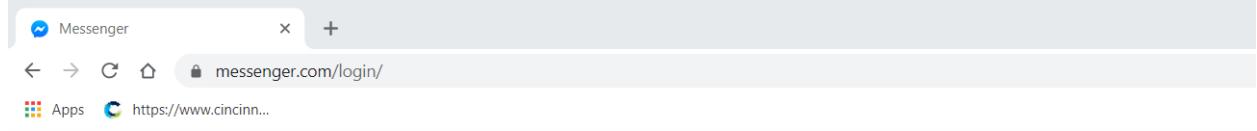


How to Use Facebook Messenger on Computer

1. Click on your internet browser to pull up a webpage. It may look like one of the following:

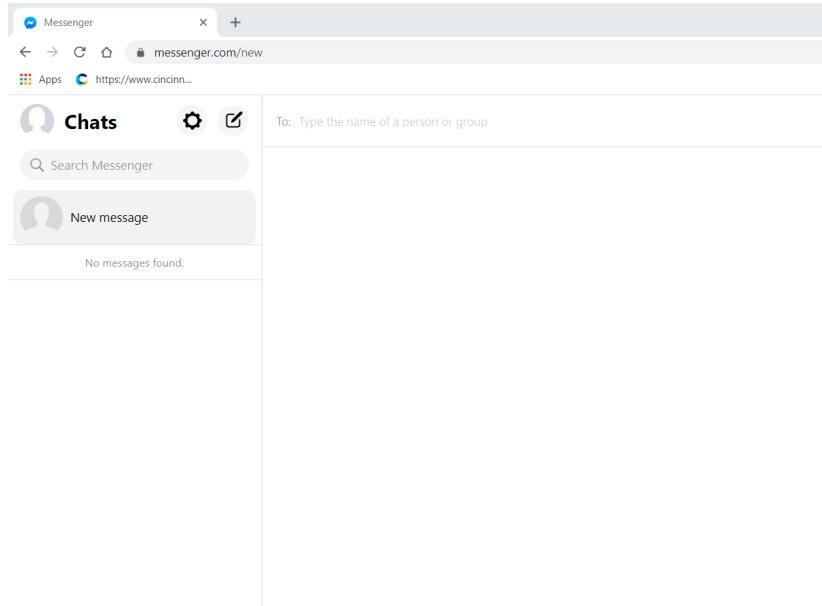


2. In the search bar at the top of the page, type www.messenger.com and press enter. This is the page that will be displayed:



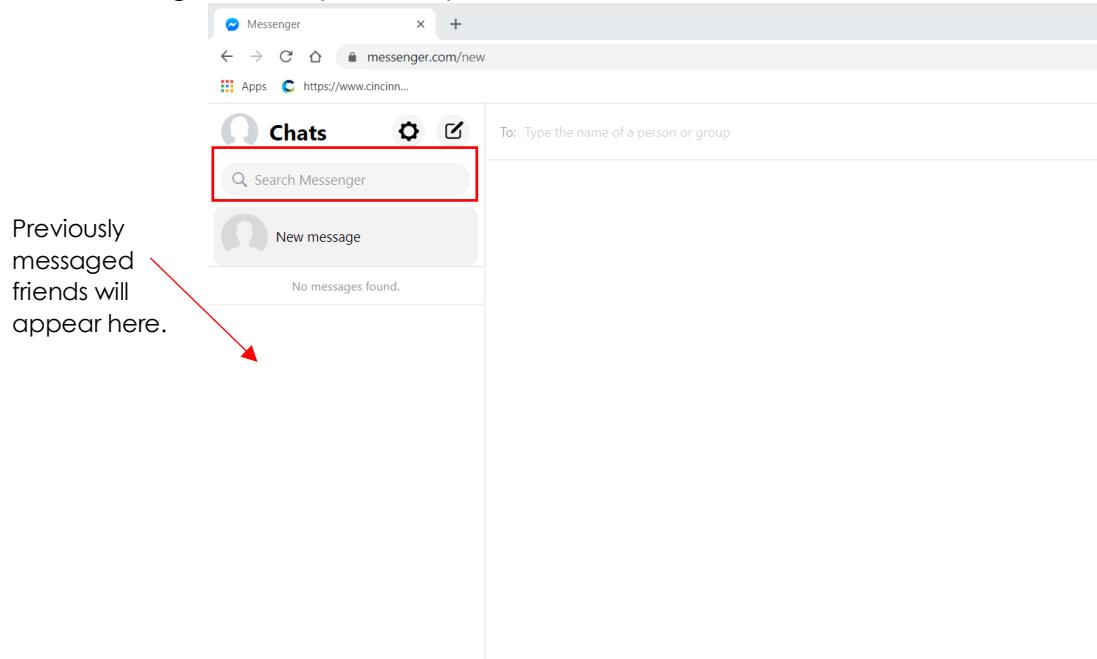
3. Enter your Facebook login information in the boxes provided. And click the "Continue" button (in red box above).

4. Now you have entered messenger. There are a few possibilities from here.
 - a. Send messages to individual friends
 - b. Create group chats
 - c. Send pictures and videos

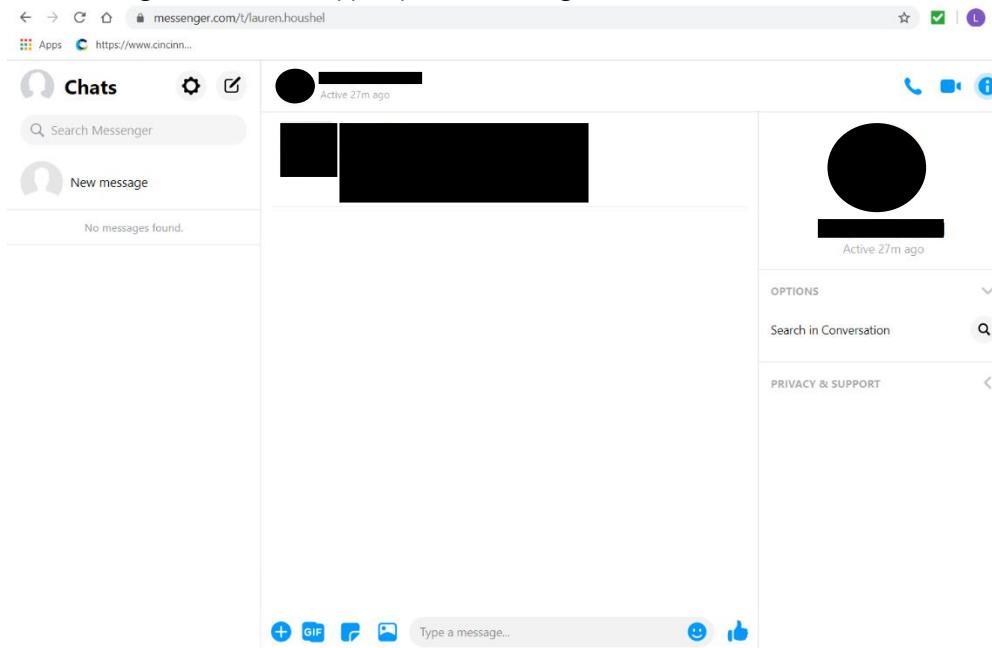


Send individual messages to friends and family

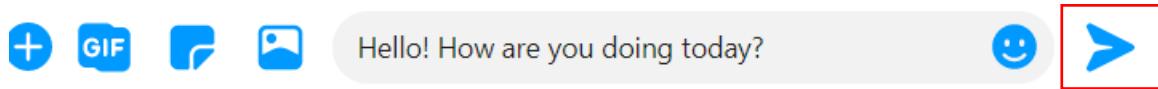
1. To begin an individual chat, enter the name of the person you'd like to chat with in the "Search Messenger" bar or select their name from the side bar if you've messaged them previously.



2. After you have selected who you would like to send a message to, click on the "Type a message" box and type your message.

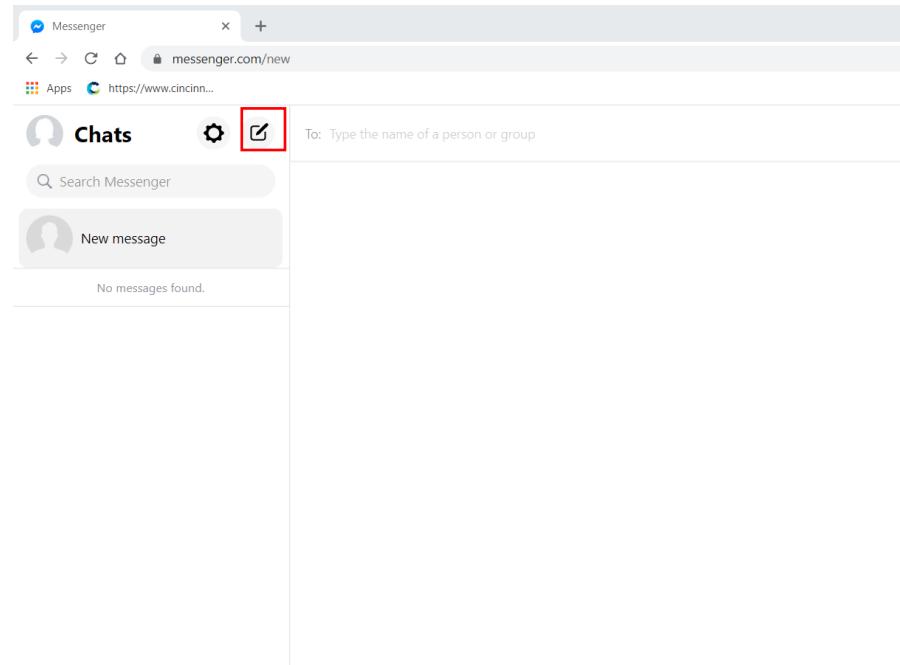


3. After you have typed your message, click the send button (in red box below).

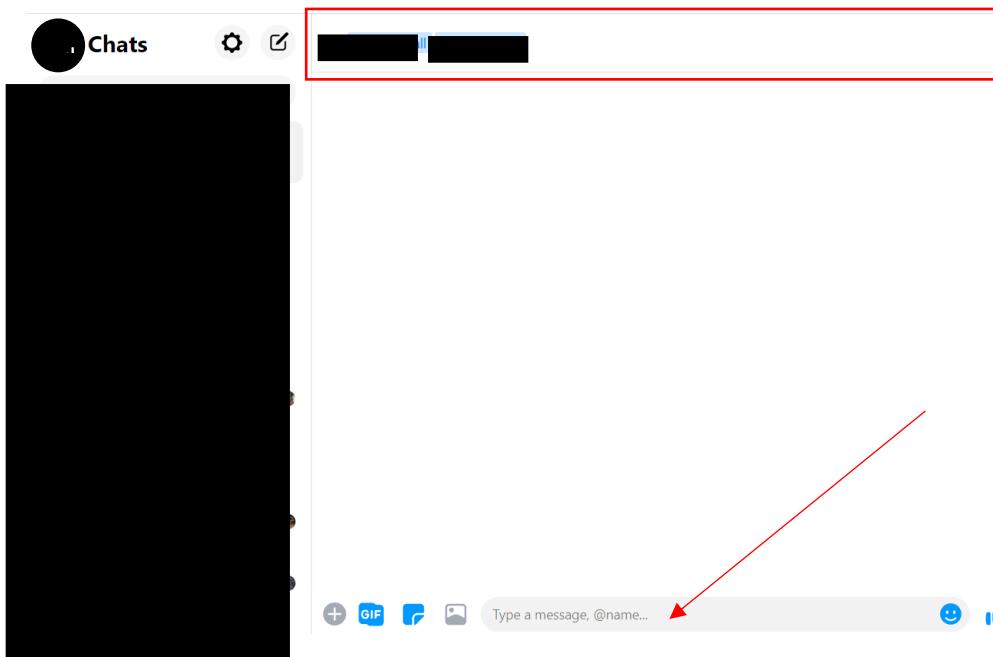


Create group chats

1. To create a group chat and sent the same message to multiple people and allow for group discussions, click the paper and pen icon (in red box below).

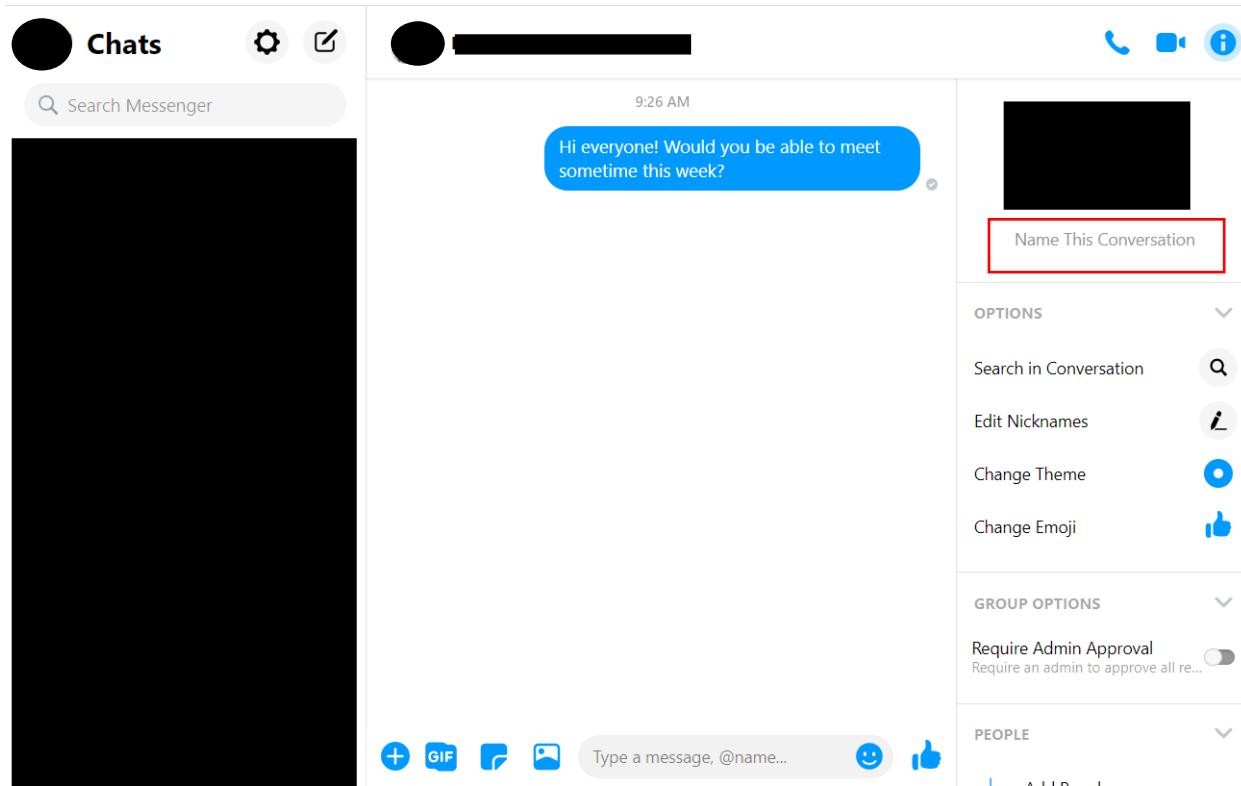


2. Next, enter the names of the people you would like to make a group chat with in the box labeled "To:" Then, type your message in the "Type a message" box. If a message is specifically targeted at one person, but still about group affairs, type @their name to call specific attention to them. When you are done typing your message, press enter or the send button.



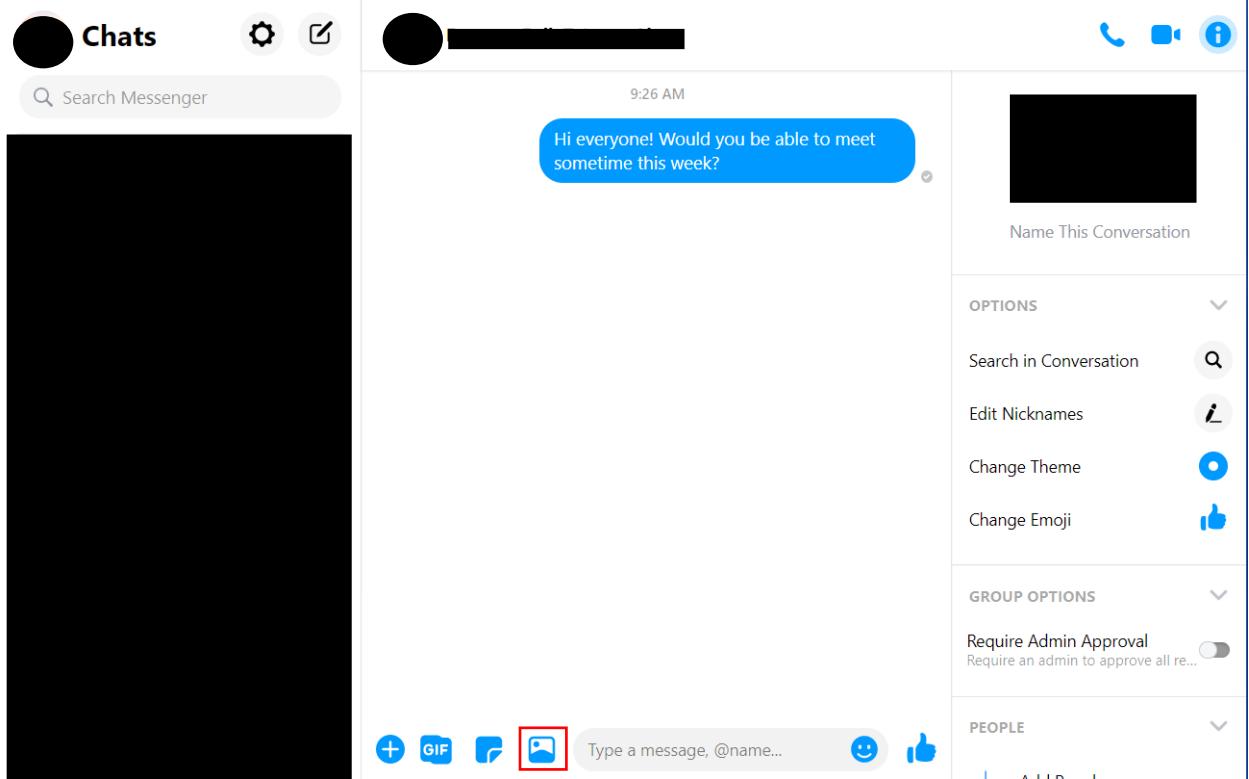
3. After a group message is created, there are several features you can utilize.

- Name the group
 - To name the group, click on the “Name this conversation” button. (in red box below) Then, you can name the group whatever you’d like.
- Search the conversation for a specific person or topic
 - Click the “Search in conversation” button, search for your keyword or person, and Messenger will highlight the messages with your keyword in it.
- Change the theme
 - This is a cosmetic change to the chat and aren’t required. Click the “Change theme” to change the appearance of Messenger.
- Change the emoji
 - This is a cosmetic change to the chat and aren’t required. Click the “Change emoji” to change the appearance of Messenger.
- Adjust privacy settings
 - If you would like to require your approval for anyone new to join the chat, click the “Require Admin Approval”. All request to join will then have to be approved by you.
- Add more people
 - To add more people to the group, click the “People” tab, click add people, and search who you would like to add.

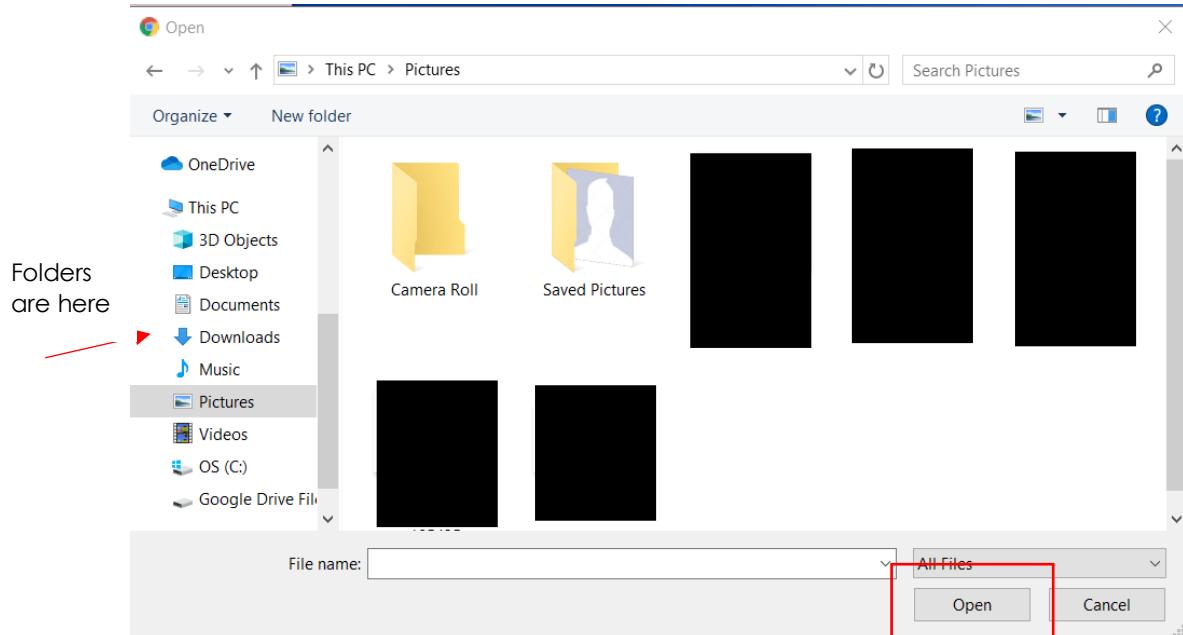


Send pictures & Videos

1. To send photos or videos to your group, click the button in the red box below.

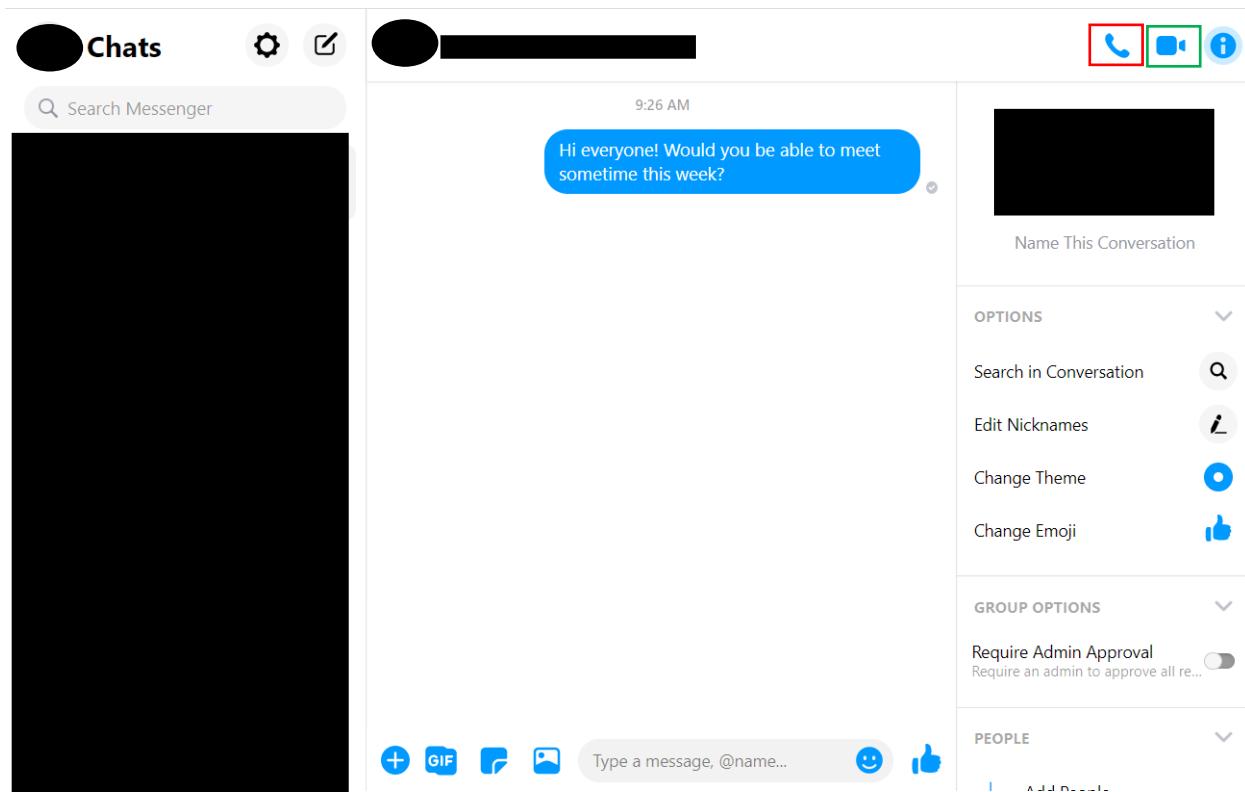


2. Next, this screen will pop up. Select the folder you have your pictures saved or downloaded to. Click the picture you would like to share, the click the “Open” button. The image will show up in your message box. To send, click enter or the send button.



Voice or Video Chat with Your Group

1. To voice call your group, click the phone button at the top left hand corner of the screen (in red box below).
2. To video call your group, click the camera button at the top left hand corner of the screen (in green box below).



3. Next, this window will pop up. You may select who all in your group you would like to group call or video chat with. Click on names to select or deselect them. You will know they are selected if there is a checkmark next to their name. To call, click the call button.

