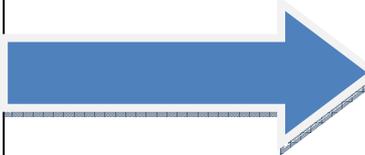


TSSA Facebook (Getting Started) User Guide

Getting Started:

Signing Up

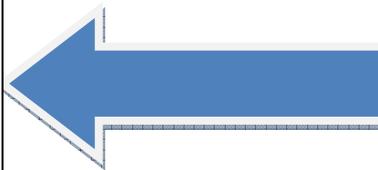
To sign up to Facebook, go to www.facebook.com and follow the sign up instructions on the right of the page.



The Basics: People

Every person (user) has a Profile page and a Home page, where you can see what your friends are doing (also known as a "feed" or "stream"). The Profile page allows your friends to see what you are doing.

You can tell people what you are doing by typing in the box that asks "What's on your mind?" and then clicking **Share**. This will post what you typed on your Profile Page, and will also post it on your Friends' Home Pages. You can also share items including photos, videos and web pages by attaching them.

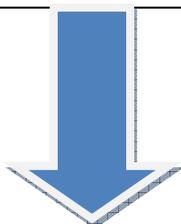


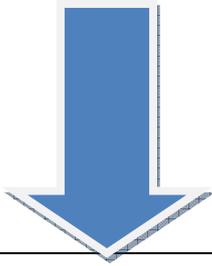
The Basics: Friends

Friends in Facebook are People that you know. You can invite other people to be your friend by sending a Friend Request and vice versa. Your friends can also suggest friends to you.

If you no longer want to keep someone as a friend you can "unfriend" them by removing them from your friend list.

The person does not get any notification that you unfriended them - they just stop seeing your updates on their Home Page and you stop seeing theirs.





The Basics: Networks

People join networks based on where they live, work, and go/went to school. Joining networks helps Facebook to find friends for you. Facebook will look at the networks you joined, and then finds people in the same networks with some of the same friends and suggest them to you as possible friends.

Networks also play a role in privacy settings. You should set your privacy settings so that people who are neither a friend nor in your network cannot see any personal information. Your friends can typically see all of your information. Your networks can typically see some of your information. Other people can typically only see your name, profile picture, and a list of who your friends are.

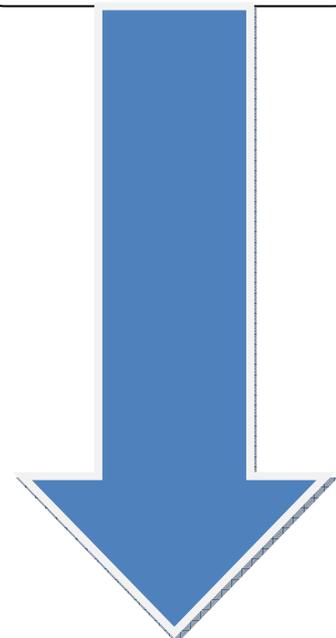


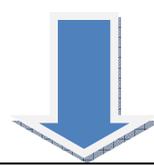
The Basics: Groups

Anyone can create a Group. Groups can be open to anyone, or closed so that only invited friends can join.

Groups have their own pages on Facebook. Group pages normally have a wall where people can post updates, share photos, share videos, and a Discussion board.

When your friends post things on group pages, that activity will show up on your Home Page. When you post things on group pages, that activity will show up on your friends' Home Pages. A group administrator can send an update out to everyone in the group.



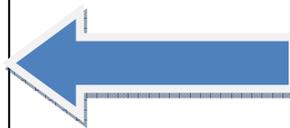


The Basics: Pages

A Page (or fan page) are used by companies, businesses, or other organisations (e.g. TSSA) that have customers, clients, or patrons. People on Facebook can become Fans of Pages.

Some Pages may even feature a marketplace where people can buy products. Pages are used to build a sense of community among customers and patrons of a business or organisation.

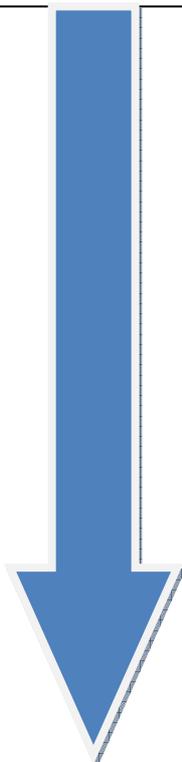
When you post something on a fan page, that activity will show up on your friends' Home Pages and vice versa.



Getting Started:

Finding friends

You can use Facebook to find friends from your email address book, or to search for specific people. Just click on **Friends** at the top of the page.

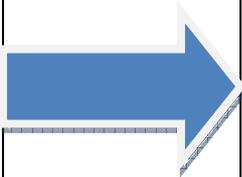




Getting Started:

Staying up to date with friends

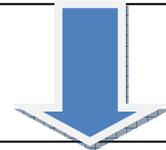
Every time a friend does something on Facebook, it shows up in your news feed, located on your Home page. There are two columns. The main column is the main feed, displaying newer items at the top and older ones at the bottom. The smaller column on the right displays any invitations or notifications, suggests more friends, and shows what your friends have been doing. When you do things on Facebook, your activities show up on your friends' home pages.



Getting Started:

Managing your feed

You can tell Facebook to hide certain items. Hover your mouse over the item and a **Hide** option will appear in the top right corner. Click the down arrow and you will have two options. The first hides all further items from that friend. The second hides all further items from that activity. Another option is to use the filters on the top left of the screen. By default, it is set to **News Feed**, which shows all activities. By selecting **Status Updates**, Facebook will hide all other activities and only show your friends' status updates.

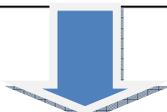


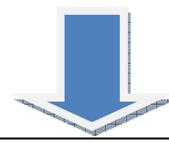
Getting started:

Managing your profile

Your profile keeps a feed of all of your activities and also shows relevant information about you. What you see on your **Profile** page is what all your friends see when they look at your profile page.

If there are any items in your feed that you no longer want to be there you can hover the mouse over that item and then click **Remove**.



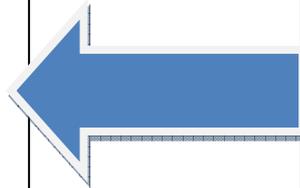


Getting started:

Inviting your friends to Applications

Many applications (especially quizzes) won't show you the results until after they prompt you to invite a bunch of your friends. *There is no need to invite anyone!* Just click the **Skip** button and it will take you to your results.

Once you have your results, you should be given the option to publish them or not, simply click **Ignore**.

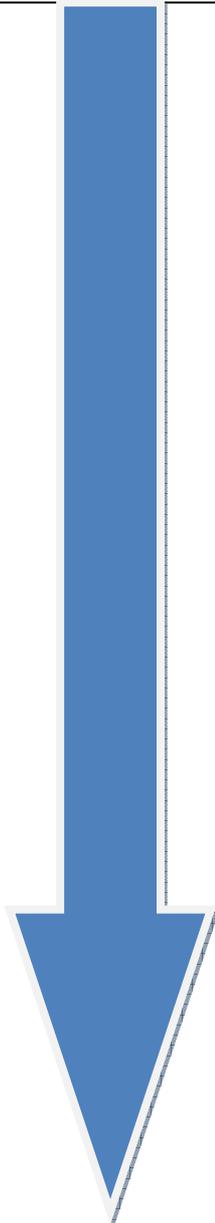


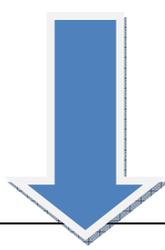
Getting started: Applications

Applications can include games that you can play on Facebook, quizzes that you can take and share with your friends and Gift applications which let you send virtual items to your friends.

Most applications have an underlying purpose of marketing some item or service. Some applications will harvest your email address and start sending you spam. You can control access by visiting **Settings** and clicking **Application Settings**. Then, on the Show dropdown, choose **Authorised**.

Use whichever applications you are interested in. Most applications by default will post updates of your activity on your friends' home pages. If someone sends you an application invitation, or a gift, or a quiz and you're not interested, simply click **Ignore**.





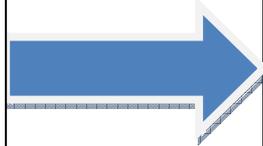
Getting started:

Privacy

Privacy is important as not only should you make sure you know who has access to view your information, but also you should publish only the activities you want your friends to see.

If you don't want people to know your exact birthday, leave out the year. If you don't want people to know your phone number, don't provide it or make sure it is only shared with your friends.

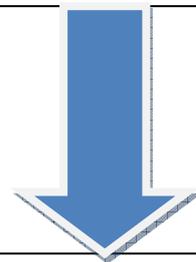
Facebook's privacy features are always changing, so to try to keep up with the changes at <http://www.facebook.com/help/?page=132569486817869>



Dangers of using Facebook

It is best not to mix personal friends and work colleagues in your Facebook account: Don't write anything on Facebook that is embarrassing or potentially damaging to your professional reputation, as employers may take disciplinary action.

Also be vigilant that your Facebook friends don't write offensive comments on your wall or tag you in a compromising photo, as this too may lead to disciplinary action from your employer.



TSSA Learning on Facebook

You can join the TSSA Learning Facebook Group at:

<http://www.facebook.com/groups/162968507062176/>