

LESSON 2

MEETING FACEBOOK

In this lesson, you'll meet Facebook and learn your way around so that you can dive into all that Facebook has to offer with confidence.

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What Is Facebook For?

Now that you've created a Facebook account, you've become a bona fide Facebook user! Facebook has a lot to offer, so first let's look at what you might use Facebook for.

The main purpose of Facebook is to connect with other users. Facebook users you've connected with are known as *friends*, and your Facebook friends will usually be family members or friends who you already know or knew at some point in your life. After you've connected on Facebook, you can share and discuss your activities, news, life updates, stories, photos, and videos with each other. You can also play games together, chat live through typed messages, and send out invitations to events (like your birthday).

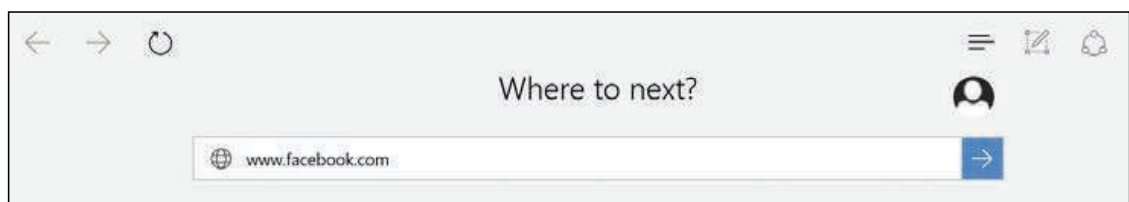
Oh Dear, Do I Need My Password?

To use the Facebook account that you created in the Introduction, you must be logged in. You're going to need the email address and password you created your Facebook account with, so before you begin this lesson, dig out your details!

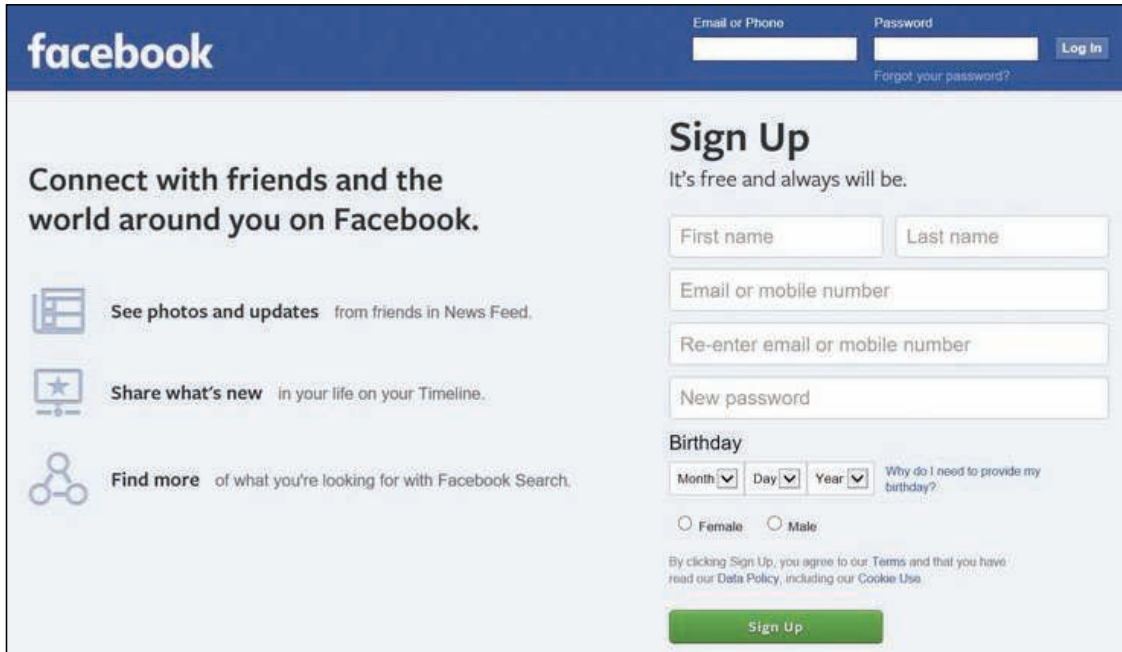
LOGGING IN TO FACEBOOK

Follow these steps to log in to Facebook:

- 1 Open your internet browser. Whether the browser you use is Internet Explorer, Microsoft Edge, Safari, Google Chrome, or Mozilla Firefox, that won't make any difference to Facebook!
- 2 Enter **www.facebook.com** in the address bar, as shown below. The address bar is the long box at the top of the browser window that you can type website addresses into.

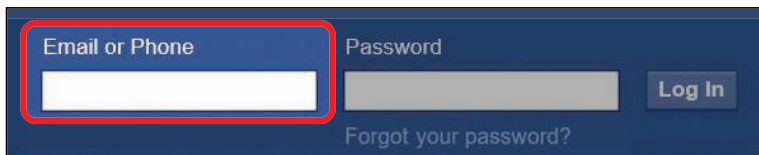


- 3 Press the ENTER key on your keyboard to load the Facebook website. You should see something like this:

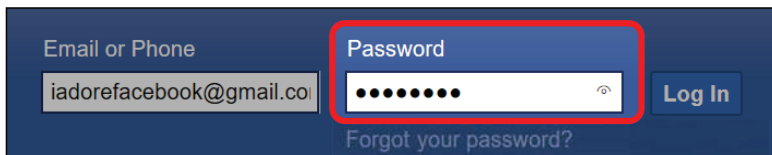


The blue bar at the top of the page is where you enter your email and password to log in.

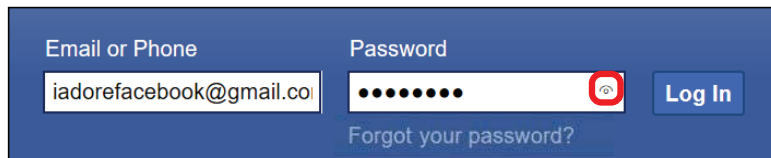
- 4 Click in the **Email or Phone** box and then enter the email address you used when you created your Facebook account.



- 5 Now click in the **Password** box and enter your password, as shown below.

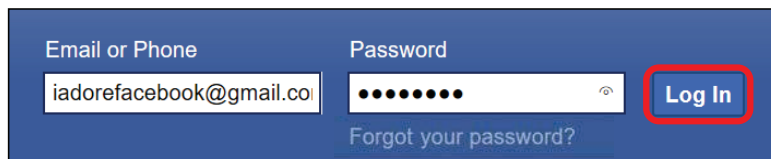


- 6 The password appears as dots to better protect your privacy. If you prefer to see your password text as you type, click the eye symbol at the end of the Password box (highlighted below).



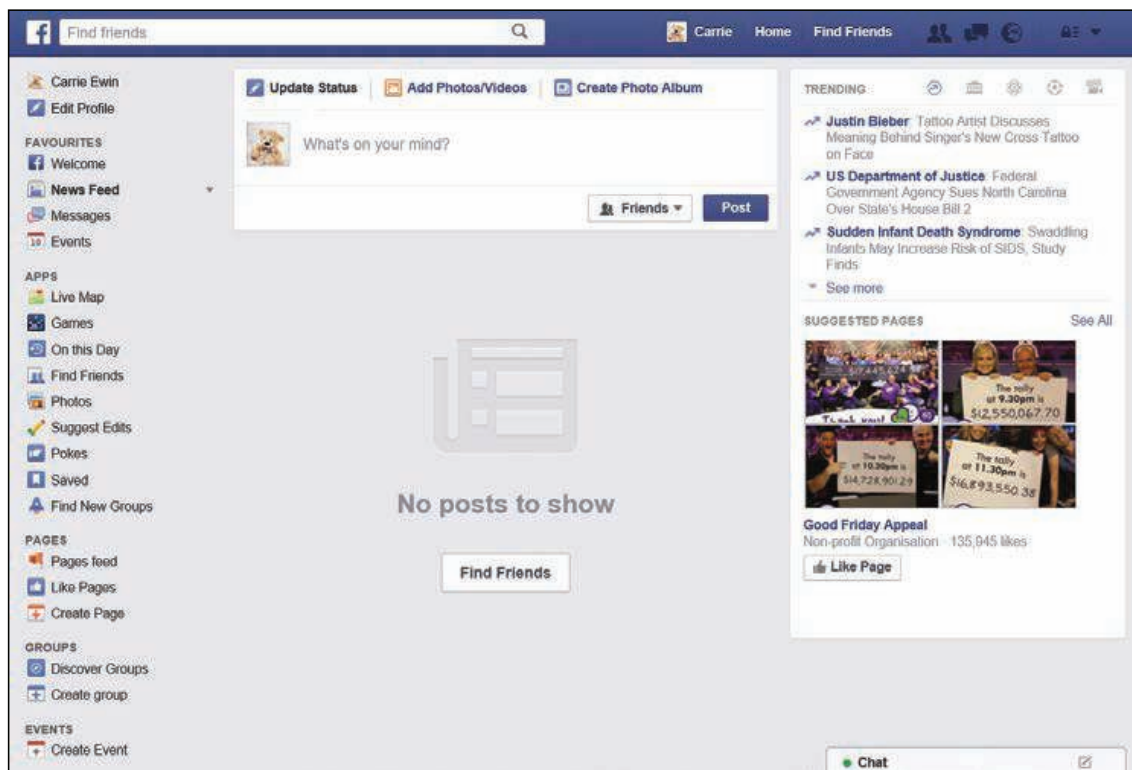
The image shows the Facebook login form with the 'Email or Phone' field containing 'iadorefacebook@gmail.co' and the 'Password' field containing seven dots. A red circle highlights the eye icon at the end of the password field. A 'Log In' button is to the right, and a 'Forgot your password?' link is below it.

- 7 Click the **Log In** button.



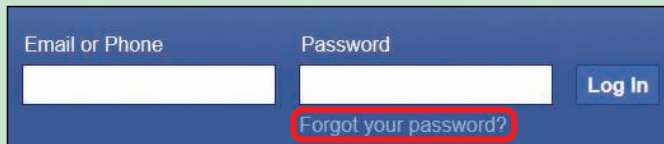
The image shows the Facebook login form with the 'Email or Phone' field containing 'iadorefacebook@gmail.co' and the 'Password' field containing seven dots. A red rectangle highlights the 'Log In' button. A 'Forgot your password?' link is below it.

- 8 Congratulations! You should now be logged in to Facebook and should see a screen like this:



I FORGOT MY PASSWORD!

If you signed up for a Facebook account some time ago but you're not sure which email address or password you used to create your account, try signing in with the email and password you think you used. If that doesn't work, click the **Forgot your password?** option under the Password box, as shown here.



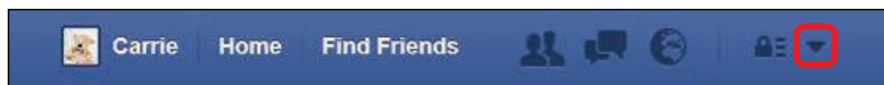
The image shows a Facebook login form with two input fields: 'Email or Phone' and 'Password'. To the right of the 'Password' field is a 'Log In' button. Below the 'Password' field, the text 'Forgot your password?' is highlighted with a red circle.

This will open a page where you can enter your name or email address to try to identify your account. If you can identify your account from the list Facebook provides, a new password will be emailed to you and you can log back in! If you can't rescue your previous account, you can sign up for a new one, but you'll have to use a completely different email address from the one you used for your existing account. This might mean that you need to create a brand-new email address as well.

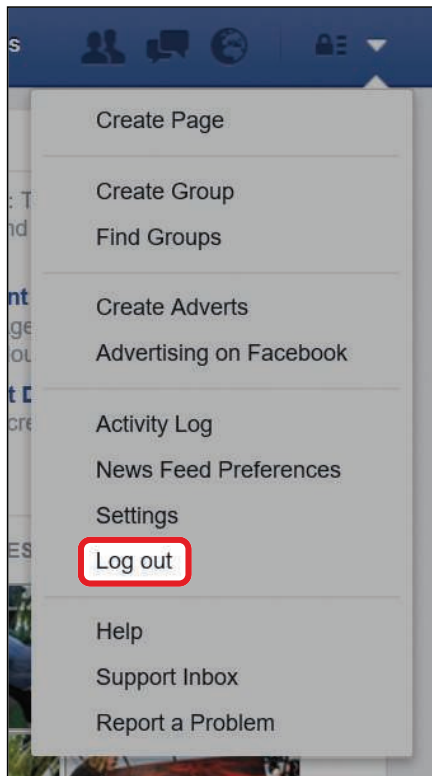
LOGGING OUT OF FACEBOOK

If you share your computer with others or are using a public computer, always log out of Facebook once you're done using it. If you don't log out, others will be able to access your Facebook account.

- 1 To log out, find the blue strip at the top of the Facebook page.
- 2 Click the **downward-pointing arrow**.



- 3 Click **Log Out** in the menu that opens.



- 4 You should now be logged out of Facebook, as shown below.



ACTIVITY #1

In this activity, you're going to practice logging in and out of Facebook to keep your account safe.

1. If you've closed Facebook, open it again by typing **www.facebook.com** into your internet browser and pressing ENTER.
2. Log in to your Facebook account.
3. Try logging out of Facebook. Once you have successfully logged out, you should see the Facebook website displaying the Log In screen.
4. Log back in to your Facebook account.

Welcome to the News Feed Page

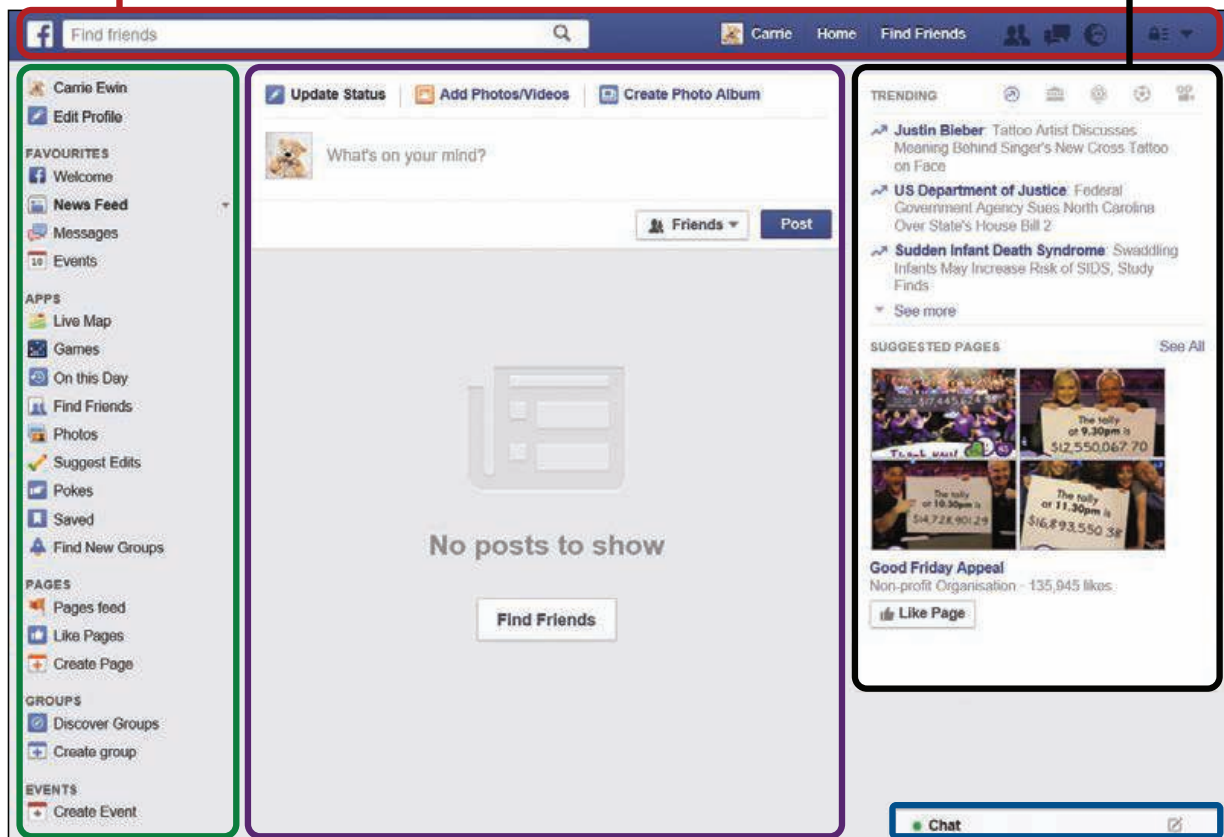
There's so much you can do on Facebook, but let's start by getting acquainted with the News Feed page. The News Feed page is Facebook's home page; it's the first page you'll see each time you log in to Facebook. It's a kind of mission control!

Log in to Facebook. If you've just created your account, you may see a Welcome screen instead of the News Feed page. If so, click the **News Feed** button from the left side of the page to open the News Feed page.

Let's explore the News Feed page now.

The Toolbar is a quick way to find things, reach useful pages, and get updates.

This section displays news stories, friend recommendations, or ads. Do your best to ignore the ads!



Use the Side Menu to go to pages on Facebook.

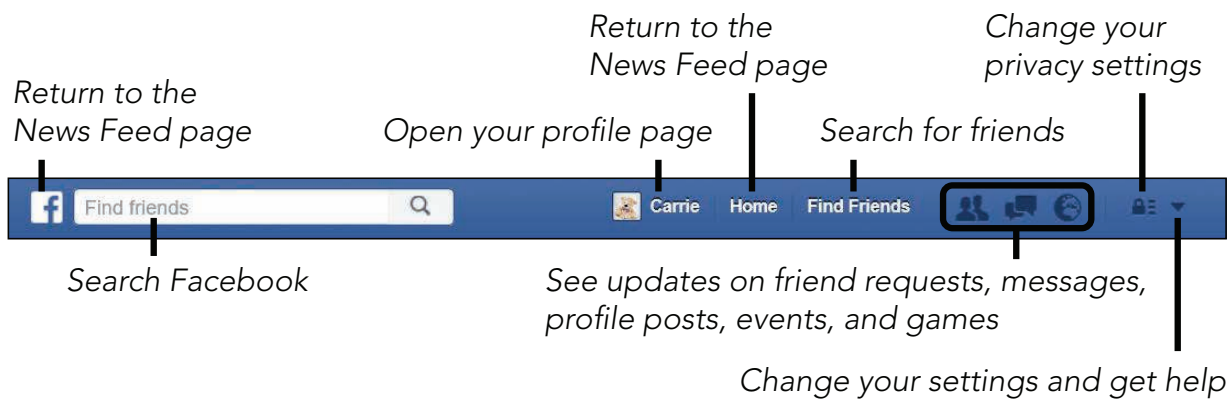
Your News Feed will display your friends' recent posts.

Chat lets you have live, written conversations with friends who are logged in to Facebook.

THE FACEBOOK TOOLBAR

The Facebook Toolbar will appear at the top of every Facebook page. It includes a number of buttons that give you quick ways of doing important jobs, like searching for friends and opening particular pages.

Let's take a look at each button, starting from the left. (All of these buttons and pages will be discussed in detail throughout this book.)



The f Button

Click this button to return to the News Feed page.

The Search Box

Use the search box to find the Profile pages of your Facebook friends, groups to join, and many other things. The description in your search box might change depending on which internet browser you're using. For example, your search box might read "Search Facebook" instead of "Find friends," but it won't make any difference to your search. You'll learn more about searching Facebook as you work through this book.

Your Name and Photo

This button shows your name and the picture you added when you set up your account. Click your name (*Carrie*, in this case) to move to your Profile page. Your Profile is your space on Facebook to share things like life updates and photos with your Facebook friends. We'll call this button the Profile button from now on. You'll learn more about your Profile in Lesson 3.

Home

Click this button to return to the News Feed page. (It does the same job as the Facebook f button!)

Find Friends



Click this button to search for other Facebook users. Once you find them, you can *request* to become their Facebook friend, which we'll look at in Lesson 4.

Friendship Notification



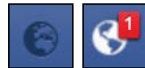
Click this button to see any updates about friend requests you have sent or requests that people have sent you. If this button has a red number next to it, you have new friend requests. Click the button to review them. You'll learn more about adding and accepting friends in Lesson 4.

Message Notification



Click this button to send a friend a message only the two of you can read (known as a *private message*) or to read private messages sent to you. If this button has a red number next to it, you have new messages. Click the button to view them. You'll learn more about private messages in Lesson 10.

Notification



Click this button to view notifications about activity on your Profile, such as if a friend posts a comment to your Profile or you've been invited to an event. If this button has a red number next to it, you have new notifications. Click the button to review them. You'll learn more about receiving notifications throughout this book!

Privacy Lock Icon



Click this button (which may look like a question mark, depending on your browser) to examine your privacy settings, which determine who can contact you and who can see the stories, photos, and videos you add to Facebook. You'll learn more about privacy throughout this book and in Lesson 12.

Downward-Pointing Arrow

Click this button to manage your account settings, including account security, seeking help, reporting a problem, and logging out of Facebook. We'll look at this in more detail in Lesson 12.

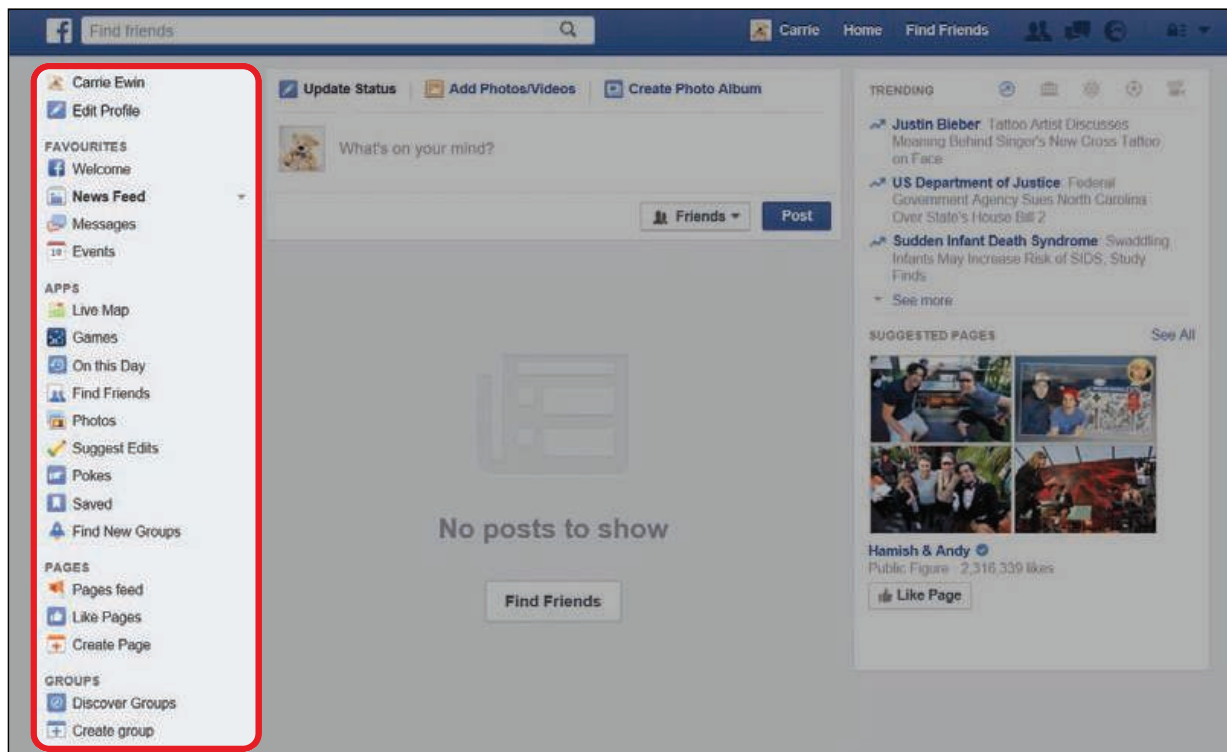
ACTIVITY #2

Try to answer these questions by choosing the correct button on the Facebook Toolbar.

1. If you wanted to review your Facebook privacy settings, which button would you click to begin?
2. If you wanted to find a dear friend to add her as a Facebook friend, which button might you click to begin?
3. If you wanted to see the latest photos added by your Facebook friend on her Profile, where would you enter her name to begin?

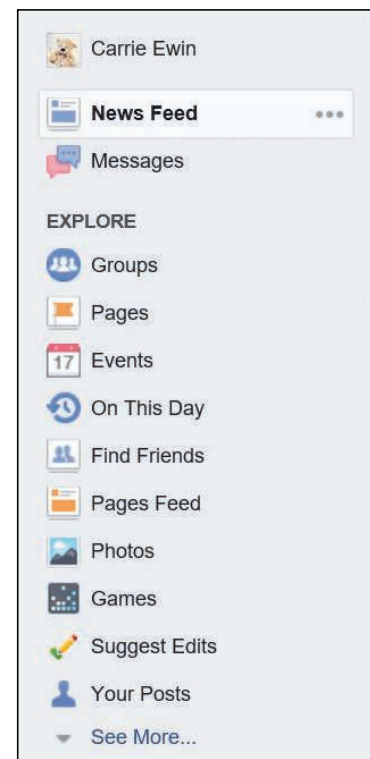
THE SIDE MENU

The Side Menu (circled at the top of the next page) provides a great way to access a lot of features. It appears only on the News Feed page, so to use it you need to open the News Feed page first. You'll get the hang of this very quickly and will find yourself using the News Feed page as your home base most of the time. The Side Menu will soon become your favorite way of moving around Facebook!

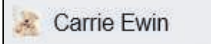


*** NOTE:** *If you created your Facebook account between 2015 and early 2016, and if you are using Facebook on Internet Explorer or Microsoft Edge, then your Side Menu may look a little different. Almost all of the same buttons will still be there, but your Side Menu may look like the image shown to the right.*

Let's explore some of the most important features that can be accessed from the Side Menu.

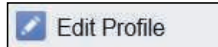


Your Name and Photo



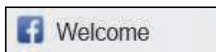
Click your name (*Carrie Ewin*, in my case) to open your Profile page. This button does exactly the same job as clicking the Profile button (your name and photo) on the Facebook Toolbar at the top of the screen! You'll learn more about your Profile in Lesson 3.

Edit Profile



This button takes you to your biography, the section of your Profile where you can add or edit information about you.

Welcome



Click this button to read a short introduction to Facebook, which will appear in the News Feed column of the News Feed page. Your Welcome button will disappear after you've used Facebook a few times and might even already be gone from your Side Menu.

News Feed



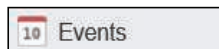
The News Feed button takes you straight to the News Feed page! As you can see, Facebook gives you a lot of ways to return to the News Feed page, because it's the page you're likely to use most often. You'll learn more about the News Feed page in Lesson 7.

Messages



Use the Messages button to send a friend a private message or to read private messages sent to you. This button might also be called Messenger. You'll learn more about private messages in Lesson 10.

Events



Click the Events button to see notifications of upcoming Events. The Events feature helps you receive and send invitations to parties or gatherings. You'll learn more about the Events feature in Lesson 11.

Games



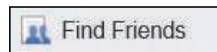
Use the Games button to find games to play. Facebook offers a huge selection of games that are free to play, like solitaire, blackjack, and chess. You can play against the computer or even against your Facebook friends! You'll learn more about Facebook games in Lesson 8.

Photos



Click the Photos button to quickly view photos you've added to Facebook.

Find Friends



Use the Find Friends button to search for people on Facebook and send them a friend request. This button does exactly the same job as the Find Friends button from the Facebook Toolbar, so you can click either button to begin finding friends. You'll learn more about finding friends in Lesson 4.

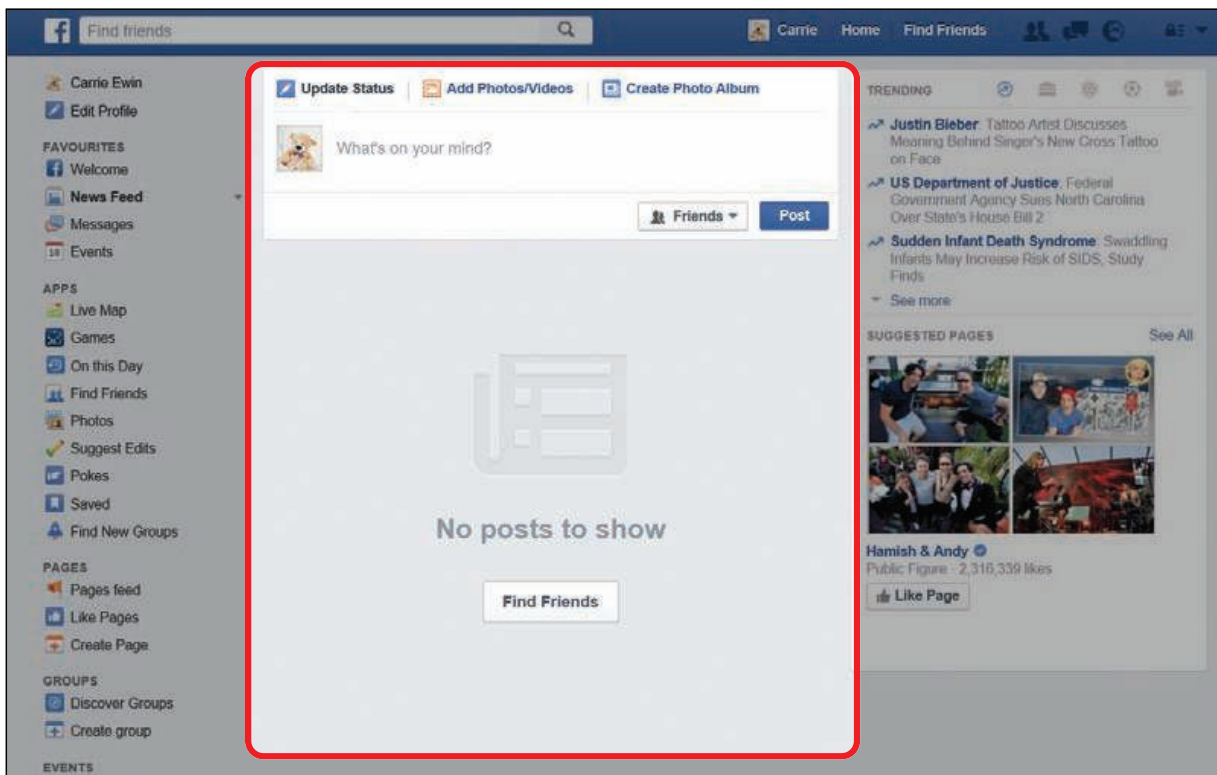
Discover Groups



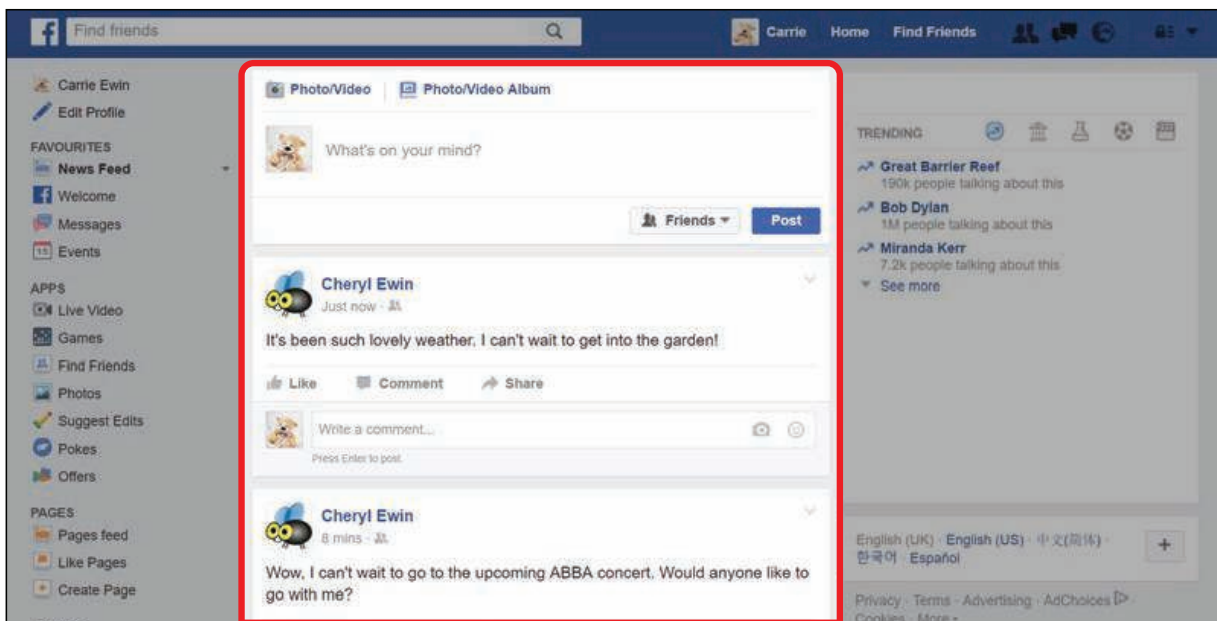
Click the Discover Groups button to find groups you might like to join. A Facebook Group can be like a club where people with similar interests come together to chat, such as a group dedicated to discussing gardening, or it can be used as a way to share information with a bunch of Facebook friends all at once—for instance, you might have a group with friends from the same high school. You'll learn more about Groups in Lesson 9.

THE NEWS FEED COLUMN

The News Feed column is the middle section of your News Feed page and is perhaps the main attraction of this page. The purpose of the News Feed column is to display stories, updates, news, photos, and videos from your Facebook friends. At the moment, before you've added any friends, your News Feed column will be empty, as shown on the next page.



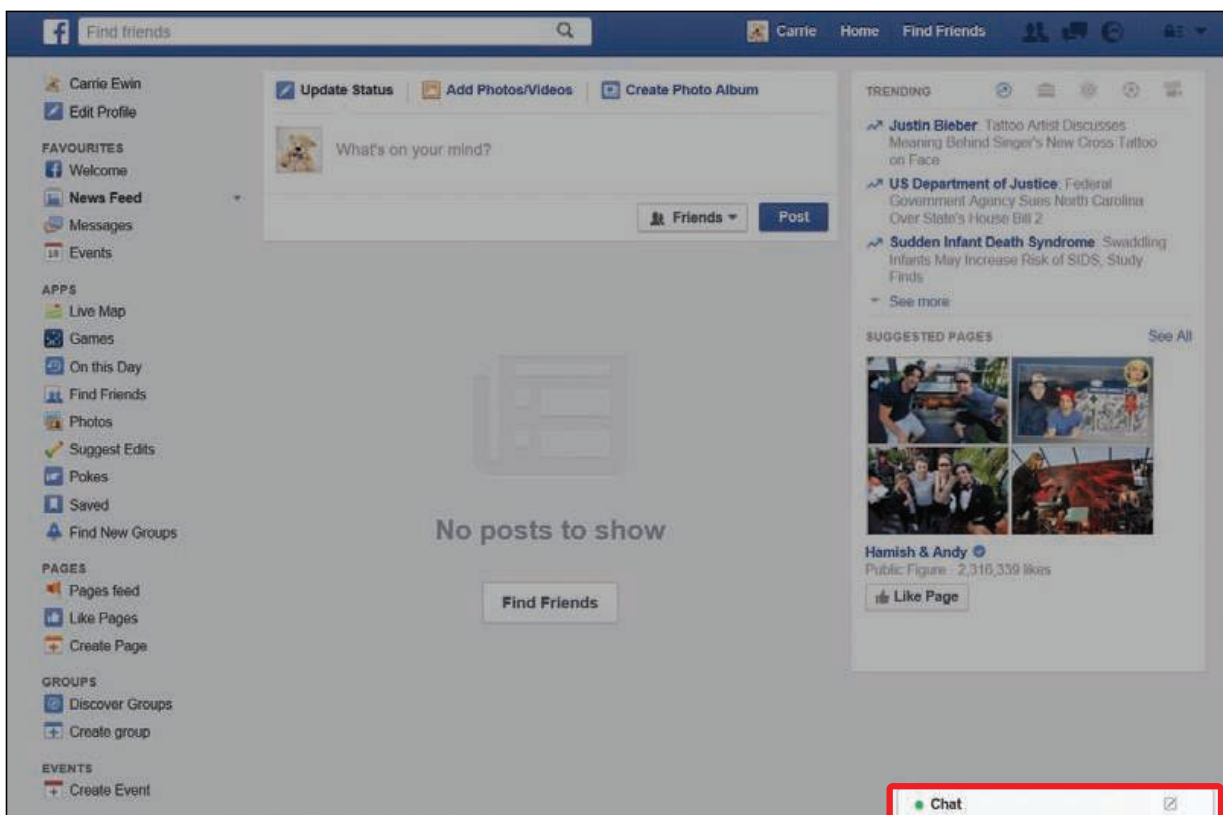
But don't worry, because after you have added Facebook friends, your News Feed column will fill up with interesting posts, as shown below. Your News Feed column will then be an excellent place to get quick updates on what your Facebook friends have been doing. You'll learn more about the News Feed column in Lesson 7.



CHAT

The Chat feature lets you have instant, written conversations with Facebook friends. Chat conversations happen in real time, so as long as you and your friend are logged in to Facebook at the same time, you can be typing and reading conversations live! Using Chat invites your friend to respond right away, unlike a message or email, which might take a few days or more to get a response.

The Chat bar, shown below, is a small, rectangular box marked *Chat* that appears on every page of Facebook. When you click the Chat box, it will expand to show you a list of friends who are logged in and ready to chat. If your screen is larger, instead of this box you might see a column of names along the right side of your screen. You'll learn more about chatting in Lesson 10.



Phew, We Did It!

In this lesson, we covered some Facebook basics. We explored how to:

- * Log in and out
- * Recover a forgotten password
- * Navigate the News Feed page

Now that you've met the many exciting features on Facebook, it's time to meet your Profile, which you'll do in the next lesson.

LESSON REVIEW

Congratulations, you've completed Lesson 2! Take this opportunity to review what you've learned by answering the following questions. If you can do so with confidence, you're ready for Lesson 3. If not, don't lose heart—just keep practicing!

1. How do you view your Profile page?
2. You would like to connect with an old buddy. Which button do you use to find him and add him as a friend?
3. If you want to play a new game, which button would you use to find it?
4. If you're concerned about your privacy settings, how do you review them?