

THE SOCIAL MEDIA EXPERIENCE: RESOURCE GUIDE



FINDING FRIENDS ON FACEBOOK

- Type your friend's name into the search bar and click the search magnifying glass.
- To send someone a friend request, click "Add Friend" next to their profile picture.
- Some people might not have "Add Friend" next to their profile picture, depending on their privacy settings.
- People You May Know: Facebook may make suggestions when they see you have friends in common. You can choose to ignore or remove the suggestion for individuals you do not know.

HOW TO SET UP A FACEBOOK ACCOUNT



- Go to Facebook.com and fill out the "Create an Account" form.
- Verify that your profile is you by confirming it via your email account.
- As you are prompted throughout the remaining steps of setup, you'll have the opportunity to set up Privacy & Security settings.
- Once you've taken these steps, you will be up and running.
- You can then personalize your account, adding photos and other details that you want to share.

PRIVACY & SECURITY ON SOCIAL MEDIA



- To start, we recommend setting your information to private.
- If you want to know how to adjust a specific setting, a quick Google search usually delivers step-by-step instructions.
- Remember that what you post online becomes your digital footprint and doesn't disappear.
- If you receive a follow or friend request from someone you don't know, you can choose not to accept it.

KEY GLOSSARY TERMS



- **Follow:** To subscribe to—or follow—a social media account to stay updated on a user's posts and activity.
- **Hashtags:** Used to make information easily searchable. A hashtag is essentially the pound or number sign in front of a word or phrase in a post. You can click on a hashtag, and it will bring up all other articles or posts with that hashtag.
- **News Feed or Timeline:** A list of updates and content posted by all of the accounts, including individuals and businesses, that a user follows on their social media channels.