

## Getting Started on Facebook

For campaigns and group networking, Facebook is a powerful tool. It's also useful for keeping in touch with friends and family – including remembering birthdays.

With Facebook, you build your network by searching for and adding friends and using your friends' networks to network with more people. It's a great way to share information, news articles and even organize events. Facebook is just another way of communicating with friends, family and activists.

To create a Facebook account:

1. Go to <http://www.facebook.com>.
2. In the Full Name field, enter your name.
3. In the Your Email field, enter your email address.
4. In the New Password field, enter the password you want to use to access your Facebook account.
5. From the "I am" list, select your gender.
6. Using the Birthday fields, specify your birthday (you can hide this information later).
7. Click Sign Up.

NOTE: If asked to locate friends by logging into your email through Facebook, you may want to reconsider. Any time you enter your email account information into a third-party application, you are putting your information at risk. If someone hacks into the application, they may be able to steal your user name and password for your email accounts. Be cautious about entering your email information in a third-party application.

After you sign up and log in to your Facebook account, the interface may be a little daunting. It can take a little getting used to, but you'll catch on to how Facebook works quickly. Your first step after signing up will be to find and add your friends.

To search for and add friends:

1. Go to <http://www.facebook.com/srch.php>.
2. To search for a friend using their name, email address, school name or company name.
3. Click Add as Friend

OR

1. In the Search field, enter the name or keyword for the item you want to locate, and then click the Search Facebook icon.

## Privacy Settings

There are many security features to protect the information that you may not want others to see.

If you don't want Facebook to share your information, be sure to opt-out of the new "Instant Personalization Program"

1. Log into Facebook.
2. Click "Account" in top, right-hand corner and scroll down to "Privacy Settings."
3. In terms of who can see your wall posts, photos and more, select "Only Friends", "Everyone" or somewhere in between for each setting.
4. In bottom-left corner, under "Applications & Websites," click "Edit Settings"
5. "Edit Settings" under "Instant Personalization" by un-checking the box "Enable Instant Personalization on Partner Websites."
6. Also under Privacy Settings/Applications and Websites, you can click "What your friends can share about you" and un-click as many boxes as you want.