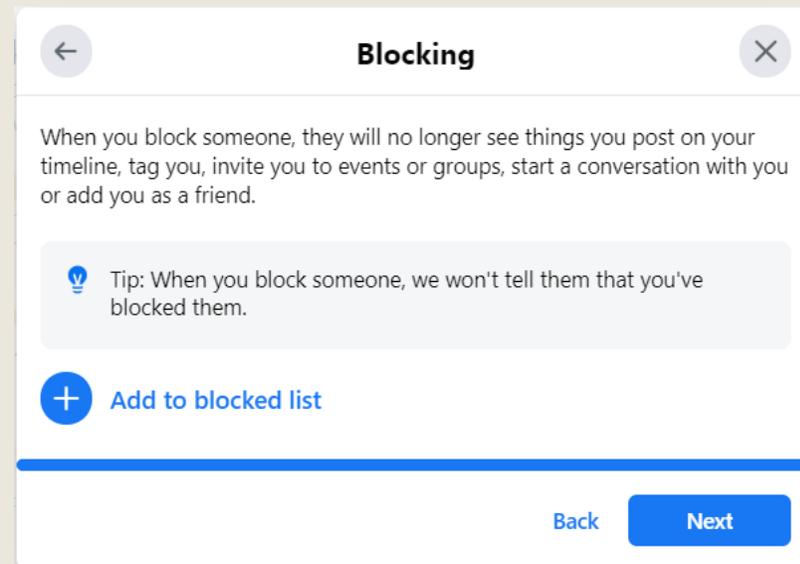
[Back](#) [Next](#)

# Keeping things private

You can even Block some people from seeing posts.

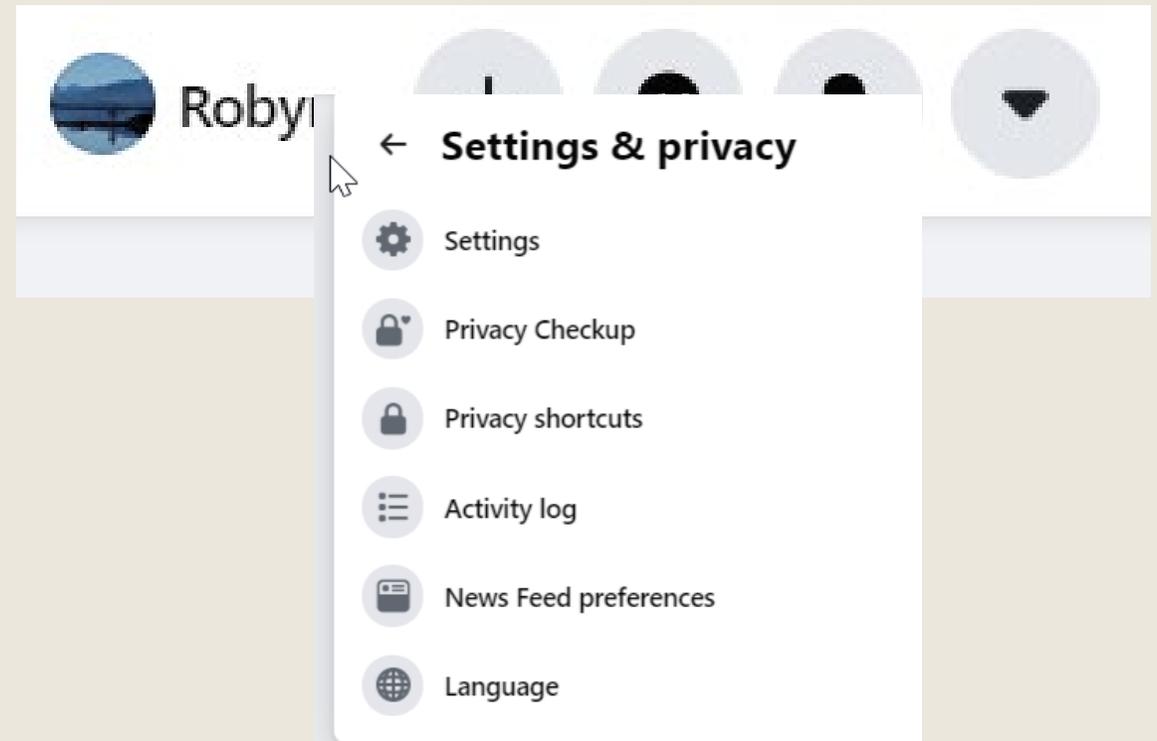
Remember, you can revisit your Settings and change things any time you like.

It's a good idea to revisit because Facebook can update what they offer in the way of settings from time to time.



# Privacy checkup

Facebook makes it easy for you to review  
and alter your settings.



## Privacy Checkup

We'll guide you through some settings so that you can make the right choices for your account.  
What topic do you want to start with?



Who can see what you  
share

Today



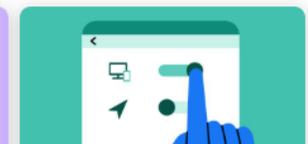
How to keep your  
account secure

Today



How people can find  
you on Facebook

Today



Your data settings on  
Facebook

About 5 months ago

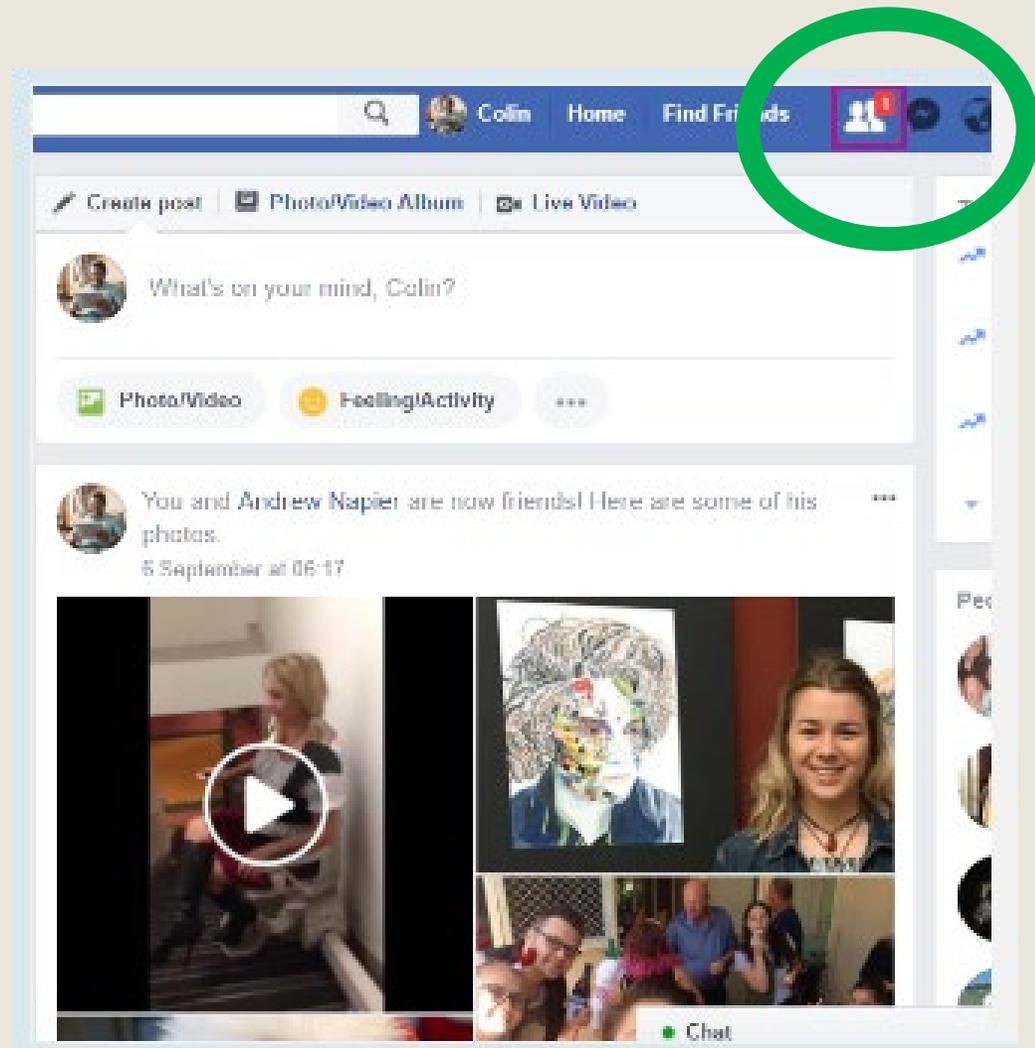
To check more privacy settings on Facebook, go to [Settings](#).

# FACEBOOK FRIENDS

- Friend requests
  - Find friends
- Social networking

# Friend requests

People can send you Friend requests. When this happens, you will see a red number at the top of your page.



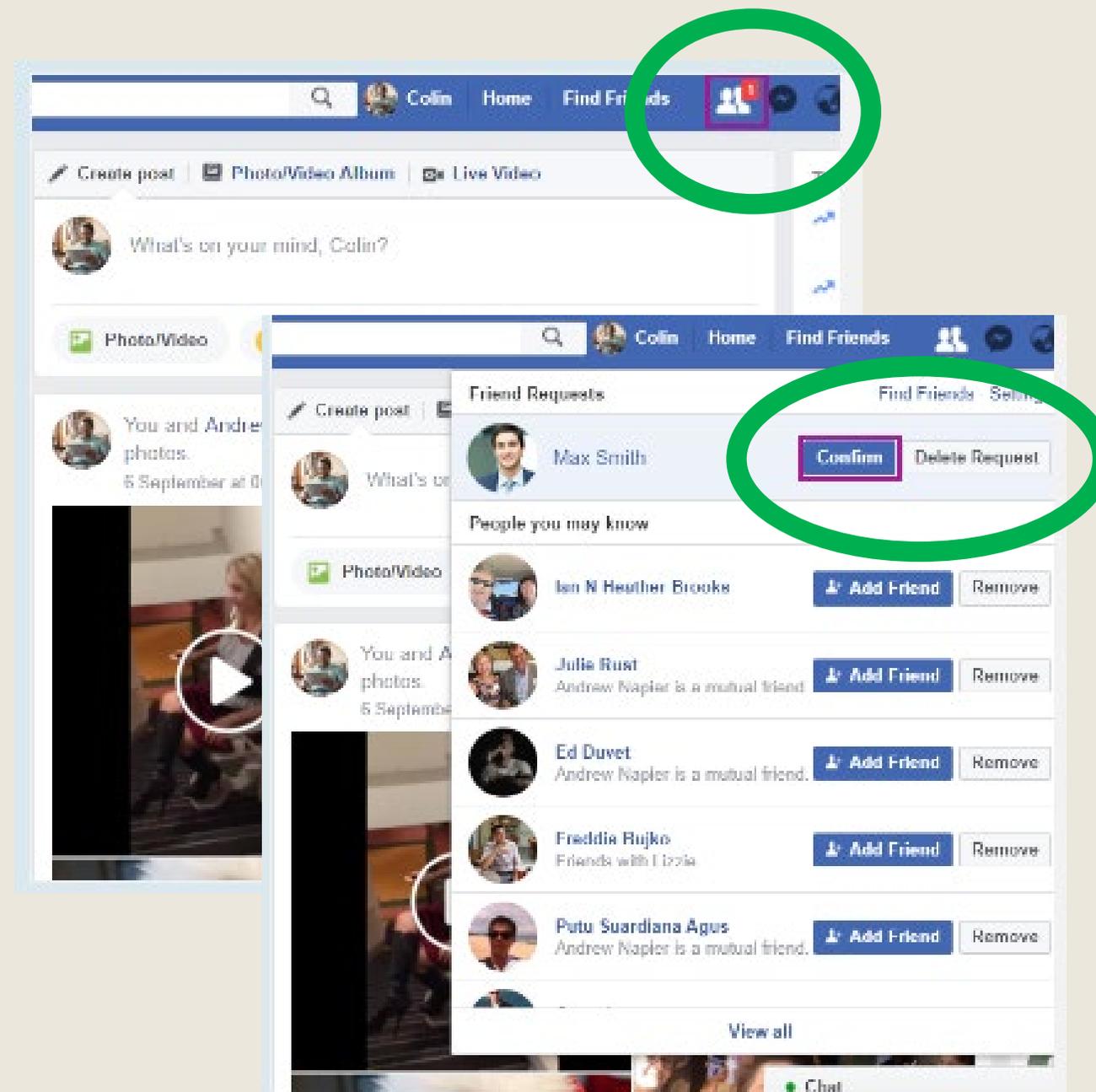
# Friend requests

People can send you Friend requests. When this happens, you will see a red number at the top of your page.

When you click on that, you will see who is sending the request. If you recognise this person and you would like to connect with them on Facebook, click once on **Confirm**. You now have a new Friend!

If you don't recognize them, or don't want to be Facebook Friends, then you click on the **Delete Request** option.

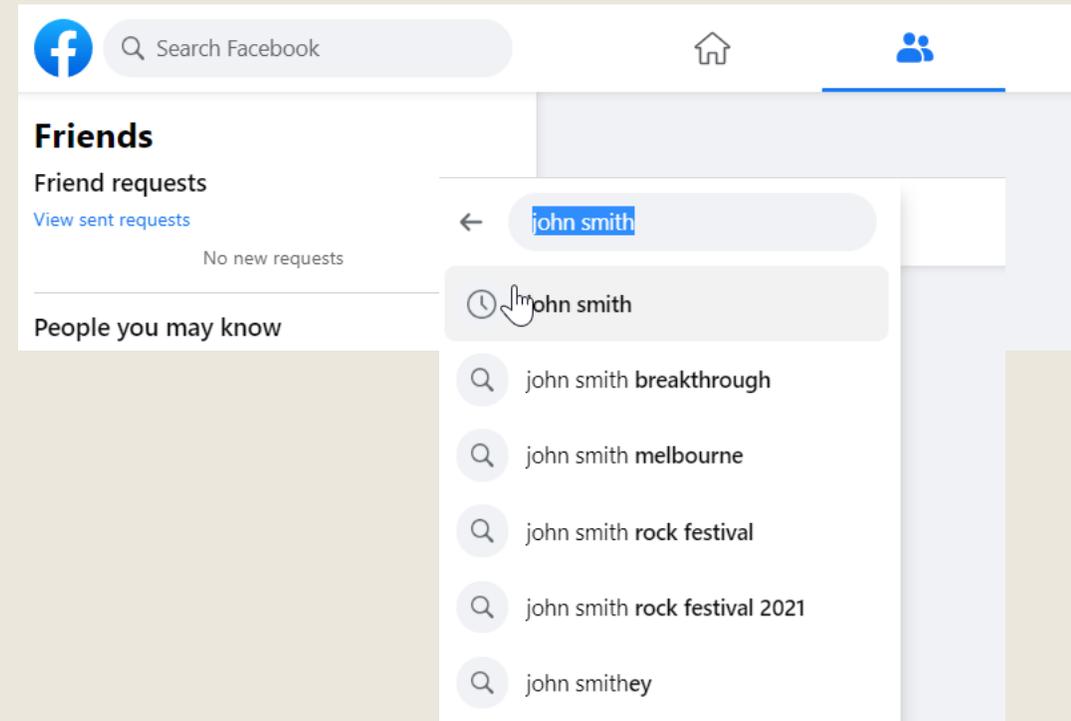
Facebook will also make Friend suggestions for you, based on information you have entered and Friends you already have.



# Find Friends

You can grow your circle of Facebook Friends, by searching for people's names, or groups and businesses that you are interested in.

Click on the Search Facebook, type in a name, then press enter.

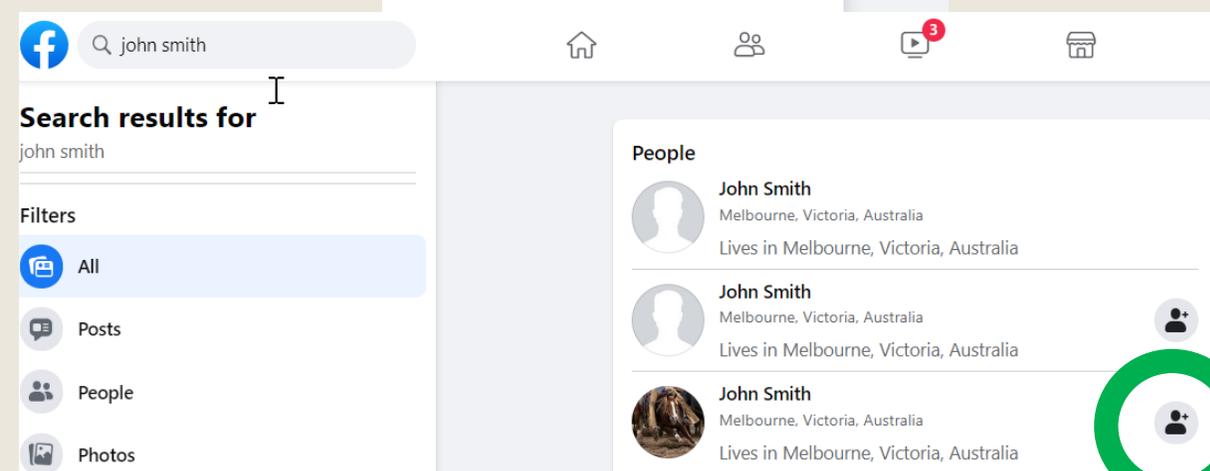
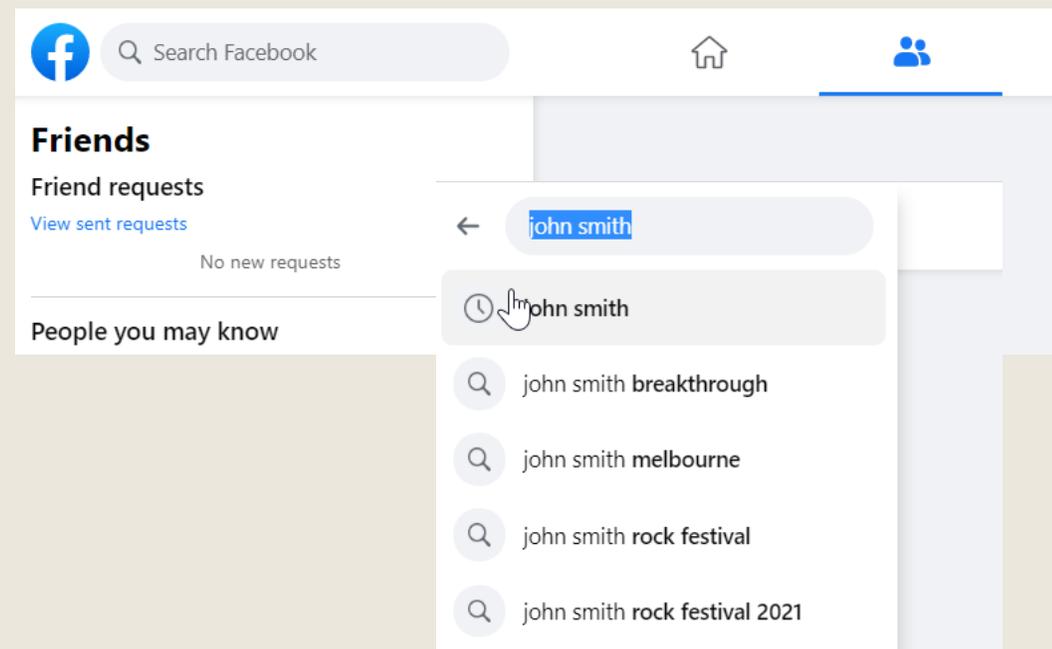


# Find Friends

You can grow your circle of Facebook Friends, by searching for people's names, or groups and businesses that you are interested in.

Click on the Search Facebook, type in a name, then press enter.

You will see a list of options for you to choose from. Look carefully, and select the one you're interested in, and click on the Add Friend button. A Friend Request will be sent to the person which they will either accept or reject.

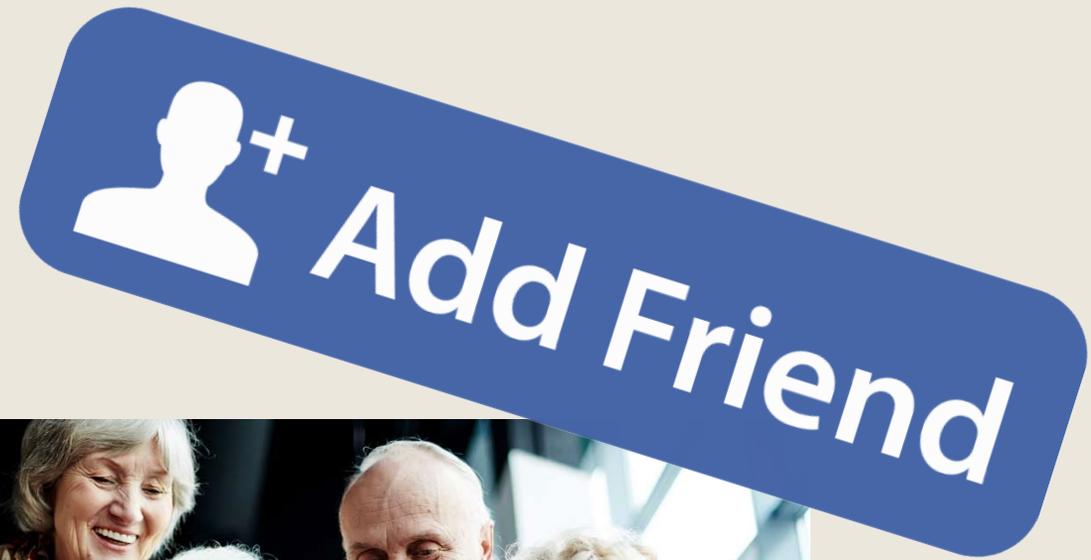


# Social networking

By adding more people and groups, you will soon build up a news feed full of family and friends.

Facebook allows you, and anyone else, to add friends and share messages and photos. It's a great way of staying in contact with people you might not see very often.

You can even find events and activities that might be interesting or fun to attend.



# FACEBOOK QUIZ

How are your Facebook skills?

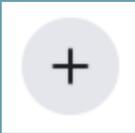
Here's a short quiz to test what you've learnt in the Facebook course.

There are three questions. Good luck!

# Question 1

Which of the 4 icons shown will allow you to quickly access your Account where your Privacy settings are?

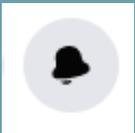
a)



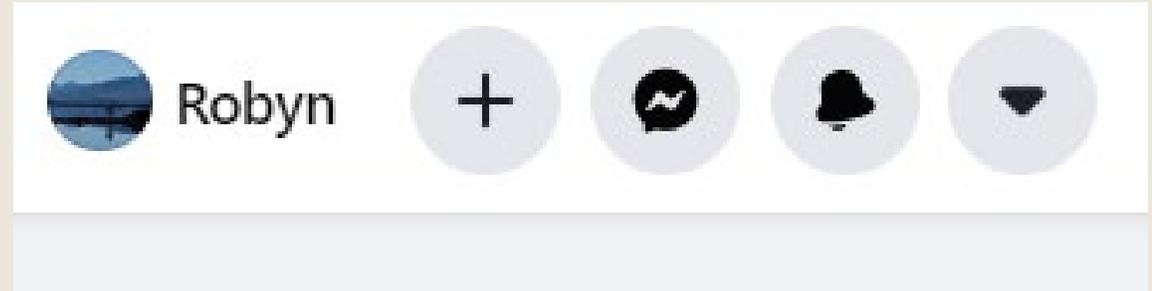
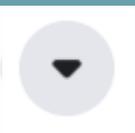
b)



c)

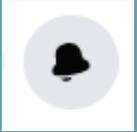
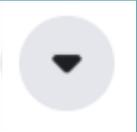


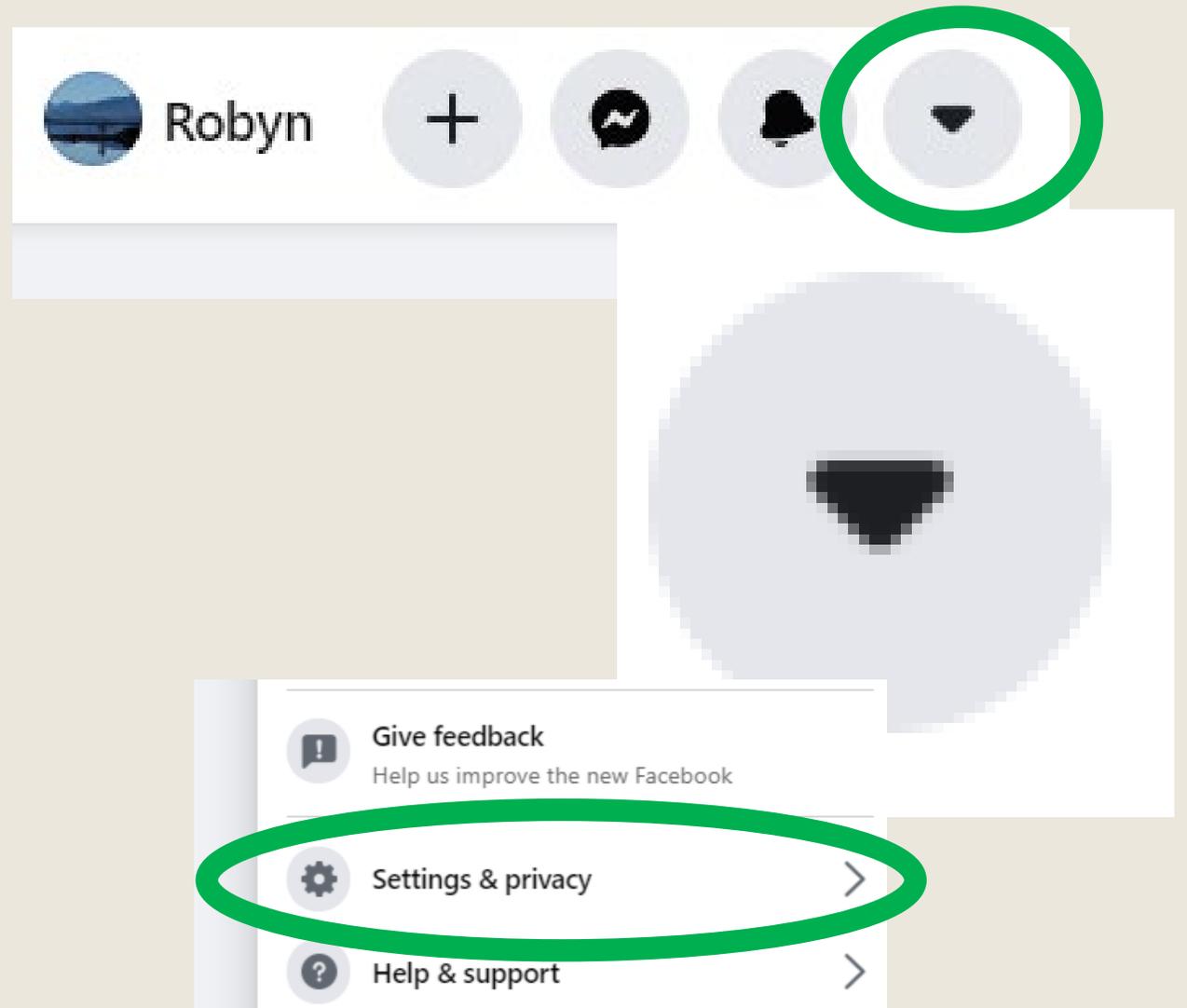
d)



# Question 1

Which of the 4 icons shown will allow you to quickly access your Account where your Privacy settings are?

- a) create 
- b) messenger 
- c) notifications 
- d) **account** 



# Question 2

When you comment on someone's post, who can see what you have written?

- a) Only you.
- b) Yourself, that person plus all their Facebook friends.
- c) Only that person.
- d) All of your Facebook friends.



50

7 comments

Like

Comment

View 3 more comments



Awesome image ..... And I love the borders as well



Like · Reply · 1 h



Write a comment...



# Question 2

When you comment on someone's post, who can see what you have written?

- a) Only you.
- b) Yourself, that person plus all their Facebook friends.
- c) Only that person.
- d) All of your Facebook friends.



  50

7 comments

 Like

 Comment

View 3 more comments



Awesome image ..... And I love the borders as well ...

Like · Reply · 1 h



Write a comment...



# Question 3

When entering your profile details, it's a very good idea to share everything about yourself.

- a) True.
- b) False.



# Question 3

When entering your profile details, it's a very good idea to share everything about yourself.

- a) True.
- b) **False.**



# Congratulations!

You've learnt how you can connect with people on Facebook and talk to people with similar interests.

You've now finished this course, and can:

- Sign up to Facebook.
- Create a profile.
- Add friends.
- Post messages.
- Expand your network.





# Like to know more about Be Connected?

Be Connected is an Australia wide initiative empowering all Australians to thrive in a digital world.

We have online learning resources as well as a Network of community partners - the Be Connected Network - who offer in-person support so you can develop your digital skills and confidence.

Find a local place for friendly help and advice, or join the Network to help others.

<https://beconnected.esafety.gov.au>

