

This content was created by The Support Hub for Older People. The Support Hub has been set up to help older people cope with the impact of COVID-19 in Bristol.

Please do share this content with others that might benefit, and all information is correct to the best of our abilities as 19th April 2020.

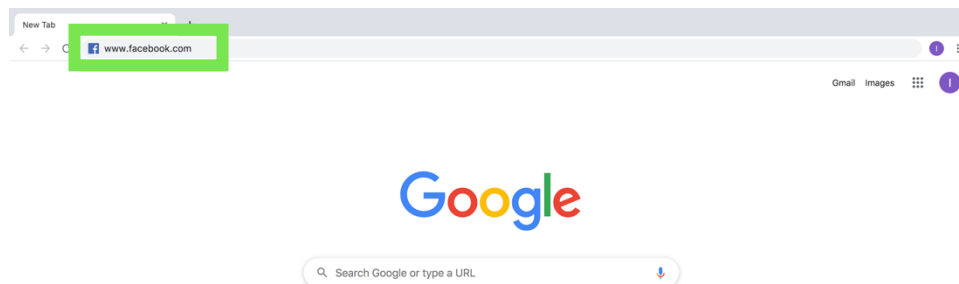
STEP-BY-STEP GUIDE

HOW TO USE **FACEBOOK**



PART A: SETTING UP AN ACCOUNT

1. Open up your browser (eg. Internet explorer or Google chrome) and type www.facebook.com into the toolbar at the top or alternatively click on the link



2. **Fill out your details.** Then click 'sign up'



3. **Verify your account-** below it is shown how to verify your account if you registered with your email. If you registered by phone, check for a text from Facebook with a 5 Digit code and enter this.

1. Click on this email

2. This is your code

3. Enter the code

4. This is the email you will receive once your account has been verified

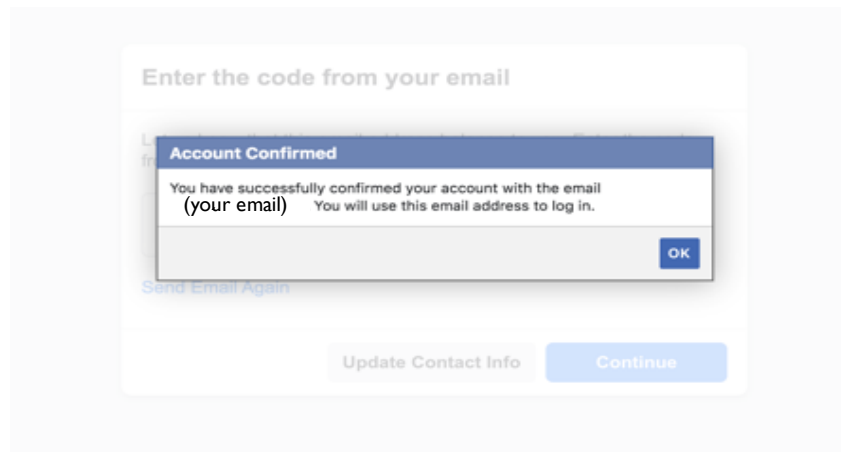
Enter the code from your email

Let us know that this email address belongs to you. Enter the code from the email sent to indiataylor99@gmail.com.

FB-

[Send Email Again](#)

[Update Contact Info](#) [Continue](#)



Congratulations, you have now successfully made your Facebook account! Now it's time for the fun part- connecting with family and friends! See below for how to use your account.

4. Setting up your Profile



1. Click here to browse through your pictures and select the one you want- ideally a picture of you so that friends can identify you when you send a friend request.

3. Explore the privacy settings on Facebook to make sure you know what is being shared.

2. Don't worry about this for now, we will look at an easier way to do it later

Fantastic, you have now successfully made your Facebook account! Once you've finished, click on the Facebook logo in the top left corner to go to your home page. Now it's time for the fun part- connecting with family and friends! See below for how to use your account.

PART B: GETTING CONNECTED

YOUR NEWSFEED. This is the page you will be taken to after setting up your profile. In future, click on either button highlighted in **red** to take you to your newsfeed.

Once you add some friends their posts will appear here and you can see what they're up to. Let's get familiar:

This is where you can search for friends or pages such as Age UK, BBC or your favourite football team!

If this has a red flag it means someone has asked to be friends or accepted your request!

These are your notifications- check to see if someone has tagged you in a post or liked one of your pictures

Type something here or add a picture to tell your friends and family what you're up to

If this has a red flag next to it, it means someone has messaged you! Click here to check who

This is where all of your friends will appear. If their name has a green dot next to it means their online. If not, still send them a message and they'll see it when they next check.

The image shows a screenshot of the Facebook homepage. A search bar is highlighted with a red box and a green arrow pointing to it from the top-left callout. The 'Home' button in the top navigation bar is highlighted with a red box and a green arrow pointing to it from the top-middle callout. The 'Notifications' bell icon in the top navigation bar is highlighted with a green arrow pointing to it from the top-right callout. The 'Create post' section is highlighted with a green arrow pointing to it from the middle-left callout. The 'Messages' envelope icon in the bottom right corner is highlighted with a green box and a green arrow pointing to it from the middle-right callout. The 'News Feed' section is highlighted with a green arrow pointing to it from the bottom callout.

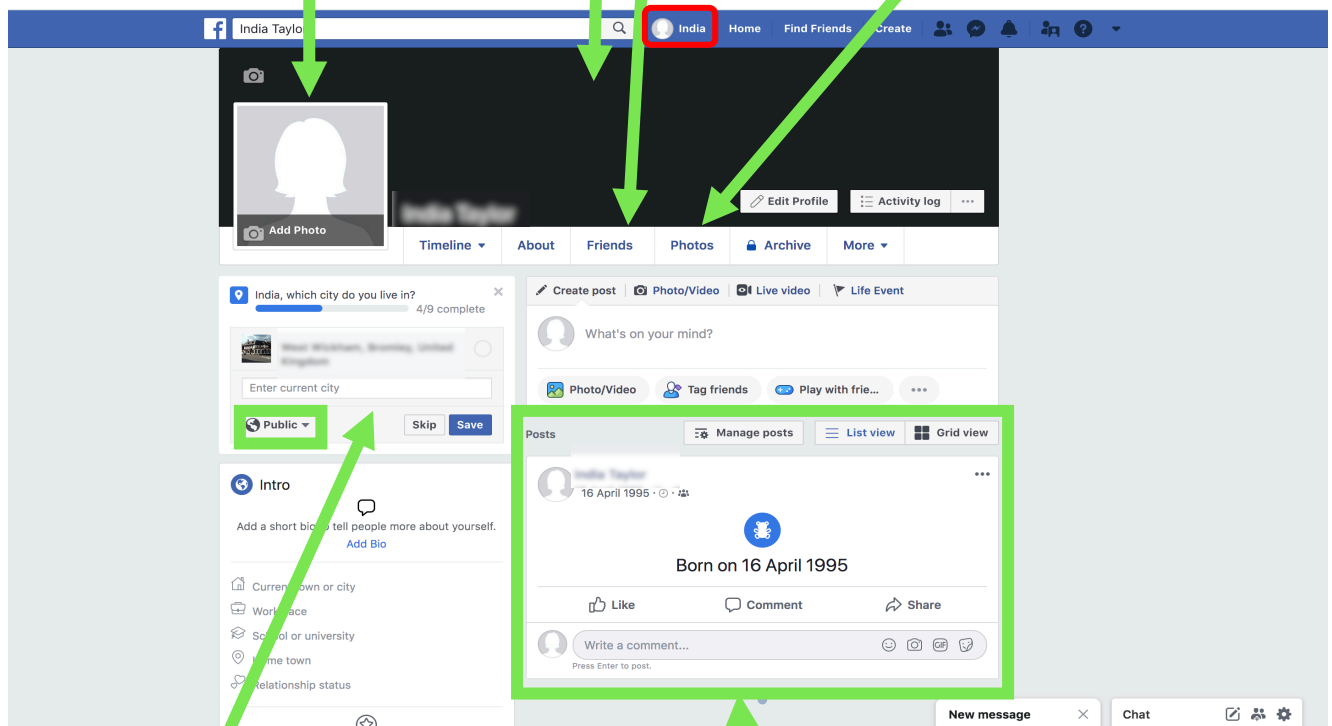
YOUR PROFILE- to find your profile page click the button with your name on it in the **red** box.

COVER PHOTO- click on this space to add another photo perhaps of a pet, family or favourite place!

PROFILE PICTURE- if you didn't add a picture don't worry, you can do it here. Just click on 'add photo' and select the picture that you like

FRIENDS- click on here to have a browse through who you're friends with

PHOTOS- to browse through the pictures that you have uploaded or have been tagged in click here.



ABOUT YOU- here you can (but don't have to) add information about where you live, your old school, where you've worked and so on. **NOTE:** click on the green box to choose who can see this. When you click on the box you will be given a list of options. Public means that everyone can see it even if they're not your friend. Another option is friends only. Pick the one that you

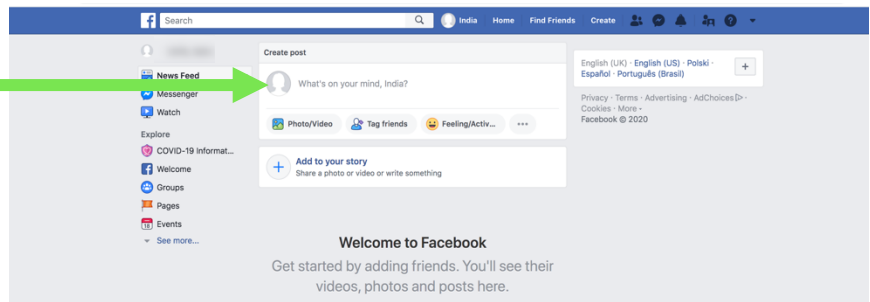
YOUR POSTS- this is where you can see everything you've posted since you started on Facebook.

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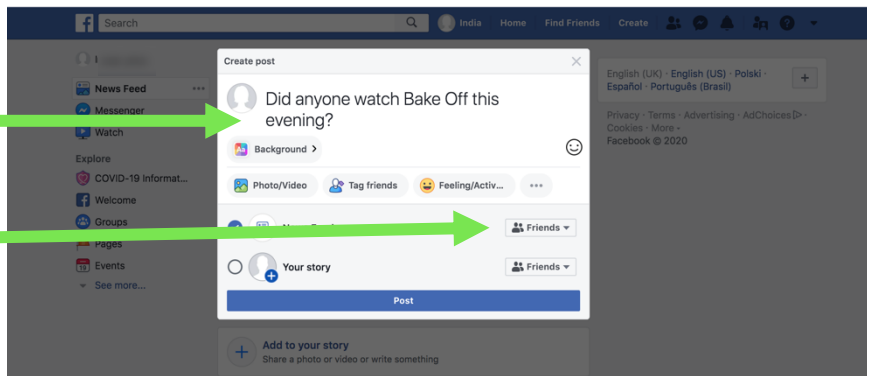
“HOW DO I ...”

A. ...make a Facebook post?”

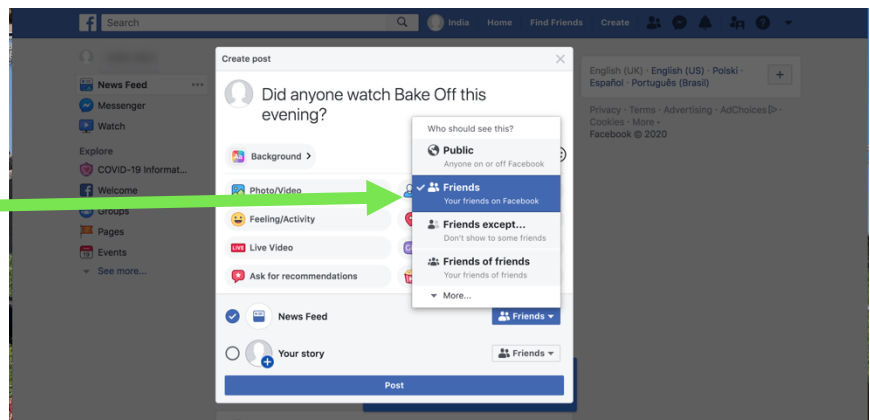
1. Starting on either your newsfeed of profile page (here I started on the newsfeed), click in the box with the arrow pointing to it.



2. Type whatever it is you want to tell your friends or post a picture using the 'photo/video' button

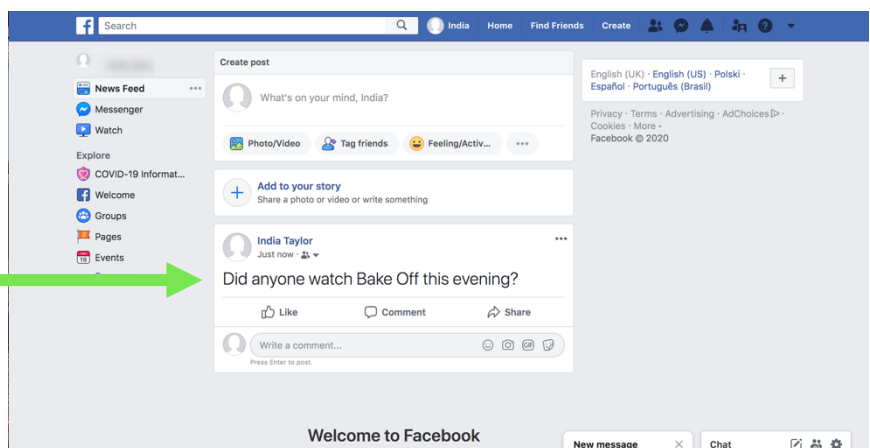


3. PRIVACY- click here to choose who you would like to see this post



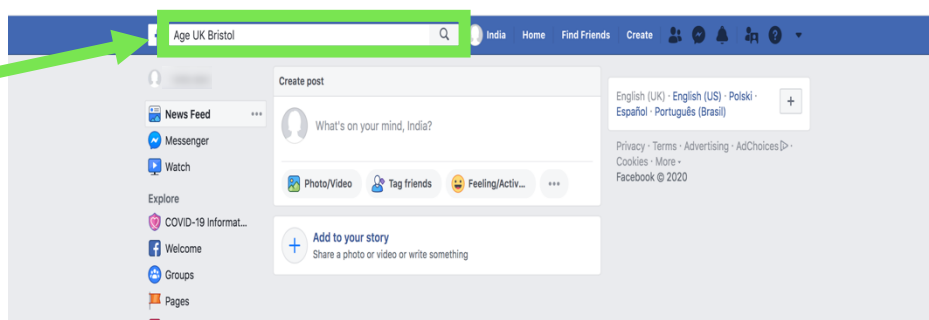
4. You will then get this list, click on the option that you

5. TADAA- your post is now there for all your friend to see!



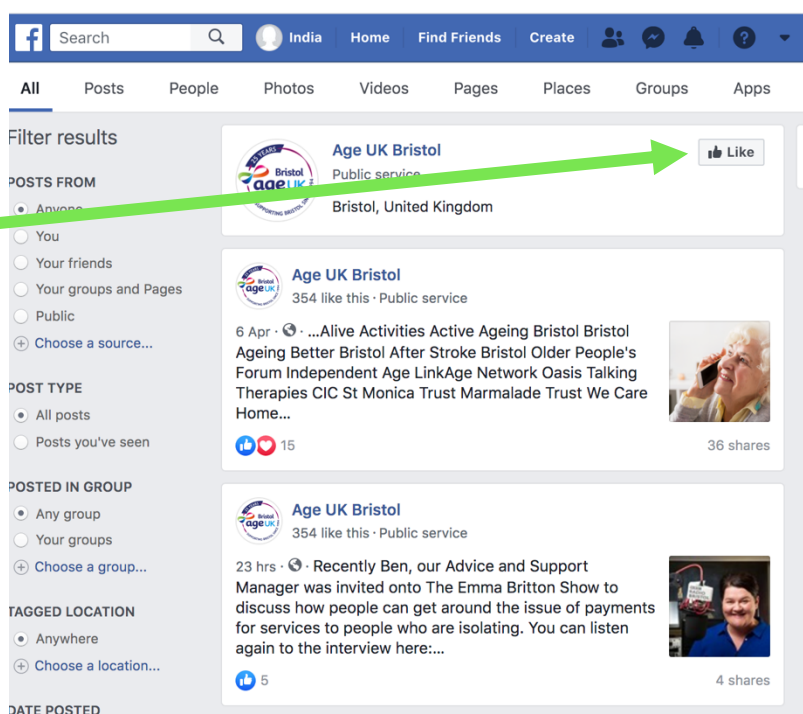
B. ... add friends?"

1. To add friends and like pages (so that they show on your newsfeed) type their name in the green box. Then click on the magnifying glass.



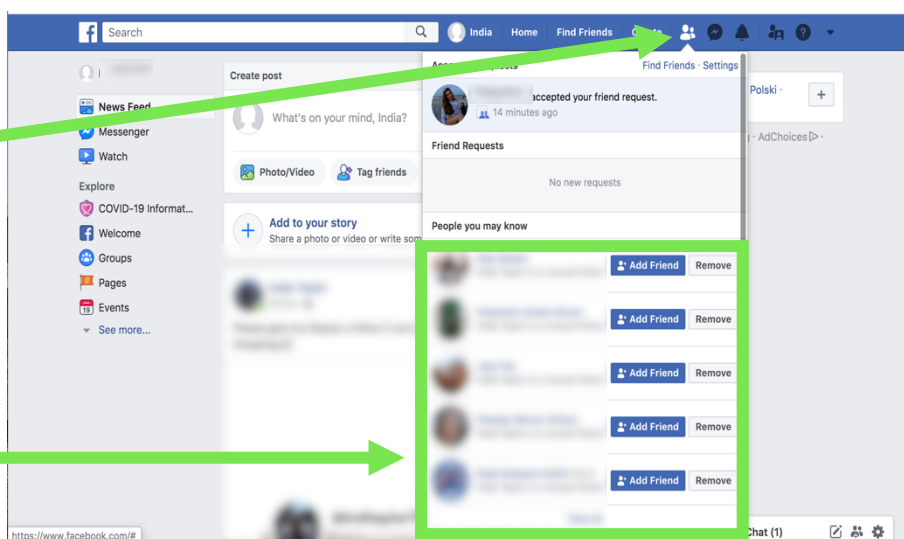
1. You will then get the results matching your search. Here, I've searched for the Age UK Bristol page so to make sure that you get updates on your feed click 'Like'

When adding friends it's exactly the same, the button just says 'add friend' instead



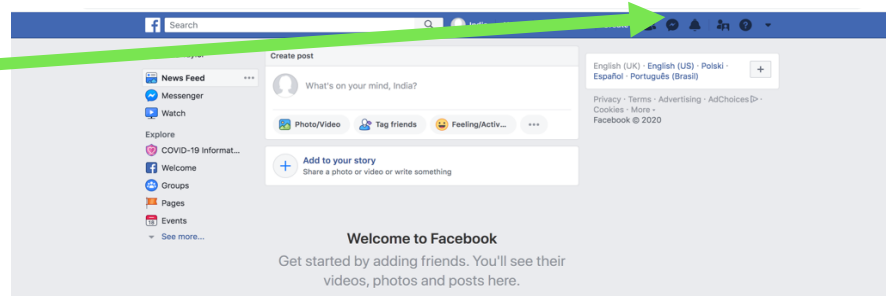
3. Click here to see who's sent you a friend request and who's accepted your friend requests

4. These are some suggestions of people you may know

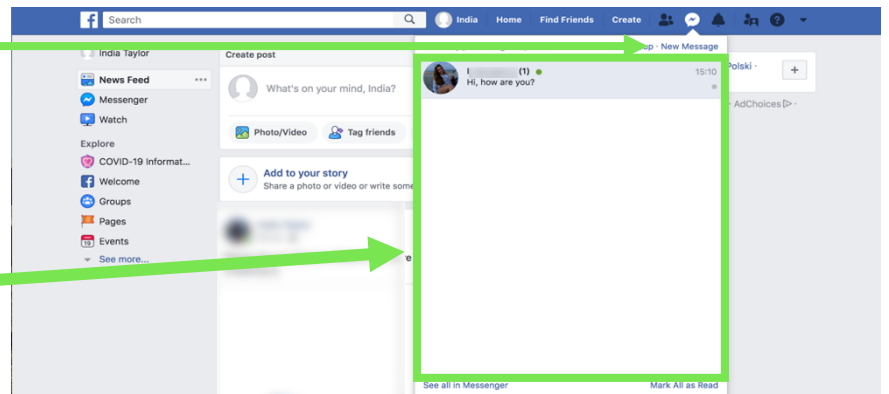


C. ... privately message a friend?"

1. First, click on the speech bubble.

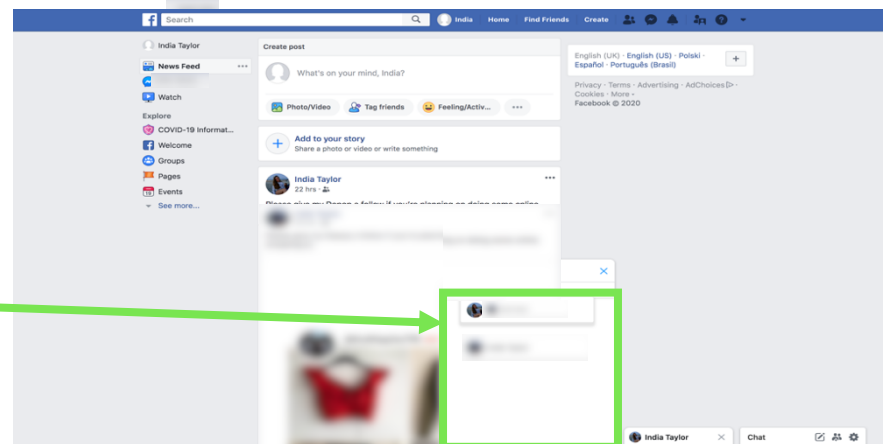


2. Then this box will appear. Click on 'new

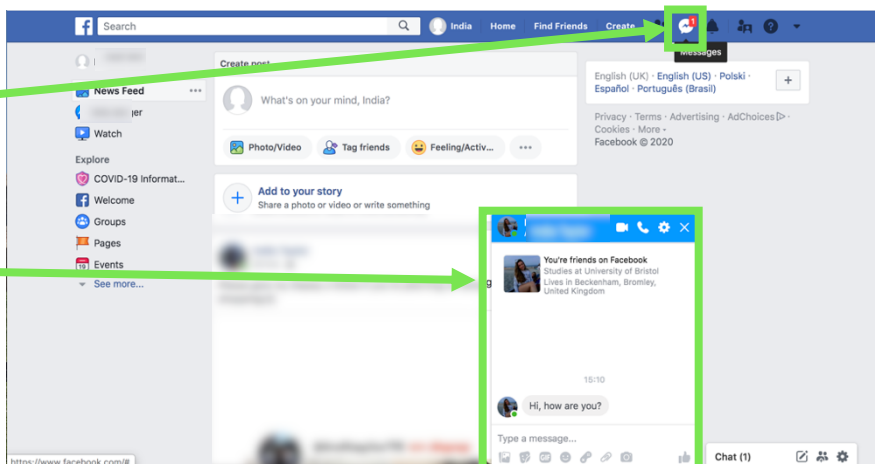


3. In the green box you will be able to see all of your different chats with friends.

- The number in the bracket shows your unread messages
- If your friend has a green dot next to their name it means that they are online now



4. A new chat window will appear here. Type your friends name next to 'To' and click on their name. At the bottom of the square you can start typing your message.



5. The little red flag means that someone has messaged you! Click on the speech bubble to see who

6. It will then pop up here. Just as before, write your reply at the bottom in the 'type a message' section.