



**WE Seniors.ca**  
**Westend Seniors**  
**Activity Centre**

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**facebook®**

**BASICS**

**WHAT IS FACEBOOK?**

Facebook is a social utility that connects you with the people around you. It was first launched in 2004 and is the largest social network on the web in the world. Anyone can join and it is FREE.

**WHY DO PEOPLE JOIN FACEBOOK?**

Most people join Facebook to keep in touch with friends and family, or reconnect with people you lost touch with to share thoughts, photos and videos.

**facebook**

Facebook helps you connect and share with the people in your life.



**WHAT DO I NEED TO JOIN FACEBOOK?**

In order to join Facebook you need an email address or mobile number and either a computer, or laptop or tablet or smartphone.

**HOW DO I SIGN UP?**

**From a computer or laptop:**

On any web browser (Chrome, Firefox, Opera, Explorer, Safari)

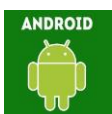
Type: [www.facebook.com](http://www.facebook.com) and sign up.



**On a smartphone or tablet:**



If your device is an iPad, iPhone or MacBook download the FACEBOOK APP at the Apple APP Store it's FREE



If your device is made by Google, Samsung, LG, Sony, HPC, Huawei, Xiaomi, Acer, Motorola? Download the FACEBOOK APP at the Google Play Store it's FREE



# WHAT INFORMATION DO I HAVE TO PROVIDE?

In order to create an account you need to fill in your first name, last name, email address or mobile number, a password, your gender and your birthday. All other information is optional.

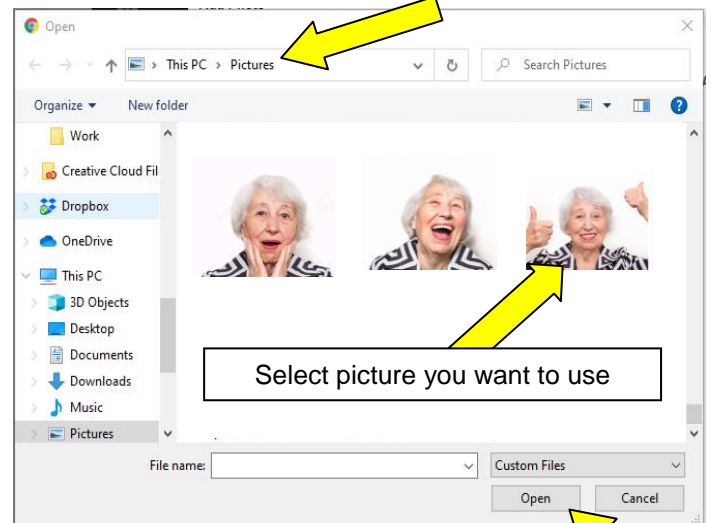
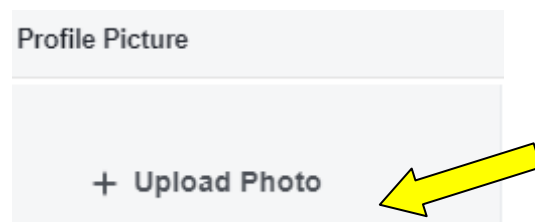
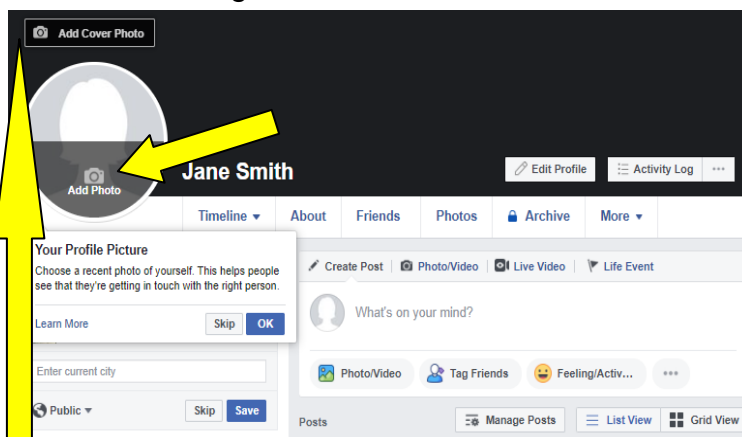
Once you have filled out the information requested to create an account and press sign up. You will be sent a verification email to the address you provided or a text to the mobile number you provided.

# PERSONALIZE YOUR ACCOUNT

## Profile Picture

One of the first things you should do after creating an account is add a profile picture.

This allows others to quickly see who you are. If you have a common name like my example Jane Smith, there might be a lot of accounts with the same name.



## Computer or Laptop:

Click **Add Photo** in the upper-left side of your Facebook profile, click **Upload Photo**, select a photo from your computer, and click **Open**.

## Smartphone or Tablet:

Tap the square profile picture icon at the top of the page, tap **Select Picture**, tap a photo that you want to use, and tap **Use**.

Adding a **Cover Photo** is optional but makes your page look nice and is done the same way.

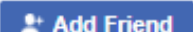
# WHAT DOES A TYPICAL FACEBOOK PROFILE CONSIST OF?

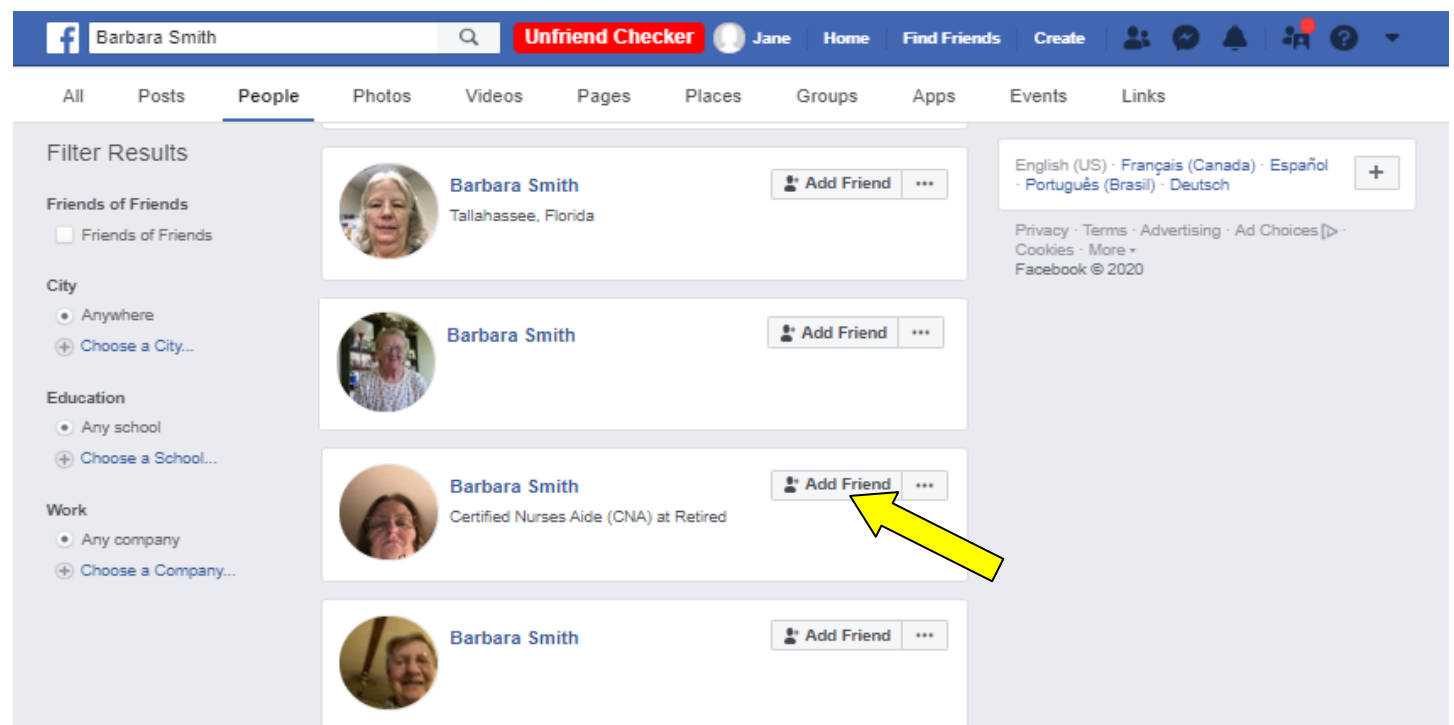
A typical Facebook profile consists of your Status (posts), Friends, Photos, Your Wall & Newsfeed.

# HOW DO I CONNECT WITH FAMILY AND FRIENDS?

To search for family or friends enter their name in the search box at the top of the page.

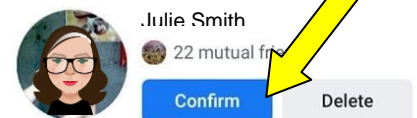


Once you find a family member or friend you would like to connect with send them a friend request by selecting 



*Note: you can also search by email or import your contact lists.*

**1** When a family member or friend sends you a friend request you will get a notification and you can choose to confirm or delete the request if you do not know the person.



# WHAT IS A PAGE AND A GROUP? WHAT IS THE DIFFERENCE?

**Pages** enable public figures, businesses, and organizations to create a public presence on Facebook. Unlike your profile, Facebook Pages are visible to everyone on the internet by default. You, and every person on Facebook, can connect with these Pages by liking and following the page. If you follow a page you will receive updates in your Newsfeed.

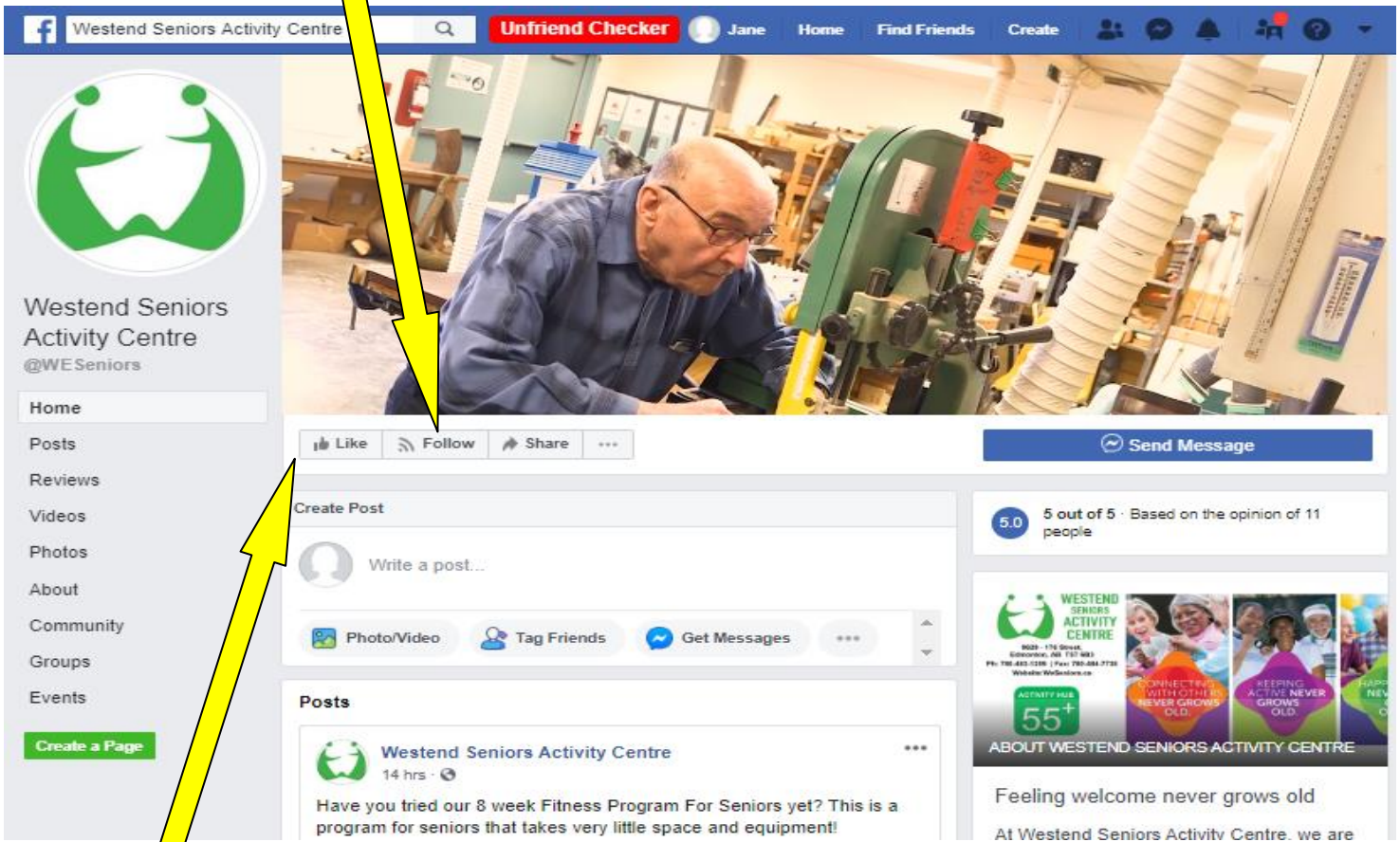
**Groups** are the place for communication, for people to share their common interests and express their opinions. Groups allow people to come together around a common cause, discuss issues, post photos and share related content. If you join a group you will receive updates in your Newsfeed and can interact.

# HOW DO I JOIN A PAGE AND A GROUP?

Search for the page or group you want to join.



On the page select follow and in a group you would select join.



## I LIKE THIS PAGE - SHOW YOU DO

### EXAMPLE OF A POST ON A PAGE

**Westend Seniors Activity Centre**  
14 hrs · 🌐

Have you tried our 8 week Fitness Program For Seniors yet? This is a program for seniors that takes very little space and equipment!

Here is the PDF if you want to print it for yourselves and start the program! [CLICK HERE https://www.weseniors.ca/.../8-Week-Fitness-Program-For-Senio...](https://www.weseniors.ca/.../8-Week-Fitness-Program-For-Senio...)



### WHAT IS A POST?

A post is a comment, picture, video or link that is posted on the user's Facebook page (wall) they want to share with others. Facebook posts are intended to invoking engagement and action.

### HOW CAN I INTERACT?

You can show how you feel with the like button, make a comment or share the post.

To comment simply select comment and type what you want to say. To share a post simply select share and share the post on your wall or a friend's or in a group or on another page the options you have will show when you share the post.

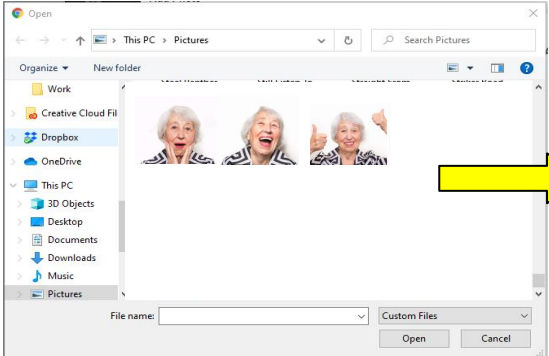


The like button also gives you other options you can choose.

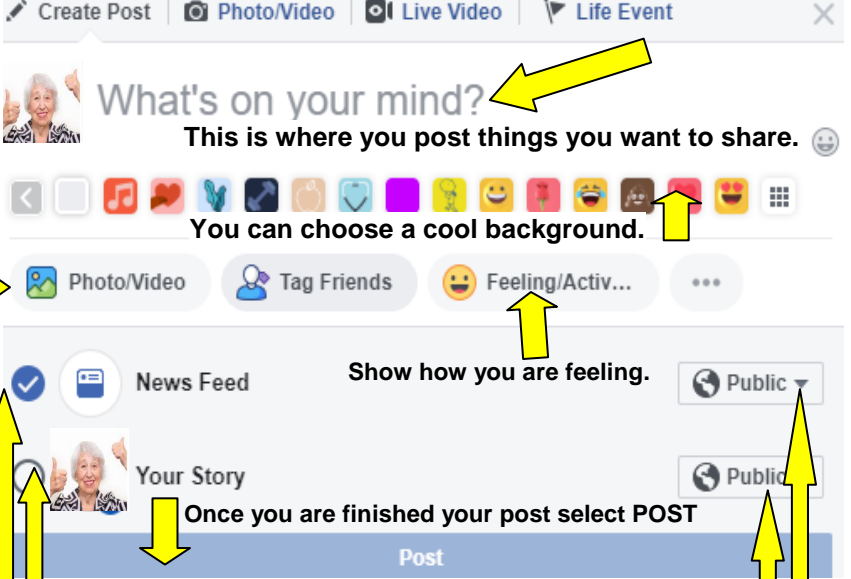
## POSTING ON YOUR OWN WALL

A post is what you share. You can post to your own timeline, a friends' timelines, in groups you join, and on pages.

You can also share your images or videos



You can also share links from the internet. Example [www.weseniors.ca](http://www.weseniors.ca)



What's on your mind? This is where you post things you want to share.

You can choose a cool background.

Photo/Video Tag Friends Feeling/Activ...

News Feed Show how you are feeling. Public

Your Story Once you are finished your post select POST

Post


Choosing either Newsfeed or Story determines where you share content and for how long. Newsfeed posts on your wall and stays there unless you delete it. Story shows for 24 hours then no longer shows.

You can control who can see things you posts on your profile by selecting public, or friends, or custom (to only select certain friends), or only you. Facebook gives you these options every time you post something.

## TAG FRIENDS – WHAT DOES THAT MEAN?

When you tag someone, you create a link to their profile. The post you tag the person in may also be added to that person's timeline (depending on their settings) and will notify that person that you tagged them.

Example - you can tag a photo to show who's in the photo or post a status update and say who you're with.

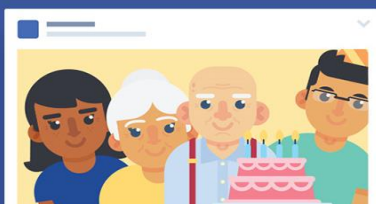
 Tag Friends This icon shows when you are able to tag a friend.

To tag someone simply start typing their name (you can only tag people you are friends with).

## WHAT IS YOUR NEWSFEED?

### Welcome to News Feed

Our goal with News Feed is to show you the stories that matter most to you every time you visit Facebook.



Your newsfeed is a personalized, ever-changing collection of photos, videos, links, and updates from the family, friends, businesses, and news sources you've connected to on Facebook. Your newsfeed does not show you everything that is posted by everyone you follow or show you all of your friend's posts, but it gives highlights of what is being shared with the people you have connected with.

## WHAT DOES FOLLOWING MEAN?

You automatically follow people who you're friends with. You can also follow pages or groups and people who aren't your friend on Facebook that allow people to follow them. When you follow someone, or a page, or group, you will see updates from that person, page or group in your newsfeed.

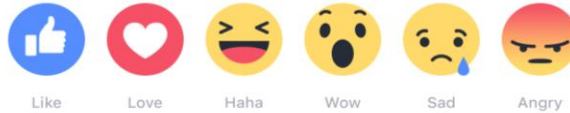
## HOW DO I UNFOLLOW SOMEONE OR A PAGE?

When you unfollow someone, you won't see their posts in your newsfeed anymore, but you will still be friends with them. To unfollow a person, page or group from newsfeed click ... on the top right of their post and select unfollow. Or you can also unfollow a person, page or group by going directly to that page or profile, hover over following and select unfollow.

## HOW DO I COMMENT OR REACT TO A FRIENDS A POST?



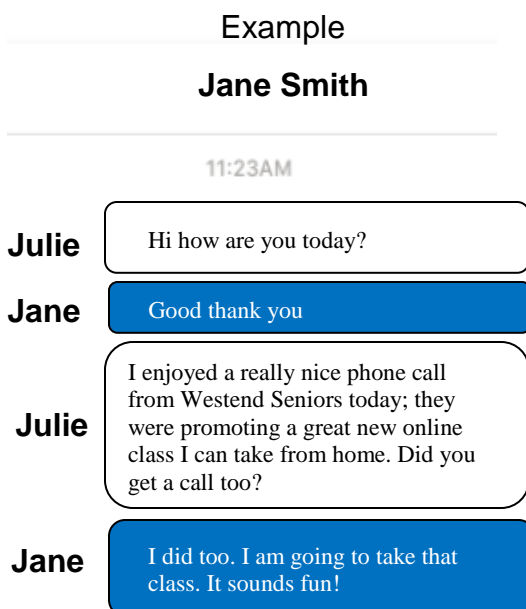
The  Like icon also has other options.



To share a post simply select share and share the post on your wall, or a friend's, or in a group, or another page. The options you have will show when you share the post.

To comment simply start typing where it says Write a comment.

## HOW CAN I TALK TO FRIENDS WITHOUT EVERYONE SEEING?



The chat feature on Facebook allows you to chat with anyone on your friends list. You can send a message to one person or multiple people.

If the person, or people, you send a message to are online they can respond right away and you can chat back and forth. If the person or people you send a message to are not online, they will receive your message the next time they log in.

The advantage of using Facebook to chat is that if you send a message to multiple people everyone you send the message too can view comments other people are making.

## LOOKING FOR MORE HELP?



Facebook has a great help section.