



## HOW TO: FACEBOOK

### Empowering You to Navigate Facebook with Confidence

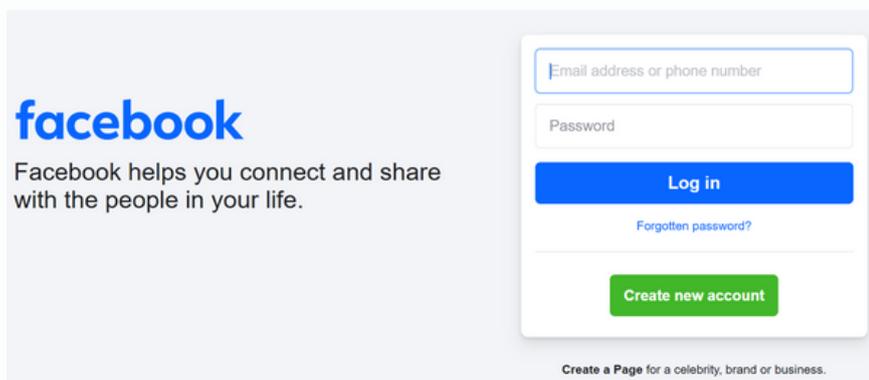
*Facebook is a social media platform that makes it easy to stay connected with friends, family, and communities online. You can share updates, photos, and messages, join groups, and follow pages that interest you. Knowing how to use Facebook safely and confidently helps you stay informed, connected, and in control of your online experience.*

#### 1. What You Need To Start

- Email address: You need an email account (e.g., Gmail, Yahoo, Outlook)
- Internet access: Facebook is accessed online through a web browser (Google Chrome, Apple Safari, Internet Explorer)

#### 2. Creating Your Facebook Account

- Type [www.facebook.com](http://www.facebook.com) in the search bar.
- Click “Create account”, then “For my personal use”, then click “Next”



- To create a Facebook account, you need to complete the text boxes with your name, date of birth, gender, mobile or email address and password. Then click the ‘Sign Up’ button
- Verify your account via a code sent by Facebook to your email or phone.
- Enter the code to verify your account.

Scan the QR code to view instructional video  
[familiesofveterans.org.au/digital-literacy-war-widows](http://familiesofveterans.org.au/digital-literacy-war-widows)





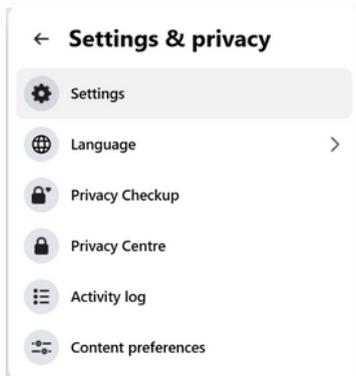
# FAMILIES OF VETERANS GUILD

## 2. Setting Up Your Facebook Account

- Add a Profile Picture (Optional) by uploading a photo of yourself
- Add Friends and Personal Details (Optional) by searching for friends in the search bar

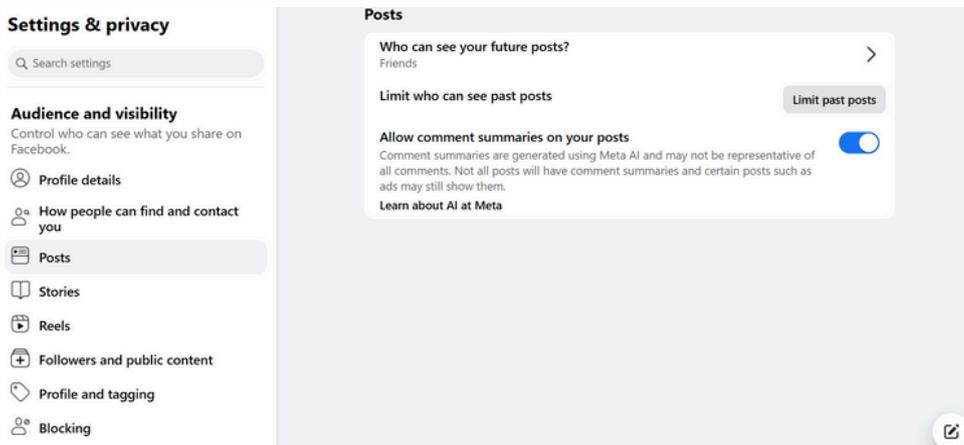
## 3. Changing Privacy Settings to Private

- Go to Settings by clicking your profile picture or downward arrow in the top right corner.
- Select Settings & Privacy, then Settings.



Adjust Privacy Options:

- Click Posts on the left hand menu.
- Click the arrow next to the option of Who can see your future posts?
- Select Friends or Only Me for more privacy.



Who can send you friend requests?

- Click How people can find and contact you in the left hand menu.
- Click the arrow next to the option of Who can send you friend requests.
- Choose Friends of Friends to limit requests.



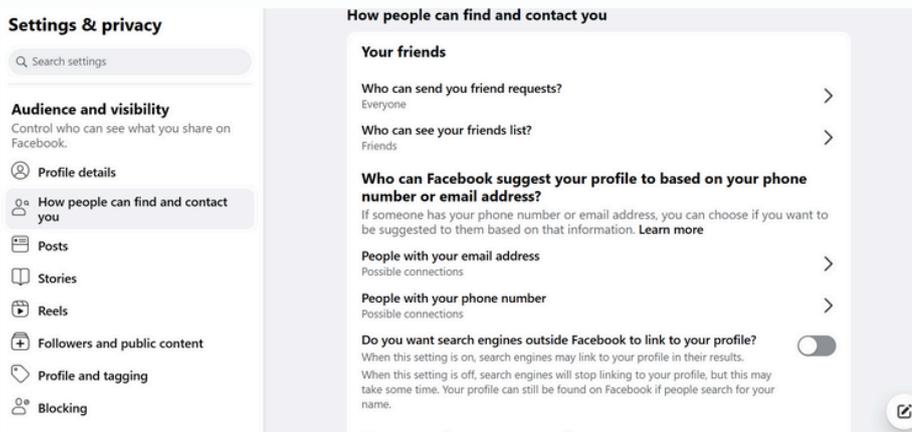
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Who can look you up using the email/phone number you provided?

- Click People with your email address or People with your phone number
- Change both options to Friends or Only Me to limit request.

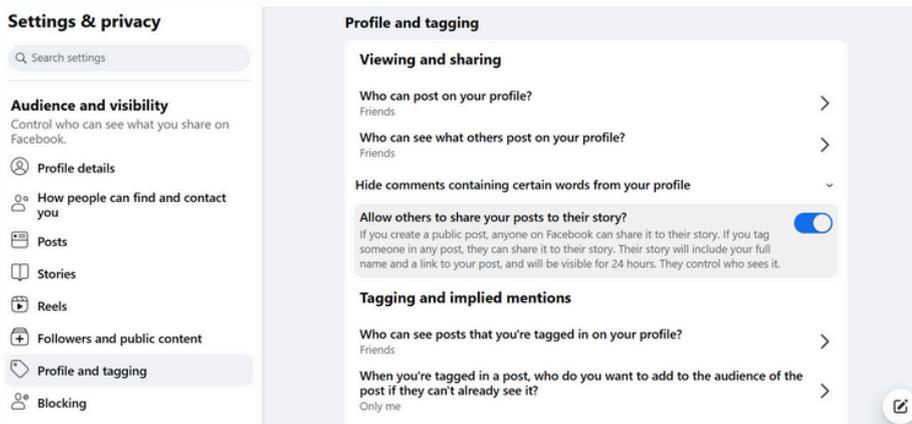
Do you want search engines outside of Facebook to link to your profile?

- Click the box to turn off this to prevent search engines from showing your profile.



Profile and Tagging Settings:

- Go to Profile and tagging on the left menu.
- Adjust who can post on your profile, see posts you're tagged in, and review tags before they appear.



Lock Your Profile (Optional for some regions):

- Go to your profile page.
- Click the three dots near your profile photo.
- Select Lock Profile to restrict most information to non-friends.

## Disclaimer

These guides are here to help you build confidence with technology. While we've done our best to make the information accurate and easy to follow, technology changes quickly and some details may become outdated. Always take care when sharing personal information online, and reach out to a trusted person or service if you're unsure.