

Buying & Selling Items with Facebook Marketplace

Facebook Marketplace is a feature within the Facebook app that allows users to buy and sell items locally. Users can send messages with interested buyers and sellers on the Facebook app. Items sold can be used or new. Items commonly sold on Facebook Marketplace are toys, books, furniture, electronics, clothing, and sports equipment. Users set an approximate price they would like to sell the item for. Prices can be negotiated. Most common methods for payment are cash and mobile payment apps such as Venmo, Apple Pay, and Cash App.

This handout will only cover using Facebook Marketplace. If you do not yet have a Facebook account, please view the other handouts on the *Tech Skills for Older Adults* website with this link: col.st/l8TgD

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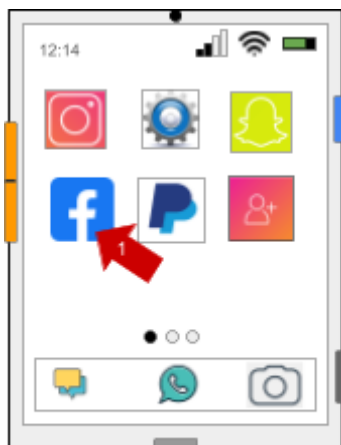
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Facebook Marketplace

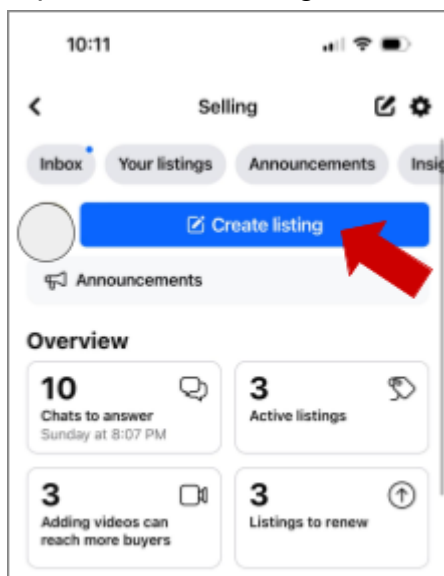
Posting an Item to Sell

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

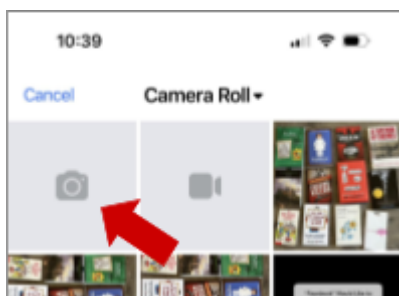
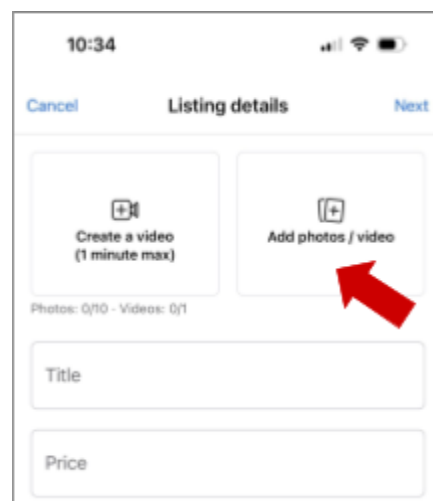


Home Screen

2. Tap on "Marketplace" located at the bottom of the screen.
3. Tap on "Sell" located at the top right corner of the screen.
4. Tap on "Create Listing" located near the top of the screen.

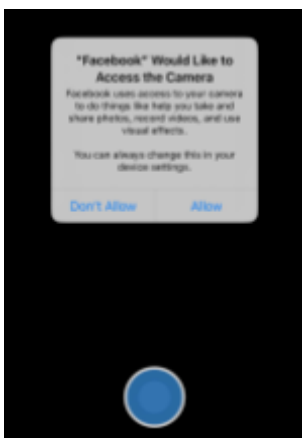


5. Tap on "Add photos/video" located near the top right corner of the screen.
6. Tap on the "Camera" icon located at the top left.



Facebook Marketplace

7. Tap “Allow” to allow Facebook to use your camera app.



8. Focus the camera on the object you are selling, then tap the blue circle button located at the bottom middle of the screen to take the picture.



9. To take more pictures, tap on the camera app icon.

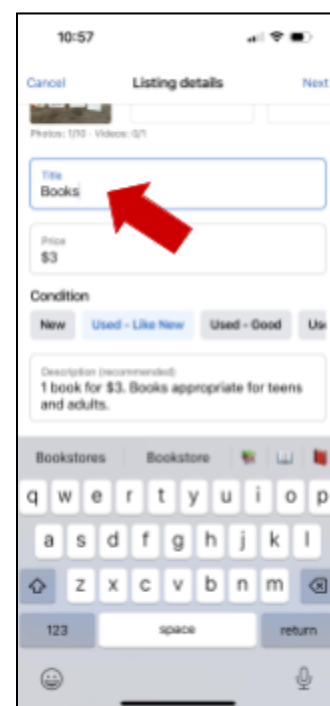
10. Once all pictures are outlined, with a blue perimeter, tap on “Done” located at the top right corner of the screen.

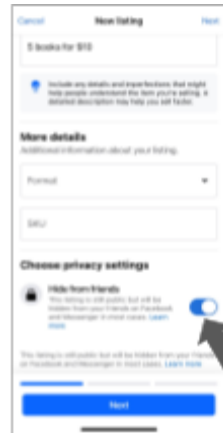
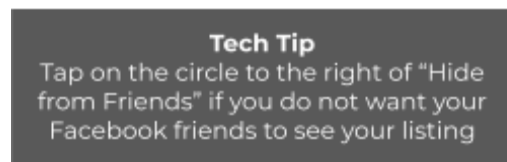


11. Tap on the text box under the word “Title” to display the keyboard, then type in the name of the item.

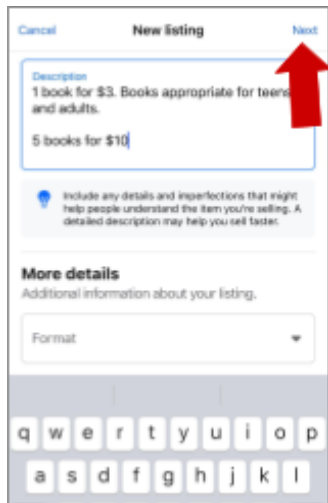
12. Repeat Step 11 for the “Price” and “Description.”

13. Tap on the box that describes the current condition of the item.





14. Tap on "Next" located at the top right corner of the screen.

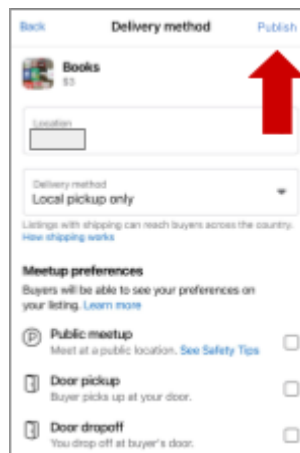
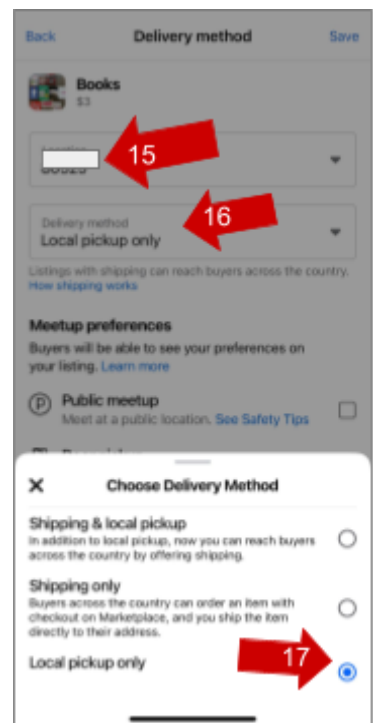


15. Tap on "Location" to edit your general location

16. Tap on "Delivery Method"

17. At the bottom of the screen tap on the circle to indicate how you would like to sell the product (Shipping and or Local pickup)

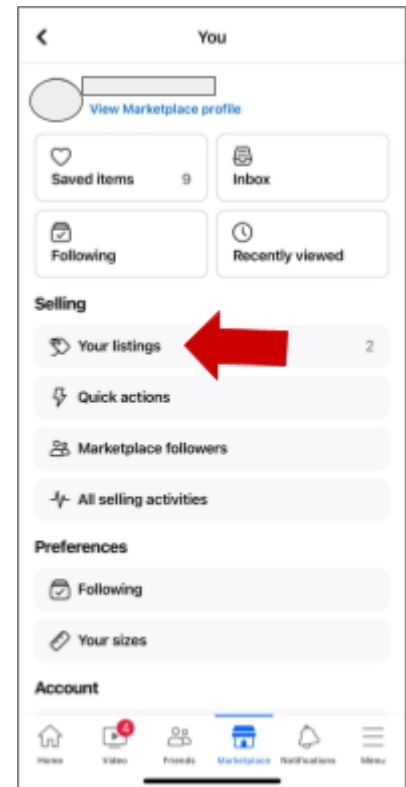
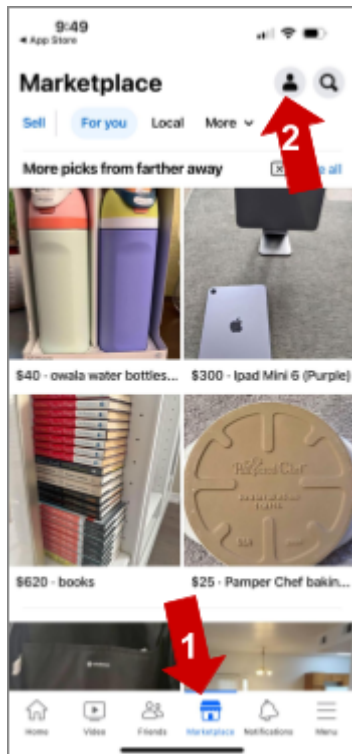
18. Tap on "Publish" located at the top right corner of the screen to post your listing on Marketplace.



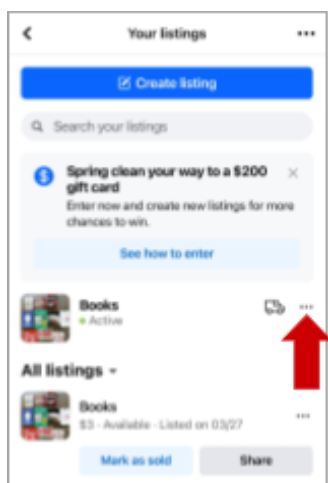
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Editing & Deleting a Listing

1. Tap on “Marketplace” located at the bottom of the screen.
2. Tap on the “Profile” icon located near the top right corner of the screen.

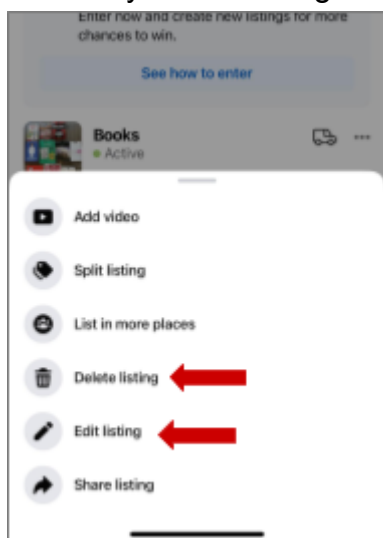


3. Tap on “Your Listings” located towards the middle of the screen.
4. Tap on the “More” icon (3 dots) located to the right of the listing you would like to edit/delete.



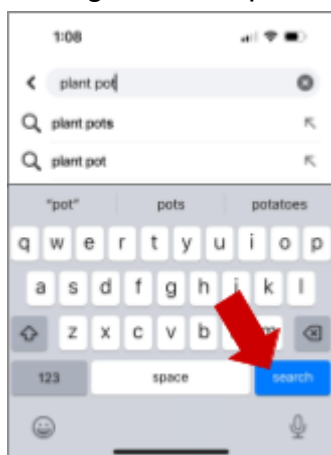
Facebook Marketplace

5. Tap “Delete Listing” to remove the listing from Facebook Marketplace
6. Tap “Edit Listing” to change the photo, price, description, or delivery method of the item you are selling.

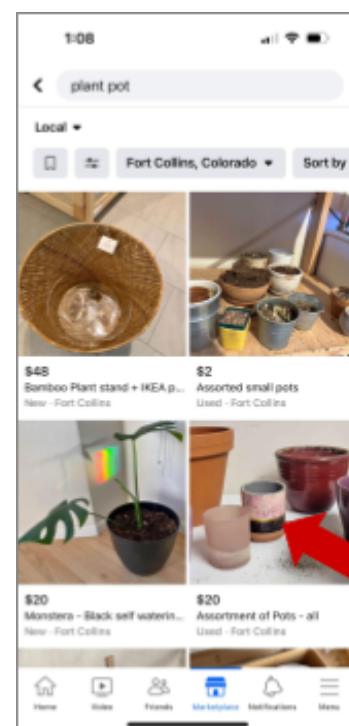


Searching for an Item to Buy

1. Tap on “Marketplace” located at the bottom of the screen.
2. Tap on the “Search” icon (magnifying glass) located at the top right corner.
3. Using the keyboard, type in the name of the item you are looking for and tap the “Search”/“Enter” key

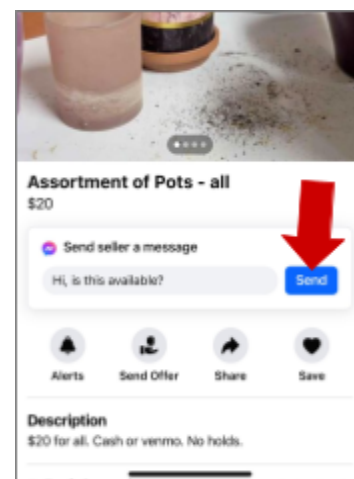
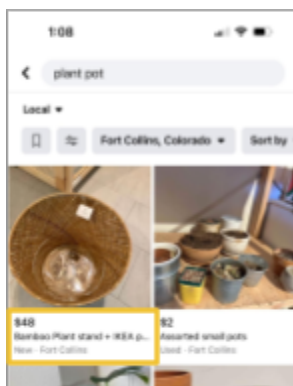


4. Tap on the picture of an item you are interested in buying.



Facebook Marketplace

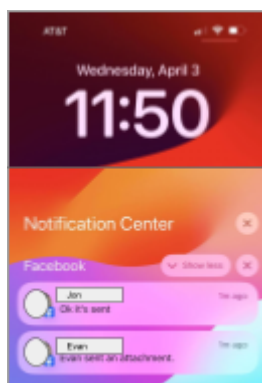
Before contacting a seller, consider the asking price and location prior to messaging the seller



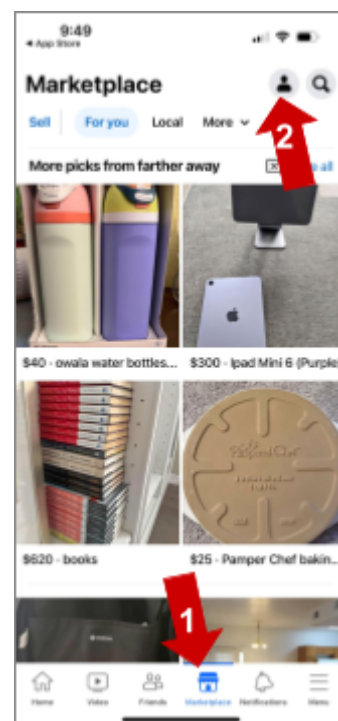
5. Tap on “Send” to ask the seller if the item is available for purchase.

Messaging with Potential Buyers/Sellers

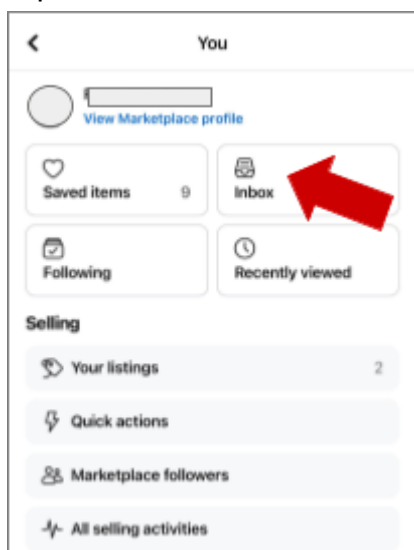
You will be notified when someone messages you on Facebook. Notifications from Facebook can be found on your “Lock Screen” and “Notification Center.” Your lock screen is shown when clicking briefly on the power button. The Notification Center is accessed by dragging a finger from the top to the bottom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



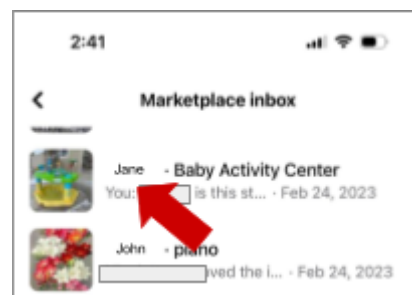
1. Tap on “Marketplace located at the bottom of the screen.
2. Tap on the “Profile” icon located near the top right corner of the screen.



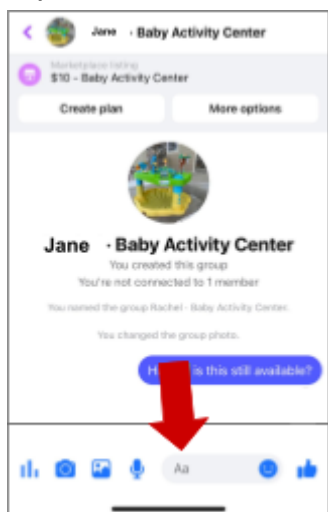
3. Tap on “Inbox” located near the top right corner of the screen.



4. Tap the person’s name who is buying/selling the item.

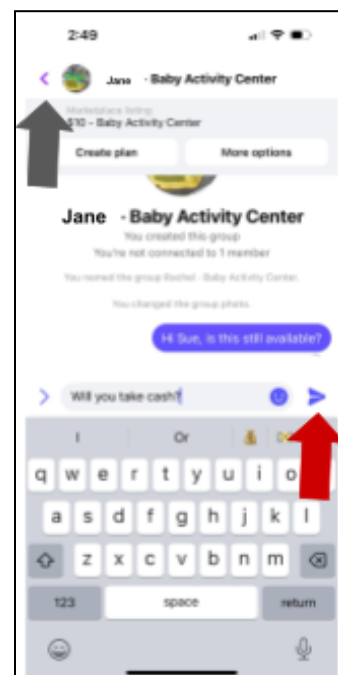


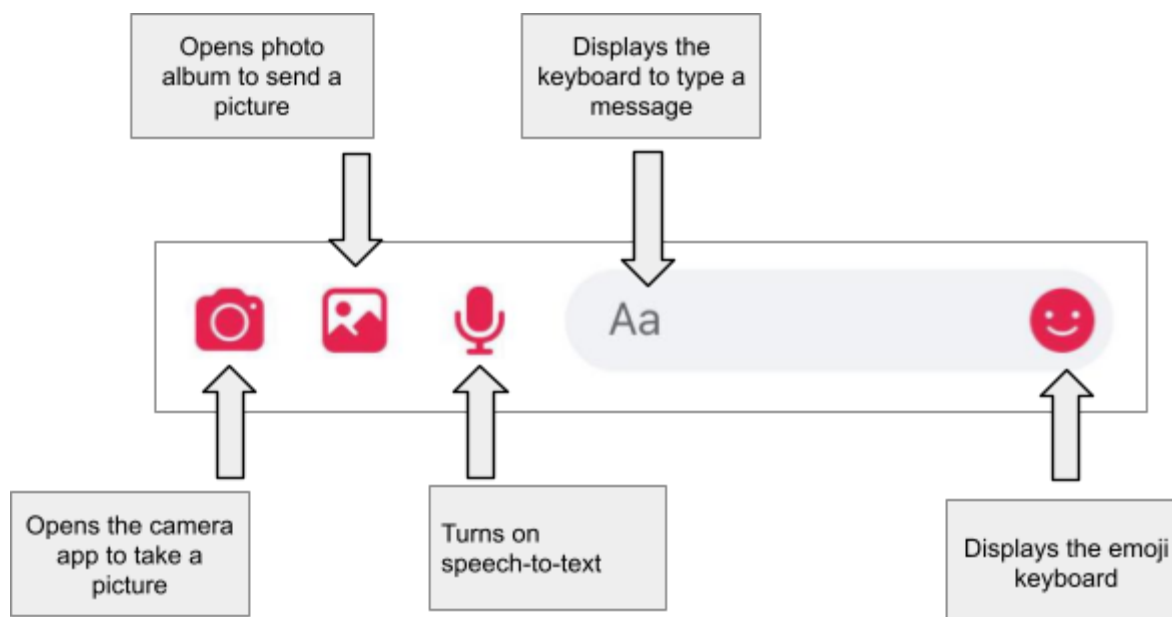
5. Tap on “Aa” at the bottom of the screen to display the keyboard.



6. Type your response and tap the “Send” icon located on the right side of the message text box.

Tech Tip
To return back to other messaging conversations, tap on the “back” icon located at the top left corner of the screen





Occasionally, some interested buyers may ask you to send additional pictures. Tap on the “Camera” icon located to the left of the message text box to take pictures of the item.

Marketplace Conversation Example

Buyer: Hi, is this item still available?

Seller: Yes, it is! Can you pay with cash?

Buyer: Yes! I will pay (the asking amount). Where and when are you available to meet? I am in the Fort Collins area.

Seller: Around 2 pm today.

Buyer: Can we do closer to 3?

Seller: Yes, I am in the Fort Collins area like you. Can we meet in the parking lot of City Park near the pickleball courts?

Buyer: Yes, that works for me. I will see you there.

When messaging a potential buyer/seller, coordinate the payment method, meeting time, meeting location, and price.

Safe Practices to Consider

Do not share your phone number, email, social security number, banking information or other private information while messaging someone.

The “Inbox” function on the Facebook app is the only thing you need to communicate with a buyer/seller. Avoid continuing conversations with a person who is unable to use Facebook's messaging feature.

The messaging conversation should be solely focused on details related to purchasing the listed item.

Things that cannot be listed on Facebook Marketplace: services/labor, animal products, and recalled products.

Be timely when coordinating with a buyer/seller. Most exchanges are completed within a week of the buyer first messaging a seller.