



FACEBOOK: FOR YOU

- Facebook is based around individual **ACCOUNTS**. An account must be owned by a real person.
- There is help at MyWI (logon/Communications&PR/Social Media guide/pdf at foot of page) to set up an account, written in 2018. The way Facebook looks changes from time to time, so just spend a little time learning how it looks today. Facebook itself will guide you through setting up an account.
- **Be careful to remember your password**, you will need it when you log on elsewhere and when you check your privacy/account settings
- You can log on to your account on your laptop, computer and you can also download an App for your phone or tablet. Facebook can look very different in the different places, but you will soon find familiar **icons** to help you. Have fun exploring what they do.

NEED HELP?

Facebook offers you a lot of help

This is where to look on your Laptop/Computer Facebook

Go along the top bar to the far right and click on the downwards pointing arrow

The help centre is very comprehensive and you will see that you can very quickly report a problem or abuse

We suggest that you explore "Settings and Privacy". You will find help in setting privacy levels that **you** are comfortable with, which cover things like tagging, sharing posts, who can see your friends



The Messenger symbol

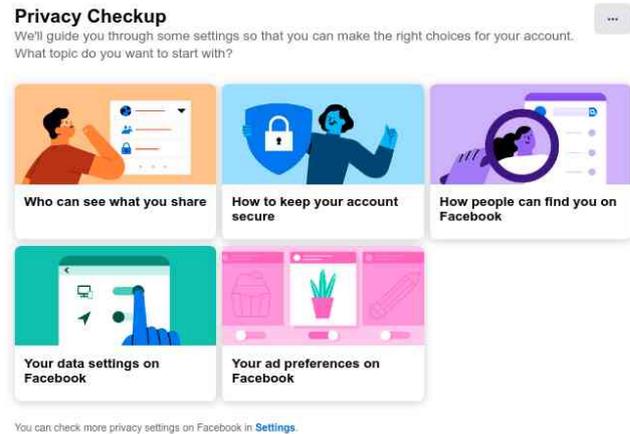
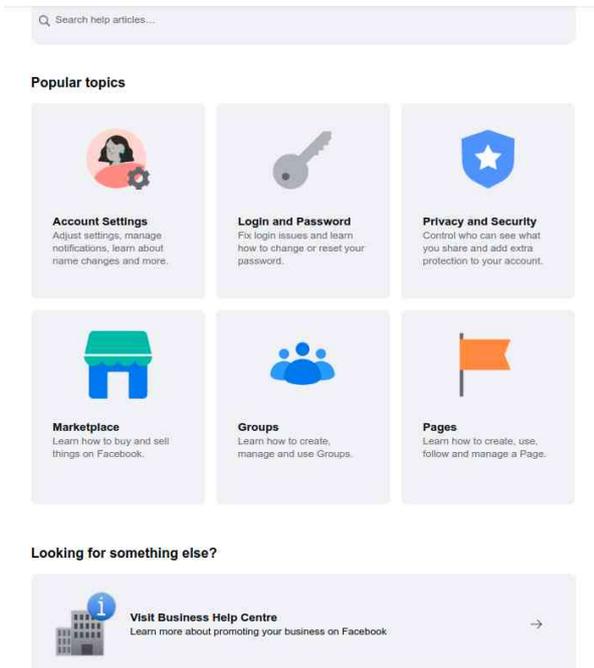
This is where you see private messages from friends or others and even make video calls.

It is all very similar on the app which you down load to your phone or tablet.



Menu

Scroll down to the bottom of your phone screen for Help & Support, Settings and Privacy



Home This where your Newsfeed is posts from your friends Accounts and Pages that you follow



Notifications Any actions taken by friends on your posts and pictures, or if they have tagged you.

There are three possible Apps:

Facebook Almost everything that your laptop Facebook Account does

Messenger For private emails and video calls

Business Suite For managing any Facebook Pages or Groups that you set up



NEED MORE HELP or ADVICE??

Email us at winorfolkdigitalhelp@gmail.com

FACEBOOK: FOR YOUR WI ... Advice on Pages & Groups for your WI