Facebook: Creating an Account

A Facebook profile allows users to socially network with people all around the country and the world. It can also be used a useful tool in the classroom; students can collaborate on course work, have discussions, and practice concepts.

**Step 1**
Go to the website [www.facebook.com](http://www.facebook.com). On the main page, enter personal information in the fields provided.

**Step 2**
Once the proper information has been entered, a screen like the one below will appear. To locate friends on Facebook, enter a valid email. If desired, press “Skip this Step” to continue.

**Step 3**
Next, answer the questions about high school, college/university, and employer. By filling out these categories networking becomes easier at times.
Step 4
The final step of basic profile creation is the option to upload a profile picture. Choose a current picture from the computer or take a photo with a webcam.

Step 5
Now the profile is created. By using the sidebar and top search bar, navigation all over the site is possible.

Step 6
Now the profile, which will look similar to the sample of “Sally Infocommons” below, is accessible and ready for use. On the Wall, friends can write messages, add/take a photo, add/record a video, share an event or share a link. The Info tab shows personal information.

Step 7
Finally other useful features on Facebook include sending a message which will only be seen by the person/people it is sent to and the other is the chat option which is very similar to instant messaging.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, [http://www.butler.edu/it/cat](http://www.butler.edu/it/cat) or contact any Center for Academic Technology staff member at [training@butler.edu](mailto:training@butler.edu), or contact the Information Commons desk in Irwin Library at [infocommons@butler.edu](mailto:infocommons@butler.edu) or 940-9235.

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