

Finding & Chatting with Friends Online with the Facebook App

Facebook is a social media platform where users can connect with friends, post life updates, share videos and pictures, find online communities, buy and sell items, and more. Users can also follow businesses and organizations to receive updates from them. Users become “Friends” with other users by sending each other friend requests. Once a friend request is accepted, users can see each other’s posts and message each other

This handout will only cover finding friends on Facebook and chatting with them. If you are interested in other features on Facebook please view the other handouts on the *Tech Skills for Older Adults* website with this link: col.st/l8TgD

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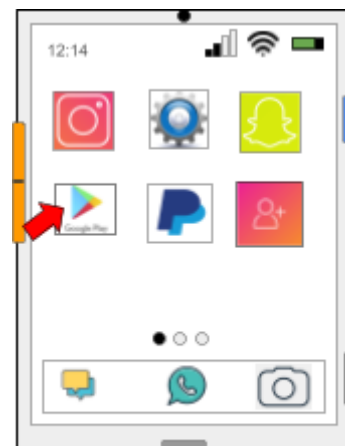
Downloading Facebook on Your Device

1. On the home screen, tap on the App Store app (iPad/iPhone) or Google Play app (Android, Samsung, Google Pixel, etc.).

iPhone/iPad

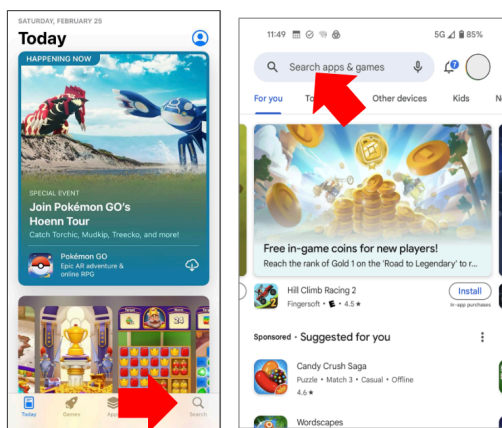


Android

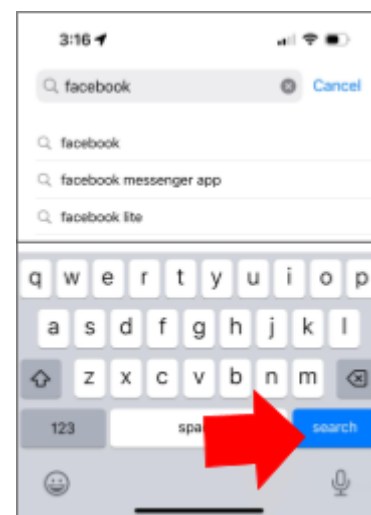


Home Screen

2. Tap on the search icon to display the keyboard.

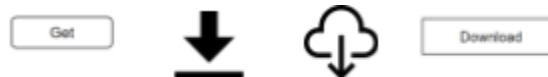
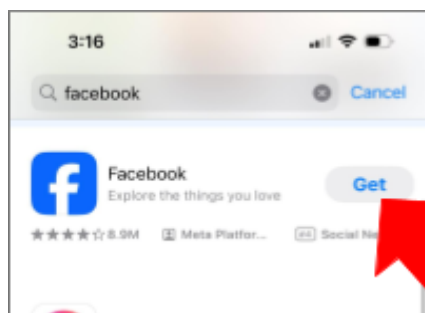


3. Type "Facebook" into the search bar (pictured right).



4. Tap "search"/"enter" at the bottom of the screen

5. Locate "Facebook" and tap on the download icon. Once downloaded the Facebook app icon will appear on your home screen.



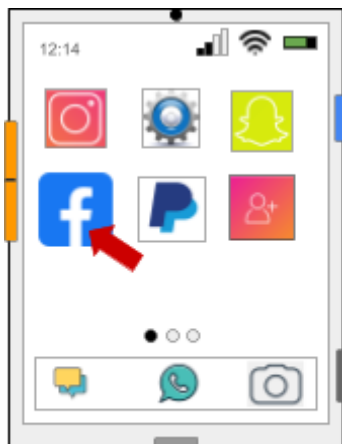
'Download' icons

Tech Tip

If you do not see Facebook on your device, scroll down by dragging a finger from the bottom to the top of the screen

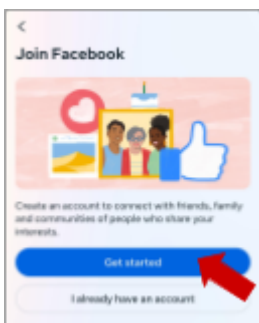
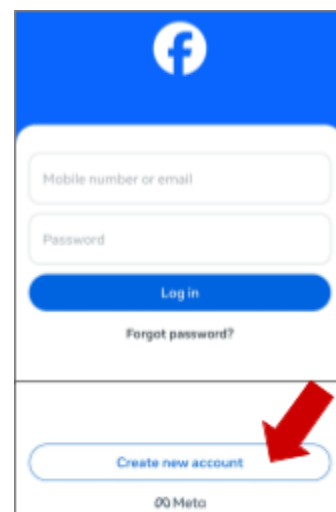
Creating a Facebook Account

1. On the home screen of your device, tap on the Facebook app icon.
If you do not see Facebook on the home screen, drag a finger horizontally to view different pages of the home screen.



Home Screen

2. Tap on "Create new account" located at the bottom of the screen.
3. Tap on "Get Started"



4. Tap on "First Name" to display the keyboard and type in your first name.
5. Tap on "Last Name" to display the keyboard and type in your last name.
If you are uncomfortable with adding your last name, you can type in a last initial. If your full name isn't viewable on Facebook, people you know may have trouble finding you on Facebook.
6. Tap on the blue "Next" button.



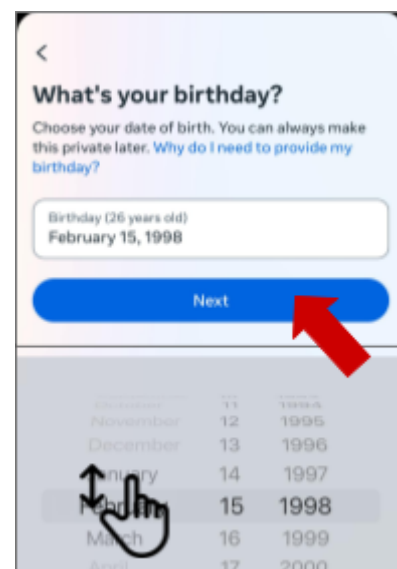
7. Using the date selection tool at the bottom of the screen, scroll vertically on the month, day, and year to select your birthday.

To select the month/day/year, hold a finger down on the month, then drag a finger up or down until you reach the month of your birthday. Then, repeat for the day and year.

8. Tap on the blue “Next” button.

9. Tap on the circle next to the gender you identify with and tap the blue “Next” button.

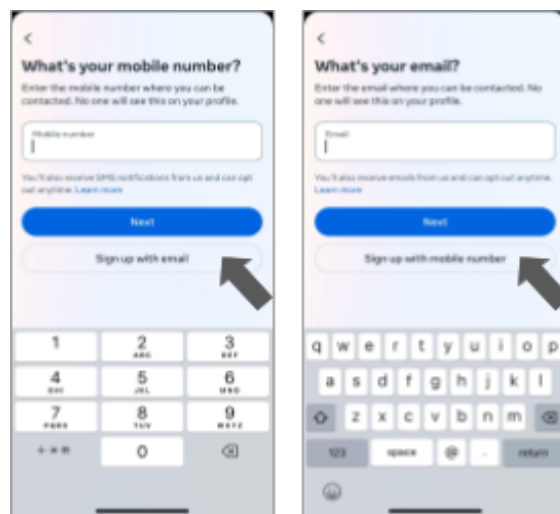
If you would like to see more options to select the circle located to the right of “More Options”



10. Use the keyboard to type in your mobile number/email.

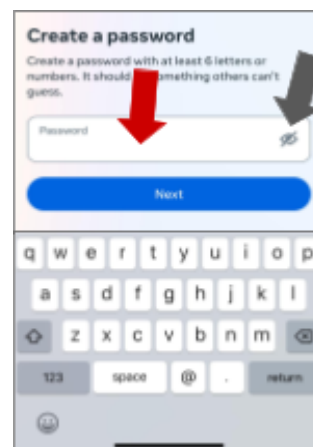
11. Tap on the blue “Next” button.

Tap on “Sign up with email” or “Sign up with mobile number” to choose how you would like to create an account.



12. Tap on “Password” to display the keyboard, then type in a password.

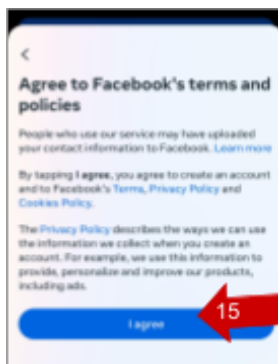
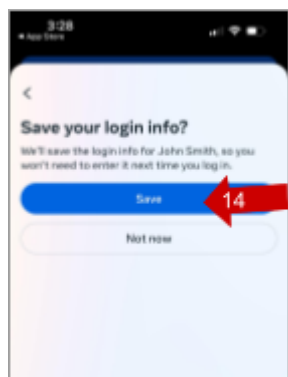
Tech Tip: Tap on the “Show” icon (eye with a slash) located on the right side to view your password as you type it (gray arrow)



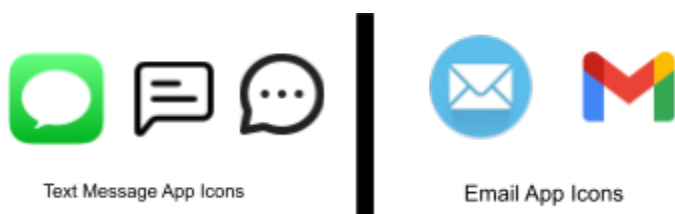
13. Tap on the blue “Next” button

14. Tap on “Save” to stay logged into Facebook every time you use the app.

15. Read Facebook’s terms and policies and tap “I agree”



16. If you used your phone number to create an account, navigate to your messages app to locate the confirmation code. Write down the code.
If you used your email to create an account, navigate to your email and locate the confirmation code. Write down the code.

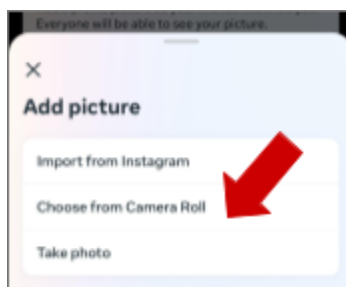
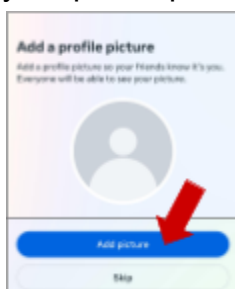


17. Navigate back to the Facebook app and type in the confirmation code using the keypad.

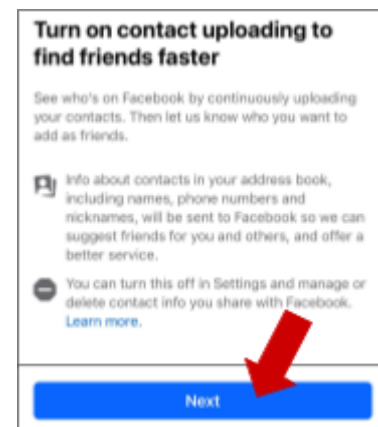
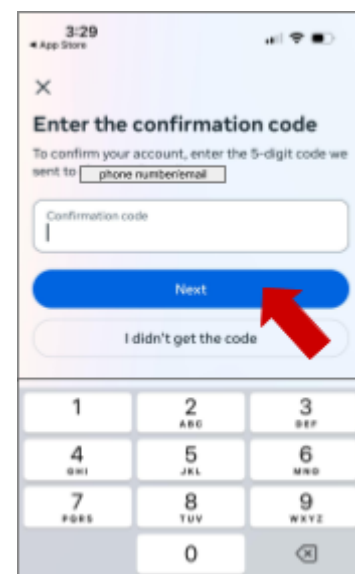
18. Tap on the blue “Next” button.

19. To add add a profile picture, tap on “Add picture” (optional)

20. Tap on “Choose from Camera Roll” or “Take Photo” to pick your profile picture.

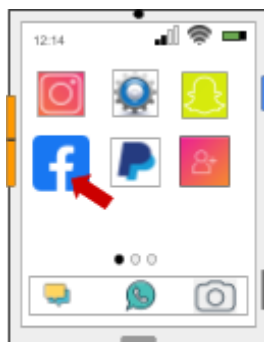


21. Tap on the blue “Next” button to finish creating your account.



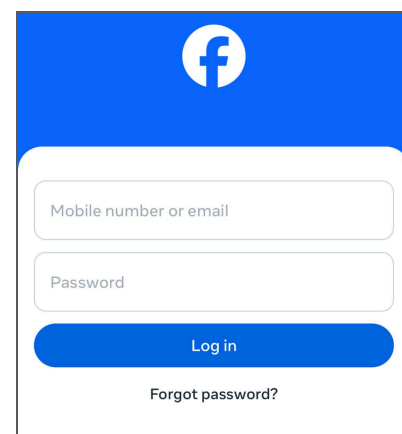
Signing in on Facebook

1. On the home screen of your device, tap on the Facebook app icon.



Home Screen

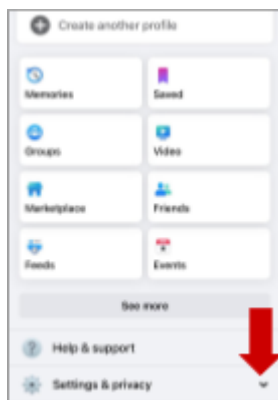
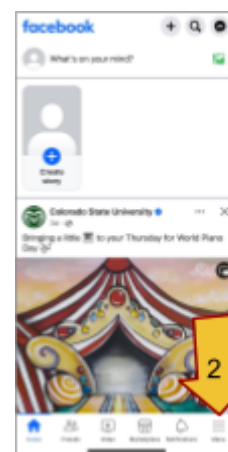
2. Tap on “Mobile number or email” to display the keyboard.
3. Type in your phone number or email associated with your Facebook account.
4. Tap on “Password” to type in your password.
5. Tap on “Log in”



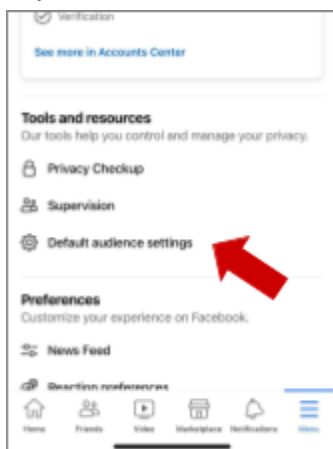
Modifying Privacy Settings

Modifying your privacy settings allows you to choose who can see your posts. You can choose whether only people you are friends with on Facebook or anyone with a Facebook account can view your posts.

1. On the home screen, tap on the Facebook app icon.
2. Tap on “Menu” located at the bottom right corner of the screen.
3. Tap on the “Expand” icon located to the right of “Settings & Privacy”

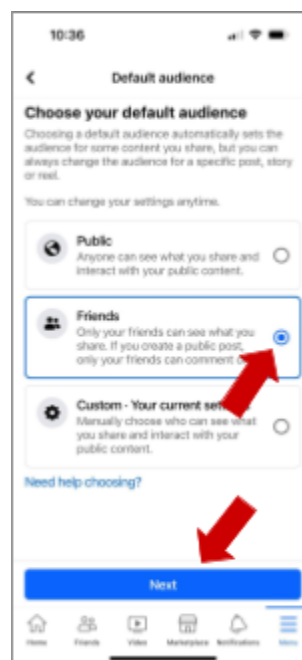


4. Tap on “Default Audience Settings”

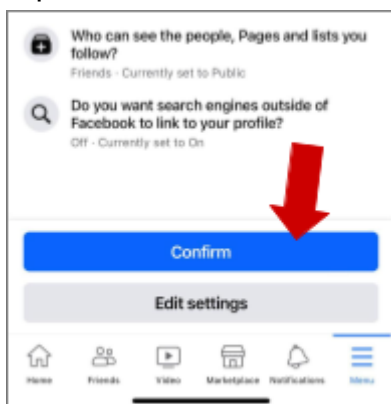


5. Tap on the circle located to the right of “Friends”

6. Tap on “Next” located at the bottom of the screen

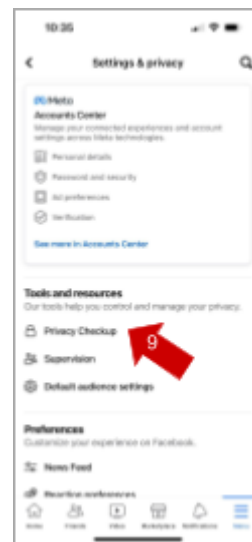


7. Tap on the blue “Confirm” button located at the bottom of the screen.



8. To learn more about privacy settings on Facebook, repeat steps 1-3

9. Tap on “Privacy Checkup”

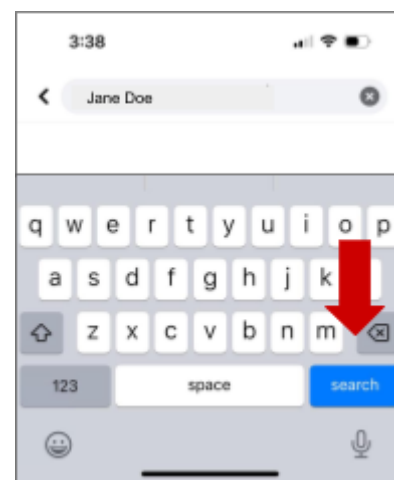
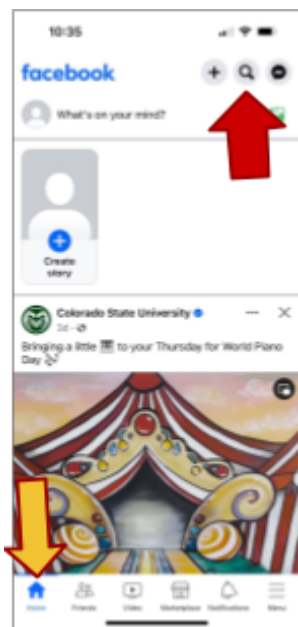


10. Tap on a subject title to learn more about it. Facebook will allow you to change settings as you read more about a topic.

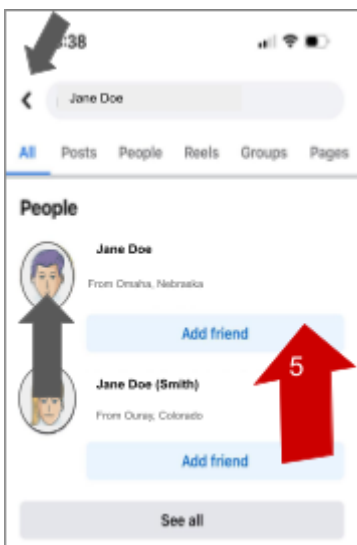


Finding Friends & Sending Friend Requests

1. On the homepage of Facebook, tap on the “Search” icon (magnifying glass).



2. Type in the name of a person you would like to be friends on Facebook with and tap the “Search”/ “Enter” key located at the bottom right corner of the screen.
3. Tap on “Add friend” under the name of the person to send them a friend request.



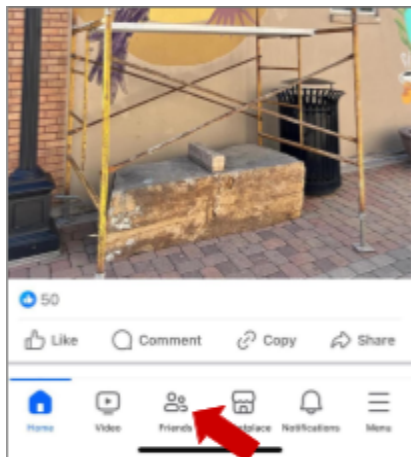
Tech Tips

Tap on the a user’s profile picture to view their profile if you are unsure if they are someone you know in real life.

Tap on the “back” icon located at the top left corner to return to other features of Facebook

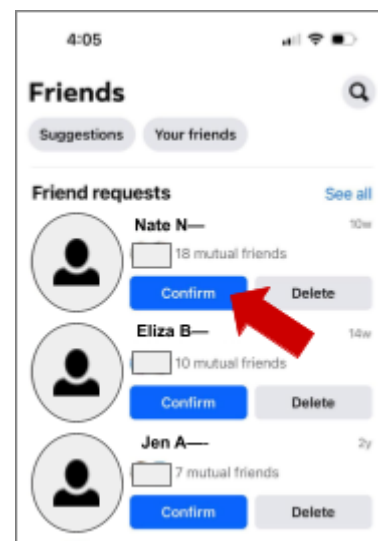
Accepting Friend Requests

1. Tap on “Friends” located at the bottom of the screen.



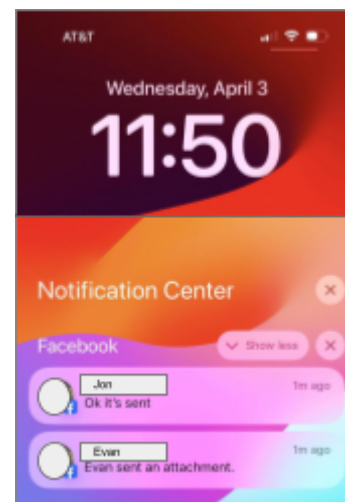
2. Tap “Confirm” to accept the friend request OR tap on “Delete” to deny the friend request.

Once you are friends with someone, their posts will appear on your homepage of Facebook. You can also message them.

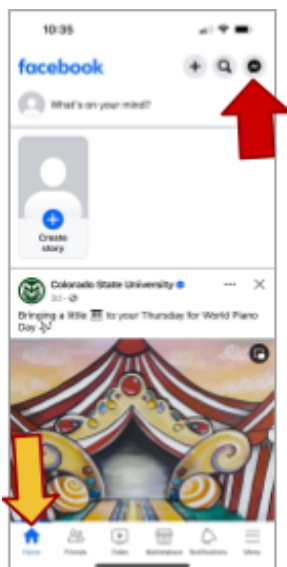


Chatting with Friends

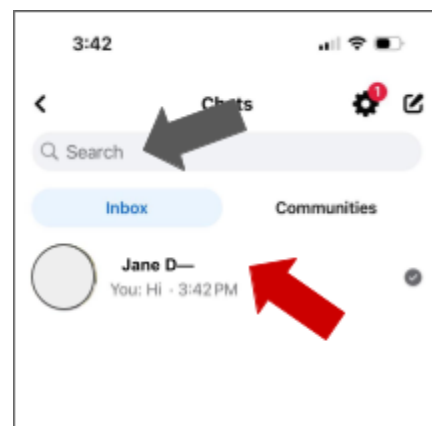
You will be notified when someone messages you on Facebook. Notifications from Facebook can be found on your “Lock Screen” and “Notification Center.” Your lock screen is shown when clicking briefly on the power button. The Notification Center is accessed by dragging a finger from the top to the bottom of the screen.



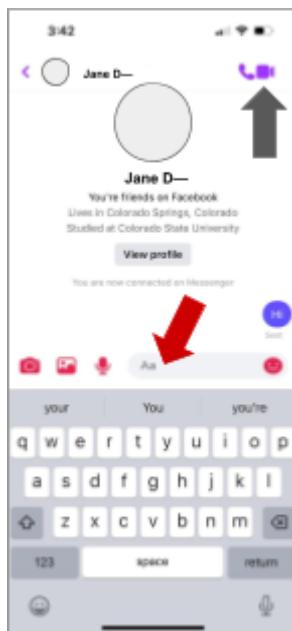
1. On the homepage of Facebook, tap on the “chat” icon located at the top right corner of the screen.



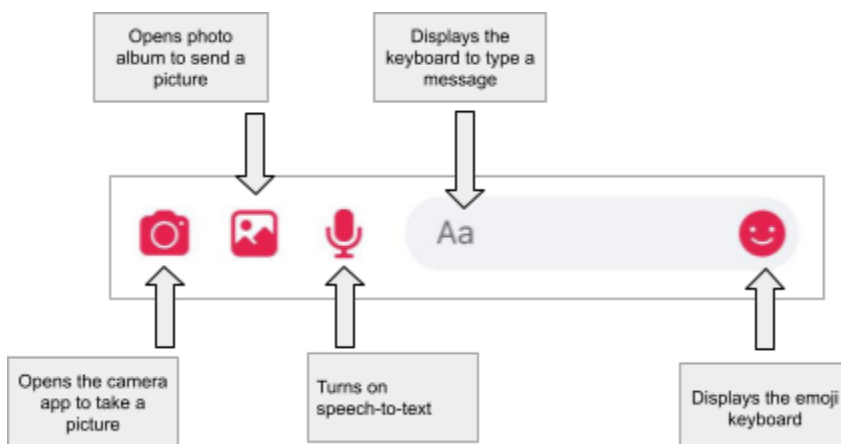
2. Tap on the name of the friend you would like to message.
If you do not see your friend’s name, tap on “Search” to look up the name of your friend.



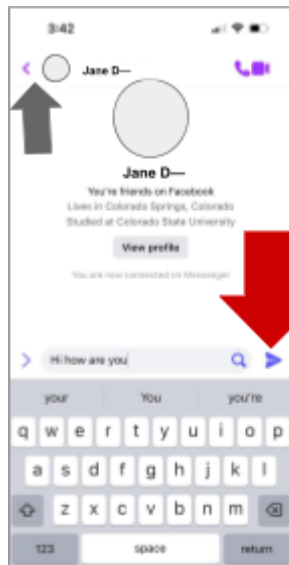
3. Tap on “Aa” located at the bottom of the screen to display the keyboard.



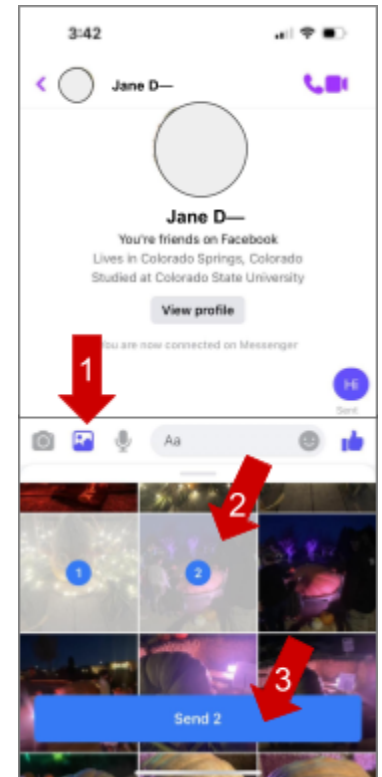
Tech Tip
To call or video chat your friend, tap on the phone/video icon located at the top right corner



4. Type the message you would like to send.
5. Tap on the “Send” icon located to the right of the message text box.

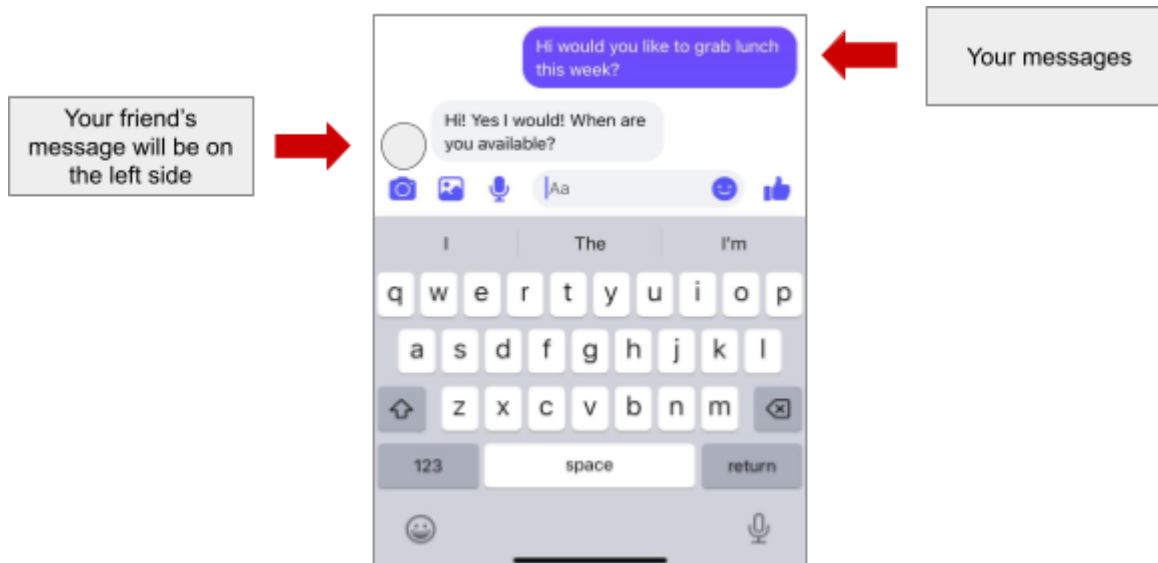


Tech Tip
Tap on the “Back” icon located at the top left corner of the screen to return all other functions of Facebook



Sending a picture

1. Tap on the “Picture” icon located to the left of the message text box.
2. Tap on the pictures you would like to send.
3. Tap on the blue “Send #” button located at the bottom of the screen.



Safe Practices to Consider

1. Do not share your social security number, banking information, or other private information while messaging someone.
2. Do not accept friend requests from people you do not know personally.
3. Do not tap on links sent by people you do not know
4. Do not engage with offers that seem too good to be true (prizes, giveaways, trips, money).
5. Do not post your current location
6. Posts on the internet can be saved forever, so be mindful when posting and commenting.

Identifying Fake Facebook Accounts

Fake accounts are most likely to be made for public figures. Tap on the profile picture of the account to see the account has the "Verified" icon (pictured right)

Analyze the account's profile picture.

- Does it look like the person you know in real life?
- Are there any odd distortions in the picture?

Accounts where you have several mutual friends are unlikely to be fake (pictured right)

