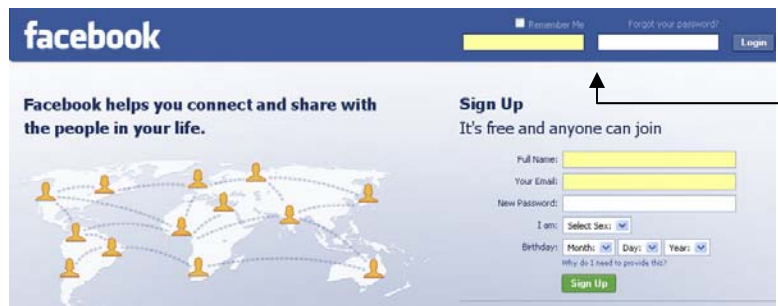


Facebook Basics



1. Go to www.facebook.com to sign up for a Facebook Account.

2. Fill out the requested Information and Click on "Sign Up."

You will log into Facebook and receive Facebook updates at this email address.

Pick a password for your Facebook account. For security, most folks use a different password than the one they use for email.

A close-up view of the Facebook sign-up form. It features the heading "Sign Up" and the sub-heading "It's free and anyone can join". The form contains the following fields: "Full Name:" (text input), "Your Email:" (text input), "New Password:" (text input), "I am:" (dropdown menu with "Select Sex:"), and "Birthday:" (three dropdown menus for "Month:", "Day:", and "Year:"). Below the birthday fields is a link that says "Why do I need to provide this?". At the bottom of the form is a green "Sign Up" button.

The next time you log into Facebook, you'll use your email and the password you just created for your Facebook account .

A close-up view of the Facebook login form. It features a "Remember Me" checkbox, a "Forgot your password?" link, a text input field for the email address, and a "Login" button.

3. Write down and **save your Password!**

4. Open your email and click on the link sent by Facebook.

This keeps somebody else from signing up on Facebook using your email.

5. Follow the three steps for setting up your account.

Step 1: Facebook will search your email address book for friends (you can always skip this step).

Step 1
Find Friends

Step 2
Profile Information

Step 3
Join a Network

Find more friends using another email account
Searching your email account is the fastest and most effective way to find your friends on Facebook.

Your Email: beamer2004@gmail.com ✔ Valid webmail address

Password:

Find Friends

We won't store your password or contact anyone without your permission.

Enter your email address and email password.

Contacts in your email's address book who have Facebook accounts will appear.

You have one Gmail contact on Facebook that you can add as your friend.
Select which contacts to add as a friend from the list below. You can also [try another email account](#) to find more friends.

Select All Friends

Justina Elmore Rochester, NY
jel_more@yahoo.com SUNY Geneseo Staff

Add as Friends

Check those you wish to add to your friend list, then click "Add as Friends."

Step 2: Profile information



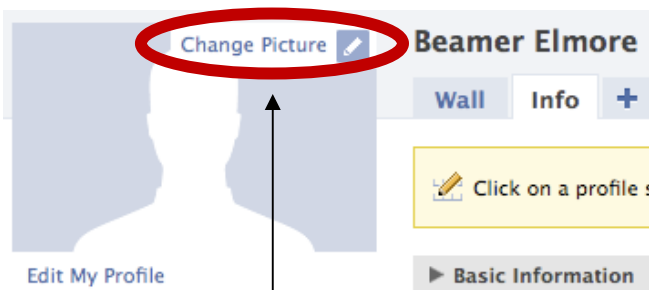
The screenshot shows the Facebook profile information form. At the top, there are three steps: Step 1 (Find Friends), Step 2 (Profile Information), and Step 3 (Join a Network). Step 2 is highlighted. The form is titled "Fill out your Profile Info" and includes a sub-header: "This information will help you find your friends on Facebook." The form fields are: High School (empty), College/University (SUNY Geneseo), Company (empty), Class Year (dropdown menu), and another Class Year (dropdown menu). The dropdown menu is open, showing years from 1994 to 1987. A red callout box points to the College/University field with the text: "Fill out your high school and College info—later this will help you find your classmates on Facebook". At the bottom left, there is a "Back · Skip this step" link. At the bottom right, there is a "Save & Continue" button.

Step 3: Join a Network—in many cases your hometown will be selected for you (you can always skip this step).

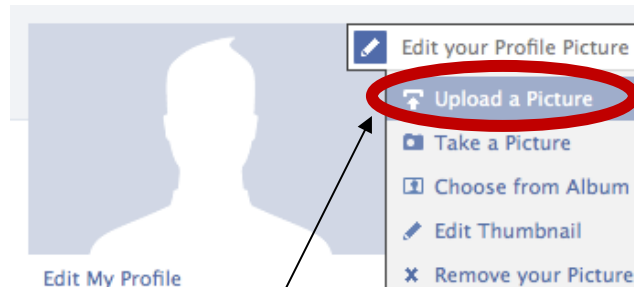
6. Click on View and Edit your profile



7. To add your Profile picture



Step 1. Point your mouse at photo box on the right and click on "change picture".



Step 2. Click on "Upload a Picture".

Click Browse and locate the picture saved on your computer

Upload Your Profile Picture

Select an image file on your computer (4MB max):

8. Find Friends

facebook Home Profile **Friends** Inbox

Click on "Friends."

We'd like to help you find your friends
Your friends on Facebook are the same friends, acquaintances and family members that you communicate with in the real world. You can use any of the tools on this page to find more friends.

Find People You Email [Upload Contact File](#)
Searching your email account is the fastest way to find your friends on Facebook.

Your Email:
Email Password:

Facebook will not store your password. [Learn More.](#)

Enter your email address and email password.

Search for People

[Find former high school classmates »](#)
[Find current or past college classmates »](#)
[Find current or past coworkers »](#)

Find People You IM
Find out which of your AOL Instant Messenger or Windows Live Messenger buddies are on Facebook.

[Import AIM Buddy List »](#)
[Import Windows Live Contacts »](#)

Search for someone by name or email address.

Or, you can check to see who on your Instance Message buddy list is on Facebook.

9. Add more photos to Facebook

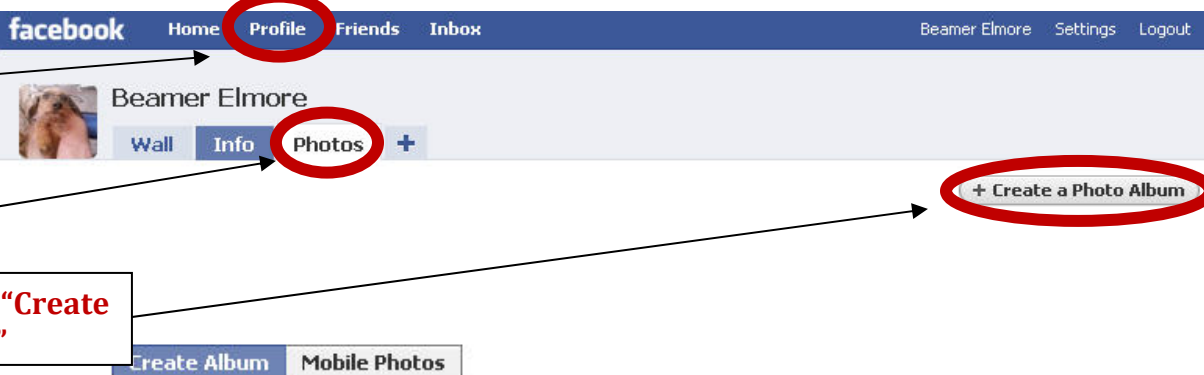
Step 1. Click on "Profile."

Step 2. Click on "Photos."

Step 3. Click on "Create a Photo Album."

Step 4. Fill in the descriptive info for this album and choose who can view it using the privacy options.

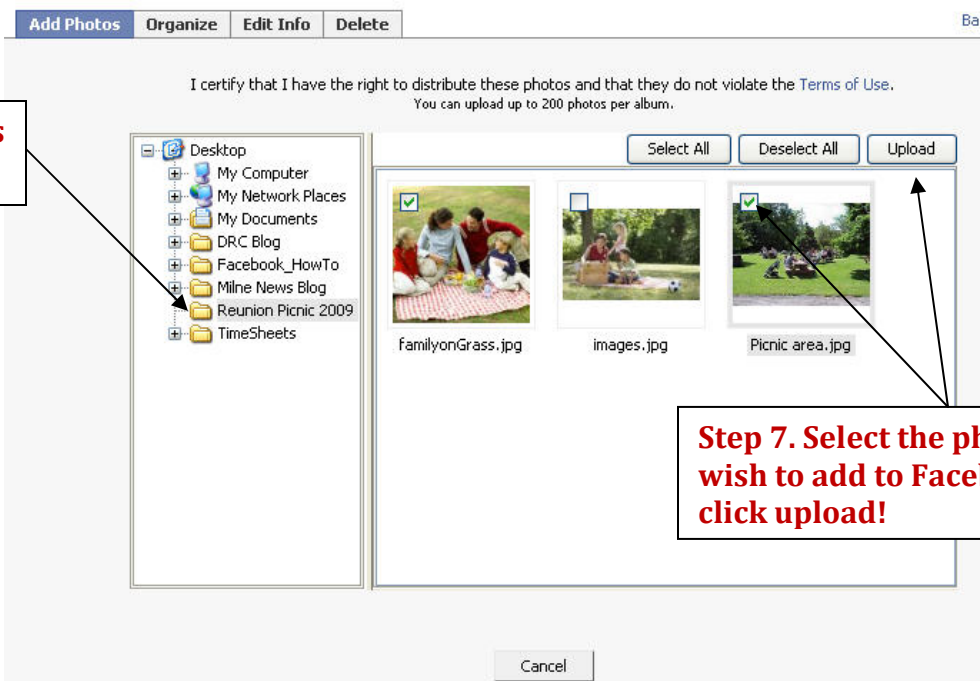
Step 5. Click on "Create Album."



The screenshot shows the Facebook profile page for Beamer Elmore. The navigation bar includes Home, Profile (circled in red), Friends, and Inbox. Below the profile picture, there are tabs for Wall, Info, and Photos (circled in red). A '+ Create a Photo Album' button is circled in red at the bottom right.

Step 6. Locate the files on your computer

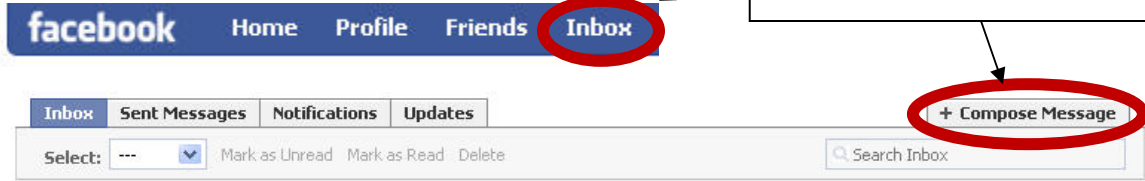
Step 7. Select the photos you wish to add to Facebook, then click upload!



The screenshot shows the Facebook photo upload interface. At the top, there are tabs for Add Photos, Organize, Edit Info, and Delete. Below the tabs, there is a text box for a copyright notice: "I certify that I have the right to distribute these photos and that they do not violate the Terms of Use. You can upload up to 200 photos per album." Below this, there is a file explorer window showing the contents of the 'Reunion Picnic 2009' folder. Three photos are selected: 'familyonGrass.jpg', 'images.jpg', and 'Picnic area.jpg'. The 'Upload' button is highlighted.

10. Send a private message to a friend

Step 1. Click on "Inbox" and then on "Compose Message."

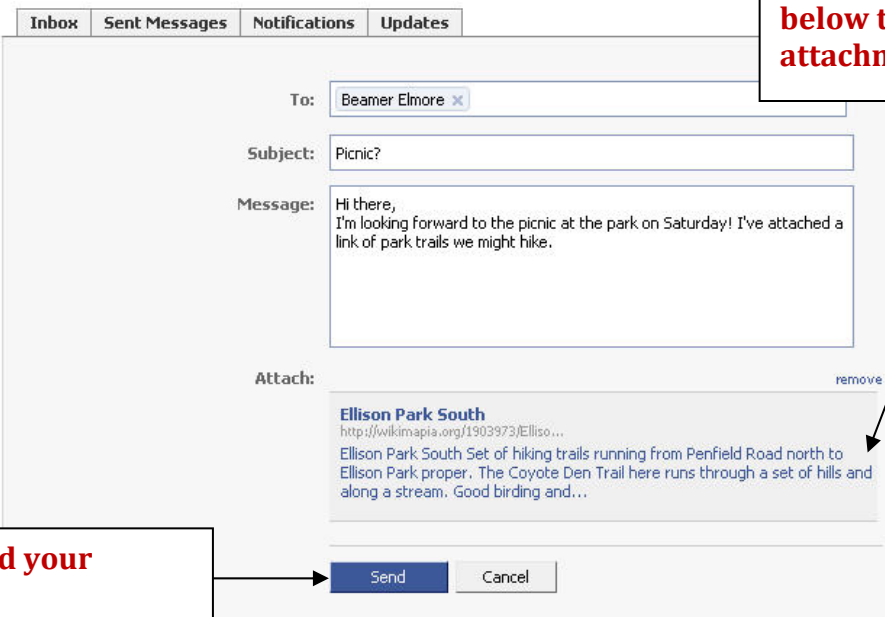
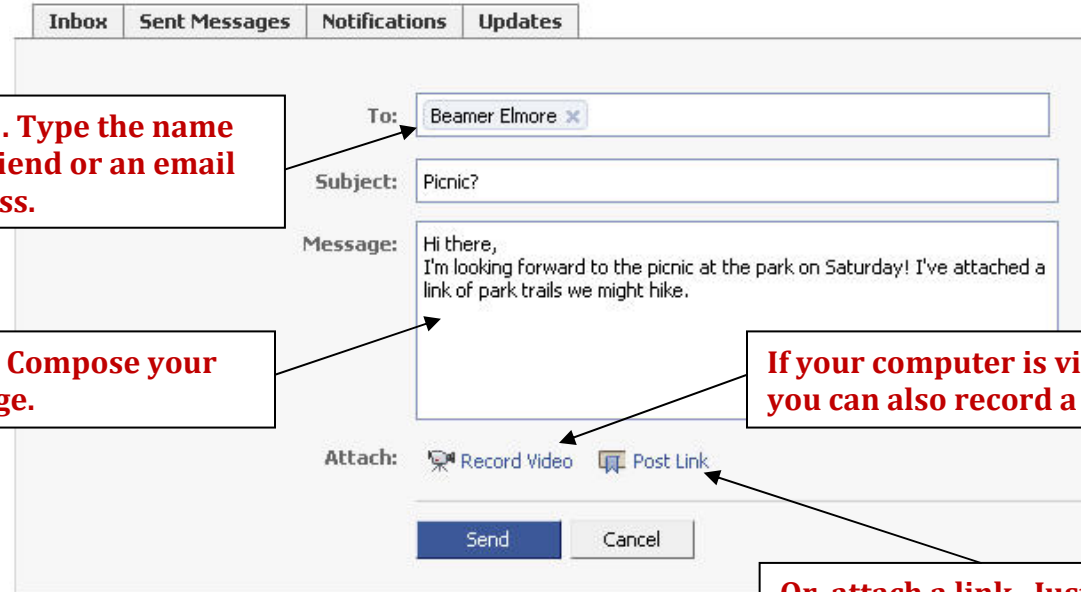


Step 2. Type the name of a friend or an email address.

Step 3. Compose your message.

If your computer is video capable, you can also record a message.

Or, attach a link. Just click on "Post Link" and paste the web address. It will appear below the message as an attachment.



Step 4. Send your message.

For more help with Facebook visit <http://www.facebook.com/help>.