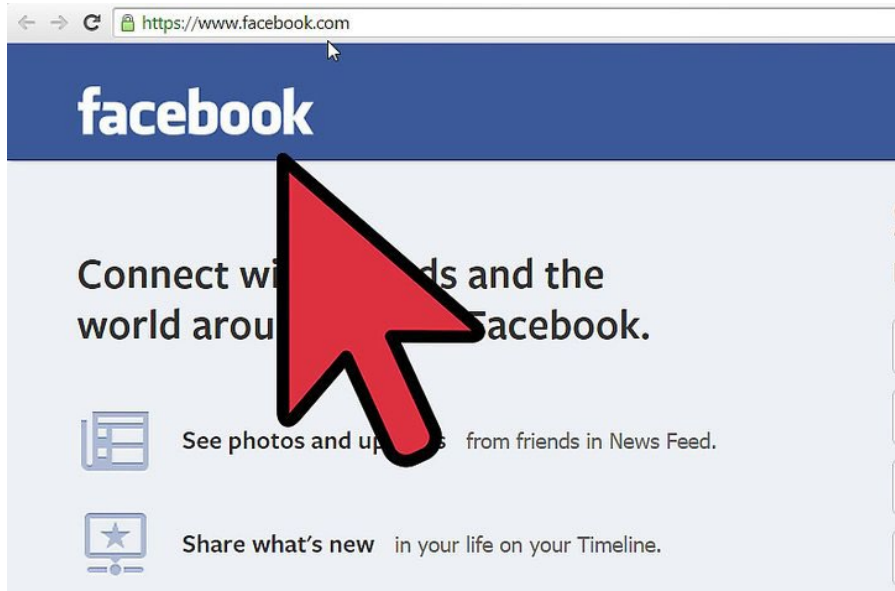


A Step by step guide to creating your Facebook Account

Creating a Facebook account is free, and will only take a few minutes. Once your account is created, you can share interesting things with friends, join groups upload images, chat, and more.

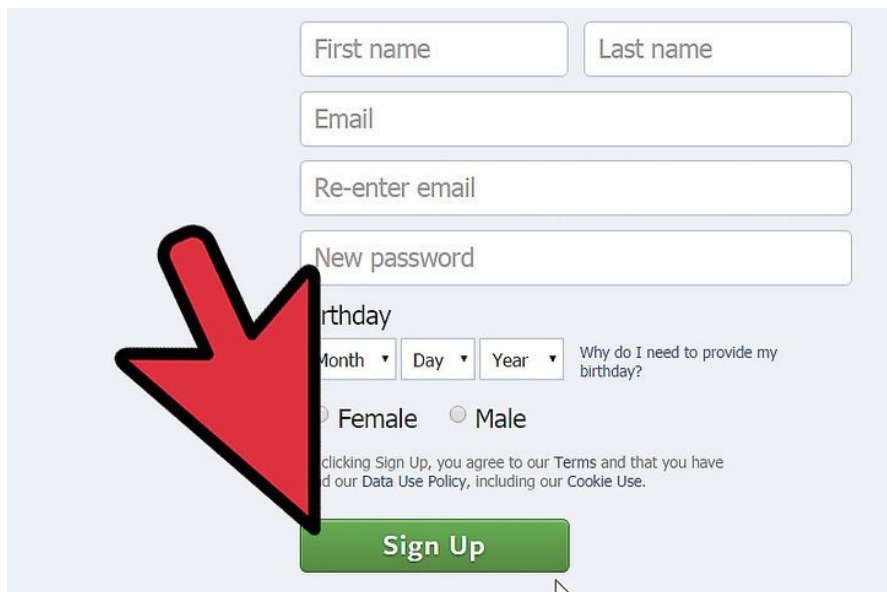
Part 1 – Creating your account



1. Open the Facebook homepage (www.facebook.com). Facebook accounts are free, but you can purchase things for your Facebook account (though in my opinion this is not necessary and be very careful about what you agree too – if unsure please ask) . You can only create one Facebook account per email address.

A screenshot of the Facebook 'Sign Up' page. The heading 'Sign Up' is in large, bold letters. Below it, the text says 'It's free and always will be.' The form contains several input fields: 'First name', 'Last name', 'Email', 'Re-enter email', and 'New password'. There is a 'Birthday' section with dropdown menus for 'Month', 'Day', and 'Year', and a link 'Why do I need to provide my birthday?'. Below the birthday section are radio buttons for 'Female' and 'Male'. At the bottom, there is a disclaimer: 'By clicking Sign Up, you agree to our Terms and that you have read our Data Use Policy, including our Cookie Use.' A large red arrow with a black outline points towards the 'Sign Up' heading.

2. Enter in your information. On the Facebook homepage, enter in your first name, last name, email address, password, birthday, and gender. You must use your real name for your account. Nicknames are allowed as long as they are a variation on your real name (Jim instead of James, for example).



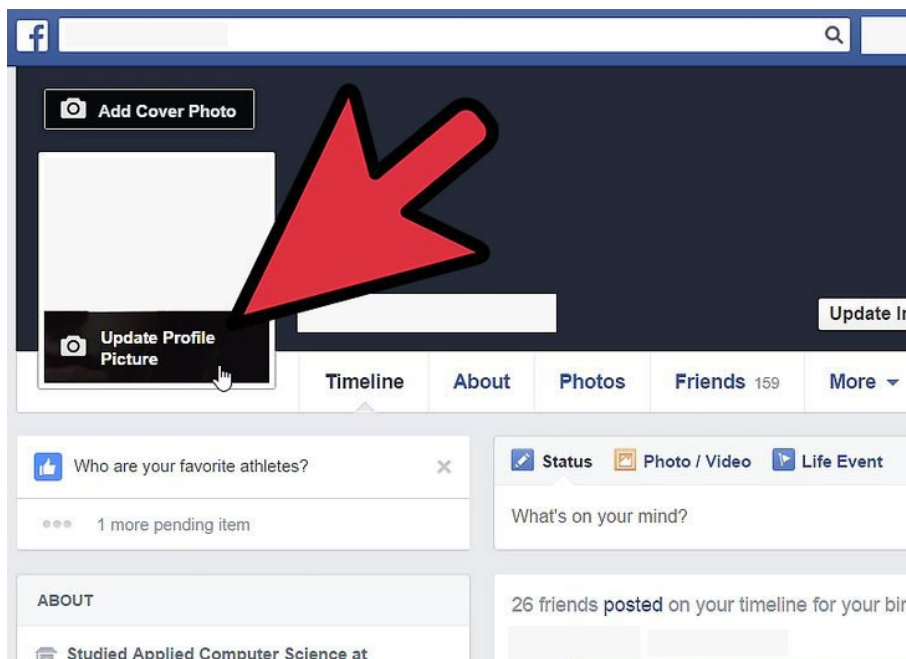
A screenshot of the Facebook sign-up form. The form includes input fields for 'First name', 'Last name', 'Email', and 'Re-enter email'. Below these is a 'New password' field. The 'Birthday' section has dropdown menus for 'Month', 'Day', and 'Year', with a link 'Why do I need to provide my birthday?'. There are radio buttons for 'Female' and 'Male'. At the bottom, there is a green 'Sign Up' button. A large red arrow with a black outline points to the 'Sign Up' button. Below the button, there is a small mouse cursor icon.

3. Click the "Sign Up" button. If all of your information is correct, you will be sent a verification email to the address you provided.



4. Open the verification email. It may take a few minutes for the email to get delivered. Click the link in the email to activate your account.

Part 2 – Setting up your profile

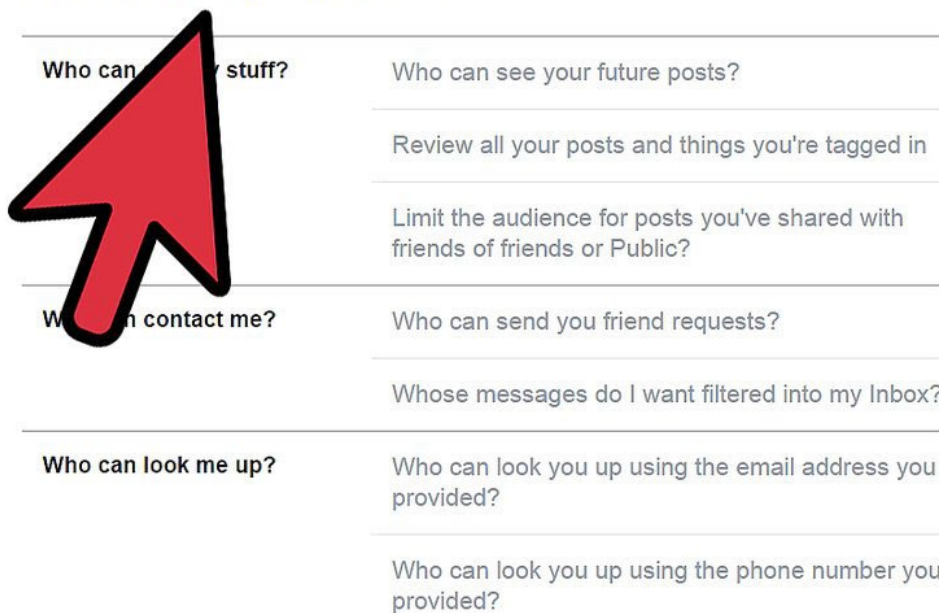


1. Add a profile picture. The first thing you should do after creating an account is add a profile picture (this does not necessarily need to be a photo of yourself, just something to represent you). This will allow others to quickly see who you are, making conversations between friends, family and any groups you join easier.



2. Add friends. You can search for people by their name or email, import your contact lists, and invite friends that aren't currently using Facebook. When you find someone that you want to add, you will need to send a friend invite. Once they accept your invitation, that person will be added to your Friends list.

Privacy Settings and Tools



Who can see your stuff? Who can see your future posts?

Review all your posts and things you're tagged in

Limit the audience for posts you've shared with friends of friends or Public?

Who can contact me? Who can send you friend requests?

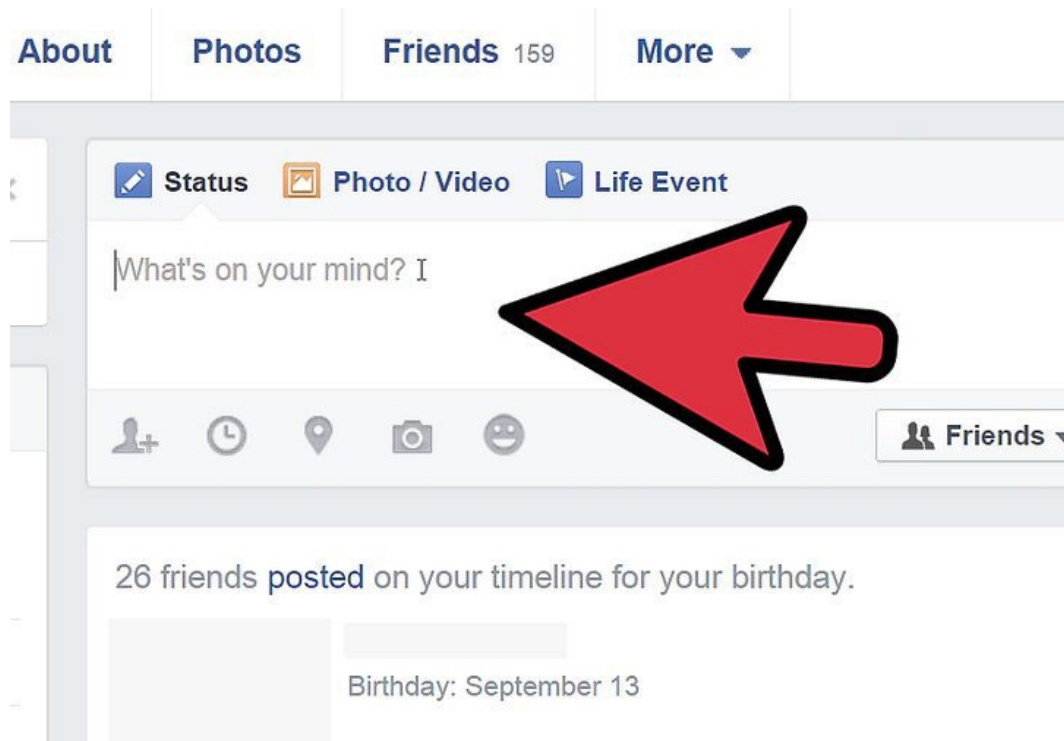
Whose messages do I want filtered into my Inbox?

Who can look me up? Who can look you up using the email address you provided?

Who can look you up using the phone number you provided?

3. Manage your privacy settings. There are countless horror stories of people posting things that they don't want others to see, or losing a job because of something controversial they shared. Take some time to set up your privacy settings to prevent the wrong people from seeing what you post. If you are unsure please ask. It is also a good idea unless you are confident with setting up online accounts to have someone check your privacy settings.

Part 3 – Using Facebook



About Photos Friends 159 More ▾

Status Photo / Video Life Event

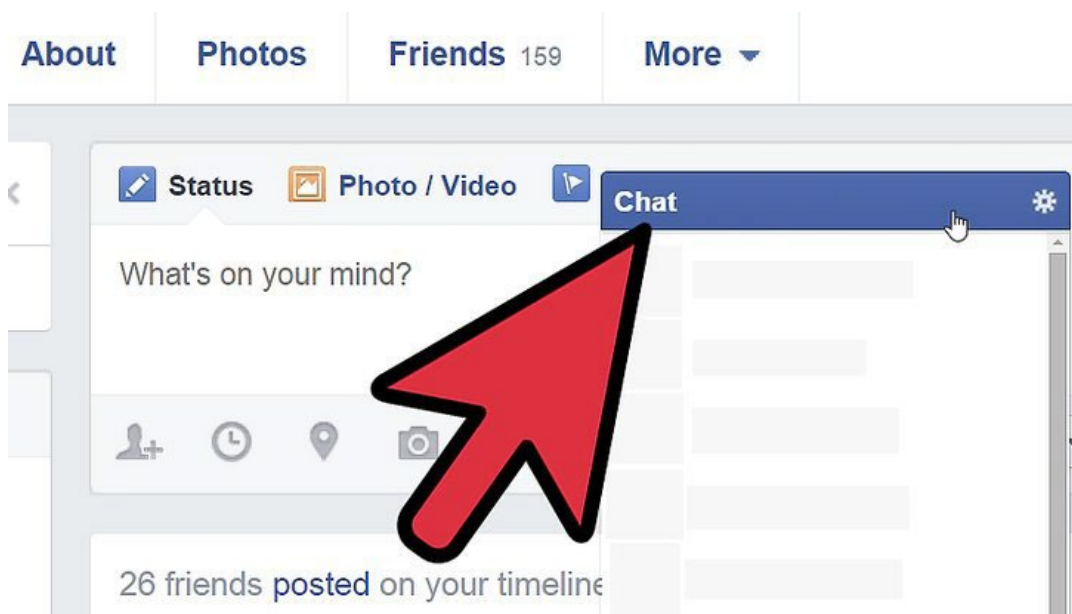
What's on your mind? I

Friends ▾

26 friends posted on your timeline for your birthday.

Birthday: September 13

1. Share and post. You can post to your own timeline or post to your friends' timelines, or post in group pages you are a member of. You can also share content from elsewhere on the internet, including links, images, and videos.



2. Chat on Facebook. Facebook allows you to chat with anyone on your friends list. If the person you are chatting with is not online, they will receive your message the next time they log in. You can also download the Messenger app for your phone to chat on the go. People who are currently online will have a green dot next to their name.

Part 4 – Joining 4RAR Association Group page.

Once you have created your Facebook profile you will be able to join the private group for 4RAR.

Click on the link below and click **Join**.

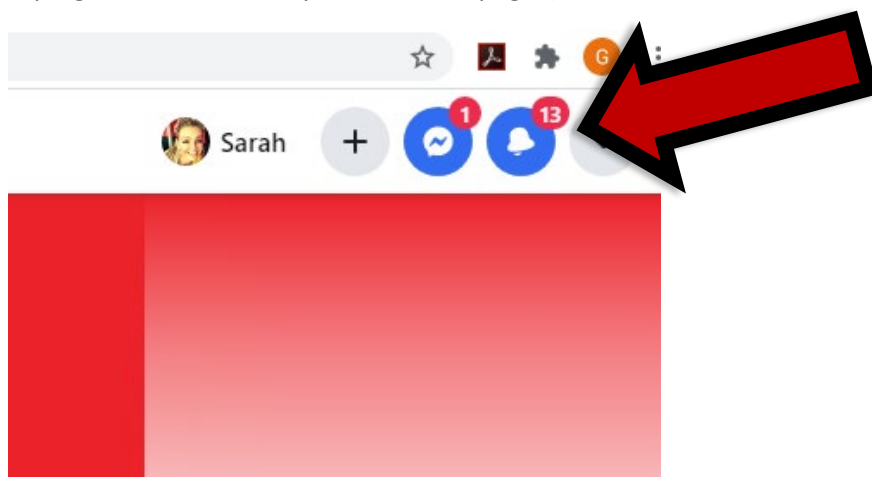
<https://www.facebook.com/groups/340638696943814>

You will then be required to enter the validating question –

“What company did you serve in?”

Your request will then be sent to administration for approval.

Once your request has been approved (This will come up in your notifications –The bell icon in the top right hand corner of your facebook page)



You will be able to see posts from other members, chat with other members and post and share items, information, photos etc.