

Facebook: Creating a Group

Groups allow users with common interests to come together in a shared space on Facebook. Recent changes to Facebook groups present many benefits, including group chat and document sharing. In a private group, the creator can invite only friends to join. Once a friend has joined, that person can invite their friends to grow the group. If the group is open, other people who are not the creator's Facebook friends can request to join.

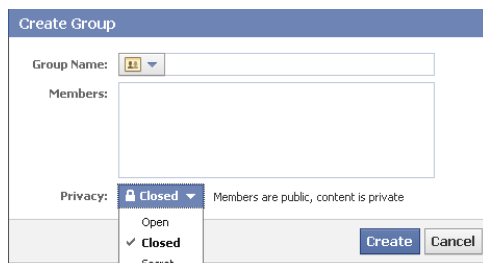
Step 1

From the homepage, using the sidebar, choose the option that says "Create Group."



Step 2

In the Create Group window, enter the group name, members and privacy setting. Then click Create.



Step 3

On the group homepage, members are able to share posts, links, photos, videos, events and even documents. The methods for editing are also on this page, editing the group (name, members, etc.), and editing the settings of the group (what notifications would like to be received). The "Chat with Group" option on this page as well.

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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