

# HOW TO GET STARTED ON FACEBOOK

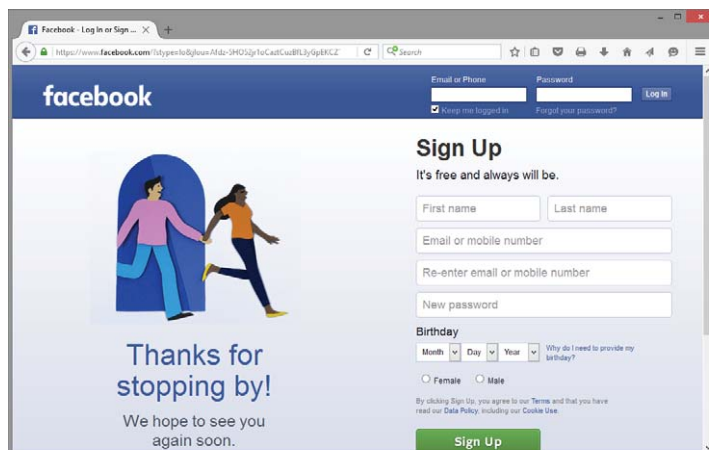
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### Administrator, OCC Facebook Page

Many members, including me, grew up in an age when if you wanted to communicate with friends or family you posted a letter, perhaps including a photograph that you'd had developed and printed, or just dialled their number on the telephone.

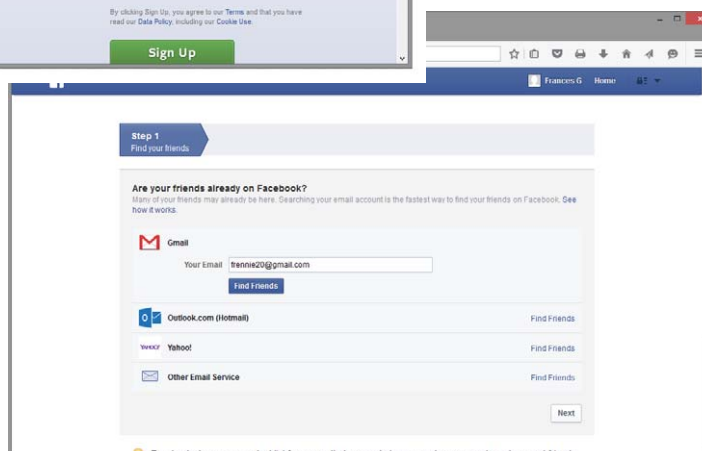
How things have changed over the years! Now everything is digital, from your phone to your camera, and one of the biggest changes was the launch of the social media site Facebook. This has made communicating with friends and family much easier and quicker, and also allows you to join groups of like-minded people. It was not long before the OCC decided to start a group to enable club members to keep in contact with each other and, on occasion, to find out what is happening within the club, such as new events.

Even for those fairly new to computers, who mainly use one to keep in touch with friends and family via e-mails and maybe Skype, Facebook is simple and easy to master. It can be used on a computer, tablet or smart phone – just follow the steps below to set up an account, all without the indignity of having to ask your children or grandchildren to do it for you.

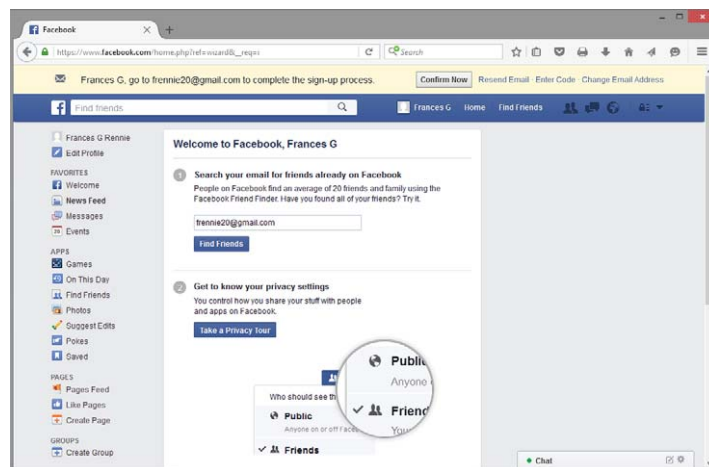
A screenshot of the Facebook 'Sign Up' page. The page has a blue header with the Facebook logo and navigation links. Below the header, there's a large illustration of two people running towards a blue archway. To the right of the illustration, the text 'Thanks for stopping by! We hope to see you again soon.' is displayed. The main section is titled 'Sign Up' with the subtext 'It's free and always will be.' Below this, there are input fields for 'First name', 'Last name', 'Email or mobile number', 'Re-enter email or mobile number', and 'New password'. There's also a 'Birthday' section with dropdowns for 'Month', 'Day', and 'Year', and radio buttons for 'Female' and 'Male'. At the bottom, there's a green 'Sign Up' button.

Open your web browser (Internet Explorer, Chrome, Firefox etc) and type [www.facebook.com](http://www.facebook.com) in the bar at top left. The screen on the left will appear.

Complete the boxes with your details and click the green button at bottom right (**Sign Up** or **Create an Account**). The next screen to appear will be this:

A screenshot of the Facebook 'Find your friends' page. The page has a blue header with the Facebook logo and navigation links. Below the header, there's a section titled 'Step 1 Find your friends'. The main section is titled 'Are your friends already on Facebook?' with the subtext 'Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. See how it works.' Below this, there are input fields for 'Your Email' and 'Find Friends' buttons. There are also links to 'Find Friends' for 'Gmail', 'Outlook.com (Hotmail)', 'Yahoo!', and 'Other Email Service'. At the bottom, there's a 'Next' button.

If you'd prefer you can skip this stage, click on the **Next** button and this screen will appear:



To complete the sign up, first click on the **Confirm Now** tab at the top of the page. Staying on the page, take the Privacy Tour and make sure you select the option that only friends can see you. To do this, click on the padlock symbol at the top right of the screen (a bit difficult to see, being black on a dark blue background). This brings up a list of **Privacy Shortcuts**, headed by **Who can see my stuff?** Open the list using the V opposite, and check it says **Friends**. Returning to the main page you can, if you wish, add a profile picture – just follow the step-by-step instructions – or you can leave it blank. Welcome to Facebook!



At the top of the page is a search bar, so just type in the name of the person you want to connect to – though the number of people with that name may surprise you! Just select the one you want and click on it. You will see a tab **Send friend request** – just click on it and hopefully your friend will accept and you can now keep in touch, and even post photos or videos for them to enjoy.

To join the OCC page just type in Ocean Cruising Club (in full) and a drop down list will appear. Click on the one that says **Closed group** (probably at the bottom) and when the page opens hit the **+ Join group** tab and ask to join. As Administrator I will be happy to accept you if you are an OCC member, either Full or Associate.

