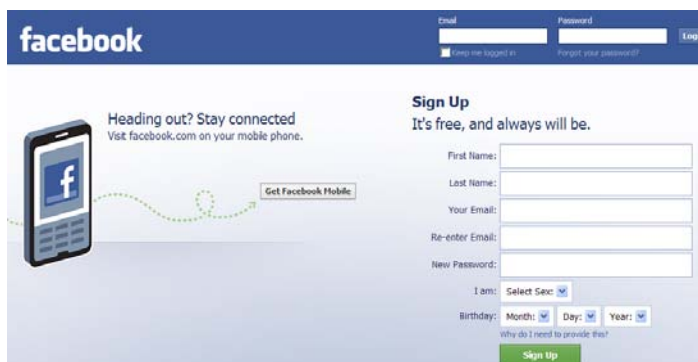


Facebook: Creating an Account

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

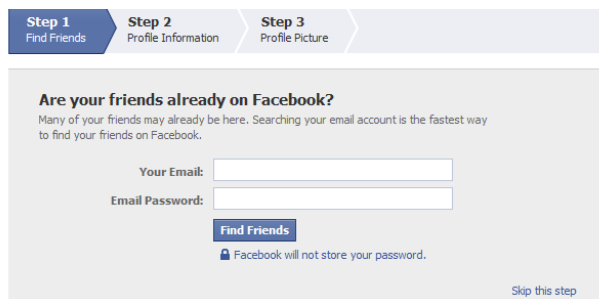
Go to the website www.facebook.com. On the main page, enter personal information in the fields provided.



The screenshot shows the Facebook homepage. At the top, there's a navigation bar with the Facebook logo and links for 'Email' and 'Password'. Below this, there's a section for 'Sign Up' with the text 'It's free, and always will be.' The sign-up form includes fields for 'First Name', 'Last Name', 'Your Email', 'Re-enter Email', and 'New Password'. There are also dropdown menus for 'I am:' (with 'Select Sex' as a placeholder), 'Birthday:' (with 'Month', 'Day', and 'Year' dropdowns), and a 'Sign Up' button at the bottom.

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.



The screenshot shows the 'Are your friends already on Facebook?' screen. At the top, there's a progress bar with three steps: 'Step 1 Find Friends', 'Step 2 Profile Information', and 'Step 3 Profile Picture'. The main content area has the heading 'Are your friends already on Facebook?' and a subheading 'Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook.' Below this, there are input fields for 'Your Email:' and 'Email Password:', followed by a 'Find Friends' button. A small note below the button says 'Facebook will not store your password.' At the bottom right, there's a link that says 'Skip this step'.

Step 3

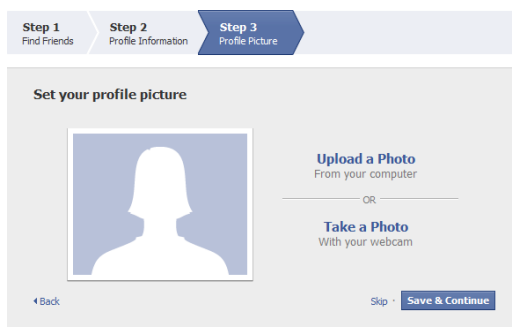
Next, answer the questions about high school, college/university, and employer. By filling out these categories networking becomes easier at times.



The screenshot shows the 'Fill out your Profile Info' screen. At the top, there's a progress bar with three steps: 'Step 1 Find Friends', 'Step 2 Profile Information', and 'Step 3 Profile Picture'. The main content area has the heading 'Fill out your Profile Info' and a subheading 'This information will help you find your friends on Facebook.' Below this, there are input fields for 'High School:', 'College/University:', and 'Employer:'. The 'College/University:' and 'Employer:' fields have dropdown menus showing 'Butler University' and a year dropdown set to '2016'. At the bottom left, there's a 'Back' link, and at the bottom right, there's a 'Skip' link and a 'Save & Continue' button.

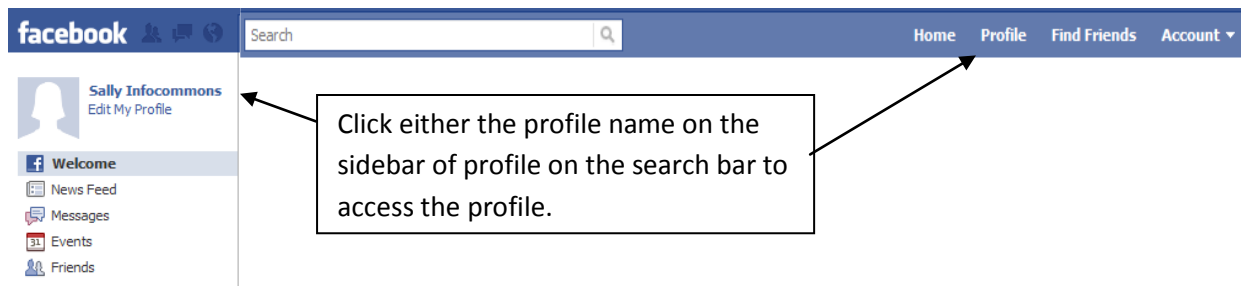
Step 4

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.



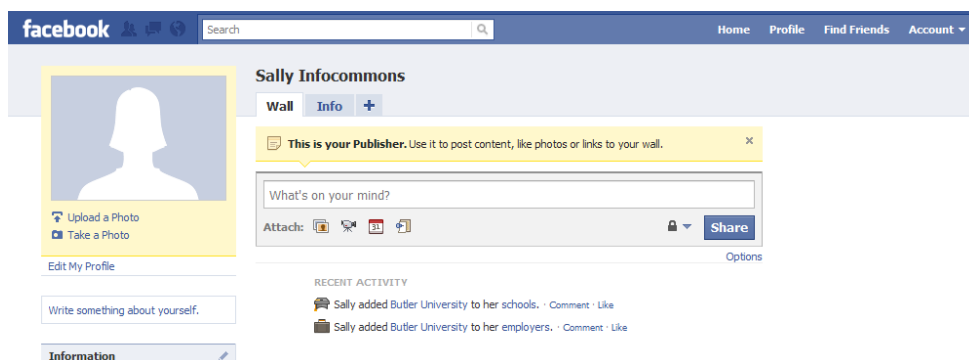
Step 5

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> or contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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