

Beginner handout

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Using social networks

This activity will help you get started on Facebook, manage your personal information, share comments and more using social networks.

What will I learn?

- What social networks like forums, Twitter and Facebook are
- How to safely set up a Facebook account
- How to use Facebook to keep in touch and share





How do I do it?

Be safe! If you're using this hand-out on a shared or public computer, remember to:

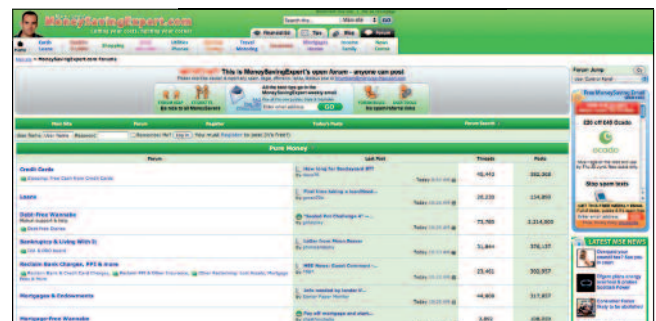
- Log on using a 'strong password': one that includes upper and lower case letters, numbers, and isn't something that someone else could guess.
- Never share or write down your password.
- Log out when you're finished.

The web links referred to throughout this document can be found in the Useful Links section at the end.

What are social networks like forums, Twitter and Facebook?

1.  Social networks are a way to link up with people all over the world. You can update people on what you're up to, find out what they're doing, and share photos, videos, web links and more.
 Facebook icon

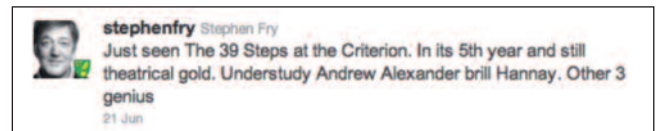
2. Forums are one way for people to form an online community. They might be about a particular hobby or interest, or as a way for people to help each other solve problems and get the most from life:
 - Go to the Money Saving Expert website and click on the 'Forum' tab near the top of the page.
 - Scroll down and you'll find lots of different forums, each with its own area of interest. Click on one you like and then click on a topic to read the posts.
 - You can search or browse old posts and comments to find what you need, and if this doesn't work, post a new question of your own.
 - If you have a question about a money topic, why not search for this topic? Click on the 'Forum Search' link to open a search box. Enter a term, such as 'mortgage' or 'savings account', click 'Go' and see what posts appear in the results.



Money Saving Expert web page: forum

3. Twitter is a different sort of social network where people create a 'feed' of lots of short comments.
- Go to the Twitter website and under 'discover Twitter', click on 'Find out how some of your favourite people use Twitter' to watch a short video.
 - Twitter posts are called 'tweets'. They have to be 140 characters (letters, numbers or punctuation) long or less.
 - You can link your tweets to a topic by adding a 'hashtag' (# sign) before the topic name (eg #inclusion) and people can search Twitter for tweets about this topic.

- You can reply to someone's tweets by including their Twitter name after an @ sign (eg @BT).
- You can use Twitter to keep friends and relations up to date on what you're doing. You could also sign up on behalf of an organisation, for example to help members of a sports club keep abreast of news, fixtures and results as they happen.



Example of a tweet

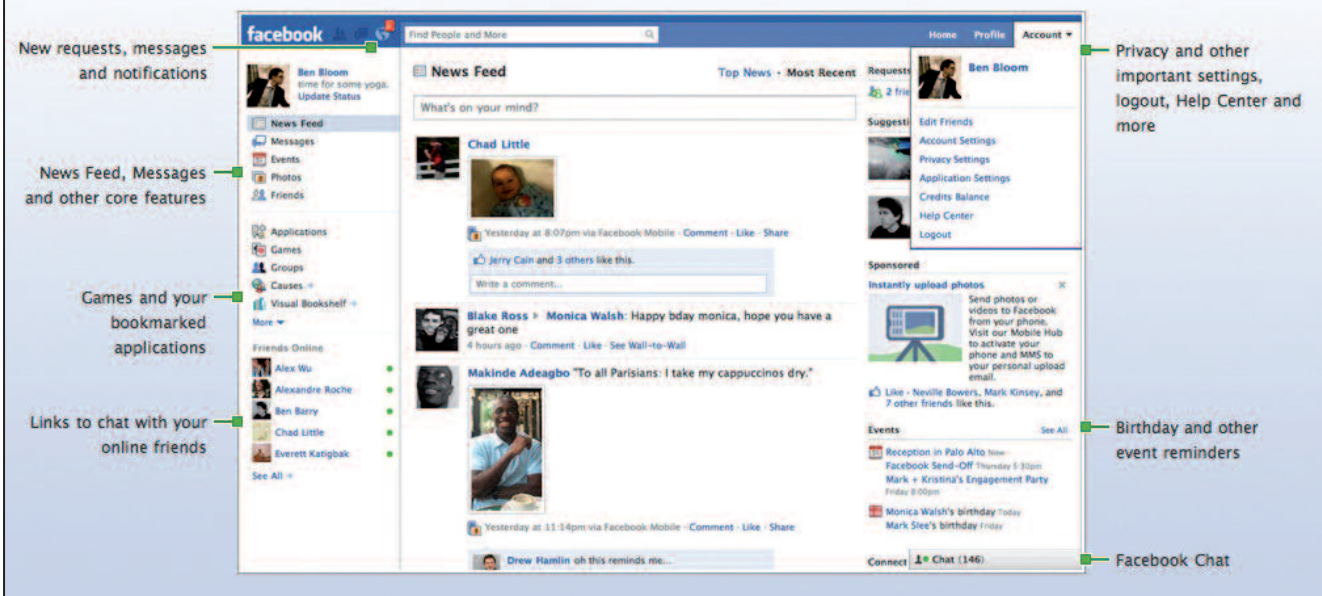


Twitter web page



A Guide to the Facebook Home Page

Access to everything you do on Facebook.



Example of Facebook home page

How do I safely set up a Facebook account?

- Go to the Facebook home page tour web link. This shows you the main features of a Facebook home page. Take some time to look at the different parts of the home page:
 - The 'news feed' or 'wall' is where you add your own comments and can share links to web pages, videos and photos. It's also where your network of friends can comment on what you've shared, or add public messages for you.
 - On the left, you can access other services: private messages from friends, your photos, list of friends and more. You can also add applications and games to your home page and see which friends are online.
 - At the top you can edit your profile and manage your account. You'll need to use this section when you join Facebook.

Sign up to Facebook

- Go to the Facebook home page to sign up:
 - Remember to use a strong password that includes upper and lower case letters, some numbers, and isn't something that someone could easily guess.
 - Don't let your web browser remember your password if you are on a public or shared computer.
 - Facebook needs your date of birth. Once you've signed up, you need to make sure this personal information is not shared on your home page by changing your privacy settings.

Set your privacy levels

- Once you've signed up, go straight to 'Account' and click on 'Privacy Settings'. The table shows who can see each aspect of your full profile (which you can fill in shortly). **Facebook hides another option – for information to be visible only to you:**
 - Click on 'Customize settings' and then on the drop-down menu for 'Birthday'. Select 'Customize' and then 'Only me'.
 - Now do the same to choose who can see the other parts of your profile.
 - Notice that at the bottom, you can also click to block people who you don't want to allow to be friends or add to your home page.

Edit your profile

- Your profile is your online description on Facebook.
 - To edit your profile, come out of the account management page, click on 'Profile' in the top menu and on the 'Edit profile' button that appears.
 - Click to edit each part of your profile. You don't need to complete all of these – just the ones you want.
 - It's best not to add any contact information. Your real friends will have this already and people who you link to can contact you via Facebook. **Remember that if you share personal information online, you're at risk of identity theft.**

How can I use Facebook to keep in touch and share?

- There are lots of ways to add friends:
 - You can use the search bar at the top of the page.
 - You can use your existing contacts to find friends (Facebook doesn't store this information once it has used it). Scroll down the page and click to find friends using your email contacts, Skype and more.
 - Facebook will suggest people it thinks you know.
 - You need to ask for someone to add you as a friend. If you're not sure, you can ignore requests from other people.
- Under the news feed are many ways to share:
 - 'Status' lets you share what's on your mind, or any other news and ideas.
 - You can upload a photo or video, or add a link to a web page.
 - People can 'like' these, add a comment or share it with their own friends, to create lots of shared conversations about what's going on in your life, and theirs.
 - Remember that present and future employers may look at your Facebook profile, if it is public, so be aware of what you post and who can view your profile.



Facebook web page: photos

- Always log out from your Facebook account:** Click on 'Account', then 'Log out. Don't choose for Facebook to keep you logged in if you're using a public or shared computer.

Useful Links

You may want to use these links in your session:

Facebook homepage tour:

<http://www.facebook.com/sitetour/homepage.php>

Twitter:

<http://www.twitter.com>

Money Saving Expert:

<http://www.moneysavingexpert.com>

Facebook:

<http://www.facebook.com>



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