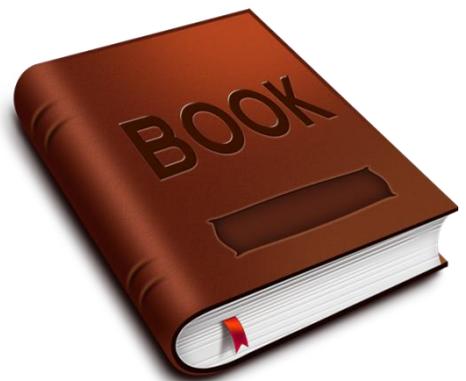
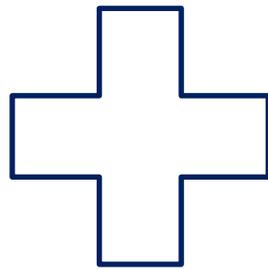


# How to use Facebook

facebook®

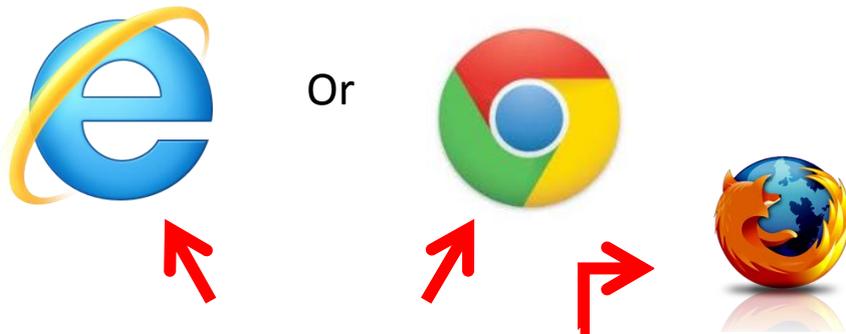


Start by clicking on the **start button**

Step 1

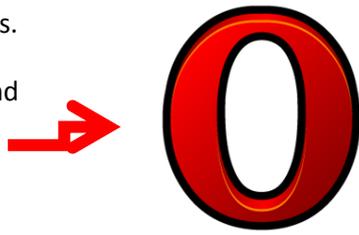


Step 2-



After you've clicked on the **start button** look for one of the these icons.

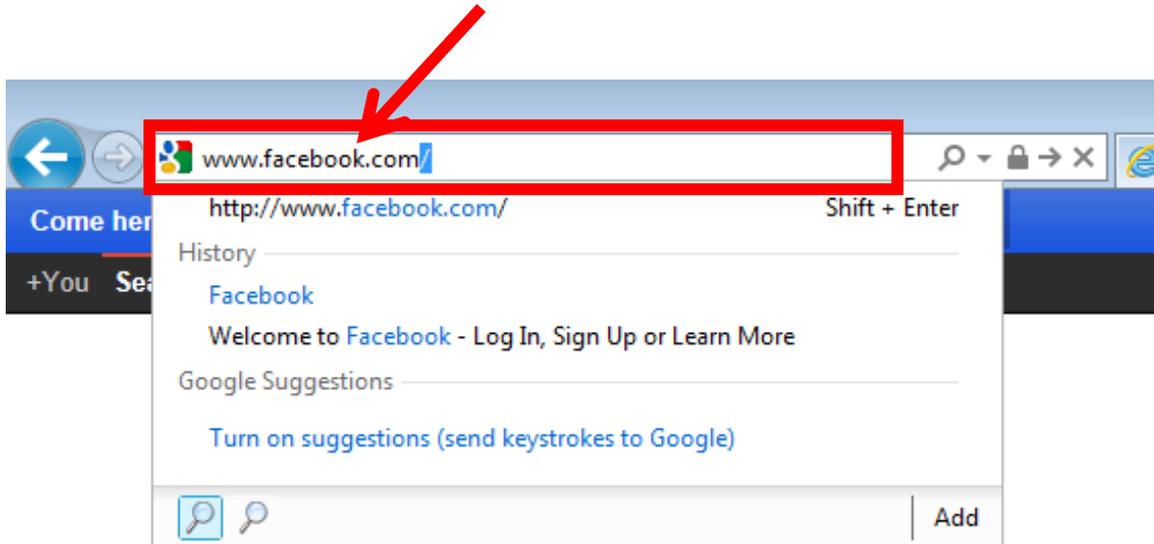
If not there, type in the search bar and type in **internet** once there, click on internet explorer



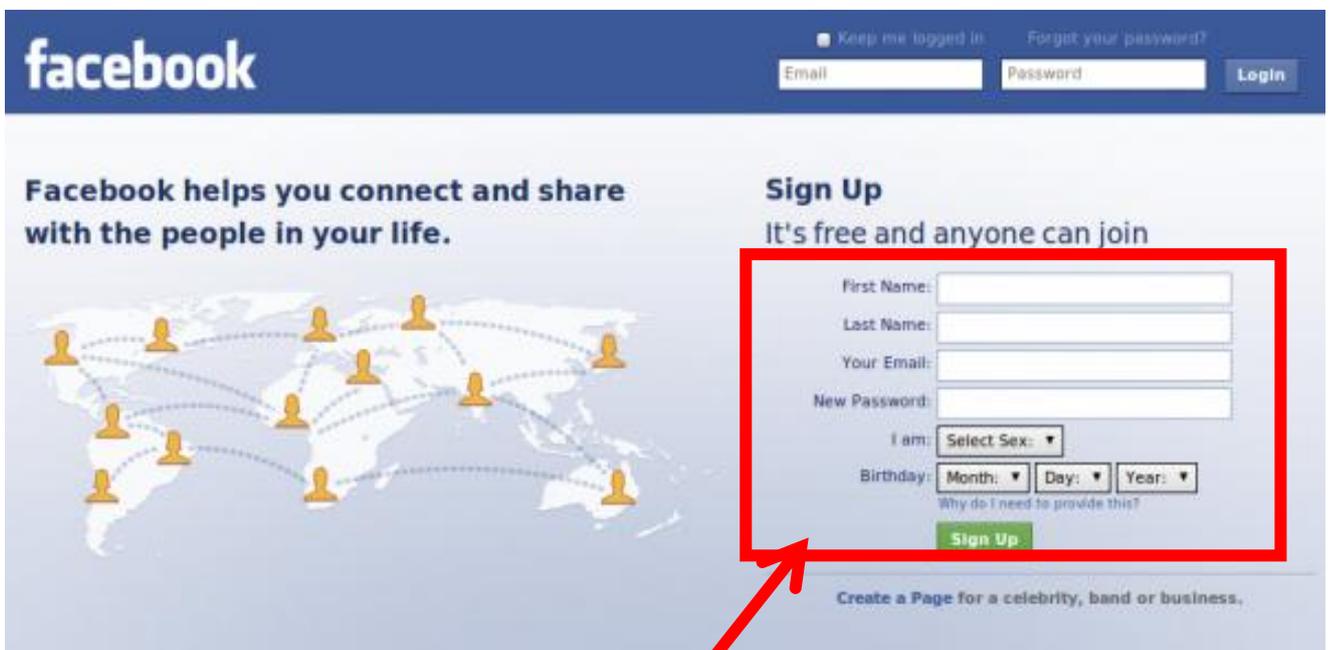
# Creating an Account

Type the address into the box at the top of the screen. Then click Enter.

Step 3 -



Step 4



Enter your details in the boxes. Then click Sign Up. **WRITE DOWN THE F/B PASSWORD YOU SELECT.**

**It's OK to give a false Date of Birth BUT WRITE IT DOWN and KEEP IT IN A SAFE PLACE.**

Step 5 – **THIS STEP IS OPTIONAL & CAN BE IGNORED**

Enter your email account address in the relevant box. If Gmail, like this:

Step 1 Find your friends | Step 2 Profile Information | Step 3 Profile Picture

### Are your friends already on Facebook?

Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. [See how it works.](#)

**Gmail**

Your Email:

[Find Friends](#)

**Windows Live Hotmail** [Find Friends](#)

**Yahoo!** [Find Friends](#)

**Other Email Service** [Find Friends](#)

[Skip this step](#)

Step 6 –

Step 1 Find your friends | Step 2 Profile Information | Step 3 Profile Picture

### Are your friends already on Facebook?

Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. [See how it works.](#)

**Gmail**

Your Email:

[Find Friends](#)

**Windows Live Hotmail** [Find Friends](#)

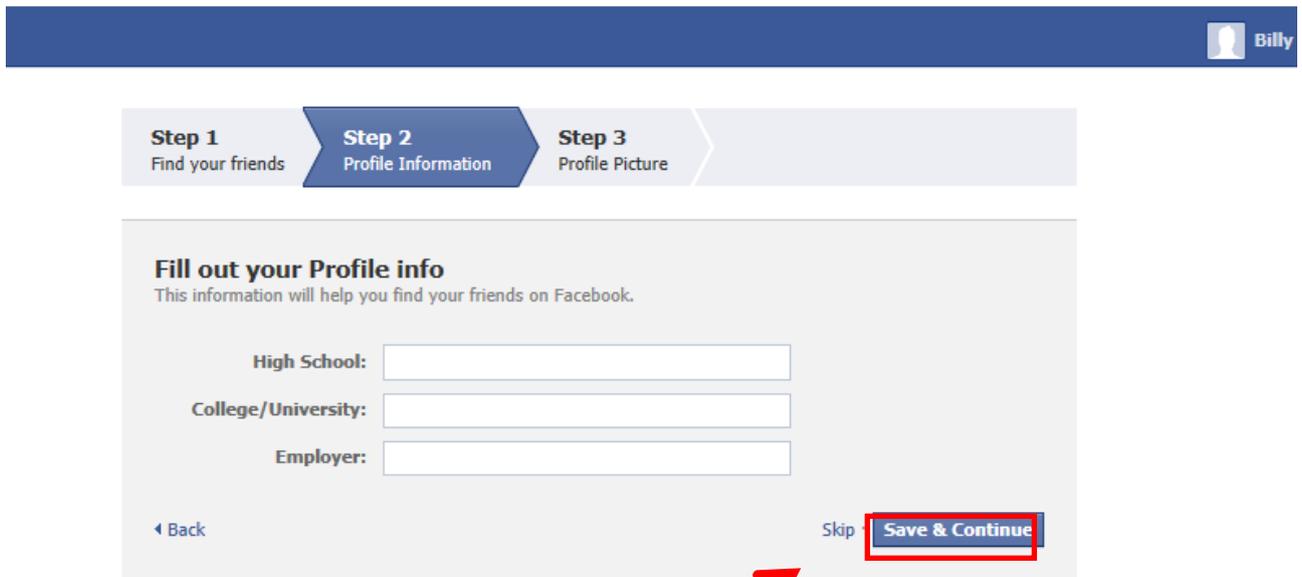
**Yahoo!** [Find Friends](#)

**Other Email Service** [Find Friends](#)

[Skip this step](#)

This step is optional if you would not like to give information then click this link

Step 7 –



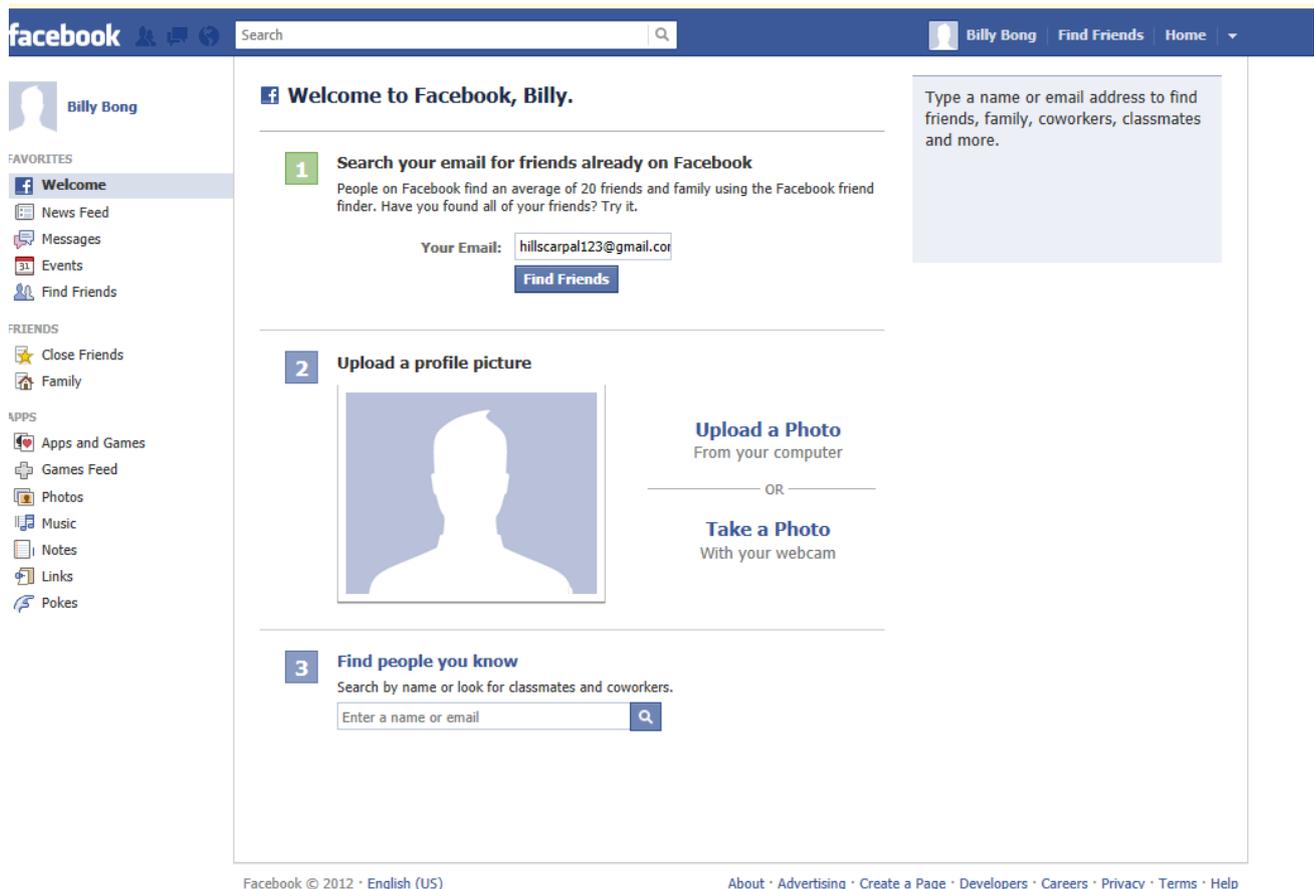
Step 8- Fill out information as appropriate and press 'save and continue'. Continue to fill out information such as contact phone number and residential address.

In this step, click on skip unless you want to give information.



Your tutor should be able to assist with **taking a picture of you** and then uploading it. You will be able to use a Normal Digital Camera or a Front Facing Camera From most Phones These Days Such As Iphones

# You should then be taken to a page that looks like this one:



# How to log in to Facebook

When you first open Facebook you will see this screen.

1. Enter the **email address** that you used to sign up to F/B.
2. Then enter the **password** you used here.



facebook

Remember Me  Password

Email

**Facebook helps you connect and share with the people in your life.**

**Sign Up**  
It's free and anyone can join

First Name:   
Last Name:   
Your Email:   
New Password:   
I am:   
Birthday:     
Why do I need to provide that?

Create a Page for a celebrity, band or business.

# Introduction to F/B Icons

When someone wants to be your friend, you can click here and accept their friend request. (Only accept if you know them very well)

When people have written on your Facebook wall you can view it by clicking here.

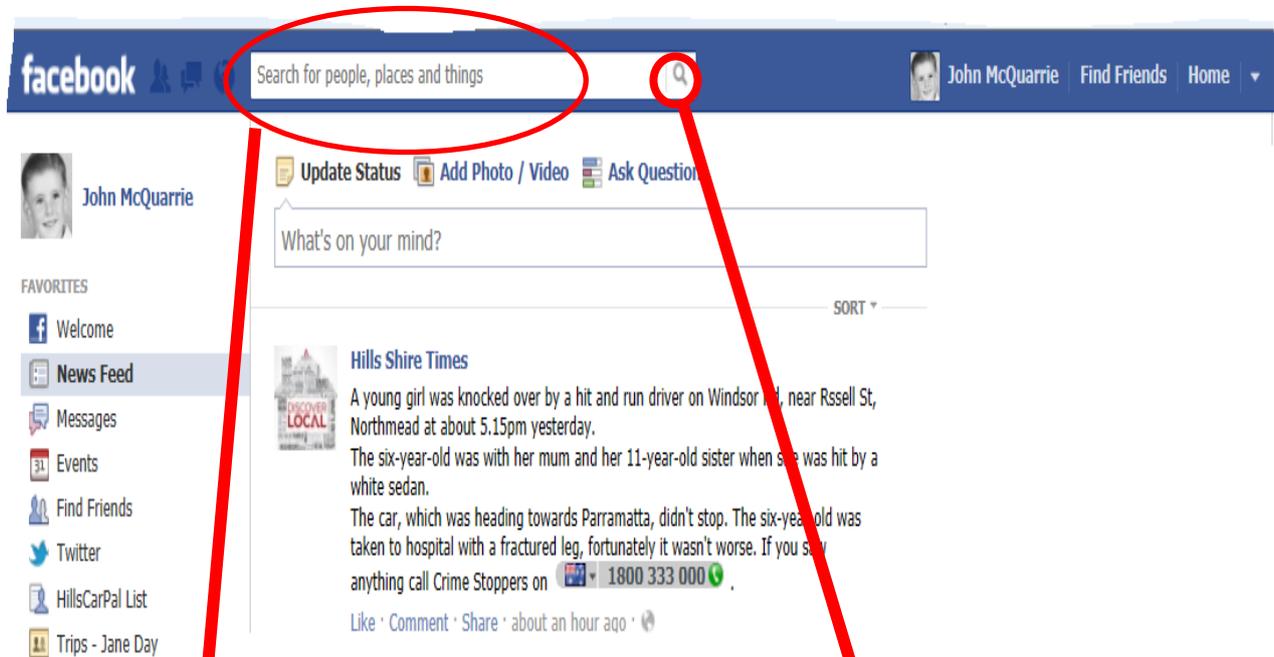
If you want to search a friends name and add them you can type their name here.



When someone sends you a message you can view it by clicking here.

If you want to let your friends know what you are doing, you can write a post and all your friends can see what you are up to

# How to Add a Friend



This is where you can look up:

- a **Friend** like John McQuarrie (of Baulkham Hills),
- a **Page** like HillsCarPal or HillsCarPal Clients,
- a **Group** like the Trip Group you will be creating, or
- **Lists** like "HillsCarPal List"

by simply clicking in the box and typing in their name.

Then, if necessary, click the Magnifying Glass for search.



If this is the person you are looking for click on the “Add Friend” button next to his name.

NOTE: You will need to add all the HillsCarPal Drivers and John McQuarrie as your Friend In order to go ahead with the procedure .



If someone adds you as a friend you will have a little red number next to the people icon telling you how many people have added you.

If someone adds you as a friend you do have the choice to accept or decline (by clicking on "Not Now"). If you decline they will not know.

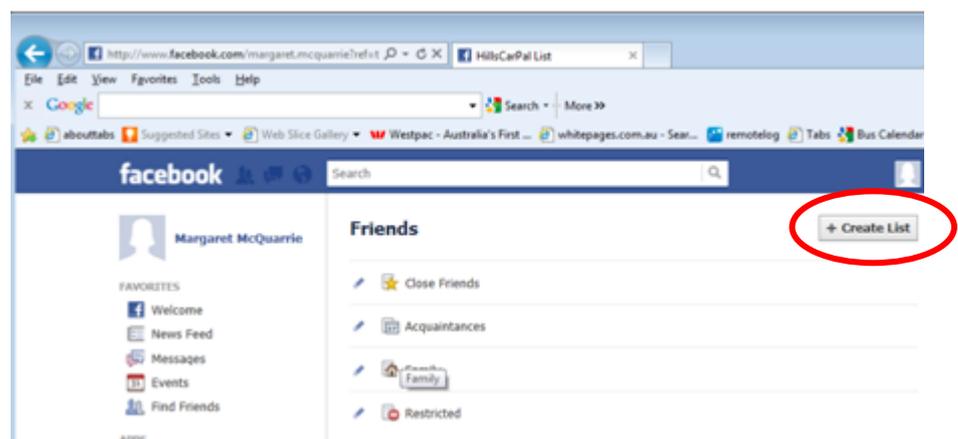
# How to Create a List

1. On the Left Hand Side of YOUR Facebook page, hover over “Friends” to see “More” appear alongside it.

2. CLICK on “More”.

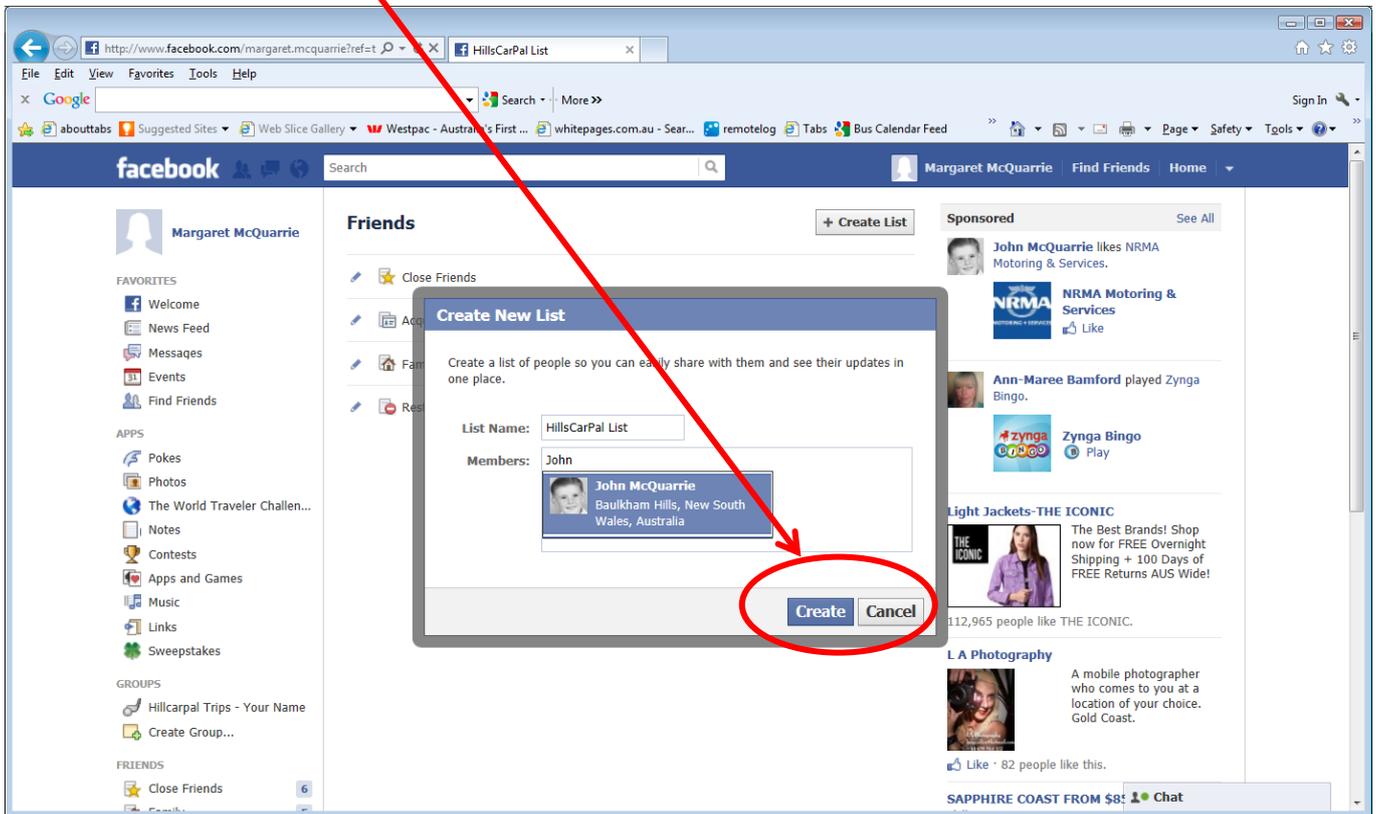


3. Click on “Create List”

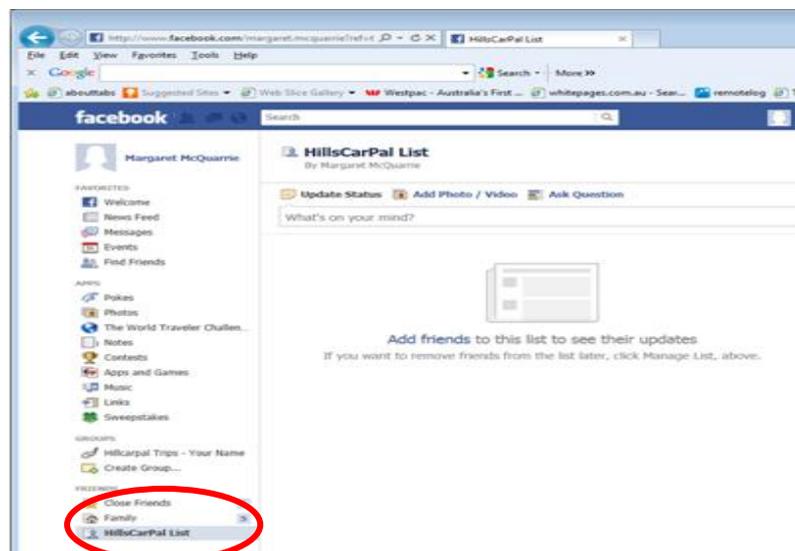


4. Type “HillsCarPal List” and enter John McQuarrie (and any HillsCarPal Drivers that you have as Friends of your facebook page) as members of the List.

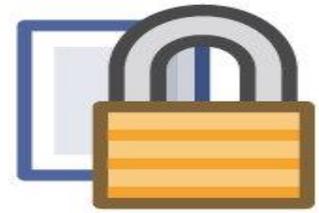
5. Click on “Create”



NOTE: If you now click on “Friends” you will see that the HillsCarPal List has been added to your List of Friends



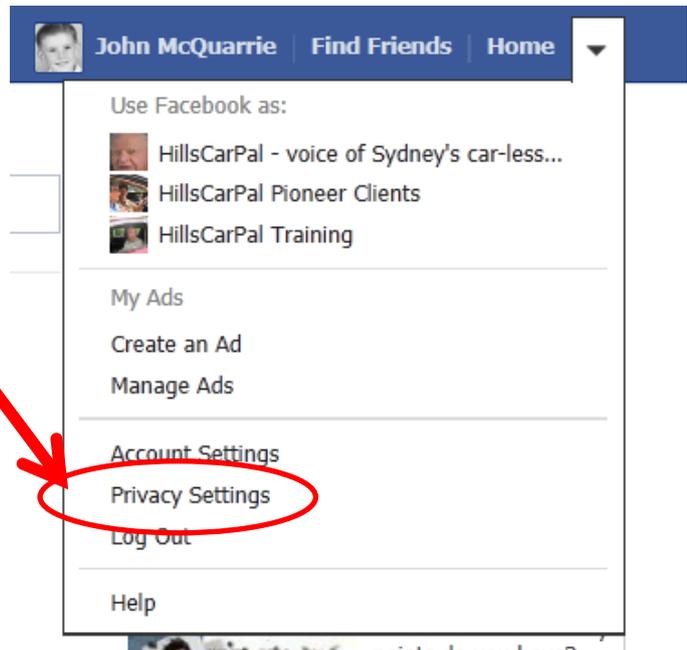
# Facebook Security



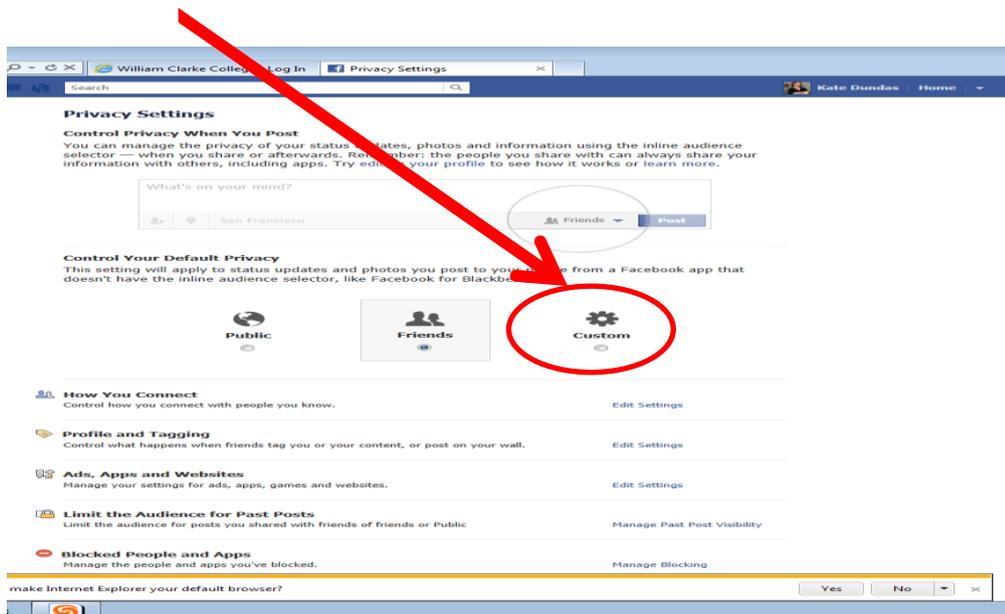
facebook  
security

## Go To Privacy Settings:

1. Click on the drop down arrow next to “Home” at the top right hand side of your Facebook page.
2. Then click on “Privacy Settings”



3. Click on “Custom”



**Custom Privacy**

✓ **Make this visible to** \_\_\_\_\_

These people or lists:  ▼

Note: Anyone tagged can also see this post

✗ **Hide this from** \_\_\_\_\_

These people or lists:

4. Type in the highlighted box **HillsCarPal List** - instead of John McQuarrie, as John should already be a member of your HillsCarPal List.

## Limiting who can see your contact details:



The image shows a screenshot of a Facebook profile page. At the top, the Facebook logo is on the left, and the name 'John McQuarrie' is on the right next to a small profile picture. Below the header is a search bar with the text 'Search for people, places and things'. The main content area features a large cover photo of a row of colorful buildings (red, orange, blue, yellow) along a waterfront. Below the cover photo is a profile picture of a young boy. To the right of the profile picture, the name 'John McQuarrie' is displayed in large blue text. Below the name are two buttons: 'Update Info' and 'Activity Log' with a gear icon and a dropdown arrow.

1. Go to your Facebook Timeline Page (similar to John McQuarrie's Timeline page above)
2. Click on "Update Info"

facebook Search for people, places and things John McQuarrie Find

John McQuarrie About

**Work and Education** Done Editing

Where have you worked?

Where did you go to college/university?

Where did you go to high school?

**About You** Edit

Write About Yourself

**Basic Info** Edit

Sex Male

Relationship Status Married

Add Languages

Add Religious Views

Add Political Views

**Living** Edit

Wales Sydney

**Baulkham Hills, New South Wales, Australia**  
Current City

**Relationships and Family** Edit

Add Your Relationships

**Contact Info** Edit

Mobile Phones 0418 229 616

Other Phones (02) 9639 8620 Work

Address 5 Allandale Drive  
Baulkham Hills, NSW 2153

Email johnmcq@bigpond.net.au

3 Click on "Edit" in the "Contact Info" panel

- 4 Then select the drop down arrowhead next to each piece of Contact Info you have provided. Sometimes its the best to not put your 100% legit info because hackers can track you if not careful.
- 5 Then select "HillsCarPal List" for each one of the pieces of info that you have provided to Facebook.
- 6 Then click 'Save' at the bottom of the "Edit" dialogue box.

**Contact Info**  Edit

**Emails:** johnmcq@bigpond.net.au    
Add / Remove Emails

---

**Mobile Phones:** 418229616 on Telstra · Texts Activated · Remove    
Australia (+61)   
Add another phone

**Other Phones:** Work  Au   
Work  Au   
Add another phone

**IM Screen Names:**  AIM   
Add another screen name

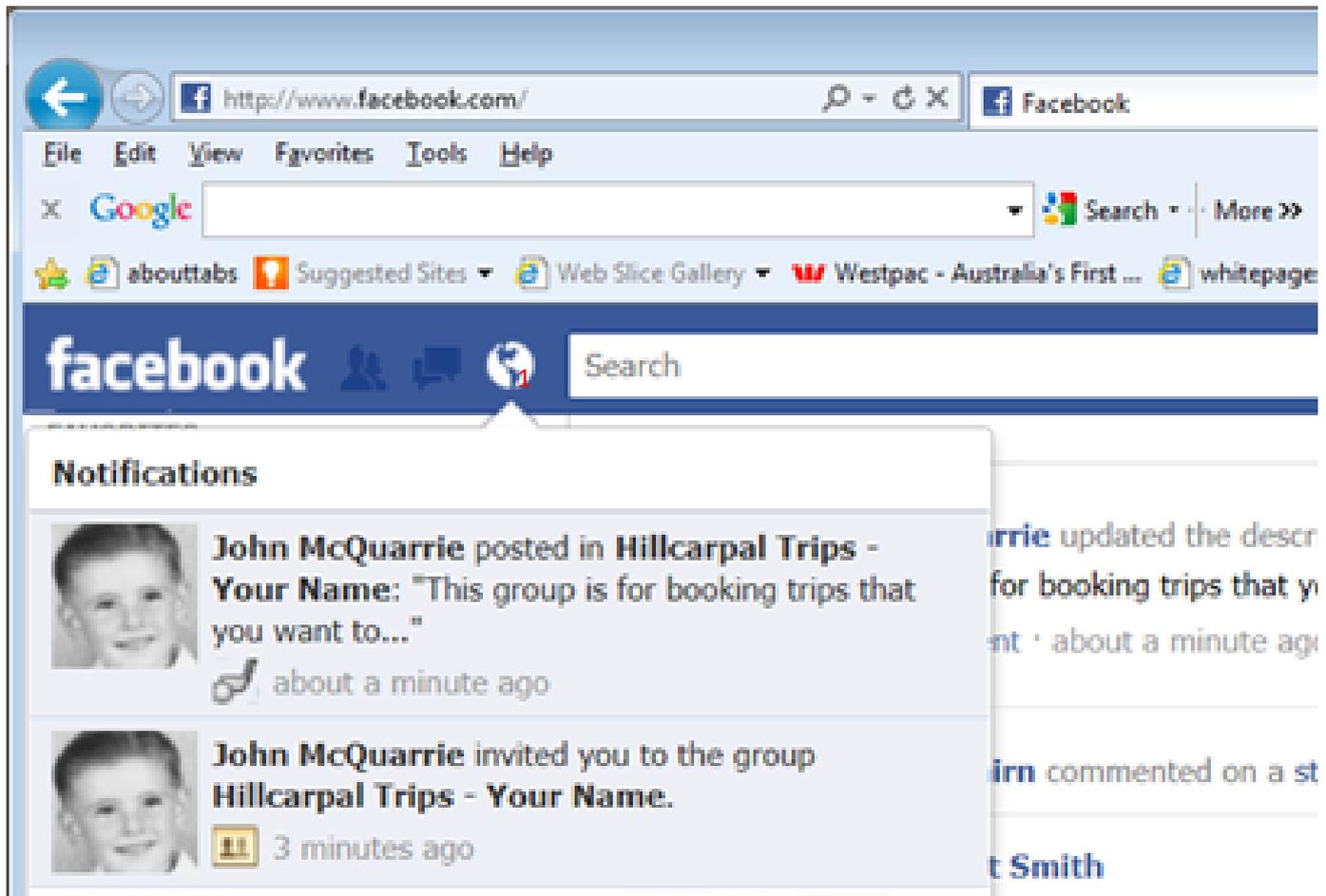
---

**Address:**     
**City/Town:**    
**Zip:**    
**Neighborhood:**

Who can see this contact info on your timeline?

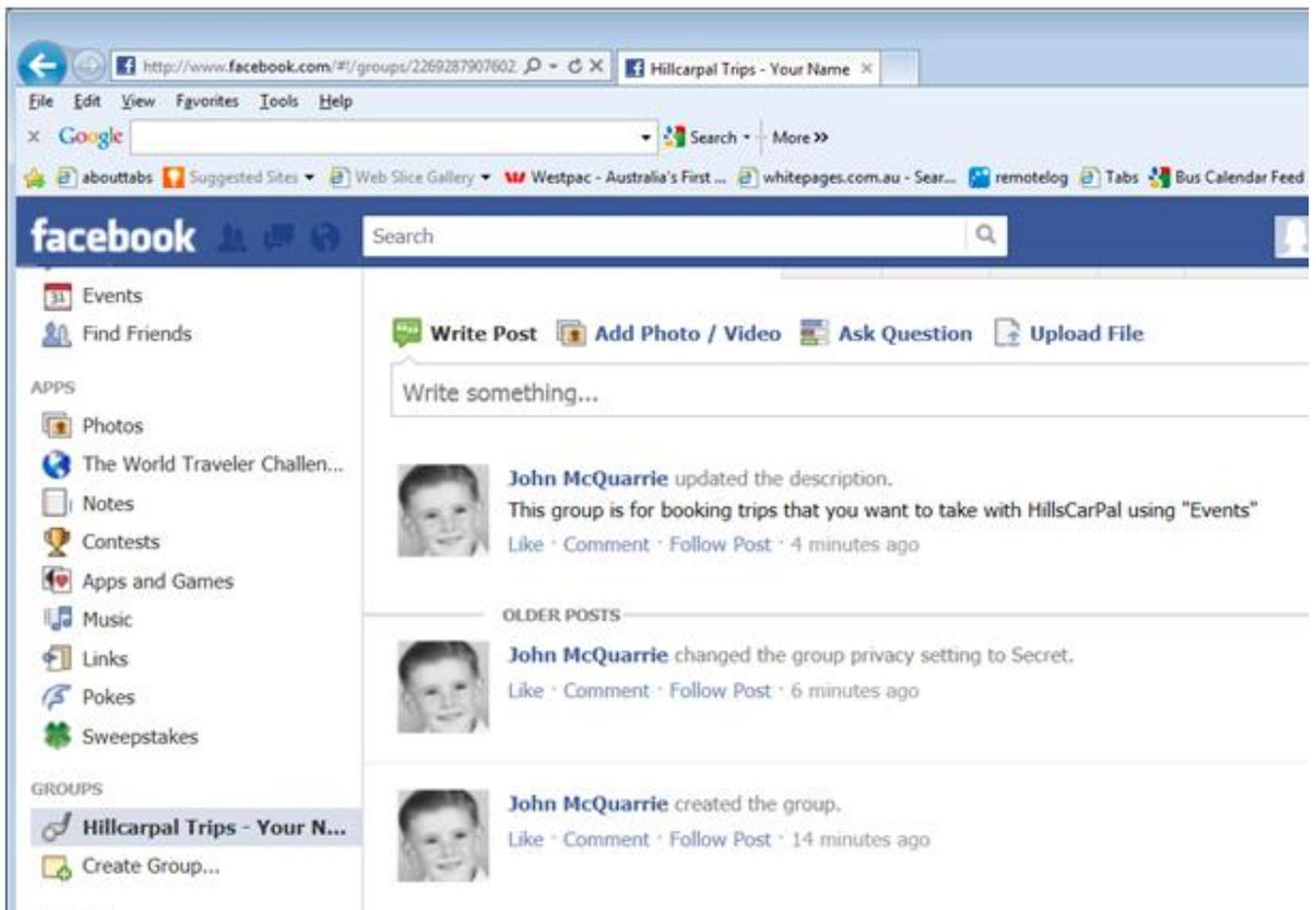
- Public
- Friends
- Only Me
- Custom
- HillsCarPal List
- Close Friends
- See all lists...

# Joining a Facebook group



## Steps on “How to join a group on Facebook”.

1. After logging in to Facebook with your email address and your password, look for the numeral “1” in the notifications area at the top left of your F/B page.
2. If it is there, click on the notification area and it will bring up a message telling you that John McQuarrie has invited you to (join) the group “HillsCarPal Trips – Your Name”.
3. Click on the message; and
4. You should see a page that looks like following page with a post like the one at the top of the following page – see over.



By clicking on the message in Step 3 of page 19 you accept membership of the group and the group is added to your F/B Page in the Left Hand Side column.

NOTE 1: You will also receive an email telling you that you are invited to join the Group. You don't need to do anything in response to the email if you have followed all the steps on page 19 above

NOTE 2: If "HillsCarPal Trips – Your Name" doesn't appear in the list of Groups (on your F/B Page in the Left Hand Side column) automatically, click "View" and then "Refresh" on your browser or press the F5 key.

# Creating an event

1. First go to the group called (trips-clients name) but it will be your name instead of client name (make sure that you are in the group and not on the left side of the page in Facebook)



2. Then you need to create an event on Facebook. Next there will be a button in the group labelled event
3. A page similar to this should **pop up**
4. Under name you must enter (trip-day/time/destination) for example (trip-Tuesday/8:40/castle towers)
5. Then in details type in date-/-/-

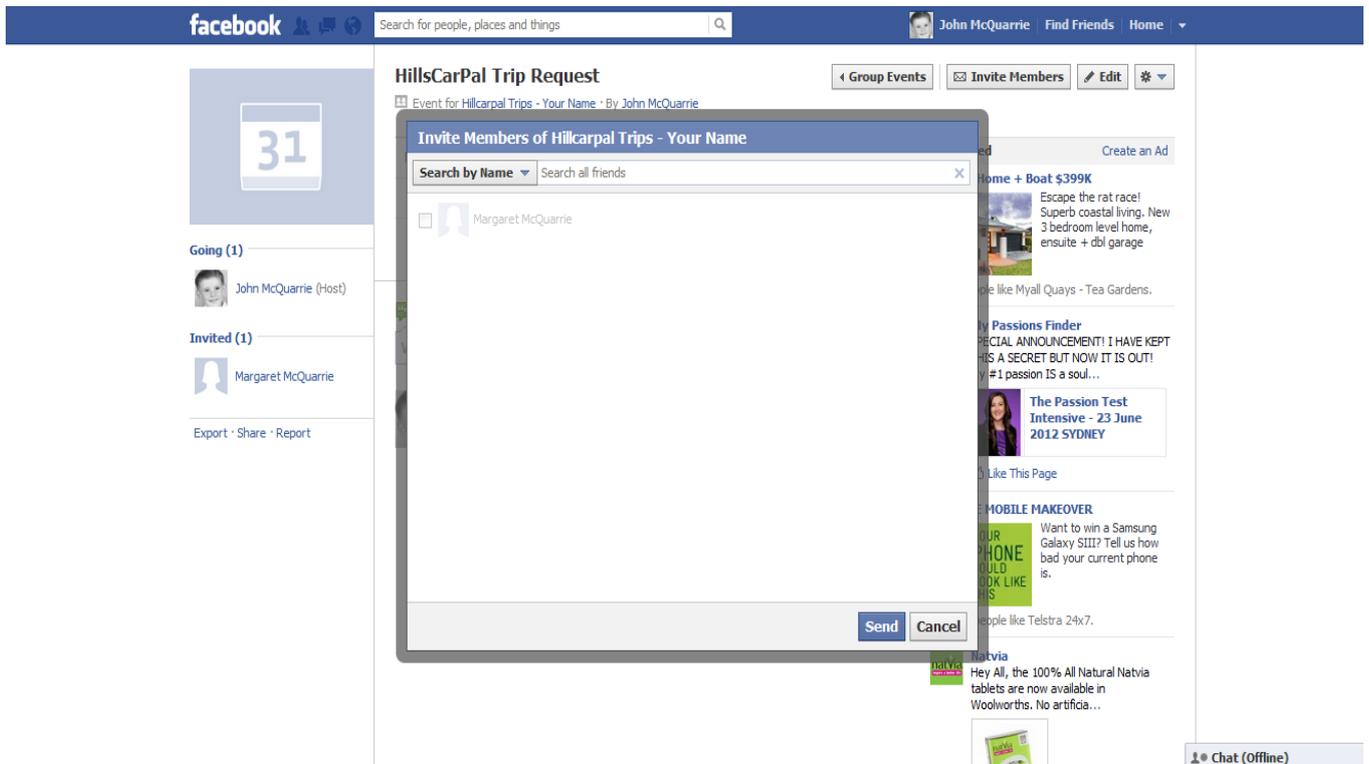
Time of pick up --:--

Time of return--:--

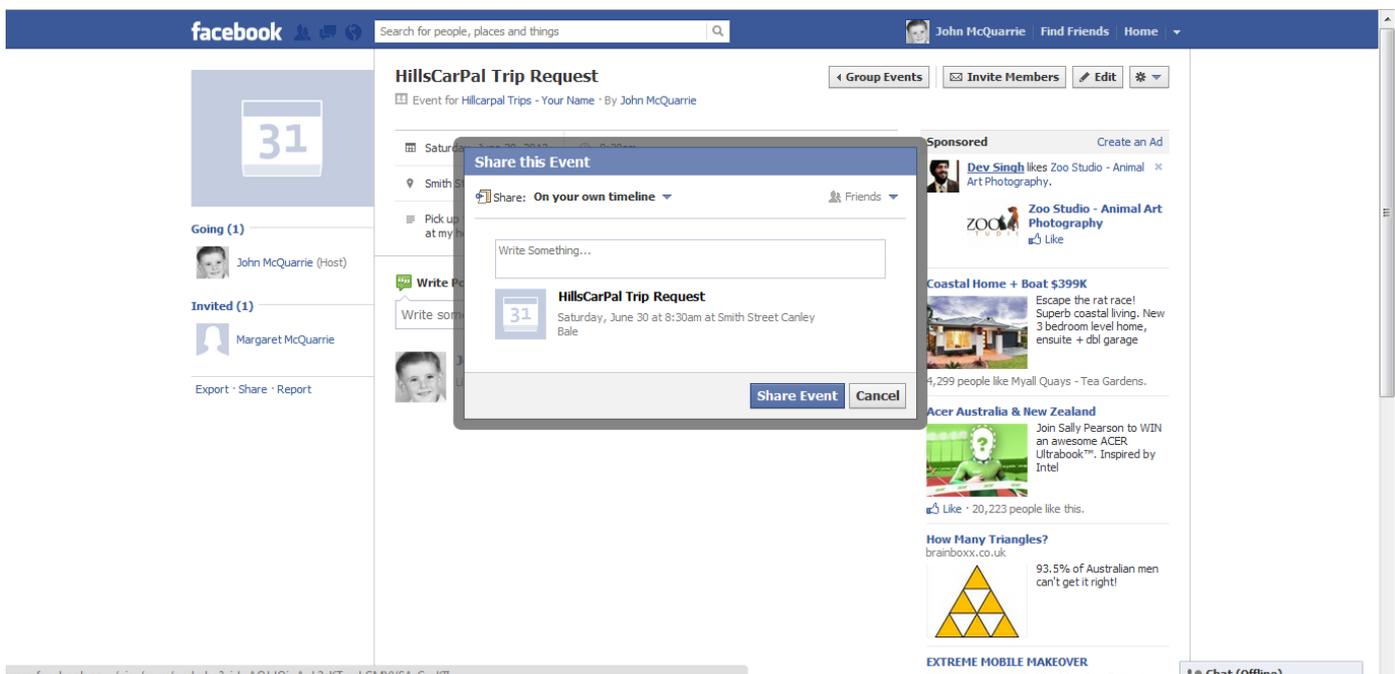
6. And then the address of the destination
7. Then (when) so enter the date.

8. You can check for updates on your event via your home page/newsfeed

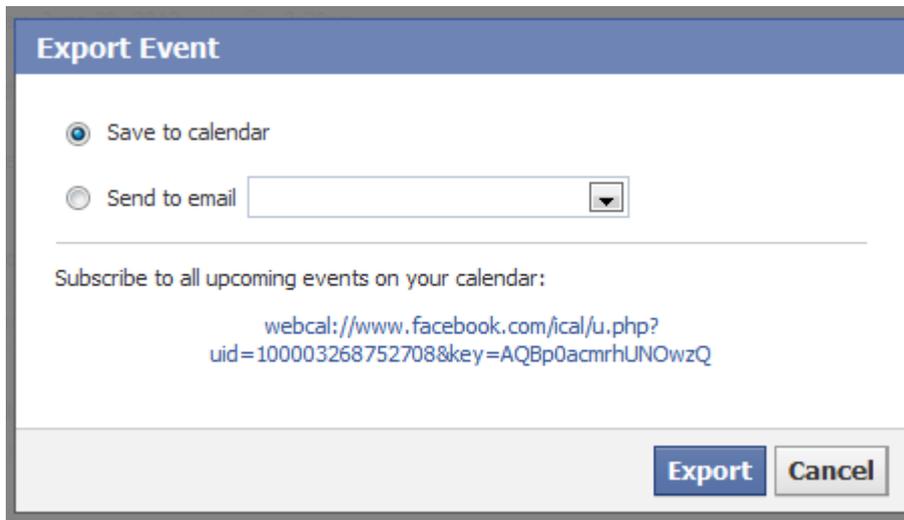
9. Once You have Done Creating a event you will be able to invite people to this group to get it populated and chat with your mates on the event.



Once Someone Has Been Added Or Approved Joining the group you will be able to share it on your timeline to show who your friends with you went to this event and support it

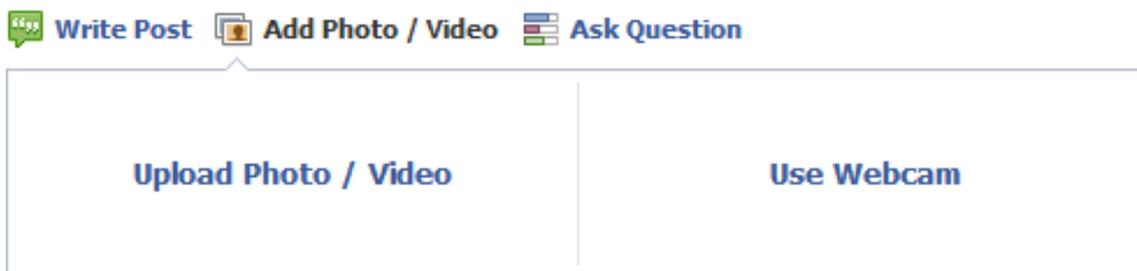


Also If You Really need to remember when it is on you can optionally Export it to a calendar or email program such as Microsoft Outlook



The image shows a dialog box titled "Export Event". It has two radio buttons: "Save to calendar" (which is selected) and "Send to email". Next to "Send to email" is a dropdown menu. Below these options is a horizontal line, followed by the text "Subscribe to all upcoming events on your calendar:". Underneath this text is a URL: "webcal://www.facebook.com/fical/u.php?uid=100003268752708&key=AQBp0acmrhUNOwzQ". At the bottom right of the dialog box are two buttons: "Export" and "Cancel".

If You Found any photos on your computer you want to share with the group or event there's a little dialogue box that looks similar to this when you click add photo/video link



The image shows a section of a Facebook interface. At the top, there are three options: "Write Post" (with a speech bubble icon), "Add Photo / Video" (with a photo icon), and "Ask Question" (with a question mark icon). Below these options is a large white box with a thin border. Inside this box, there are two columns. The left column contains the text "Upload Photo / Video" and the right column contains the text "Use Webcam".

The Admin and Other members will be able to ask questions within like a poll sort of box which you can create which looks similar like this When you click the ask question link



Then Maybe this might be the car you're riding in



Maybe Not Hahaha 😊

Have A Good Day Hope To See You There

Our Regards At HCA