

# How to Make a Personal Facebook Account on Computer

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



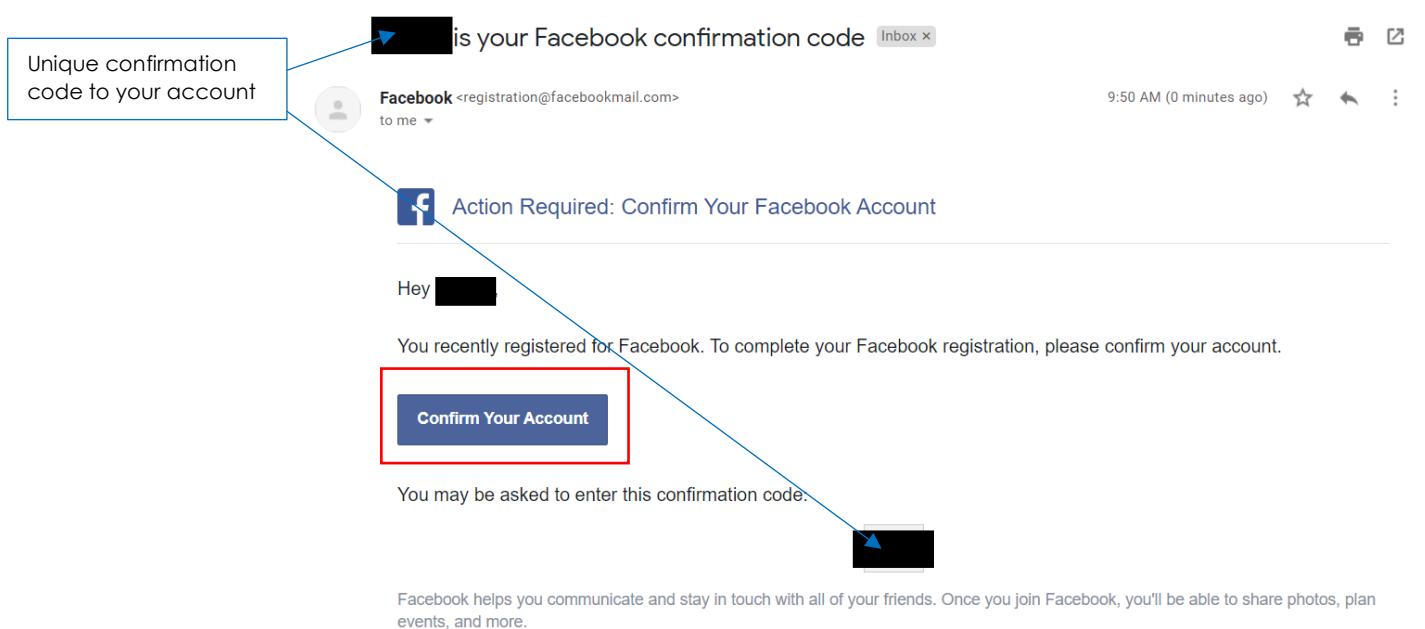
2. In the search bar at the top of the page, type [www.facebook.com](https://www.facebook.com) and press enter. This is the page that will be displayed:

A screenshot of a web browser showing the Facebook sign-up page. The address bar shows 'facebook.com'. The page has a blue header with the word 'facebook'. On the left, there's a section with three icons: a photo album, a star, and a person network, each with a description: 'See photos and updates from friends in News Feed.', 'Share what's new in your life on your Timeline.', and 'Find more of what you're looking for with Facebook Search.'. To the right, there's a 'Sign Up' section with the heading 'Sign Up' and the subtext 'It's quick and easy.' It contains fields for 'First name', 'Last name', 'Mobile number or email', 'New password', and 'Birthday' (set to April 17, 1995). Below that is a 'Gender' section with radio buttons for 'Female', 'Male', and 'Custom'. A small note at the bottom says 'By clicking Sign Up, you agree to our Terms, Data Policy and Cookies Policy. You may receive SMS Notifications from us and can opt out any time.' A large green 'Sign Up' button is at the bottom, enclosed in a red rectangular box. Below the button is the text 'Create a Page for a celebrity, band or business.'

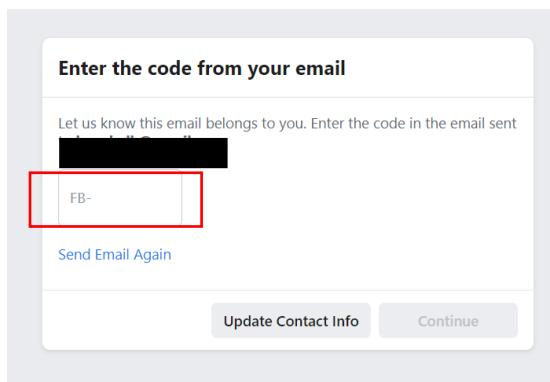
3. Under the words "Sign Up", enter your first name, last name, mobile number or email, password, birthdate, and gender. Then, click the green Sign-Up button at the bottom of the page (in the red box above).
  - a. If you need assistance creating an email account, please refer to the instructional guide titled "Creating a personal email account".

4. Verify your email or phone number.

- If registered with email: Go to your email account and you will see an email with the subject “\_ number is your Facebook confirmation code”. Click the button “Confirm Your Account” (In red box below).



OR, return to the Facebook tab and enter the code in the box (In red box below).



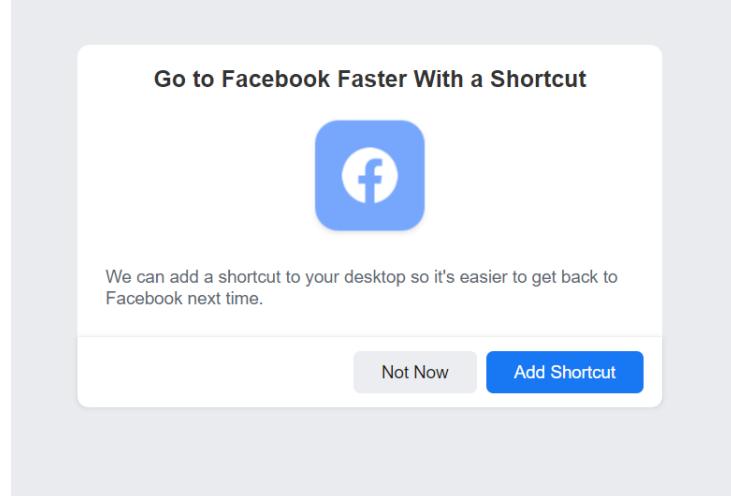
- If registered by phone number, enter the code sent to your text messages in the red box above.

**IF YOU SUCCESSFULLY ENTERED CODE, PLEASE PROCEED TO STEP 5. IF NOT, SEE BELOW.**

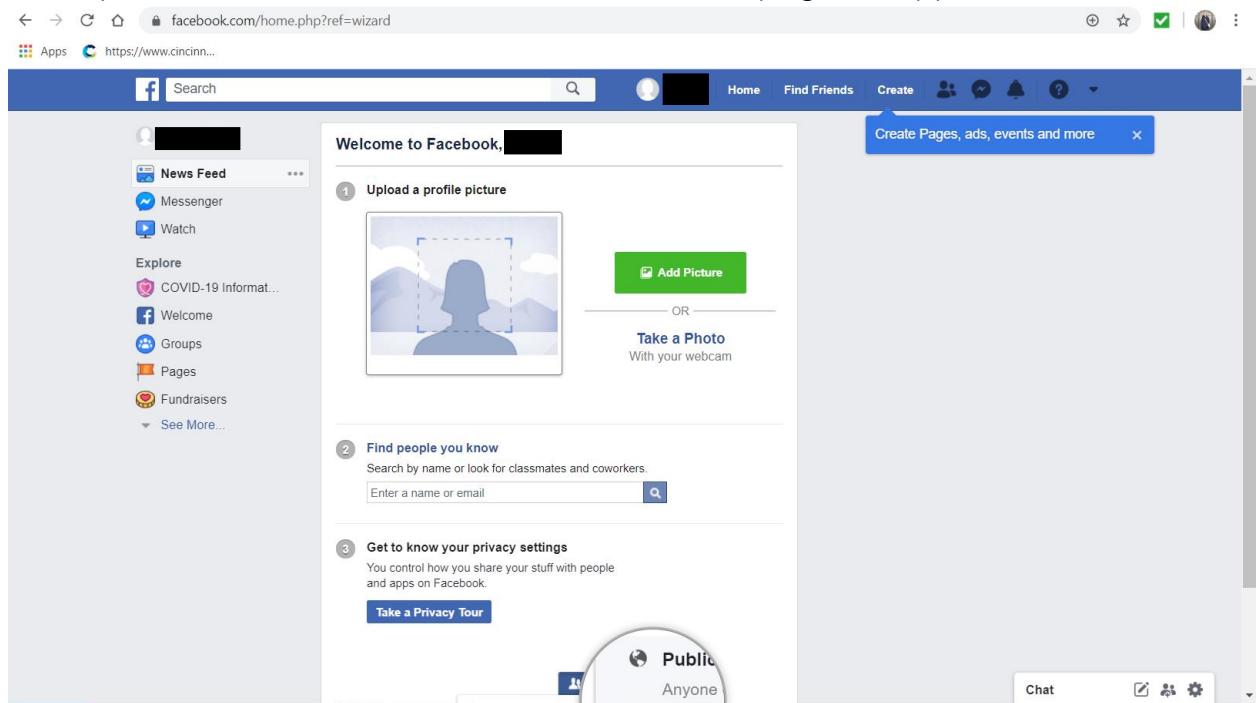
Troubleshooting at this step:

- If you did not receive an email or text, click the “send email again” or “send text again.” When you receive the email or text, follow step 4.
- If you still do not receive an email, check the promotions and spam folders in your email.

- Once the code is entered, a screen will appear like the one below. A shortcut is an icon that will appear on the home screen of your computer, allowing easier access to Facebook. If you wish to create a shortcut to Facebook for quicker access, feel free to do so. If not, click the "Not Now" button.

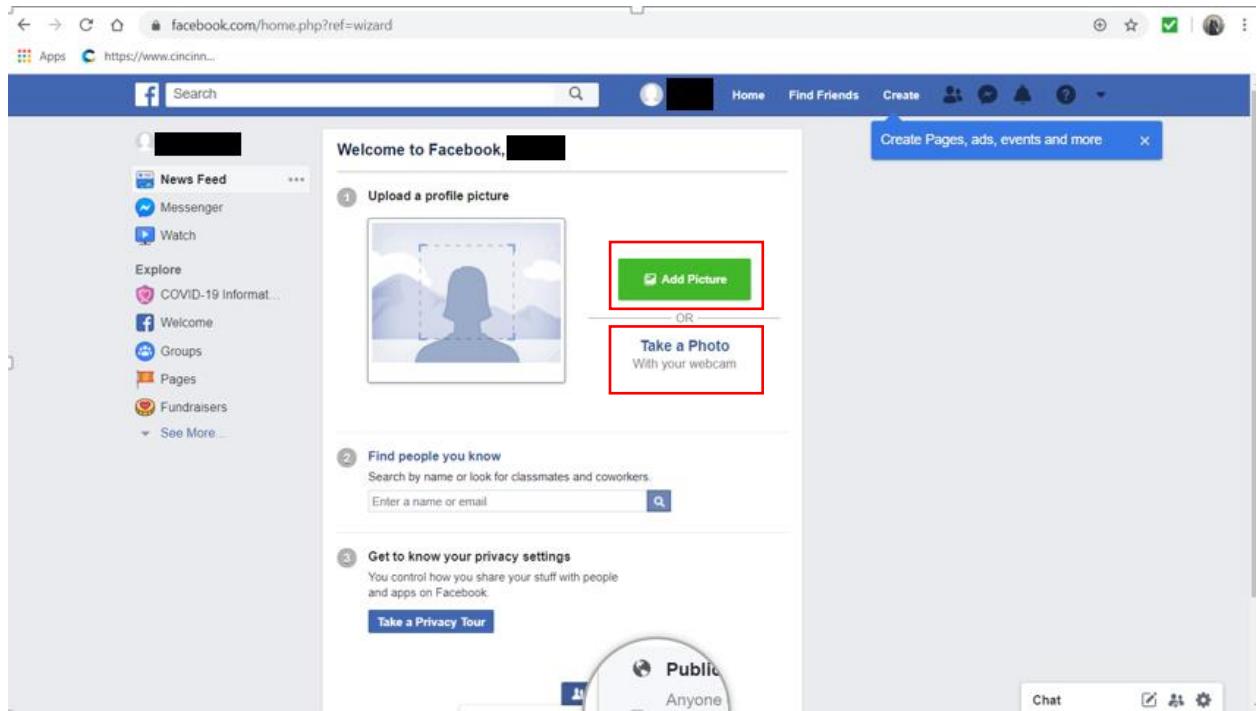


- Once you chose Not Now or created a shortcut, this page will appear.

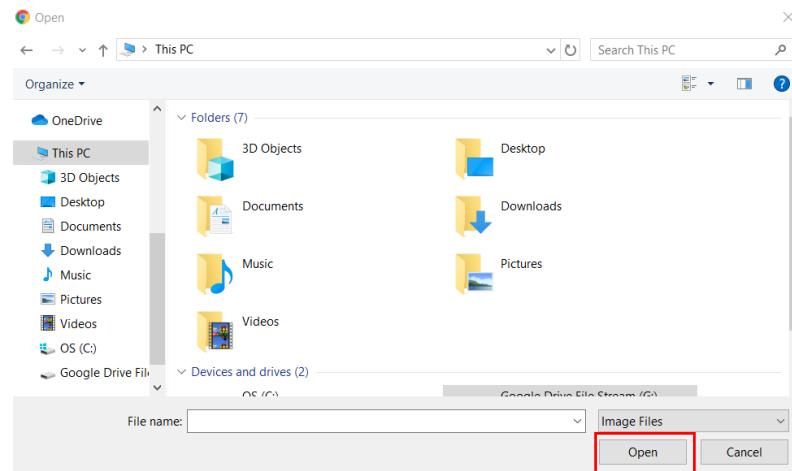


- First, upload a profile picture. Your picture will make the first impression to your friends, family, employers, and strangers on Facebook. Create a profile that represents you well, avoiding any photos where your face is not visible, photos with unfriendly facial expressions, or photos involving illegal activities.

8. To upload a profile picture, click “Add Photo” or “Take a Picture with Your Webcam” (In red boxes below).



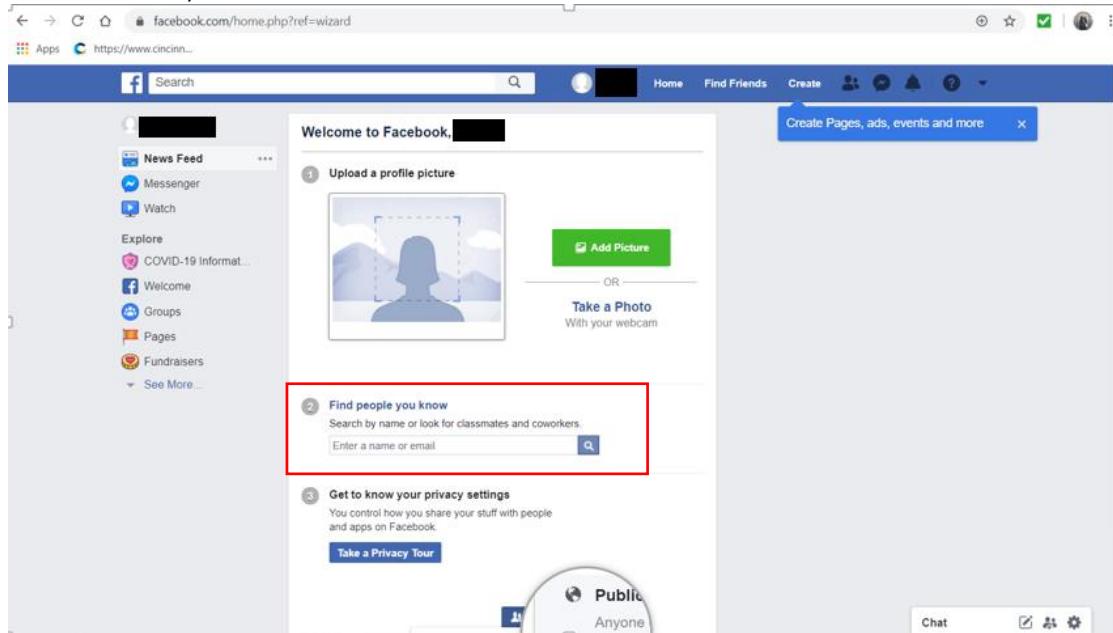
9. If you choose “Add Picture”, you will upload a photo already saved on your computer. A screen like the one below will appear. Select the folder on the left side of the screen that your photo is saved under. Click on the picture and click the “Open” button (in red box below).



10. If you choose, “Take a Photo With your Webcam”, your computer will ask if you will allow Facebook to use your camera. Click “Allow”. Your camera will pop up and you can take a photo of yourself to use as your profile photo.

- If you like the picture, click “Save”, if you'd like to retake it, click “Retake photo” until you've captured one you enjoy.

11. Next, you can find friends to add on Facebook. In the search bar "Find people you know" (in red box below), search your friends, family members, and coworkers if you'd wish.



12. Enter their name, and click the magnifying glass blue button to search. A page like the one below will show up. There may be more than one person with your friend or families name, so be sure to verify you are friending the right person. When you do, click the "Add friend" button (in red box below). To add more friends, type their name in the box below.

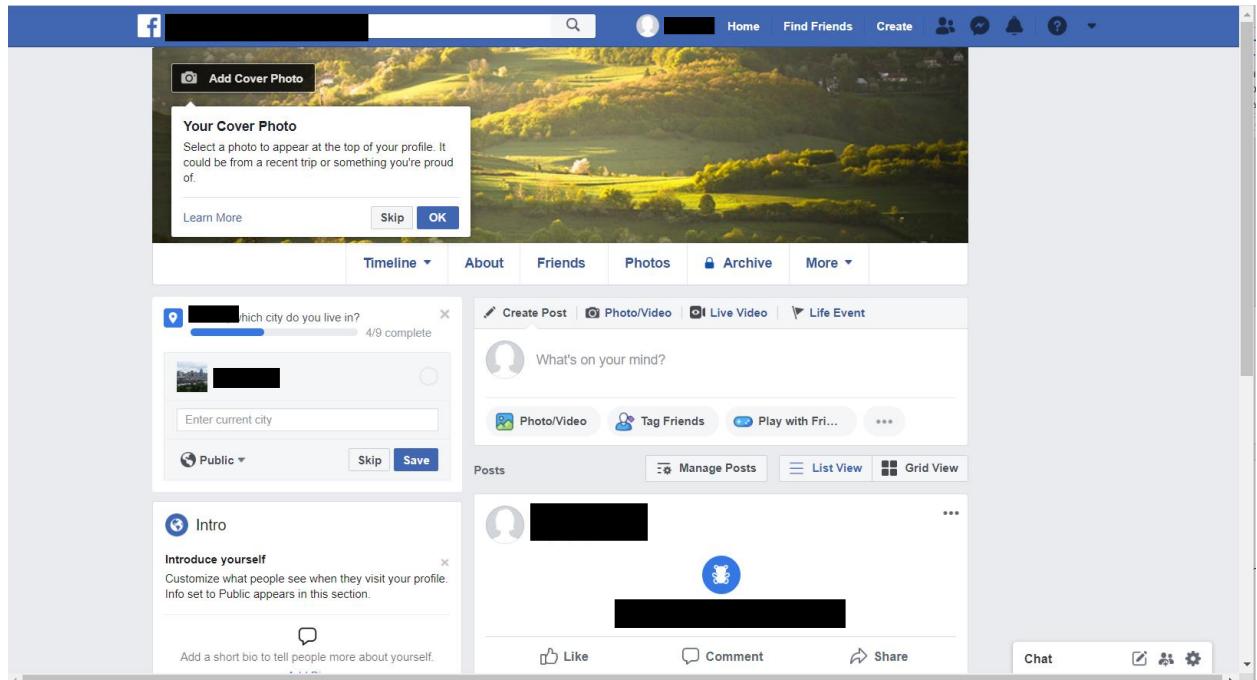
A screenshot of a Facebook search results page for the query "john smith". The search bar at the top has an arrow pointing to it. The results are filtered by "People". There are four search results, each showing a profile picture (redacted), the name "John Smith", and an "Add Friend" button, which is highlighted with a red box. To the right of the results, there's a sidebar with a profile picture of JuJu Smith-Schuster and some text about him. Below the sidebar, there are "See Also" suggestions for other users: Aaron Donald, Jordan Cameron, Eric Weddle, and Travis.

13. Once you have added desired Facebook friends, you can return to completing your profile. To do so, click your name at the top of the page (in red box below).



A screenshot of a Facebook search results page for the query "john smith". The top navigation bar shows the search term "john smith" and a user profile icon. Below the search bar, there are tabs for "All", "Posts", "People", "Photos", "Videos", "Pages", "Places", "Groups", "Apps", "Events", and "Links". A red box highlights the user's name "john smith" in the top navigation bar. The search results are filtered under "People". The results list four entries, each with a profile picture, the name "John Smith", and an "Add Friend" button. The first three entries are listed under "People", and the fourth is listed under "Group". The fourth entry is for a group named "John Smith (Sticks)" with 4K members. The right side of the screen displays a profile for "JuJu Smith-Schuster" with a large profile picture, a bio, and links to other profiles: Aaron Donald, Jordan Cameron, Eric Weddle, and Travis.

14. You will then be taken to your profile page. It will look something like this:



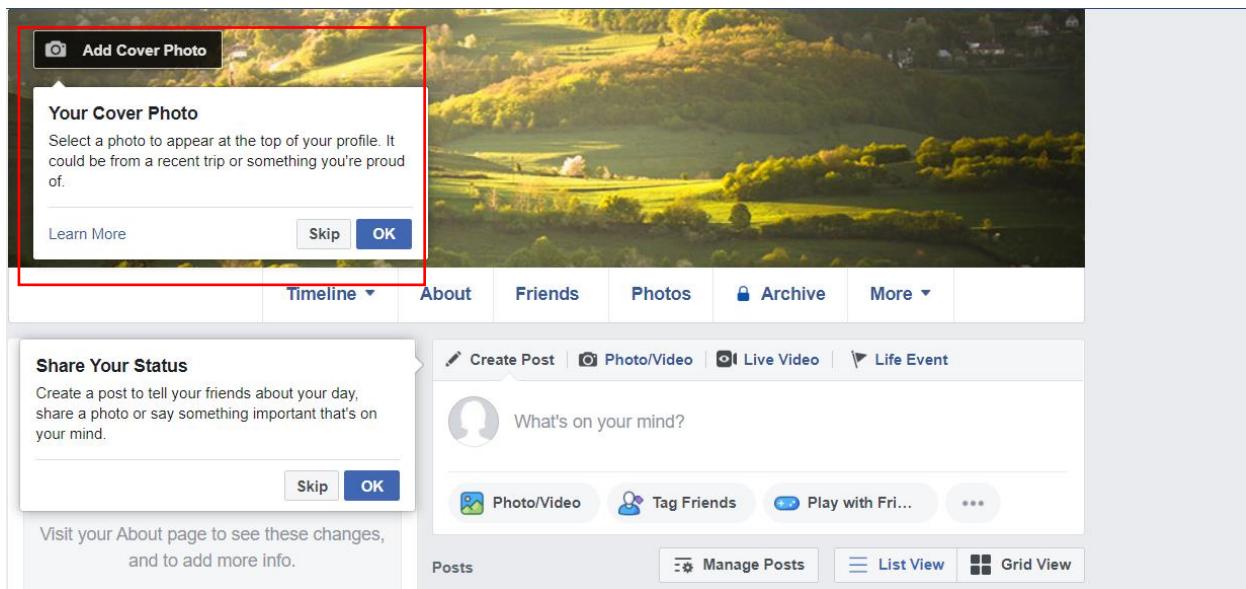
A screenshot of a Facebook profile page for a user. The top navigation bar shows the user's name and a search bar. A modal window titled "Your Cover Photo" is open, prompting the user to select a photo for their profile cover. Below the modal, the profile header features a scenic landscape image. The main profile area includes sections for "About", "Friends", "Photos", "Archive", and "More". A "Create Post" button is visible. On the left, there are sections for "Where do you live?", "Intro", and "About yourself". The right side of the profile page shows a timeline feed with posts, a "What's on your mind?" text input, and buttons for "Photo/Video", "Tag Friends", "Play with Friends", and "More".

15. To complete your profile with more information about yourself and allow people to get to know you more, you can:

- Add a cover photo
- Enter additional information
- Create an introduction to yourself
- Upload more photos
- Share a Facebook status
- View your Facebook timeline
- Change privacy settings
- Message friends and family

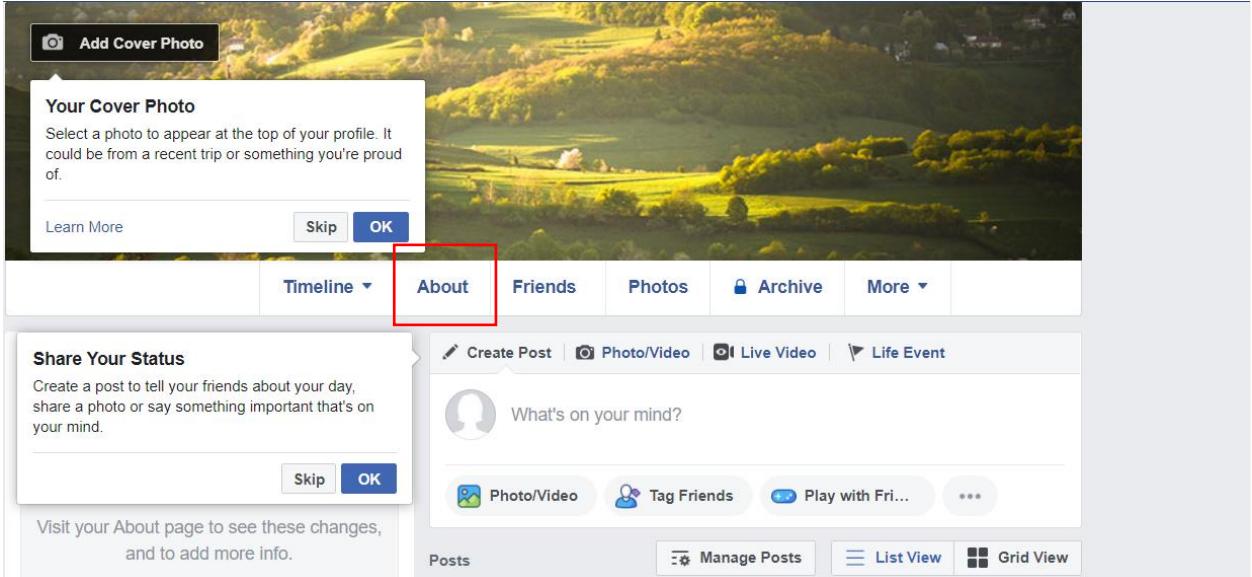
### Adding a Cover Photo

- To add a cover photo, click the "Add Cover Photo" button (in red box below) at the top left hand corner of your screen.
- You will have the option to select a photo from Facebook stock photos, select artwork, create a collage, or upload a photo.



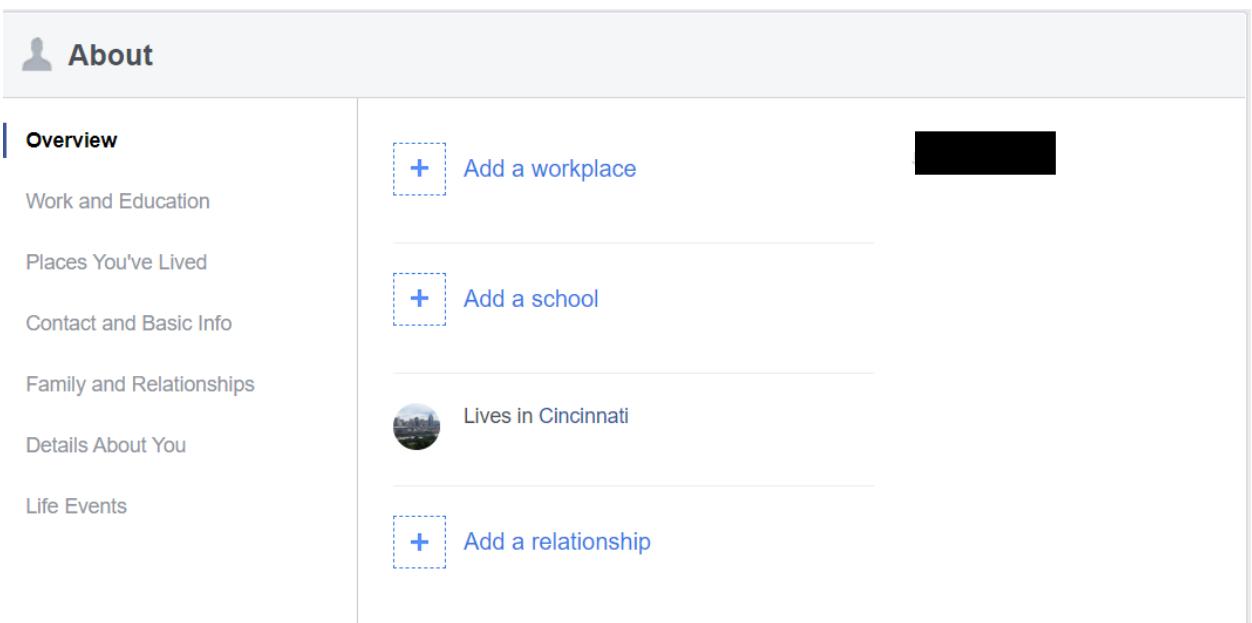
## Entering additional information

1. To go into more detail about your life, you can add more information to your profile.
2. Click the "About" tab (in red box below).



The screenshot shows the initial steps of setting up a Facebook profile. At the top, there is a modal for "Your Cover Photo" with "Add Cover Photo" and "OK" buttons. Below the modal, the navigation bar includes "Timeline", "About" (which is highlighted with a red box), "Friends", "Photos", "Archive", and "More". A secondary modal for "Share Your Status" is open, with "Skip" and "OK" buttons. The status update field asks "What's on your mind?". Below these, there is a note: "Visit your About page to see these changes, and to add more info." The bottom of the screen shows the main Facebook feed with "Create Post", "Photo/Video", "Live Video", and "Life Event" options, along with "Posts", "Manage Posts", "List View", and "Grid View" buttons.

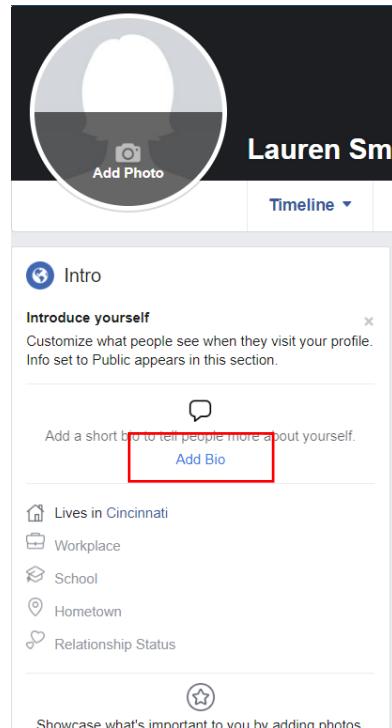
3. You will then be given the option to add your workplace, school, where you live and have lived, other contact info, and family and relationships, and more.



The screenshot shows the "About" page on Facebook. The left sidebar lists sections: "Overview", "Work and Education", "Places You've Lived", "Contact and Basic Info", "Family and Relationships", "Details About You", and "Life Events". The "Overview" section is currently selected. The main content area shows three dashed blue boxes with a plus sign, each labeled with an action: "Add a workplace", "Add a school", and "Add a relationship". Below the "Add a workplace" box, there is a placeholder text "Lives in Cincinnati" with a small profile picture icon.

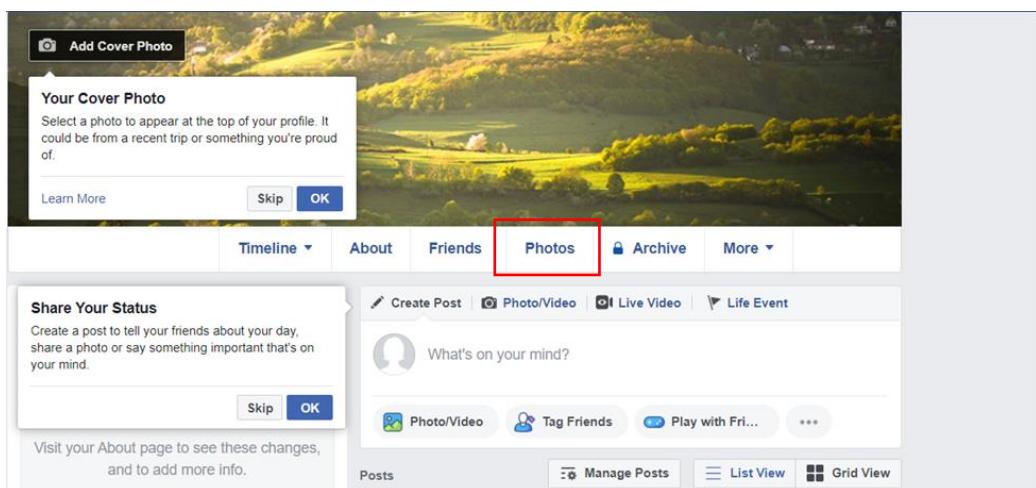
## Create an introduction

1. To create an introduction, click the “Add Bio” button (in red box below).



## Uploading more photos

1. To add more photos, click the “Photos” button (in red box below).



- From here, you can create photo albums and upload additional photos and videos to your profile.

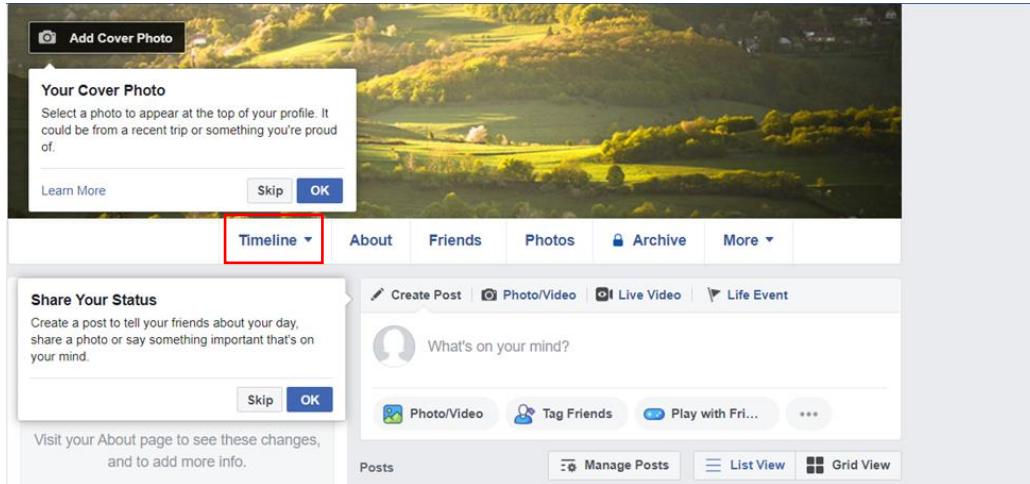
## Sharing statuses

- To share a status to your timeline, click the box saying "What's on your mind?" (in red box below)

- Next, type your status and click "Post".

## View your timeline

1. To stay up to date on your friends and families status updates and shares, you can check out your timeline. To view, click the "Timeline" tab (in red box below).

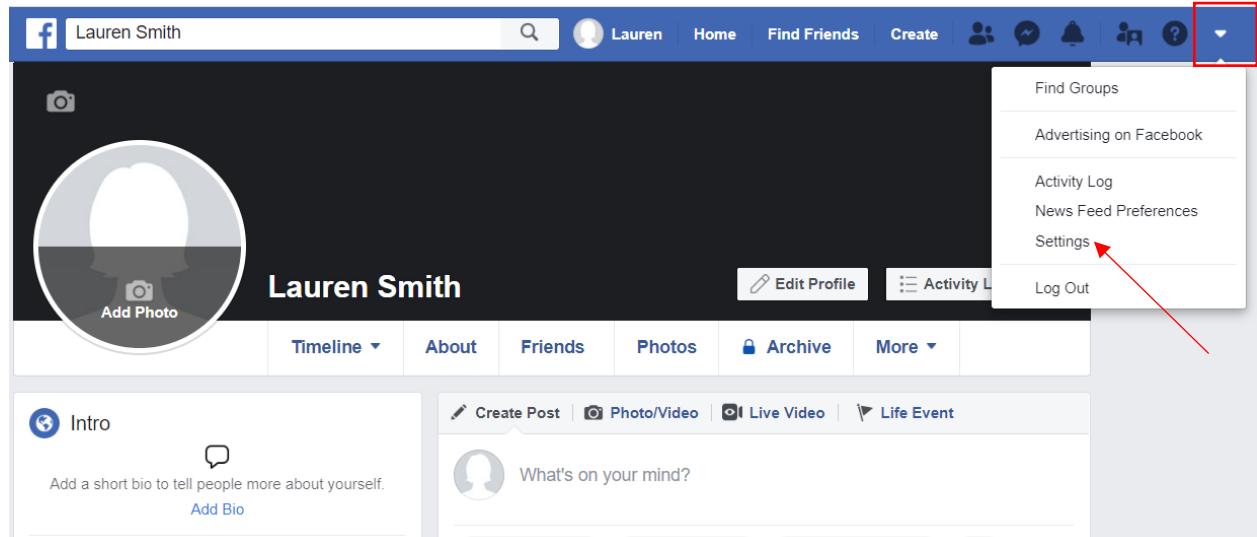


2. You can then like, comment, and share others statuses. Under every status, you will see the three options, shown below.

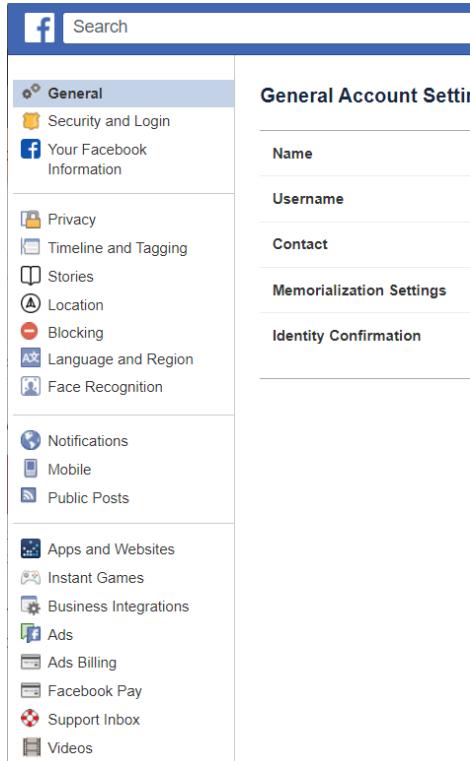


## Change profile settings

1. To change your privacy settings, click the downward arrow button at the top right hand side of your screen (in red box below). Then, click "Settings".

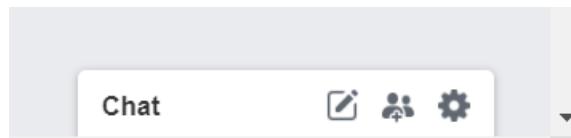


2. You will then be in your account settings. There are many possibilities here.
  - i. To change your security or login information,
  - ii. To create a private account, click the "Privacy" tab. From here, you can alter who can find your posts and who can contact you.
  - iii. To customize who can post on your timeline or who can tag you in posts, click the "Timeline and tagging" tab.
  - iv. You may also change story, location, blocking, language, face recognition, notification, mobile, and public post settings by clicking the corresponding tabs on the left side of your screen.



## Messaging friends and family

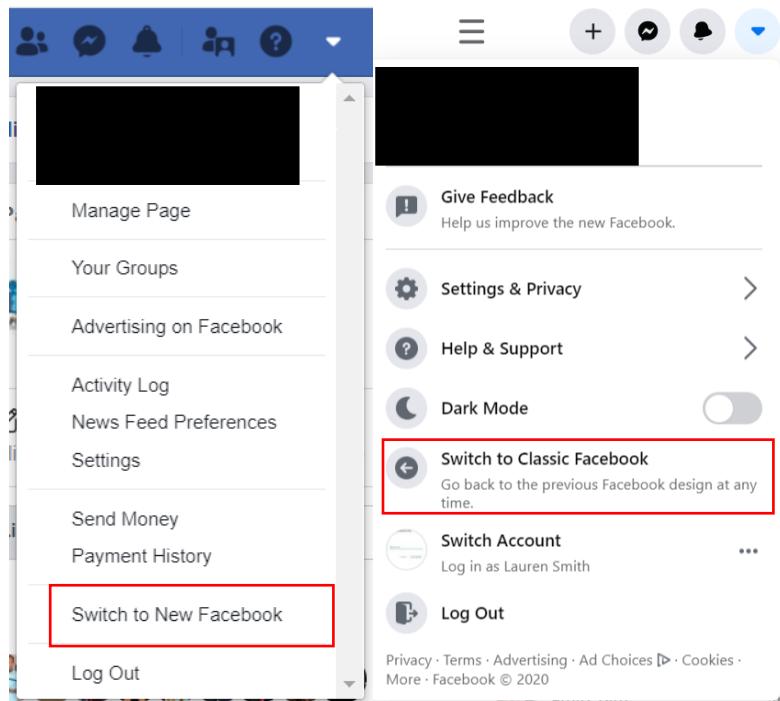
1. You can also privately message your friends and family. There are two ways to do this: utilizing the chat box or messenger app.
2. First, you can click the chat box at the bottom right hand side of your screen.



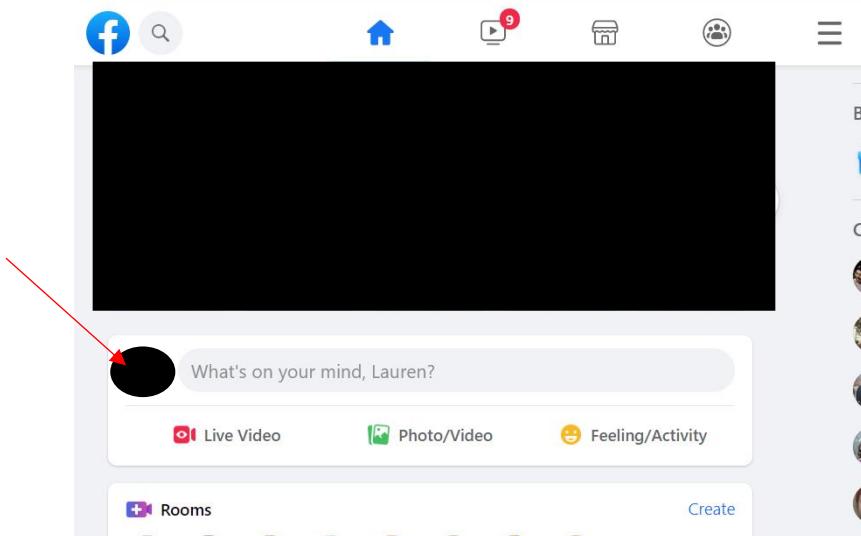
3. You can then see which of your friends and family are online, represented by a green dot next to their name. Click on the name of the friend you'd like to message and type a message in the box to send. For more detailed information on utilizing Facebook messenger, please see the "Facebook Messenger Instructional Guide".

## New Facebook Layout

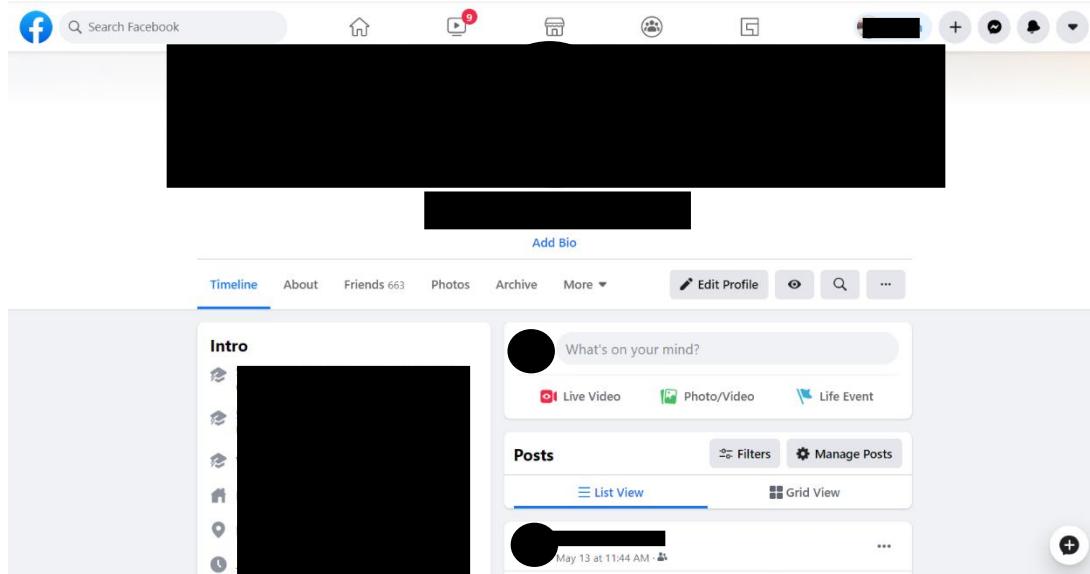
Facebook has created a new layout. You have the option to use either the old or new Facebook layout. To switch between the two, click the down arrow in the top right hand corner of your screen. Then, click "Switch to New Facebook" or "Switch to Classic Facebook".



1. Your Home screen will look like this. To access your profile page, click your profile picture beside the "What's on Your Mind?" box.



2. You will then be taken to your profile page. It will look something like this:

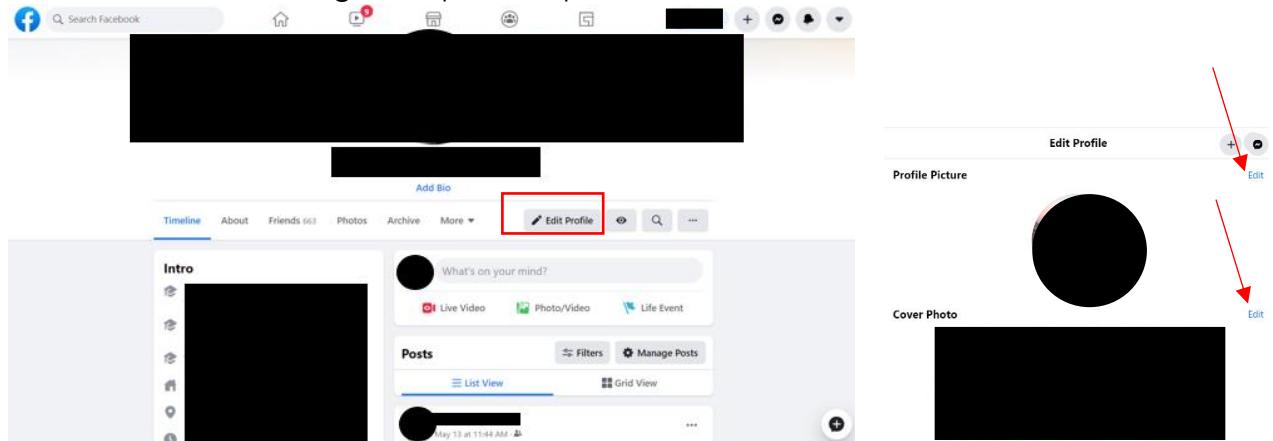


3. To complete your profile with more information about yourself and allow people to get to know you more, you can:

- Add/edit your profile photo
- Add/edit your cover photo
- Add additional information about yourself
- Upload more photos
- Share a Facebook status
- View your Facebook timeline
- Change privacy settings
- Message friends and family

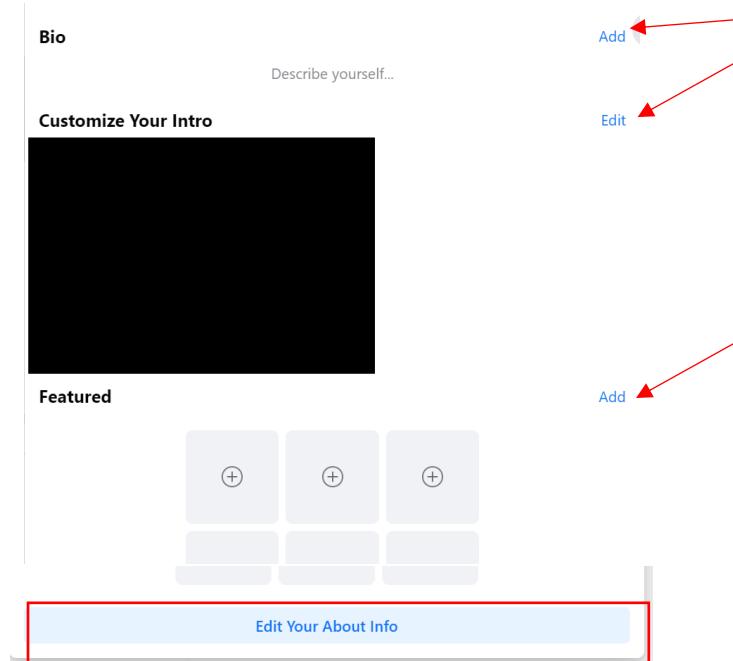
## Adding/Changing a Profile/Cover Photo

1. Click "Edit Profile" (in red box below).
2. Next, click the "Edit" button beside the profile or cover photo.
3. You will have the option to select a photo from Facebook stock photos, select artwork, create a collage, or upload a photo.



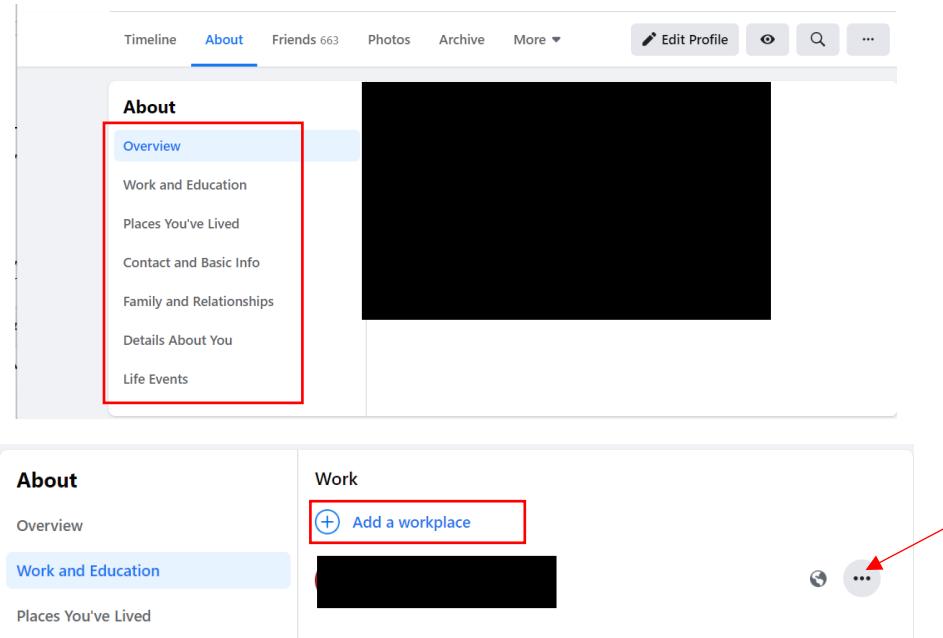
## Entering Additional Information

1. If you scroll down the "Edit Profile" page, you will also have the option to add a Bio, Customize your Intro, Add Featured photos, and edit your About tab. Click "Add" to edit. To edit About Info, click the "Edit Your About Info" button.



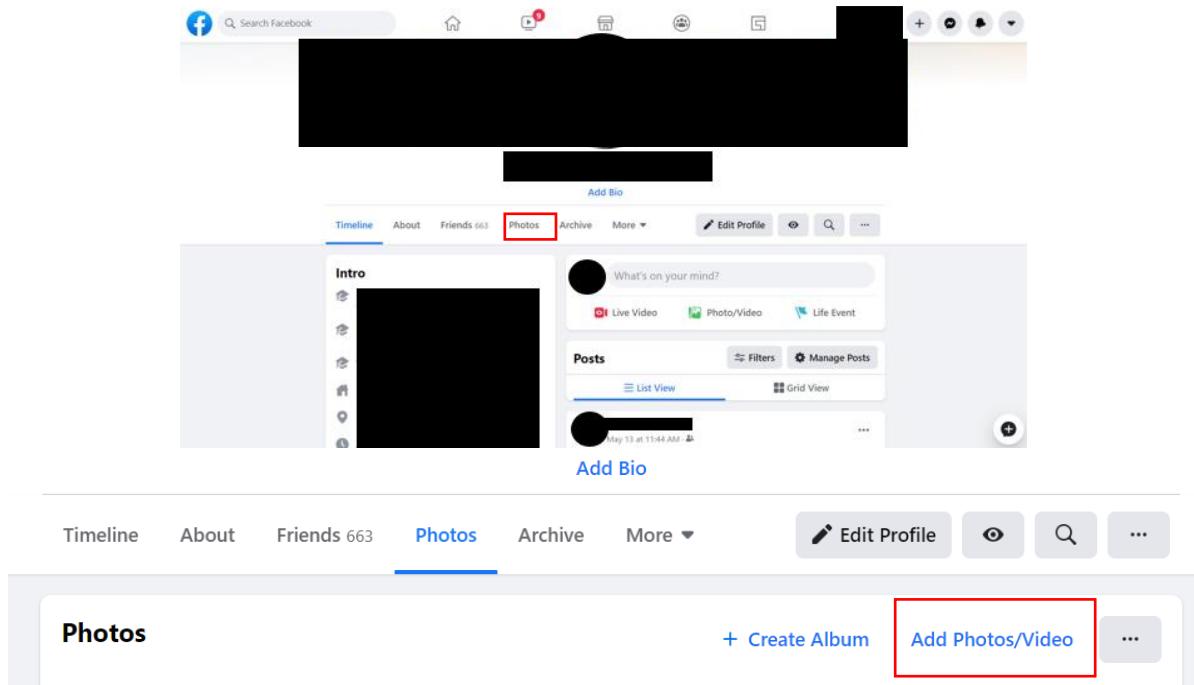
## Edit About Info

1. You will then be able to edit your Work and Education info, Places You've Lived, Contact and Basic Info, Family and Relationships, Details About You, and Life Events.
2. Click what you would like to edit on the left side of the screen.
3. To add a new detail, click "Add a \_\_\_\_".
4. To edit an existing detail, click the circle with three dots, then click edit or delete.



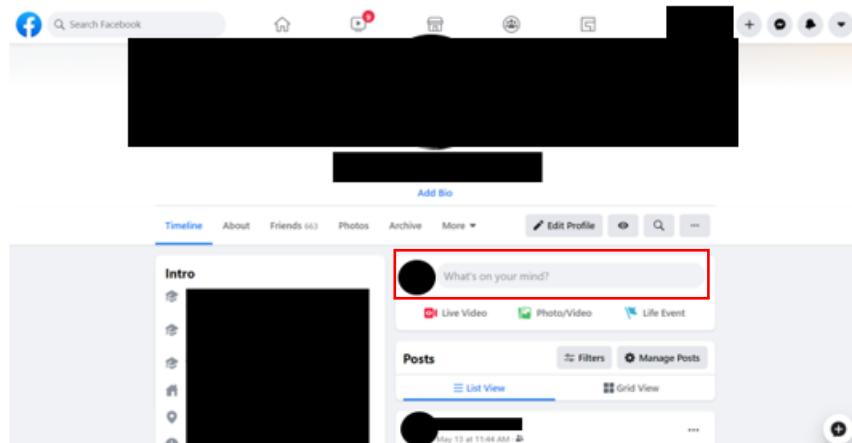
## Uploading more photos

1. To add more photos, click the "Photos" button (in red box below).
2. Then, click "Add Photos or Video".
3. From here, you can create photo albums and upload additional photos and videos to your profile.
4. If you choose "Add Photos or Video", you will upload a photo already saved on your computer. A screen like the one below will appear. Select the folder on the left side of the screen that your photo is saved under. Click on the picture and click the "Open" button (in red box below).

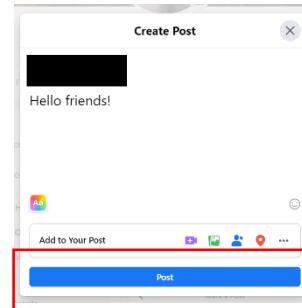


## Sharing statuses

1. To share a status to your timeline, click the box saying “What’s on your mind?” (in red box below)

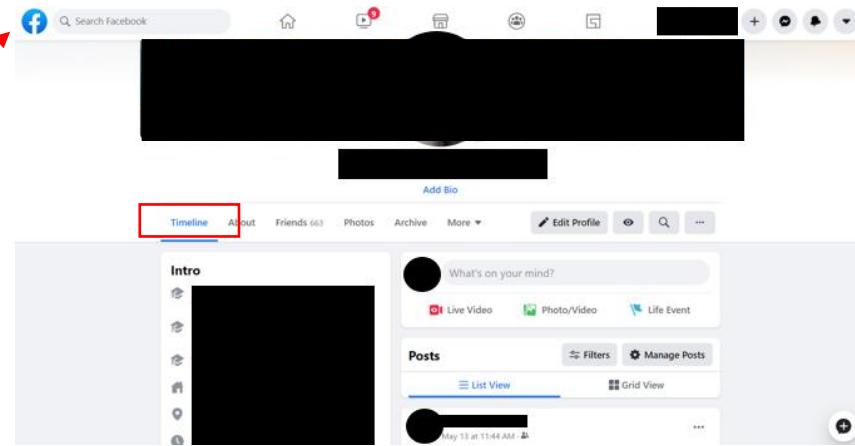


3. Next, type your status and click “Post”.



## View your timeline

1. To stay up to date on your friends and families status updates and shares, you can check out your timeline. To view, click the "Timeline" tab (in red box below).
2. Additionally, you can click the Facebook logo in the top left hand corner of your screen.

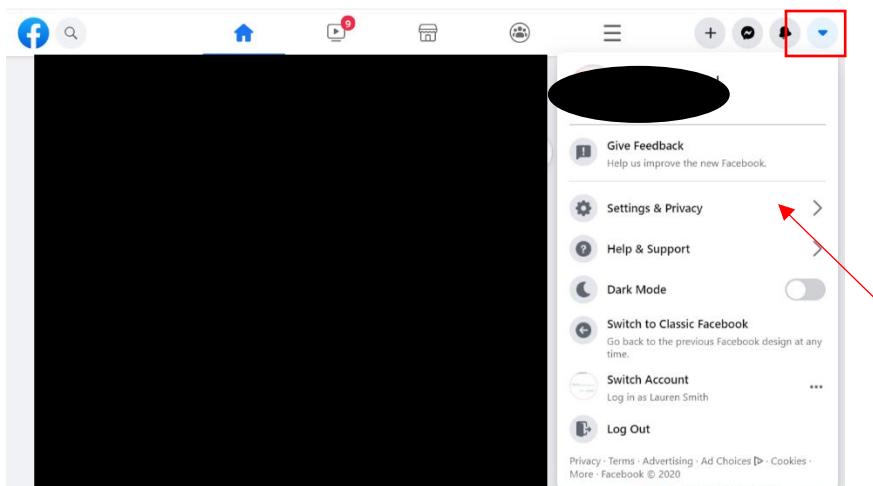


3. You can then like, comment, and share others statuses. Under every status, you will see the three options, shown below.

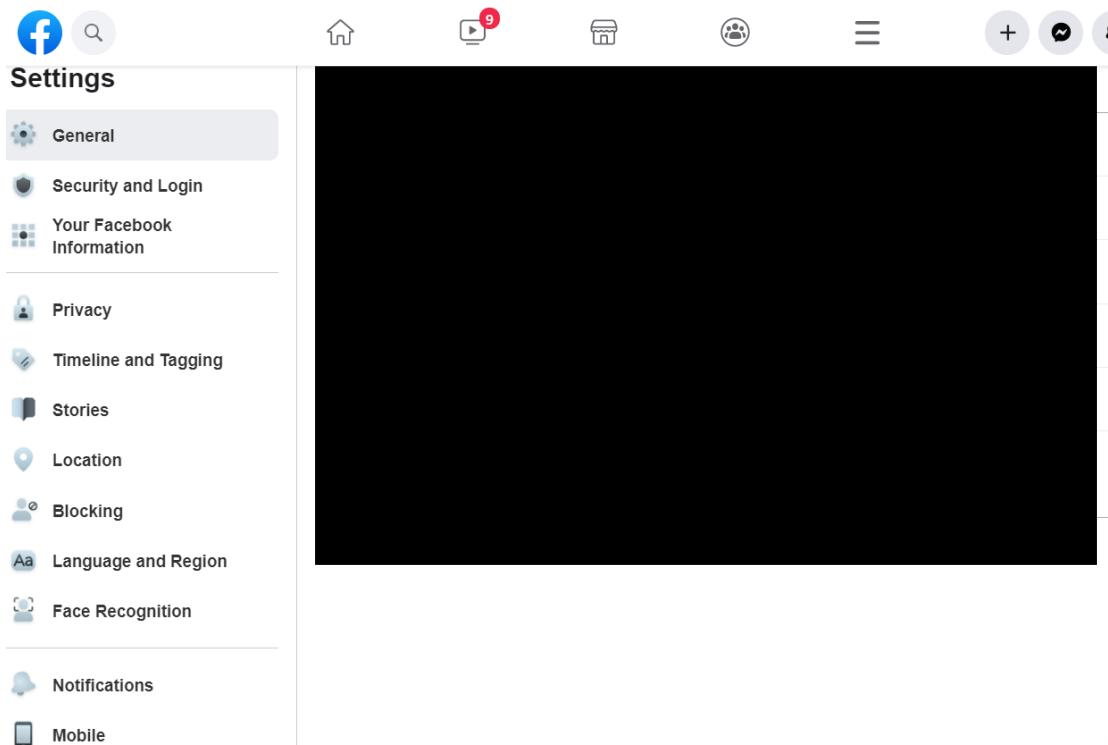


## Change profile settings

3. To change your privacy settings, click the downward arrow button at the top right hand side of your screen (in red box below). Then, click "Settings and Privacy", then select "Settings".

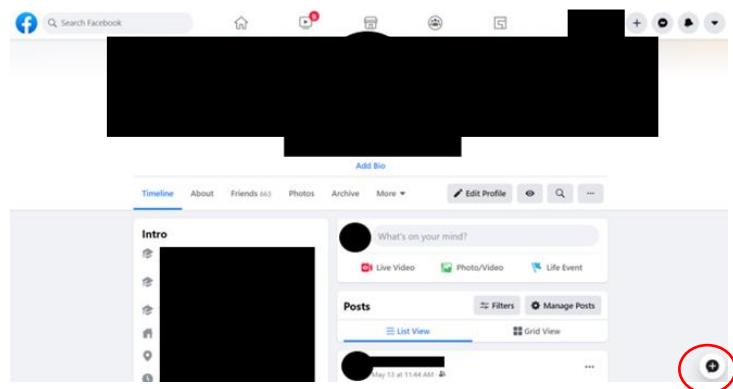


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  - ii. To create a private account, click the "Privacy" tab. From here, you can alter who can find your posts and who can contact you.
  - iii. To customize who can post on your timeline or who can tag you in posts, click the "Timeline and tagging" tab.
  - iv. You may also change story, location, blocking, language, face recognition, notification, mobile, and public post settings by clicking the corresponding tabs on the left side of your screen.



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4. You can also privately message your friends and family. There are two ways to do this: utilizing the chat box or messenger app.
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6. You can then see which of your friends and family are online, represented by a green dot next to their name. Click on the name of the friend you'd like to message and type a message in the box to send. For more detailed information on utilizing Facebook messenger, please see the Facebook Messenger Instructional Guides.