

HOW TO USE FACEBOOK

Getting Started and Creating an Account

- Visit <http://www.facebook.com> or <http://www.thefacebook.com>
- In the upper right hand corner of the site, click on “register.”
- To Register for the College Facebook, enter your name, status, and email (with the .edu), and choose a password.
 - Special notes:
 - The college facebook and the high school facebook are completely separate from each other. College students on facebook cannot view High School students and vice versa.
 - The name you type here will appear to users within your college/university. Facebook.com does not monitor what names are displayed. This is how students can create (with one of their alternate .edu addresses) profiles for other people since the email address is not compared to the name that is listed here.
 - The statuses available are: student, grad student, faculty, staff, alumni
 - As facebook.com has mentioned, you should not use the same password that you use for your email account. This could be a security issue for some of our students who tend to use the same password for everything.
- Once you have created your account, you will receive an email with verification instructions. (Students who have created accounts with other people’s names still have the facebook.com account associated with THEIR email address since you must verify via email. If a student has created an inappropriate account in the name of another person, it is very simple to discover which student it is based on their university email account identification name.)
- **After following the email verification instructions**, you visit the site again and login.

Using your Facebook.com Account

- **You can have as little or as much as you’d like on your profile.** The default security settings will only allow users from your institution to be able to view your profile, however you can increase or decrease these settings to your liking. You can set it so that only those users you are interested in seeing your profile can do so or on the other extreme, you can change the settings to allow anyone with a facebook.com account to view your profile.
- **You can join groups or find users who have similar interests.** To join a group, click on “my groups.” To find users with similar interests, go to view your own profile and click on one of the words you included in your interests section and it will take you to profiles of users who also list the same word.
- **You can request other users to be your “facebook friend.”** To do so, search for the user and when you find their profile, click “add as a friend.”