A step-by-step tutorial on how to use...

Created by the Association of Indiana Counties

Step 1. Go to www.facebook.com, and you'll see the "sign up" section on the right hand side of the page. Enter your first and last name, your e-mail address (which you will re-enter to confirm that it is accurate), a password, your sex, and your birthday. Then click the green "sign up" button.

Step 2. You will be asked if you wish to find friends via your e-mail account (where contacts are usually stored). If you wish to find friends this way simply click on your e-mail provider, enter your e-mail address and e-mail password, and then click the "find friends" button. Or, if you wish to search for friends manually at a later time, simply click "skip this step" at the bottom right of the page.

Step 3. You will be asked to fill out some basic profile information, so that possible connections can begin to "find" you on Facebook. This basic information includes the high school you attended, the college/university you attended, and your employer. You may fill out this information and click the "save and continue button", or you may choose to skip this step by clicking "skip" at the bottom right of the page.

Step 4. You will be asked to set your profile picture – this picture will be visible to your friends and anyone who searches for you, depending on your privacy settings (please see Step 7). You can either upload a photo from your computer or take a photo with your webcam, and then click the "save and continue" button. If you choose to add a photo later, simply click "skip" at the bottom right of the page.

Step 5. View your news feed, or search for people, places and things. Clicking on "Facebook" at the top left of the page will take you to your homepage, or "News Feed" – here you will find all recent activity by your friends (statuses, photos, news articles, videos, etc.). Activity is posted as it happens. On the upper right side of the page you can also view upcoming events to which you've been invited, friends' birthdays, and more. If you wish to search for a specific person, place, or thing, enter the name(s) in the search bar at the top of the page and a list of related profiles and pages will pop up – simply click on the one you want.

Step 6. Update your status, upload a photo or video, or ask a question. This is where your friends will learn more about YOU! Icons toward the top of the page direct you to the action you want to perform. To update your status (that is, tell your friends what you're currently thinking, doing, etc.), simply enter text into the bar that says, "What's on your mind?" and click the "post" button when you're done. To add a photo or video, click on "add photo/video" and then select whether you want to upload a photo/video, use your webcam, or create a photo album. To ask your friends a question (such as whether they consider your county office efficient), click on "ask question", enter your question into the bar that says, "Ask something", add poll options if you want your friends' answers to be specific, and then click the "post" button.

Update Status

Add Photo/Video

Ask Question

Step 7. Adjust your privacy settings to fit your needs. Clicking on the small arrow at the very top right of the page will open a drop-down menu containing several options – select the "privacy settings" option. You will be taken to a page where you can adjust a variety of privacy settings concerning your Facebook page including: who sees your status updates and photos, how you connect with people you know, timeline and tagging options, and blocking people and apps. *(See Steps 8-10 for more information on how to connect with people you know, timeline and tagging options, and blocking people and apps.)* To adjust your default privacy settings (that is, who can view most of the statuses, photos, etc. that you post), remain on the main privacy settings page and click on the privacy icon of your choice – "public" means anyone (friends or not) can view your posts; "friends" means only friends you add or approve can view your posts; and "custom" means you can choose from options ranging from "only me" (which allows only you to view your posts) to certain lists of friends (such as co-workers, high school friends, etc.).

To view a screenshot of the "privacy settings" page, please refer to the next page of this document.

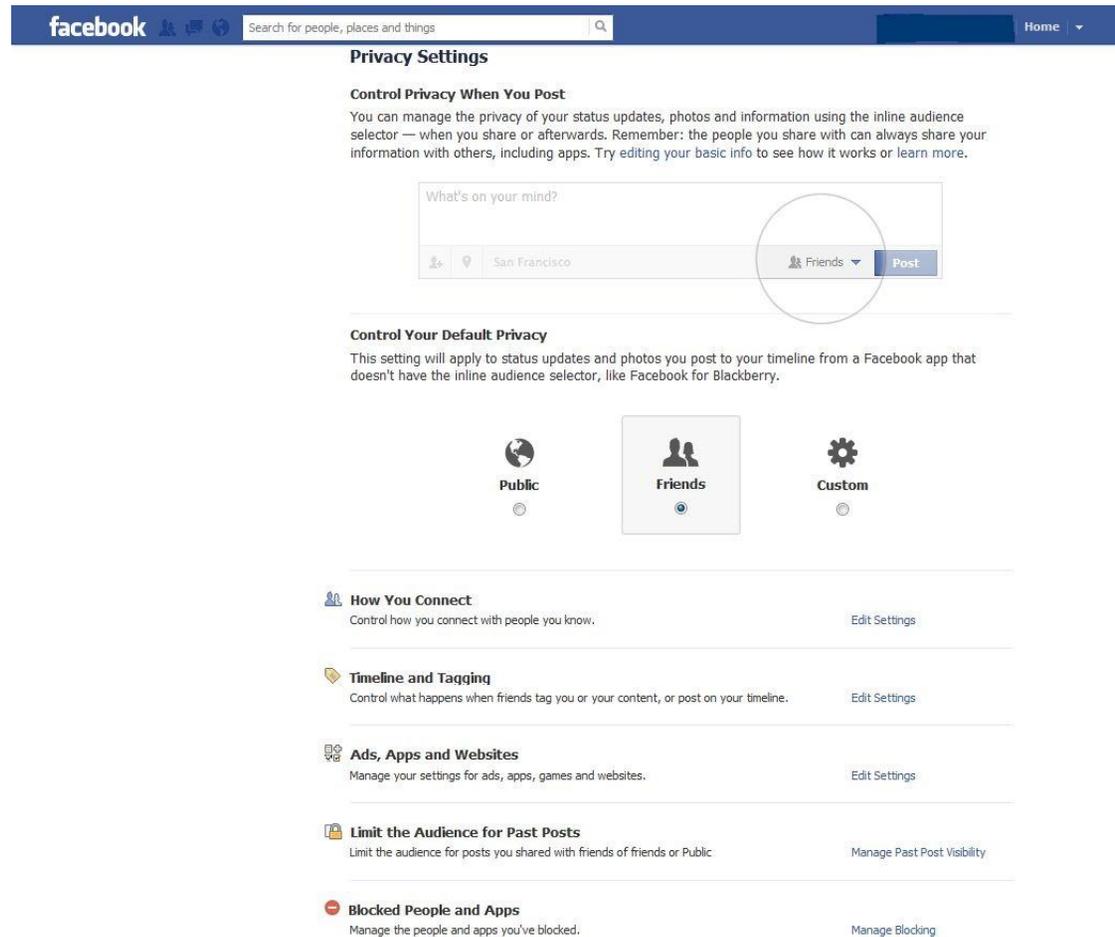For more info on how to connect with people you know, please see Step 8.

How You Connect
Control how you connect with people you know.   Edit Settings

For more info on timeline and tagging options, please see Step 9.

Timeline and Tagging
Control what happens when friends tag you or your content, or post on your timeline.   Edit Settings

For more info on how to block people and apps, please see Step 10.

Blocked People and Apps
Manage the people and apps you've blocked.   Manage Blocking

Below is a screenshot of the "privacy settings" page, where you can adjust a number of settings related to your privacy on Facebook:

Step 8. Control how you connect with people. Click on the "edit settings" button to the right of the "how you connect" section, and a pop-up window will appear. By clicking on the boxes with arrows on the right side of the pop-up window, you will access drop-down menus allowing you to personalize with whom you want to connect. Each drop-down menu gives you the option to connect with: 1) everyone; 2) friends of friends; or 3) friends (only). If you want a lot of individuals to find you, add you as a friend, and be able to communicate with you, select "everyone" for these options. To be more selective on who can find you, add you as a friend, and be able to communicate with you, select either "friends of friends" or "friends" (depending on how restrictive you want to be). When you are done making your selections, simply click the "done" button and you will return to the "privacy settings" page.

Step 9. Control what happens when friends tag you or your content, or post on your timeline. Click on the "edit settings" button to the right of the "how you connect" section and a pop-up window will appear. By clicking on the boxes with arrows on the right side of the pop-up window, you will access drop-down menus allowing you to personalize: who can post on your timeline, who can see what others post on your timeline, and who can see posts you've been tagged in on your timeline. If you wish to dispense information to the public through your Facebook page but you do not want anyone to have the ability to post their own comments on your page, select "no one" as the option for who can post on your timeline. By selecting this option, you can post as much as you want on your page, but no one else has the ability to post on your page.

You also have the ability to approve posts that your friends "tag" you in before they appear on your page's timeline. By clicking on the arrows to the right of these sections within the pop-up window, a new pop-up window will appear allowing you to click the "enabled" button if you wish to review tags before they are posted. These pop-up windows also give you an explanation as to what "tag review" means. If you do not want anyone to include you in a post or photo without your permission, select "enabled" as the options for these "tag review" sections. When you are done making your selection, click the "back" button and you will return to the previous pop-up window.

When you are done making all of your selections on the "timeline and tagging" window, simply click the "done" button and you will return to the "privacy settings" page.

Step 10. Manage the people and/or apps you wish to block (or have blocked). Click on the "manage blocking" button to the right of the "blocked people and apps" section and you will be taken to a page containing various options for blocking people and apps. If you wish to remain friends with certain individuals on Facebook but want to restrict what they can see on your page, click on the "edit list" link to the right of the "add friends to your restricted list" section and a pop-window will appear. Select the "friends" option from the drop-down menu on the upper left side of the pop-up window, and all of your friends will appear in the window. Scroll manually through the photos or type in a friend's name in the search bar, and when you have found an individual whose access you wish to restrict, simply click on the individual's picture to add them to the "restricted" list (you can click on multiple photos to add several people to the list at once). When you are done making your selections, click the "finish" button and you will return to the "manage blocking" page.

The "block users" section of the page allows you to block an individual from being your friend and interacting with you on Facebook. To block an individual, simply enter the person's name in the "name" box and click the "block" button. If you wish to unblock a person who has already been blocked, simply click the "unblock" link next to the name.

The next two sections allow you to block app invites and event invites from individuals. If a person keeps sending you invites to use apps or to attend events and you don't want to receive them anymore, simply enter the person's name in the "name" box and click on the person's name when it pops up under the box. To unblock a person, click the "unblock" link next to the name.

The last section allows you to block apps from accessing your information through Facebook. To block an app, enter the name of the app in the "name" box and click on the app's name when it pops up under the box. To unblock an app, click the "unblock" link next to the name.

To view a screenshot of the "manage blocking" page, please refer to the next page of this document.

Below is a screenshot of the "manage blocking" page, where you can adjust a number of settings related to people and apps that can access your information on Facebook:

Helpful Hints:

- **Don't be afraid to explore the pages of Facebook and change your settings multiple times to see what works best for you.** Facebook is perhaps best learned through trial-and-error, so if you are unhappy with who can currently send you messages or who can find you and add you as a friend, feel free to change your settings.

- **Privacy setting options and manage blocking options can be very helpful if you are dealing with a difficult person or situation.** You may add a "friend" who only wishes to post irrelevant information to your page or who sends you inappropriate or threatening messages. These things can happen, but don't panic – you have options to put an end to such behavior. By changing your privacy setting options, you can prevent individuals from posting comments or information directly on your page. If you feel the need to cut off communication with them entirely, add their names to the "blocked users" section and they will no longer have the means to contact you through Facebook.

- **Utilize the "help" section of Facebook.** Clicking on the small arrow at the very top right of the page will open a drop-down menu containing several options – select the "help" option at the bottom of the menu. A pop-up window will appear in the upper right corner of the screen, giving you a few general areas in which you may need help, or you can enter some search terms in the "search for help" box. If you still cannot find the answer to your question or if you need to report a problem, simply click the "visit the help center" link or the "report a problem" link at the bottom of the pop-up window and follow the instructions.

- **Have fun with it!** You have taken a big step in reaching out to your constituents through a whole new form of communication, and Facebook can certainly be a helpful tool in dispensing information to people in a fast and easy way. Keep your constituents coming back by updating your page on a regular basis and including information that would be helpful to them, such as your duties as a county elected official or the services your office provides.