Creating & Maintaining a Personal Facebook Page
Why Should I Have a Facebook Page?

- Social media is not a fad. It is not going to go away.
- Facebook has more than 800 million active users.
- The majority of our students who use social media use Facebook the most and are on it multiple times per day.
- It is a great tool for keeping up with friends and family.
- If you become comfortable with Facebook, other social media mediums will be easier to figure out.
Types of Facebook Pages

- **Personal:** For individuals. Everyone needs a personal page to be on Facebook.

- **Business:** For businesses (Universities & departments fall into this).

- **Groups:** For like-minded or similar situation groups to come together in a more private setting such as planning a high school reunion.
Let’s Create a Personal Facebook Page!
Let’s Create a Personal Facebook Page!
Let’s Create a Personal Facebook Page!

You can use your email to find friends right now, but we will do that later, so skip this for now.
Let’s Create a Personal Facebook Page!

FB uses this info to give you friend suggestions. It is optional and can be added later.
Let’s Create a Personal Facebook Page!
Let’s Create a Personal Facebook Page!

Either option works for adding a photo to your profile, but we are going to walk through the first option.
Let’s Create a Personal Facebook Page!
Let’s Create a Personal Facebook Page!
Let’s Create a Personal Facebook Page!

Almost there! You need to verify your email before your account can be created.
Let’s Create a Personal Facebook Page!

Hi Dani,

To complete the sign-up process, please follow this link:

http://www.facebook.com/confirmemail.php?e=danielle.mckeans@40webr.edu&c=549975908

You may be asked to enter this confirmation code: 549975908

Welcome to Facebook!

The Facebook Team

Didn’t sign up for Facebook? Please let us know.
Congratulations! You Have a Facebook Page!

- You now an official Facebook user!

- **Moving Forward we will:**
  - Add more information and settings to your account.
  - Find friends and WSU pages to connect with.
  - Add status posts
  - Upload photos to your account, share photos and tag photos.
  - Comment and like friend’s posts.
Big Picture FB Architecture

Main Page for News Feeds
(where you can see what all of your friends and business links are posting)

Your Profile Page - All About You
(where you can see all of your posts, photos, video, friends, likes, education, work experience, interests ... )
Adding Info About Yourself to Your Page
Adding Info About Yourself to Your Page

Navigate through all profile options in the left column. All are optional.
Select Who Can See What Information
Access Account Settings
Access Account Settings

See handout for explanation of Account Setting options.
Access Privacy Settings
Access Privacy Settings

See handout for explanation of Privacy Setting options.
Find Friends
Find Friends

Can type in your email address to access your contact list. Or preview the “People You May Know” lists that FB recommends.
Find Friends
Search for exact names.
Find Friends
Add Friend

You will not be “friends” until your request is accepted.
Accept Friend Request
Accept Friend Request
Like WSU Pages
http://sat.weber.edu/techtrivia/wsupages.php
Like SAT Page
Add a Status Post

Type your text here
Add a Status Post
Delete a Status Post

Hover to the right of your post to get the lock icon to appear. Here you can change who can see your post or just delete it.
Tag a Friend in a Status Post

As you type a name in your status post, FB will pull up a list of your friends that match that name for you to select. They will be notified of your post.
Tag a Friend in a Status Post
Add a Photo
Add a Photo

While all 3 photo/video upload options are a possibility, we are only going to walk through the first photo upload option.
Add a Photo

Browse for the photo, add a caption to the photo (optional), use the buttons in the bottom left corner to add who was with you when you took the photo and where it was taken (optional), select who will see your post and post!
Add a Photo
Tag a Photo

Tagging a photo tells friends viewing your photo who all is in the photo and shares your photo with the people tagged in it.
Tag a Photo

Draw a box around the person’s face.
Tag a Photo
Tag a Photo

Facebook will pull up your friends and public accounts that match the name you are typing. You can just select the name that matches (if you see it).
Comment on a Friend’s Post

Add comment in provided field to corresponding post and hit “enter” to post your comment.
Comment on a Friend’s Post

Facebook page showing a friend's post with a comment from Danielle Taylor McKean: "Tough day at the office?"
Like a Friend’s Post

Liking a friend’s post is a great way to let them know that you like their comment/photo without having to actually comment!
Share a Friend’s Photo
Share a Friend’s Photo
Parting is Such Sweet Sorrow

- There is so much more you can do with your personal Facebook page:
  - Send Friends a Message
  - IM With Friends Online
  - Create/Send an Event
  - Ask a Question With a Poll
  - Organize Friends into Lists
  - Add Games & Applications
  - Timeline Profile
  - Create a Business or Group Page