

Basics

Beginner's guide to



Keeping in touch

4.2 Using social networks

This activity will help you get started on Facebook, manage your personal information, share comments and more using social networks.

What will I learn?

- What social networks like forums, Twitter and Facebook are
- How to safely set up a Facebook account
- How to use Facebook to keep in touch and share

-  Use this document with the glossary
-  A helper should take you through this guide





How do I do it?

Be safe! If you're using this hand-out on a shared or public computer, remember to:

- **Log on using a 'strong password': one that includes upper and lower case letters, numbers, and isn't something that someone else could guess.**
- **Never share or write down your password.**
- **Log out when you're finished.**

The web links referred to throughout this document can be found in the Useful Links section at the end.

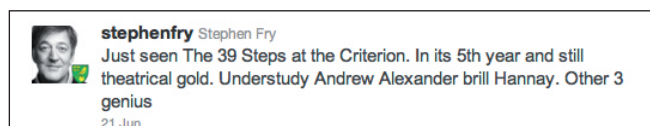
What are social networks like forums, Twitter and Facebook?

1. 
Twitter icon

Facebook icon
Social networks are a way to link up with people all over the world. You can update people on what you're up to, find out what they're doing, and share photos, videos, web links and more.
2. Forums are one way for people to form an online community. They might be about a particular hobby or interest, or as a way for people to help each other solve problems and get the most from life:
 - Go to the Money Saving Expert website and click on the word 'Forum' near the top of the page.
 - Scroll down and you'll find lots of different

forums, each with its own area of interest. Click on one you like and then click on a topic to read the posts.

- You can search or browse old posts and comments to find what you need, and if this doesn't work, post a new question of your own.
- If you have a question about a money topic, why not search for this topic? Click on the 'Forum Search' link to open a search box. Enter a term, such as 'mortgage' or 'savings account', click 'Go' and see what posts appear in the results.

3. Twitter is a different sort of social network where people create a 'feed' of lots of short comments.
 - Have a look at <http://about.twitter.com> for an overview of what Twitter can be used for.
 - Twitter posts are called 'tweets'. They have to be 140 characters (letters, numbers or punctuation) long or less.
 - You can link your tweets to a topic by adding a 'hashtag' (# sign) before the topic name (eg #inclusion) and people can search Twitter for tweets about this topic.
 - You can reply to someone's tweets by including their Twitter name after an @ sign (eg @BT).
 - You can use Twitter to keep friends and relations up to date on what you're doing. You could also sign up on behalf of an organisation, for example to help members of a sports club keep abreast of news, fixtures and results as they happen.

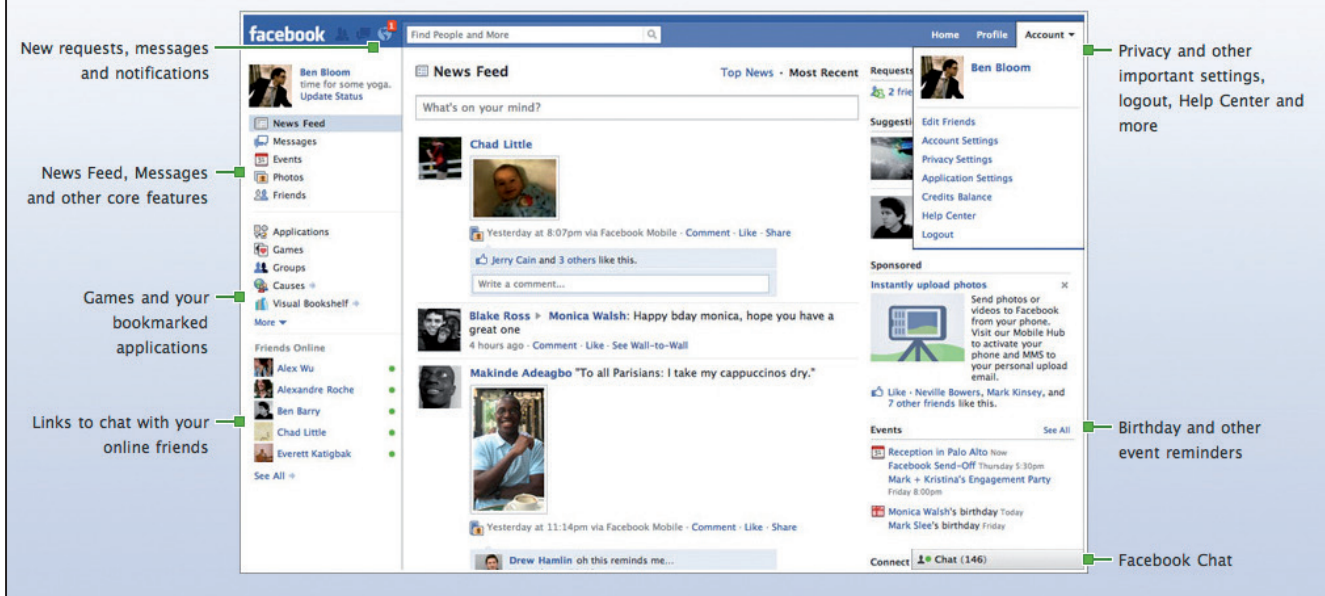


Example of a tweet



A Guide to the Facebook Home Page

Access to everything you do on Facebook.



Example of Facebook home page

How do I safely set up a Facebook account?

4. Above is a general example of a Facebook home page and shows the main features. Take some time to look at the different parts of the home page:
 - The 'news feed' or 'wall' is where you add your own comments and can share links to web pages, videos and photos. It's also where your network of friends can comment on what you've shared, or add public messages for you.
 - On the left, you can access other services: private messages from friends, your photos, list of friends and more. You can also add applications and games to your home page and see which friends are online.
 - At the top you can edit your profile and manage your account. You'll need to use this section when you join Facebook.

Sign up to Facebook

5. Go to the Facebook home page to sign up:
 - Remember to use a strong password that

includes upper and lower case letters, some numbers, and isn't something that someone could easily guess.

- Don't let your web browser remember your password if you are on a public or shared computer.
- Facebook needs your date of birth. Once you've signed up, you need to make sure this personal information is not shared on your home page by changing your privacy settings.

Set your privacy levels

6. Once you've signed up, check your privacy settings. The easiest way to do this is to click on the 'padlock and lines' icon at the top of the page. This can be hard to see as it is normally black on dark blue. This will offer a number of choices including a 'Privacy Check-up'. Click this link and check the settings. Some values such as your birthday, you might want to set as 'Only Me'.

Edit your profile

7. Your profile is your online description on Facebook.

- An Edit Profile link is normally under your name on the top left of the page. If you can't see it, click the Home link first.
- Click to edit each part of your profile. You don't need to complete all of these – just the ones you want.
- It's best not to add any contact information. Your real friends will have this already and people who you link to can contact you via Facebook. **Remember that if you share personal information online, you're at risk of identity theft.**

How can I use Facebook to keep in touch and share?

8. There are lots of ways to add friends:

- You can use the search bar at the top of the page.
- You can use your existing contacts to find friends (Facebook doesn't store this information once it has used it). Scroll down the page and click to find friends using your email contacts, Skype and more.
- Facebook will suggest people it thinks you know.
- You need to ask for someone to add you as a friend. If you're not sure, you can ignore requests from other people.

9. Under the news feed are many ways to share:

- 'Status' lets you share what's on your mind, or any other news and ideas.
- You can upload a photo or video, or add a link to a web page.
- People can 'like' these, add a comment or share it with their own friends, to create lots of shared conversations about what's going on in your life, and theirs.
- Remember that present and future employers may look at your Facebook profile, if it is public, so be aware of what you post and who can view your profile.



Facebook web page: photos

10. Always log out from your Facebook account: Click on 'Account', then 'Log out. Don't choose for Facebook to keep you logged in if you're using a public or shared computer.

Quiz yourself

- What are some examples of social networks?
- What can I share and find out using each one?
- How do I sign up for Facebook?
- How do I add information to my profile?
- How do I manage my privacy settings to keep my personal information safe?
- How can I find friends and share news, photos and videos?

Try your new skills

- Log back in to your Facebook account.
- Update your profile, remembering to stay safe on the internet.
- Find some friends.
- Share what's on your mind.
- Write a comment on a friend's 'wall'.

Write down any notes that will help you:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

My learning checklist

- ☐ I can sign up safely to a social network like Facebook.
- ☐ I can find friends that are also members of the social networks I join.
- ☐ I can share comments, photos and more with my friends.
- ☐ I can manage my privacy settings.
- ☐ I know not to share personal information that could be used to steal my identity.

Top tips

- In the Facebook 'Account' menu is the Facebook Help Centre. This has lots of step-by-step information to help you get the most from using Facebook. You can type your own question into the search bar.
- You can browse online forums without signing up to be a member. This lets you find information and ideas quickly and easily. You only need to sign up if you want to join in with posts, questions or comments of your own.

Where next?

- Facebook groups bring together people who don't know each other but who share an interest or passion. Think of them as clubs for Facebook members. You can join a group, or even set up a Facebook group for your family, neighbourhood or organisation.
- Join and contribute to an Internet forum of interest to you.
- Sign up to Twitter and start tweeting!

Write down any notes that will help you:

Useful Links

You may want to use these links in your session:

Facebook Help Centre

<https://www.facebook.com/help>

Twitter:

<http://www.twitter.com>

Money Saving Expert:

<http://www.moneysavingexpert.com>

Facebook:

<http://www.facebook.com>

In association with



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