User Manual
Facebook

St Michaels Anglican Cathedral

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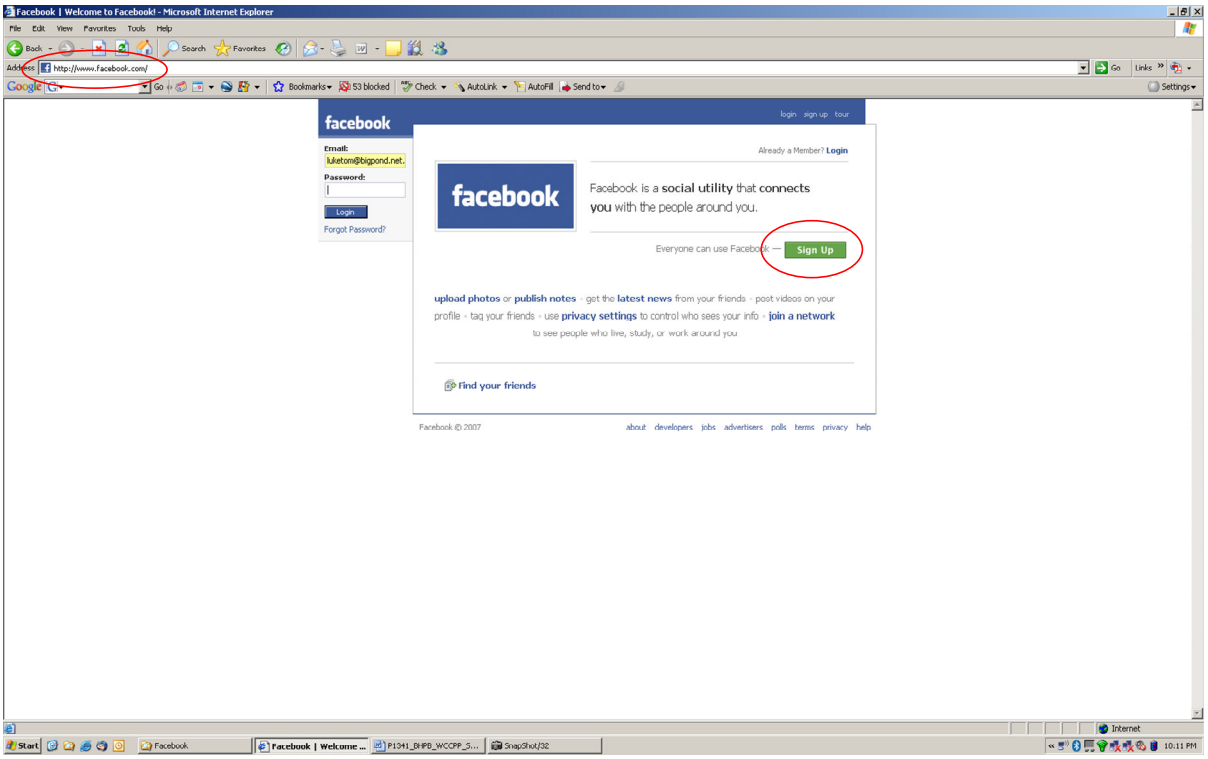
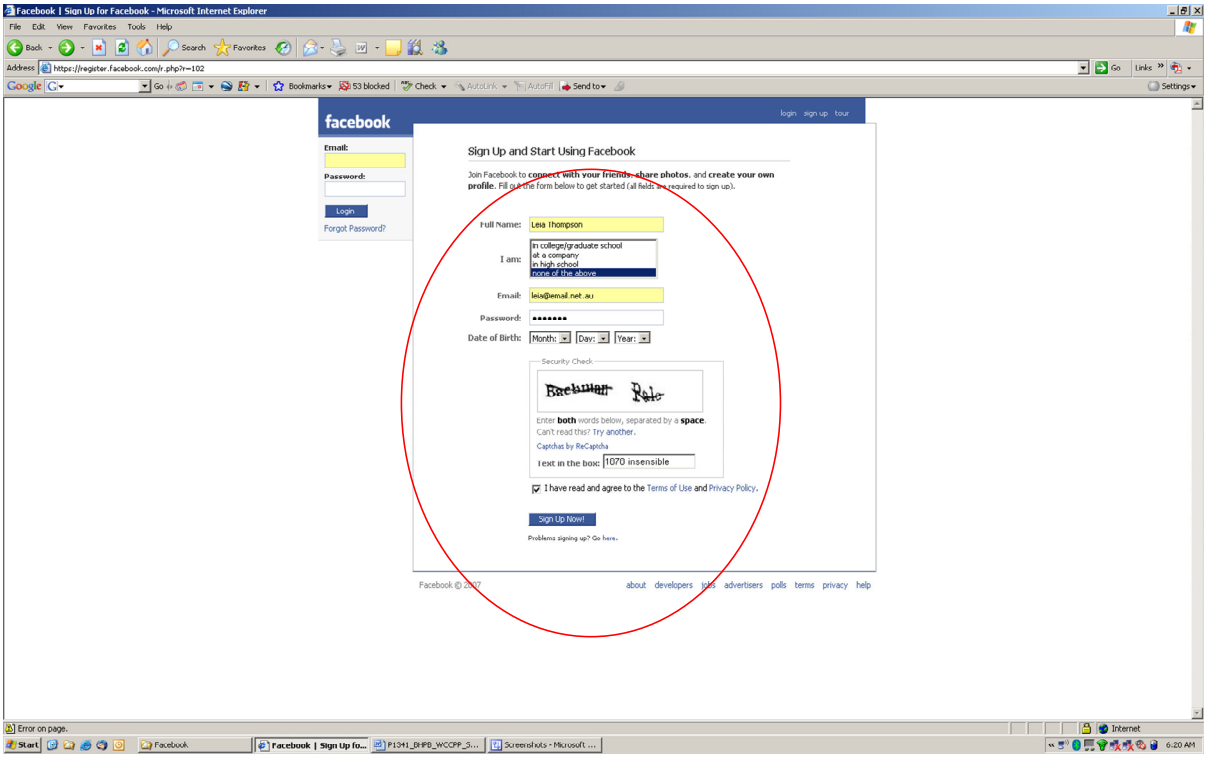
1 Create Face Book Profile

Start your web browser and enter the URL www.facebook.com. The facebook sign up page will appear. Click Sign Up.

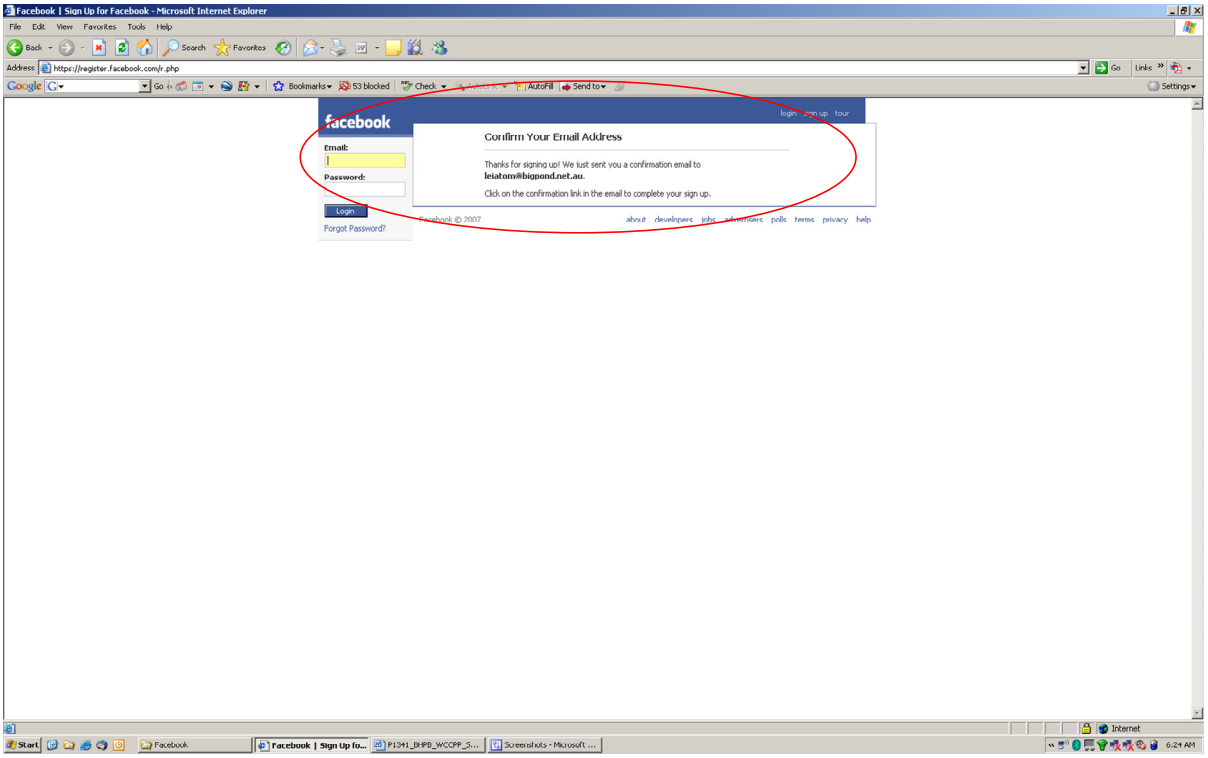


Enter your details as shown below, when done click Sign Up Now.

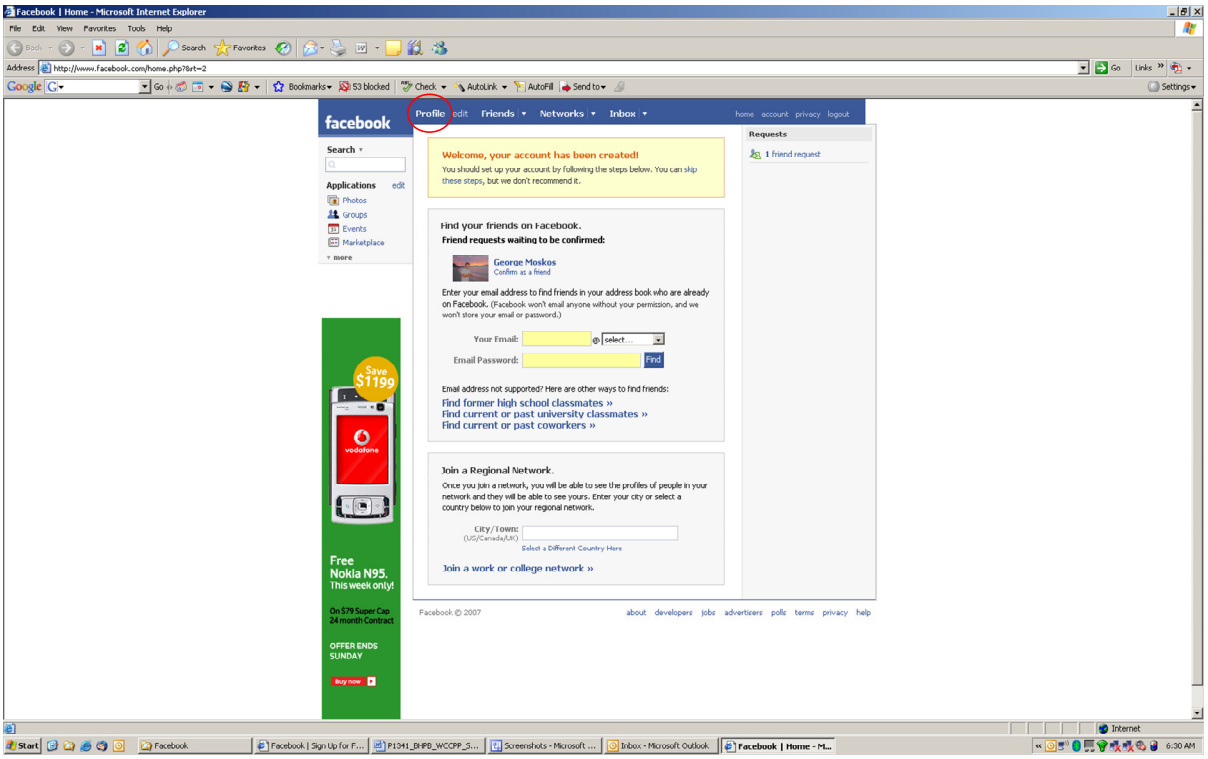


When you have entered your details correctly you will get the following window. You then have to open your email and click on the link to carry on with your facebook sign up.

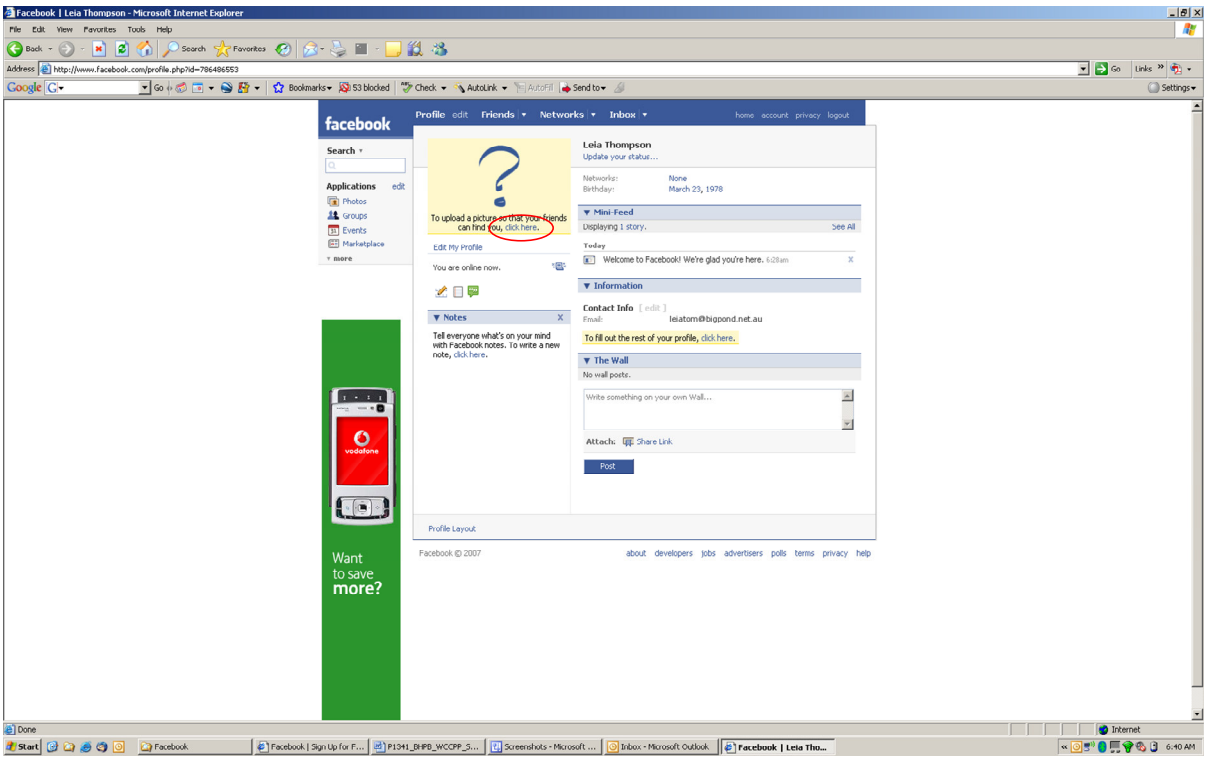
If you miss a field or enter something incorrectly you will get an error message. If this happens go back and correct the mistake.



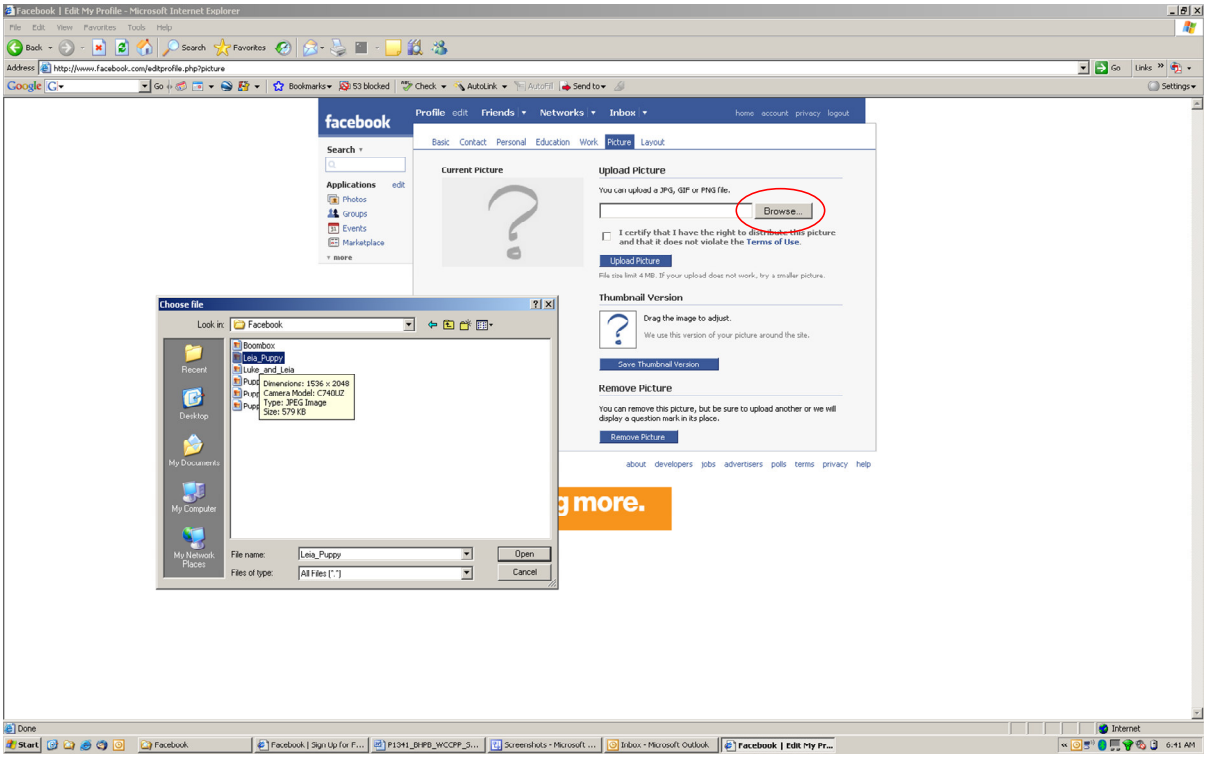
When you click on the link sent to your email it will bring up the following page. Click on the profile button to view your profile.



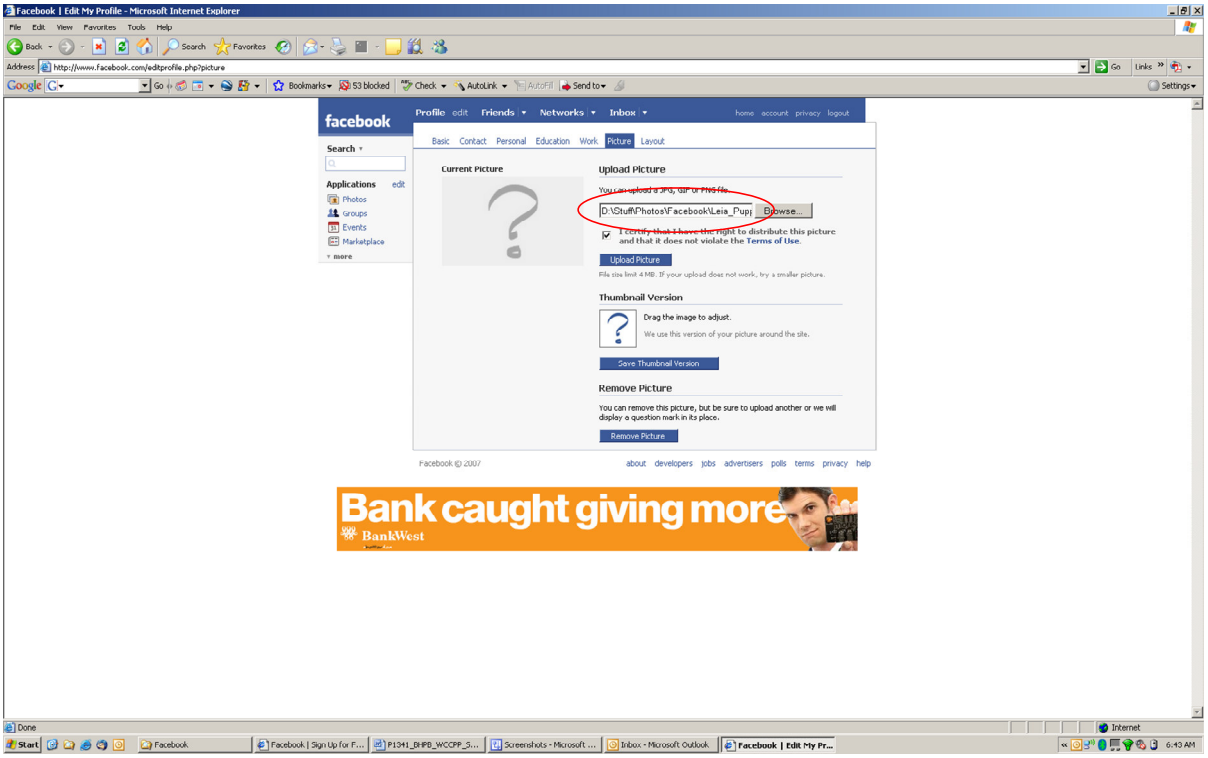
You now need to add some information to your profile. The first thing to do is to add a picture of yourself (this is optional, but it helps people to identify you!). This needs to be a JPEG image stored locally on your computer. To do this click the click here button.



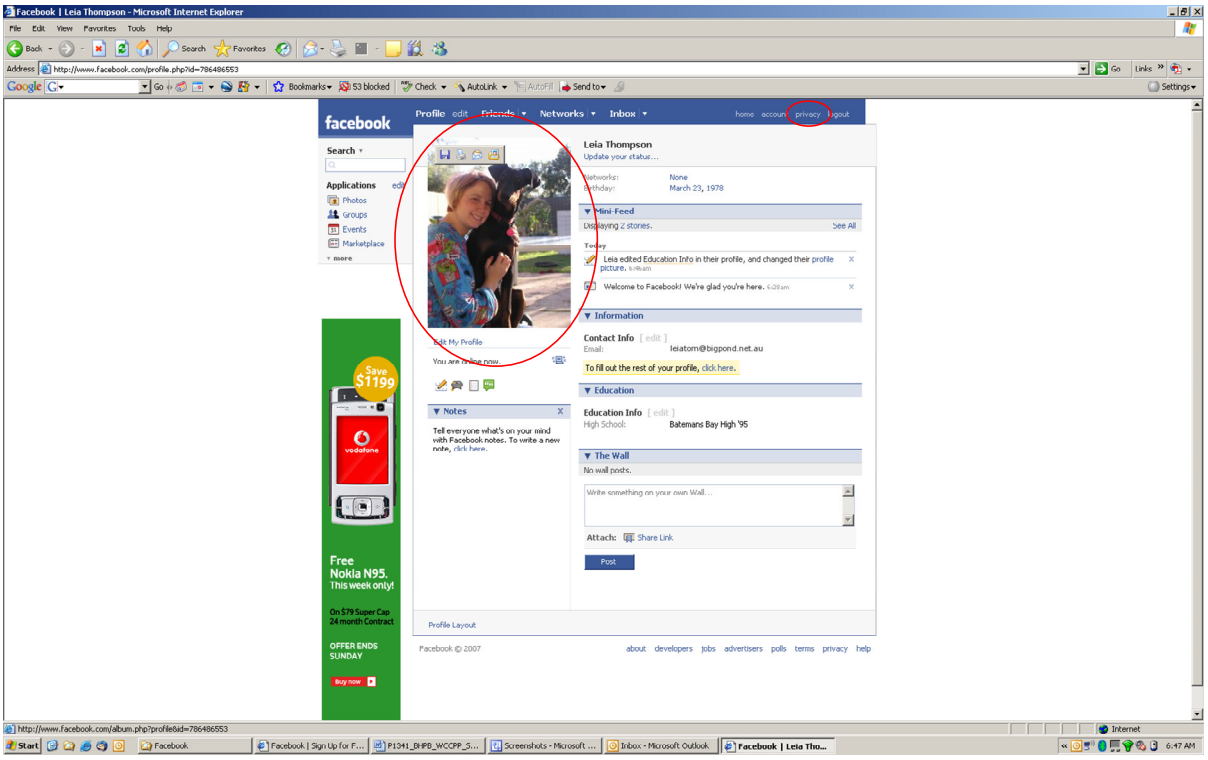
Click the browse button to browse to your picture stored locally on your computer. Double click the picture you want to use or highlight it and click open.



The path to your picture is now entered in the field. Click the Upload Picture button to upload it to your profile.



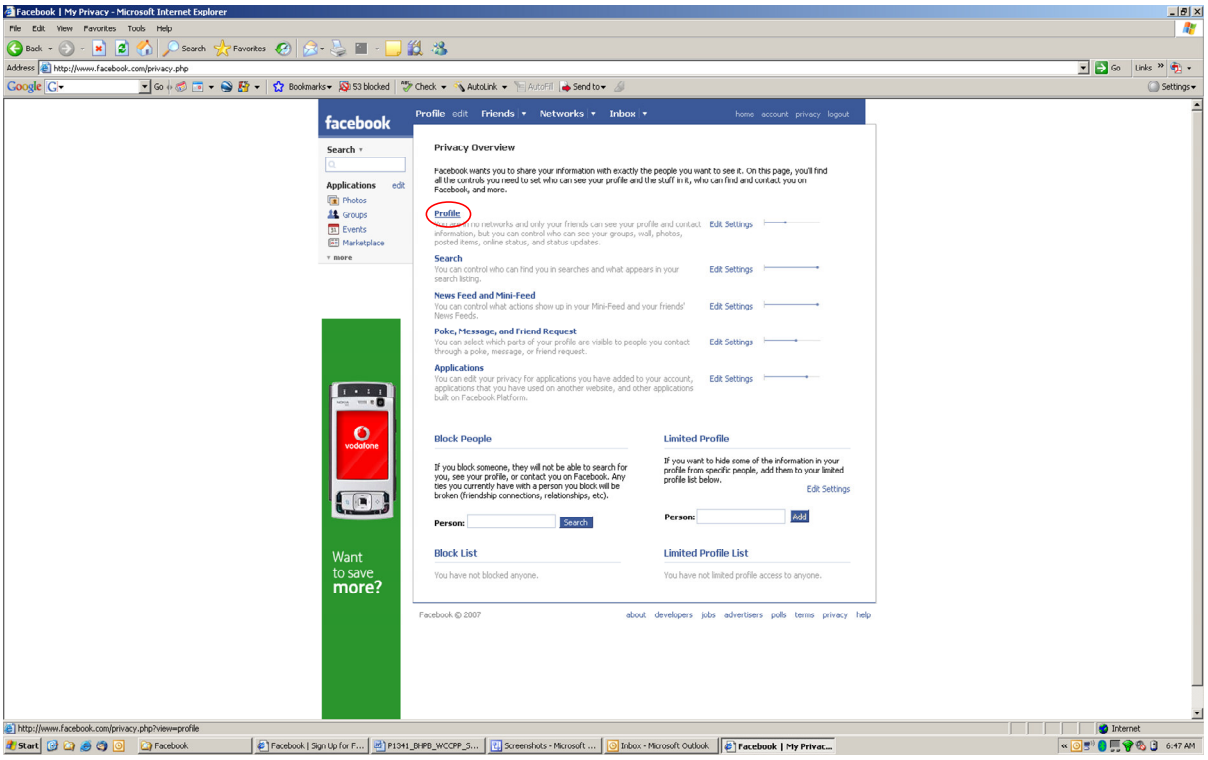
You should now have your picture in your profile. Now click the privacy button to change your privacy settings.



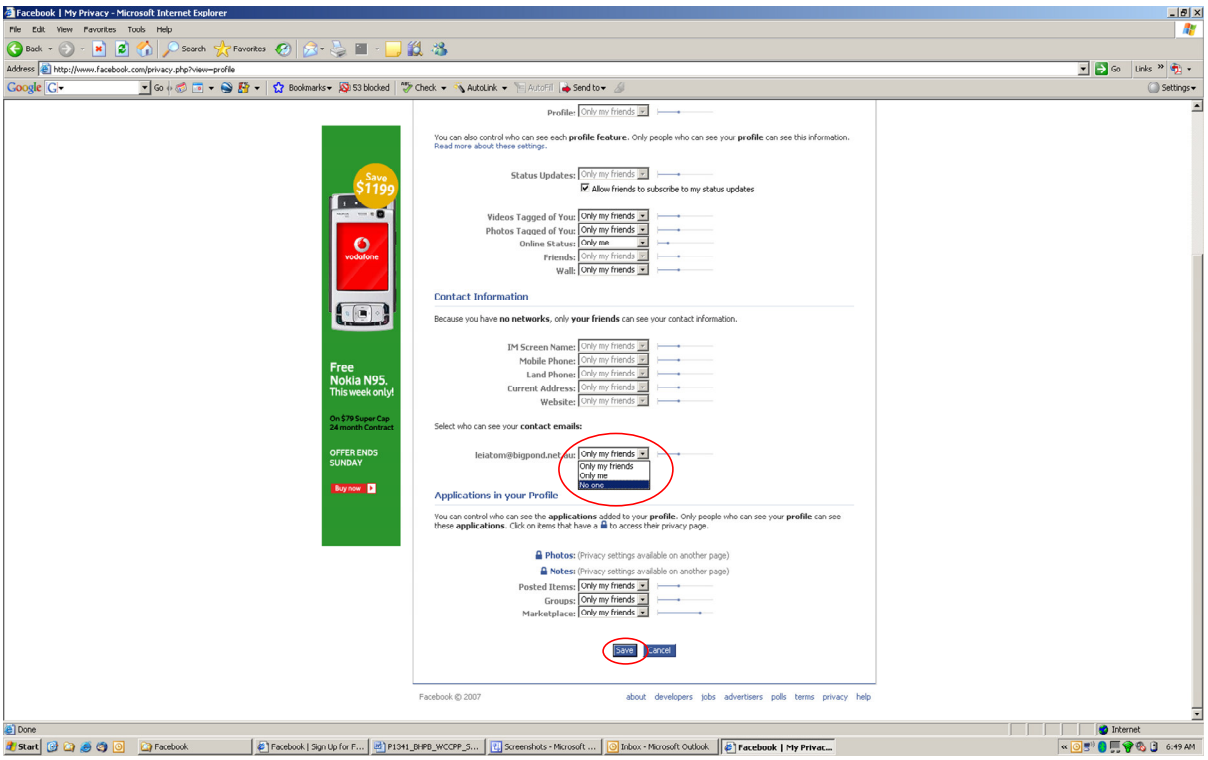
2 Privacy Settings

While it is not normal for information to get into the wrong hands on the Facebook website, security is something that still needs to be carefully considered. Generally speaking, if you don't want people to see certain information then don't put it on Facebook.

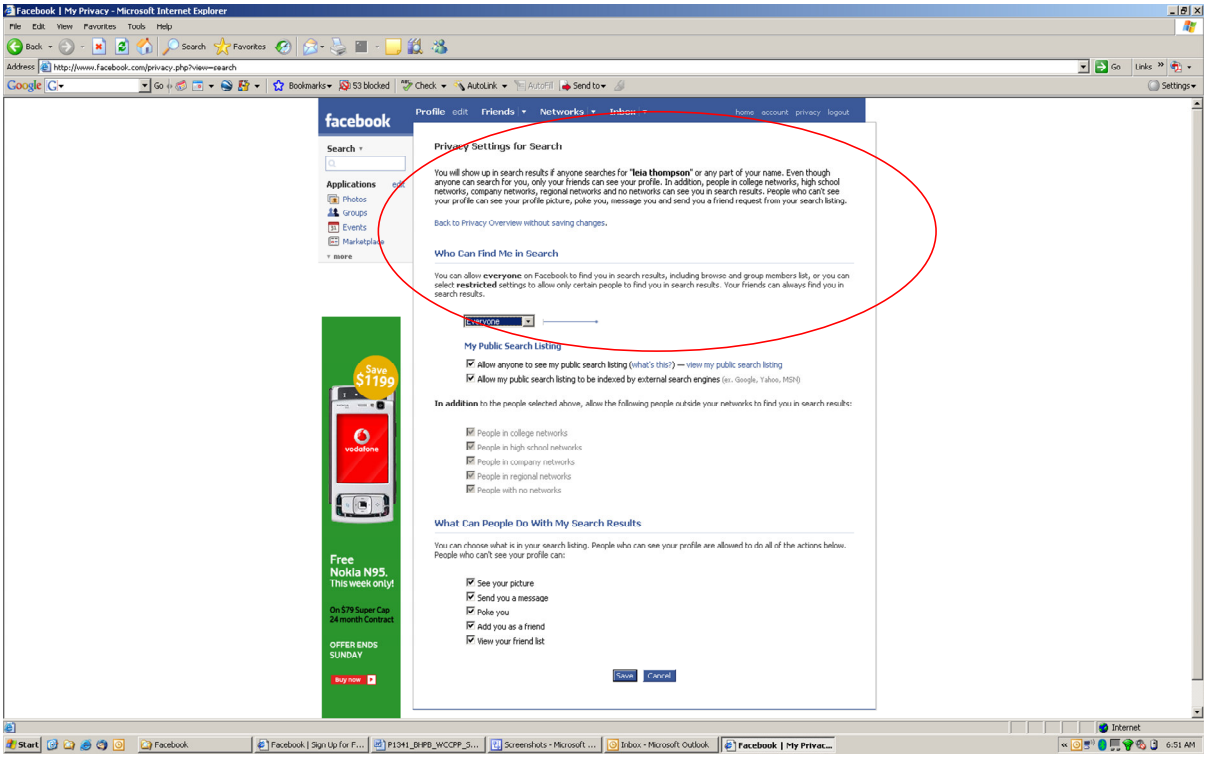
Privacy settings are grouped and these groups are shown on the Privacy Overview. The first group of settings are the Profile Privacy Settings. Click on Profile circled below to modify your settings.



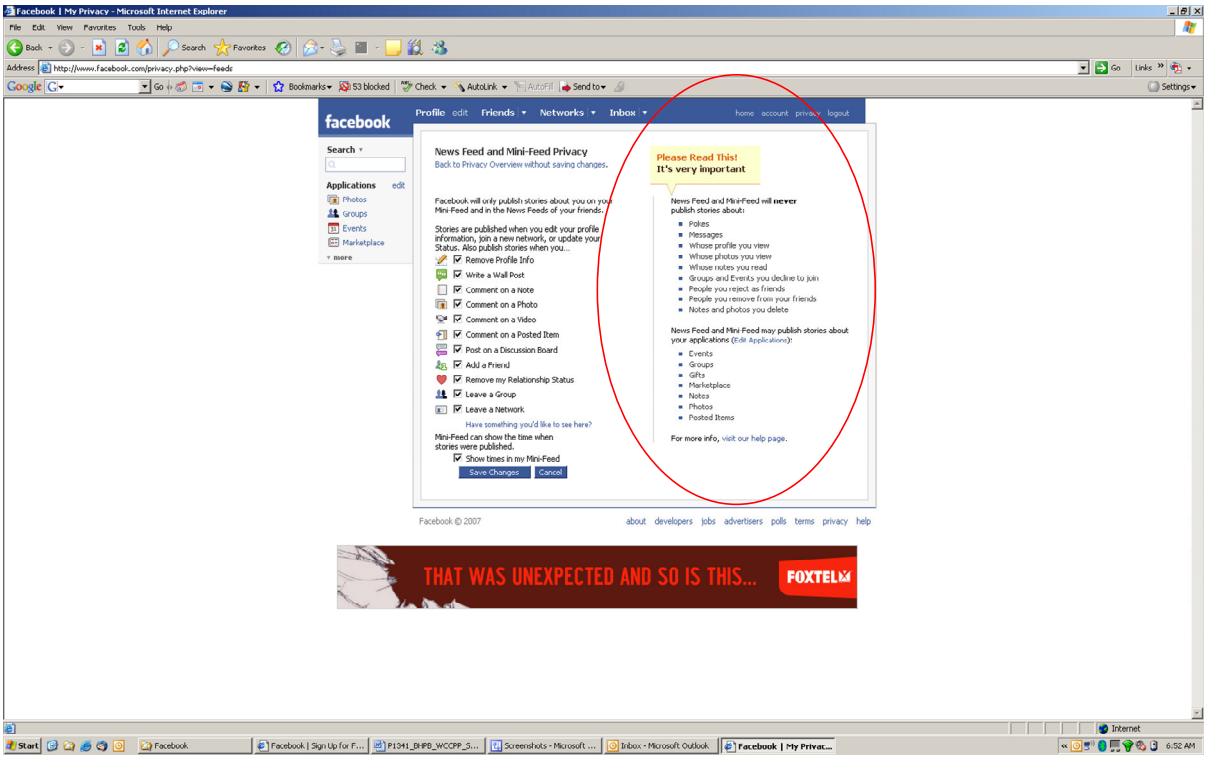
The default settings will only allow people who you have accepted as friends to view your information. You can change this so that only you can see this information. An example of this is shown in the email setting below.



The next group of settings are the Search Privacy Settings. These are accessed from the Settings Overview explained previously. Details of what you can do are explained in the windows as they come up.

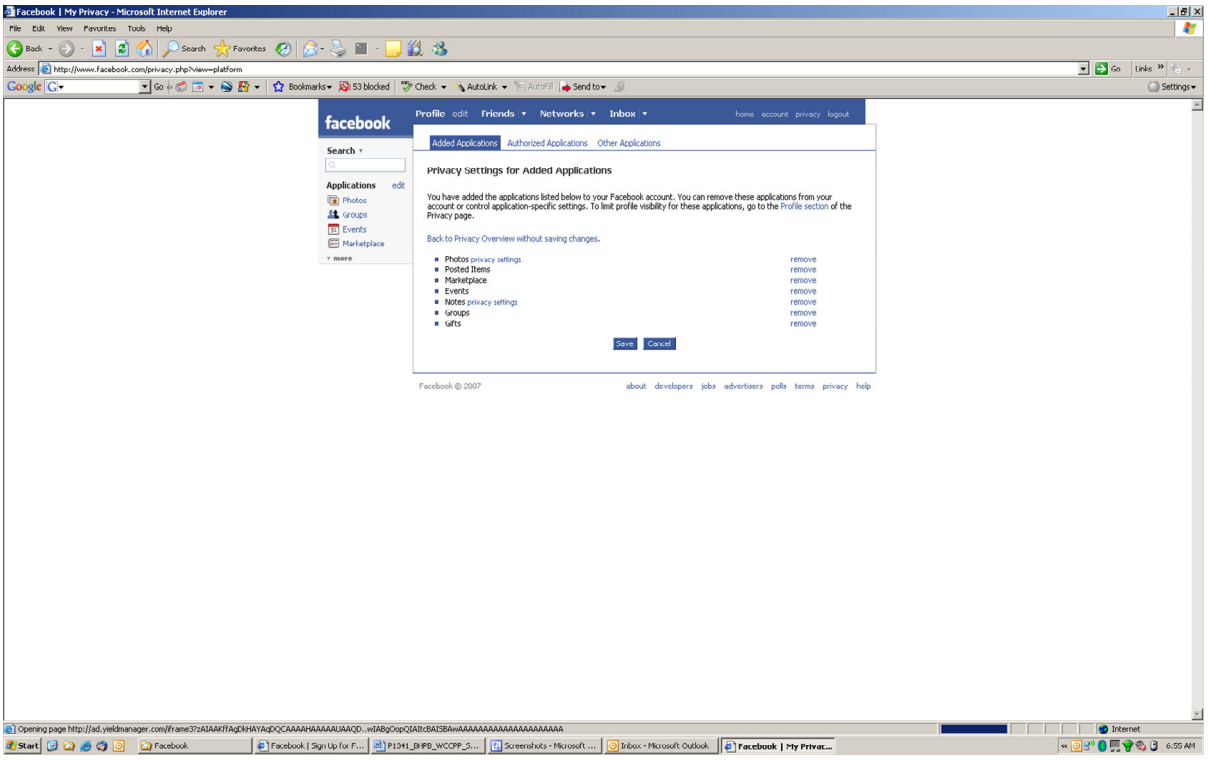


The next group of settings are the News Feed and Mini-Feed Privacy settings. These are accessed from the Settings Overview explained previously.



The next group of settings are the Poke, Message and Friend Request Privacy Settings. These are accesses from the Settings Overview explained previously.

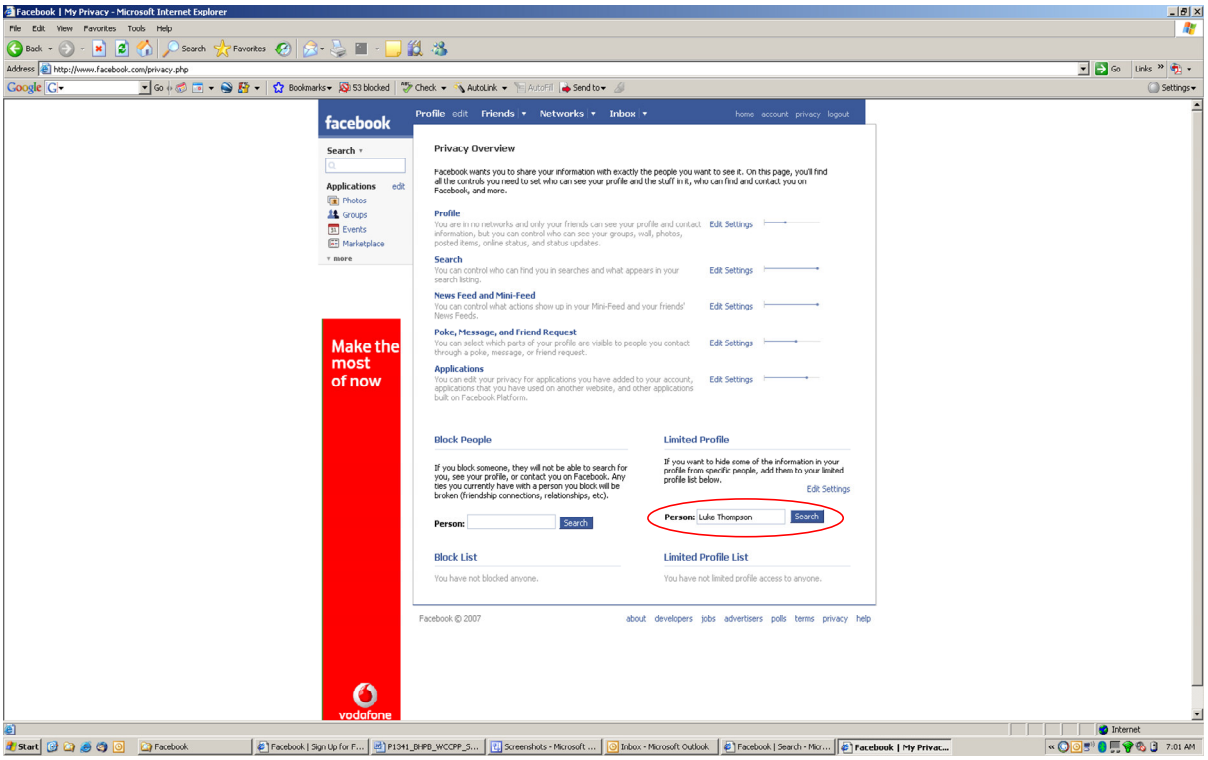
The last group of settings are the Added Applications Privacy Settings. These are accesses from the Settings Overview explained previously.



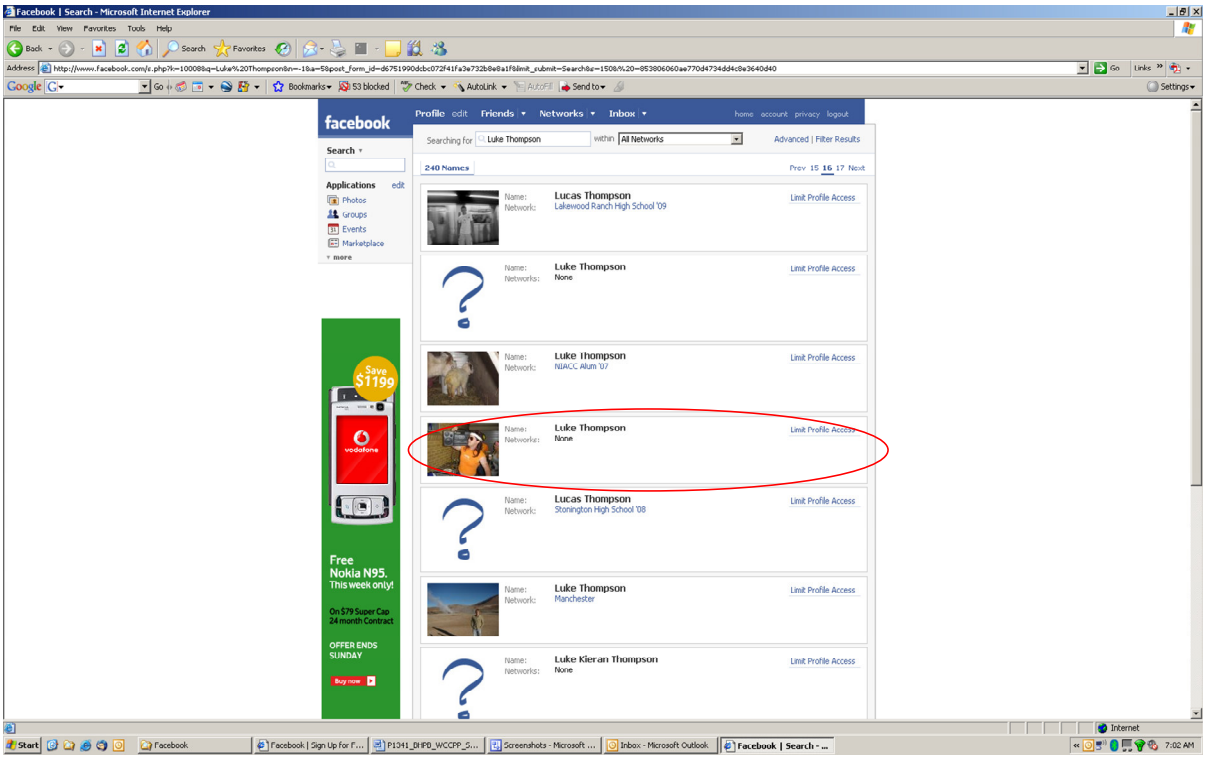
3 Blocking or Limiting Access

You also have the option of completely blocking people or only allowing them to see a limited profile. The process for both is the same. The following shows how to limit your profile.

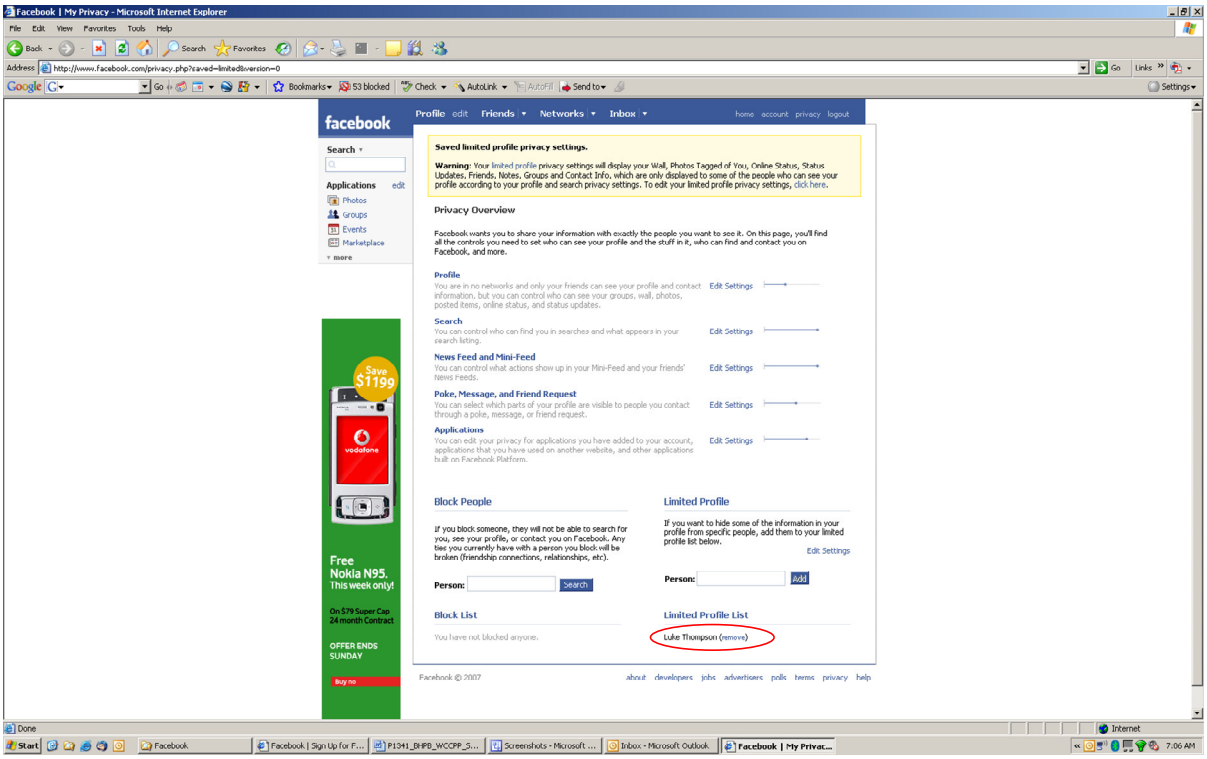
To start enter the persons name who you want to limit and click Search.



Face book will then search its databases for all the people corresponding to the name you entered. Some names are very cool and so are quite popular so there may be many people on facebook with the same name. Scroll through the names until you find the person you're looking for by clicking Next. When you find the person click Limit Profile Access.

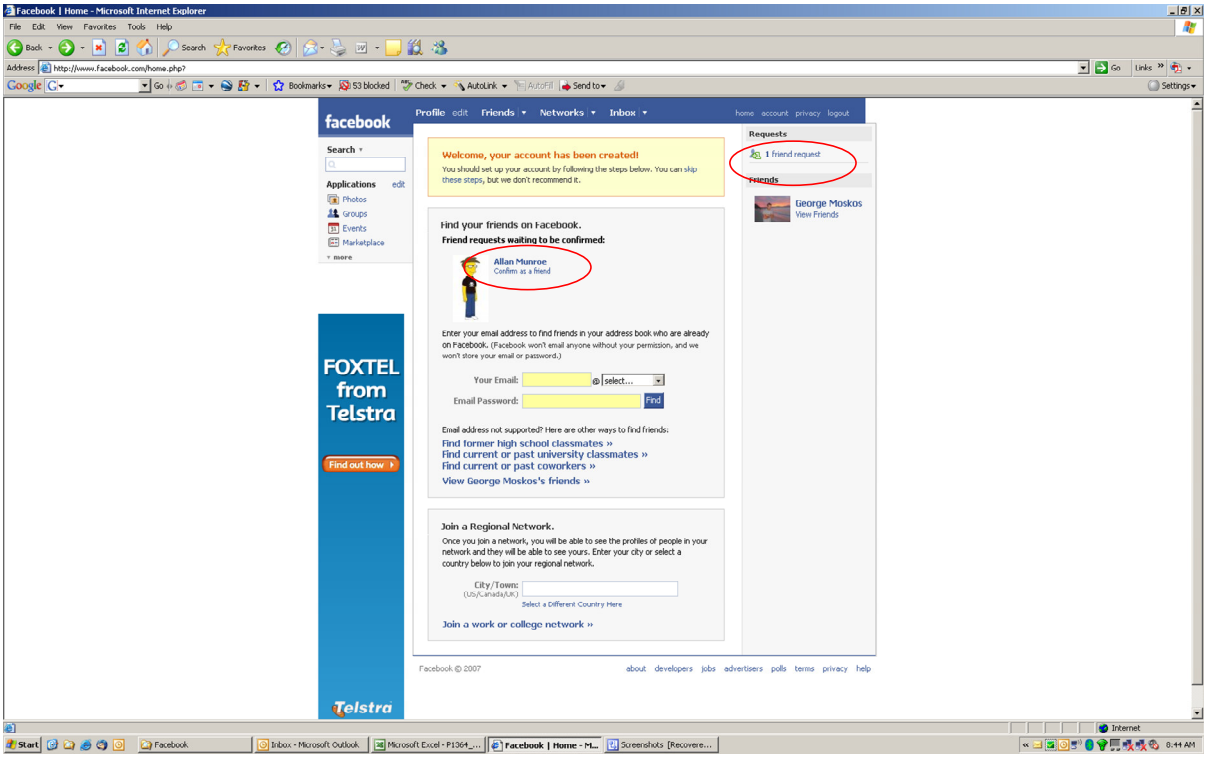


Once you have limited the person's access to your profile they are listed as such. To un-limit their access simply click remove next to their name.

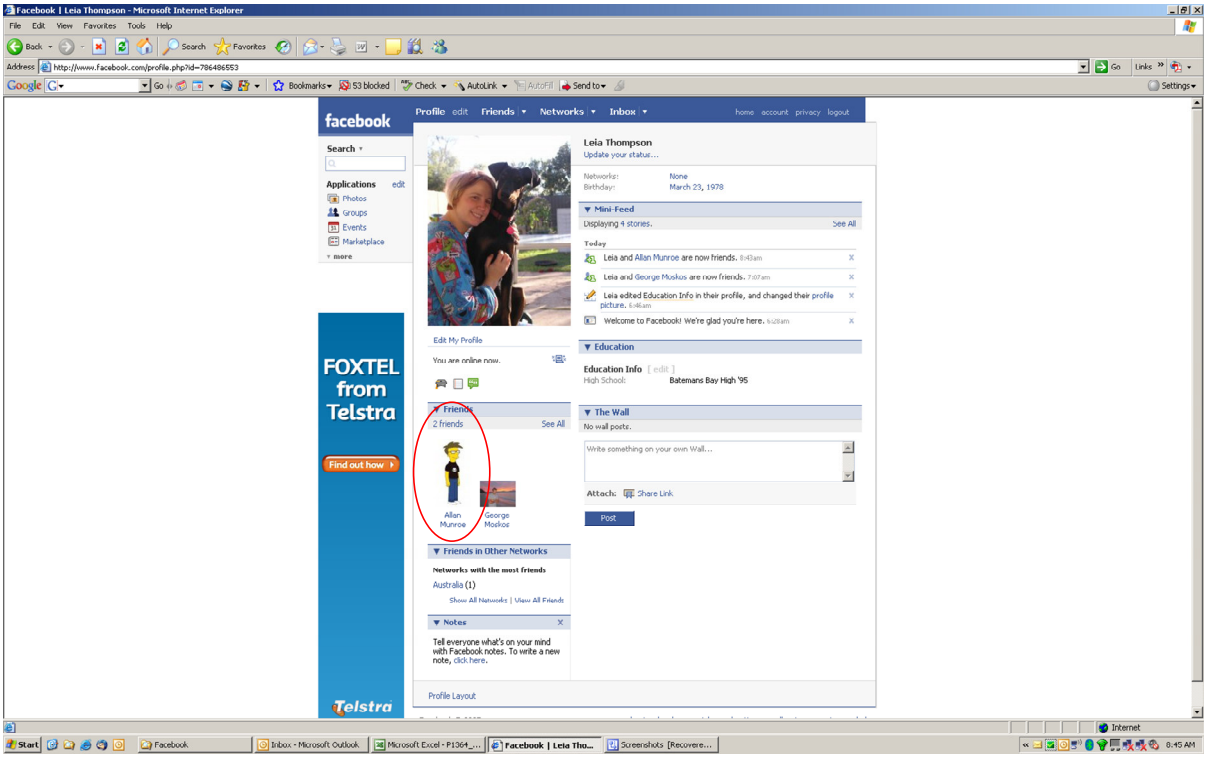


4 Accepting Friend Requests

Once you have a face book profile people will want to add you to their friend list. You also need to accept friend requests to join the St Michaels Group. Click Confirm as a friend to accept the friend request.

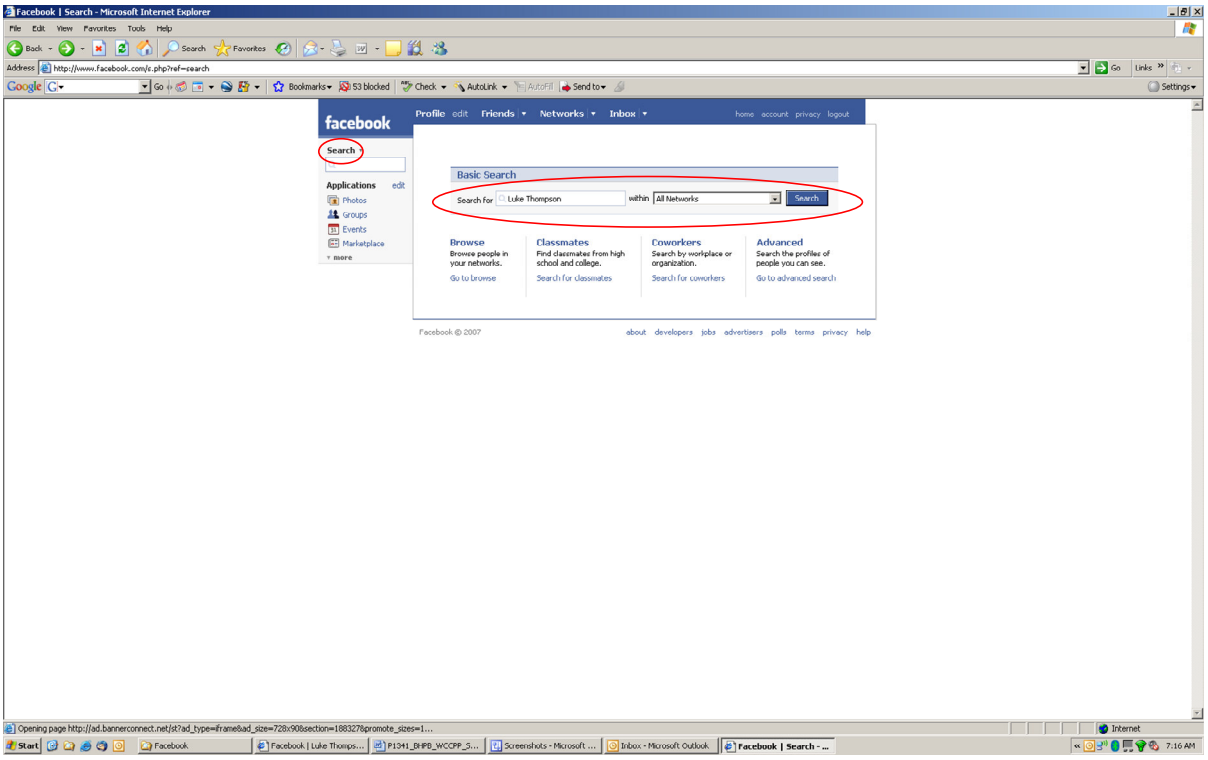


Once you accept the friend request the person is shown in your friend list.

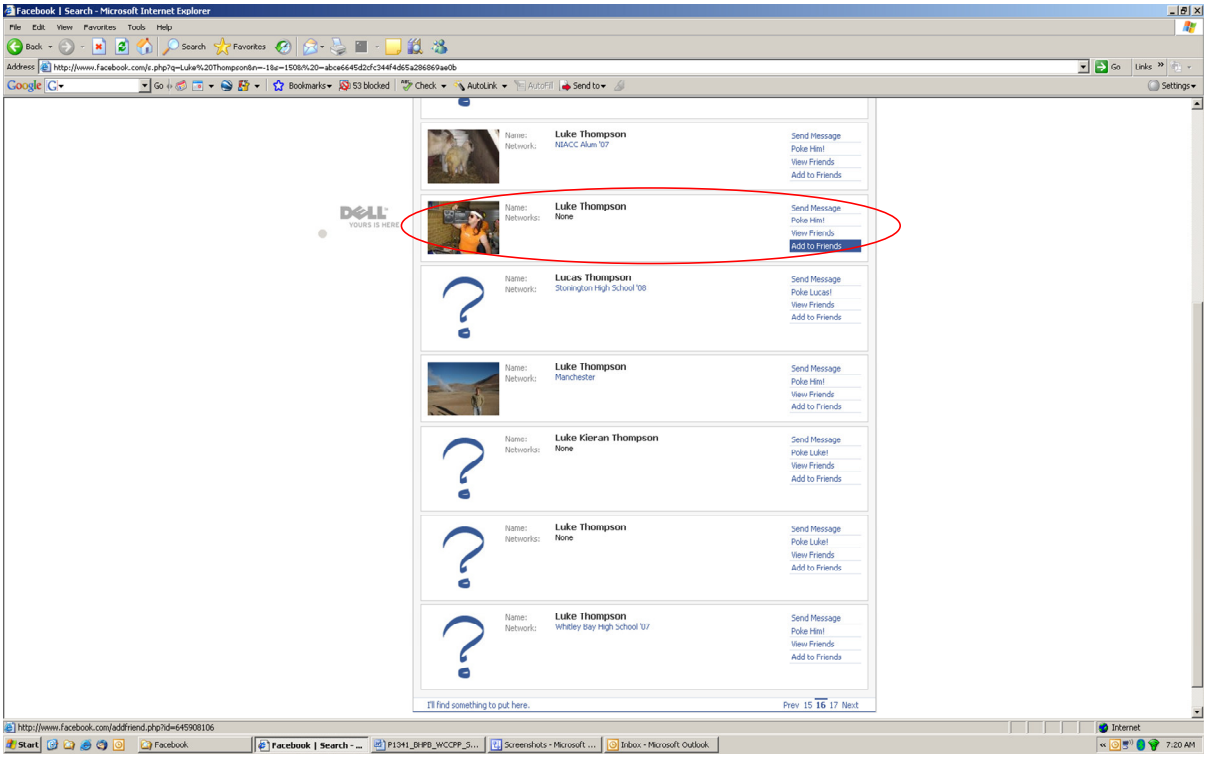


5 Adding Friends

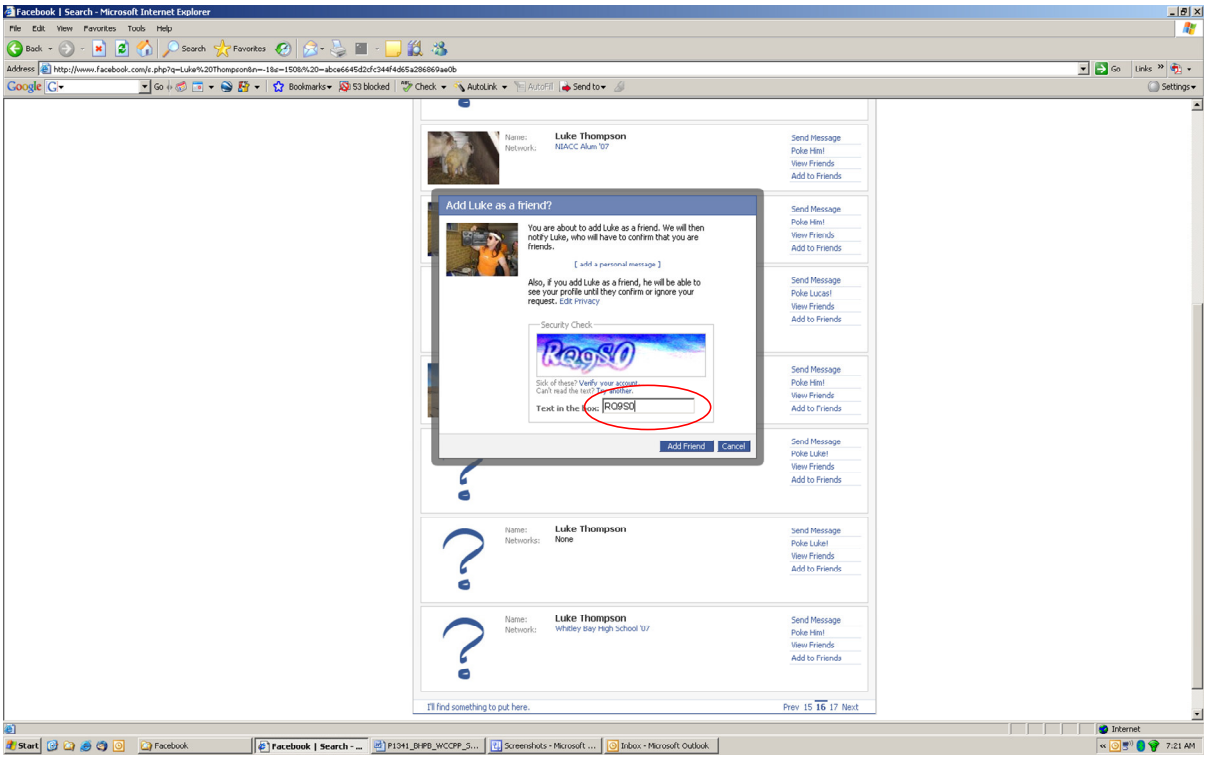
To add a friend click Search and then enter their name or email address in the Search for field. Then click the Search button next to the field.



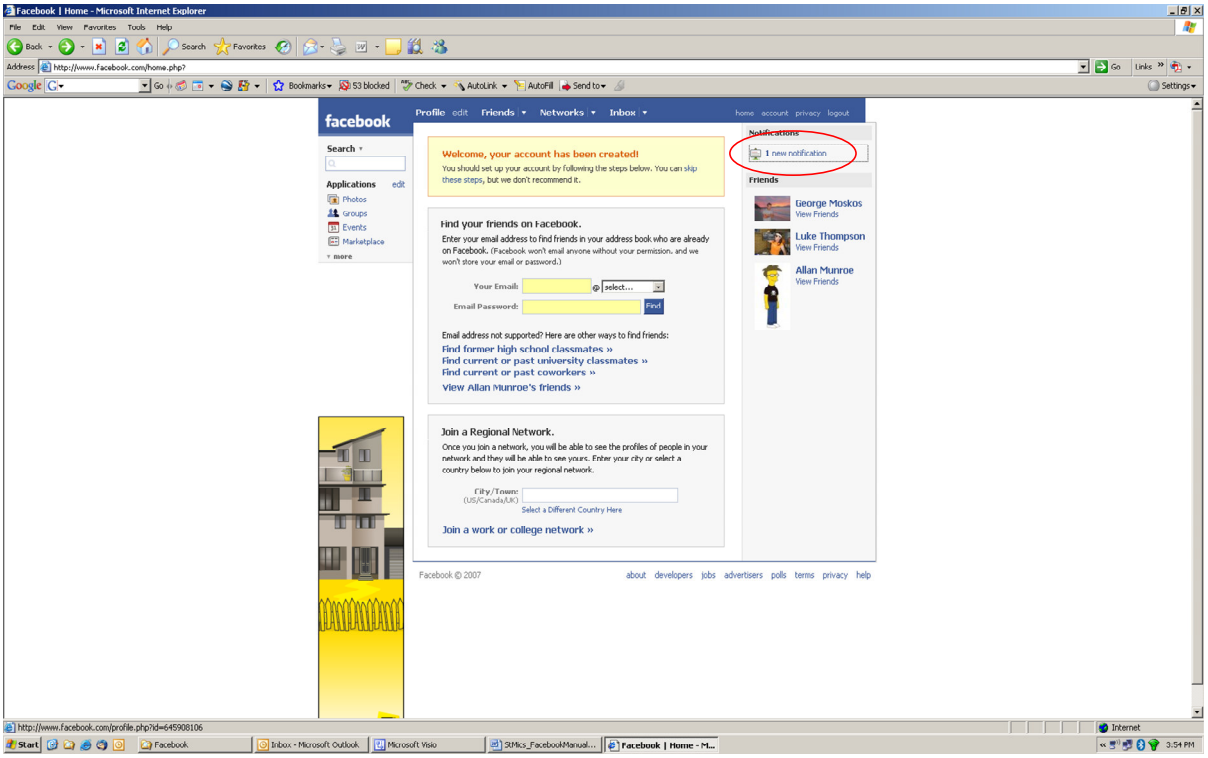
Facebook will search its databases for people who match the information you entered. Scroll through the list and if you find the person you are looking for click Add to Friends.



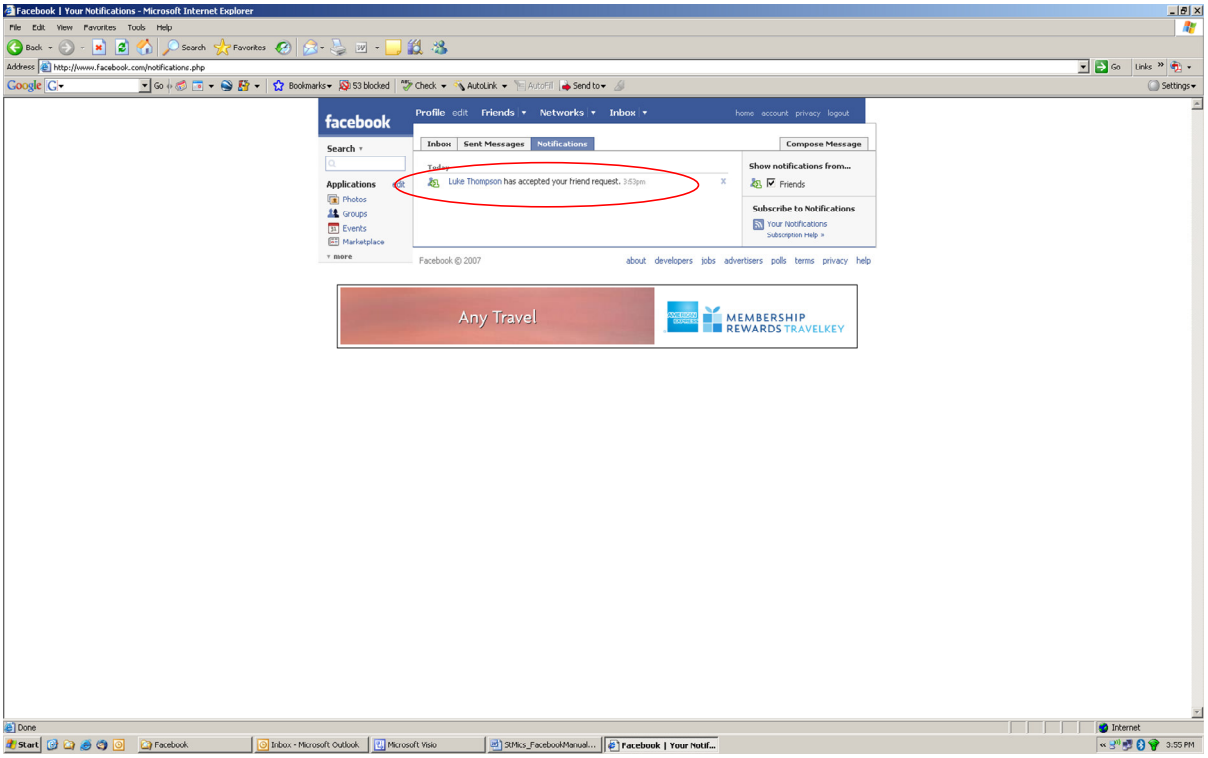
You have to do a security check here. Once done a request will be sent to that person and if they accept they will be in your friend list.



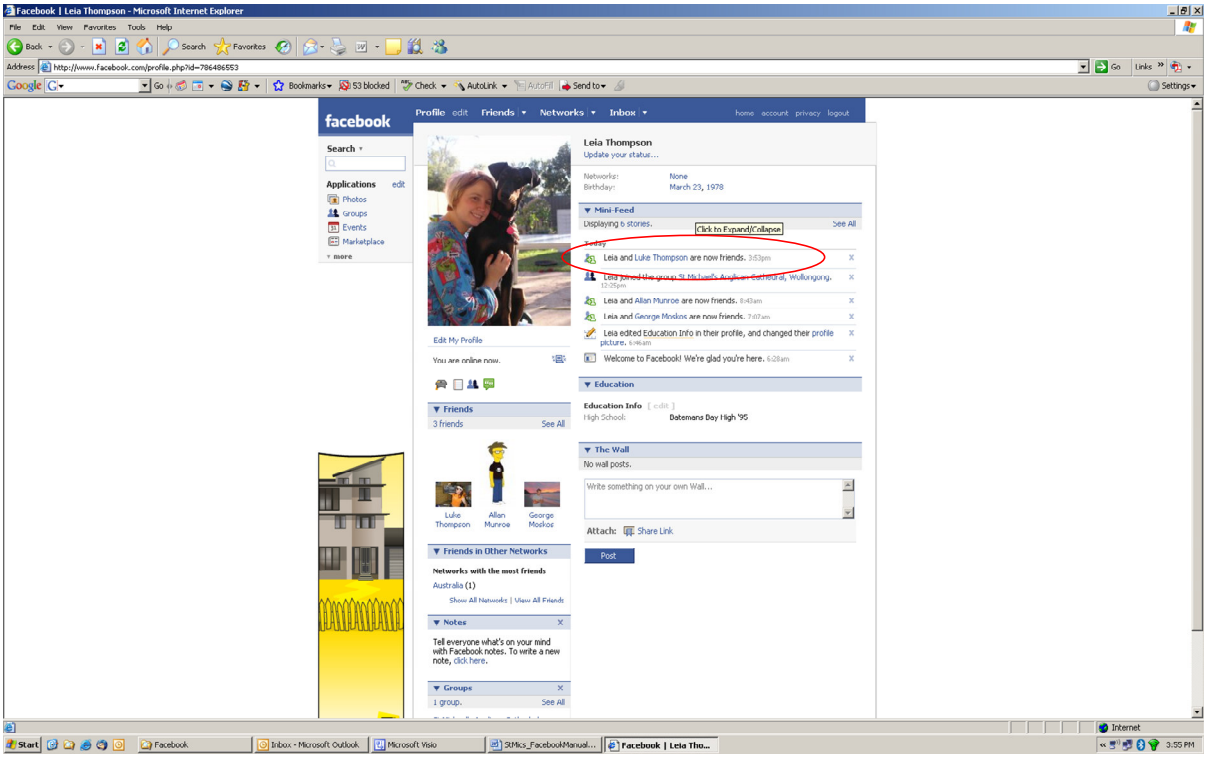
If the person accepts your friend request then you will get a notification. Click on the notification to see the details.



The following shows the details of the notification.

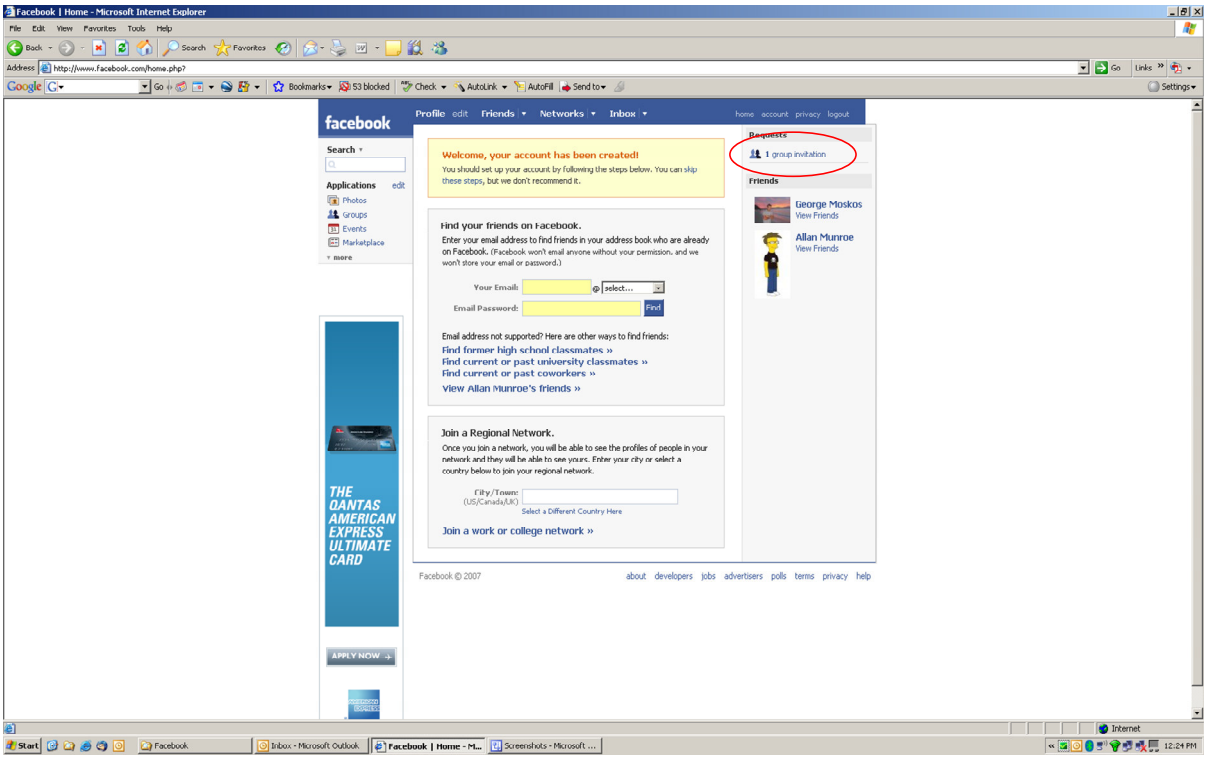


All transactions that occur with your account can be viewed in your profile. The previous friend request is shown below.

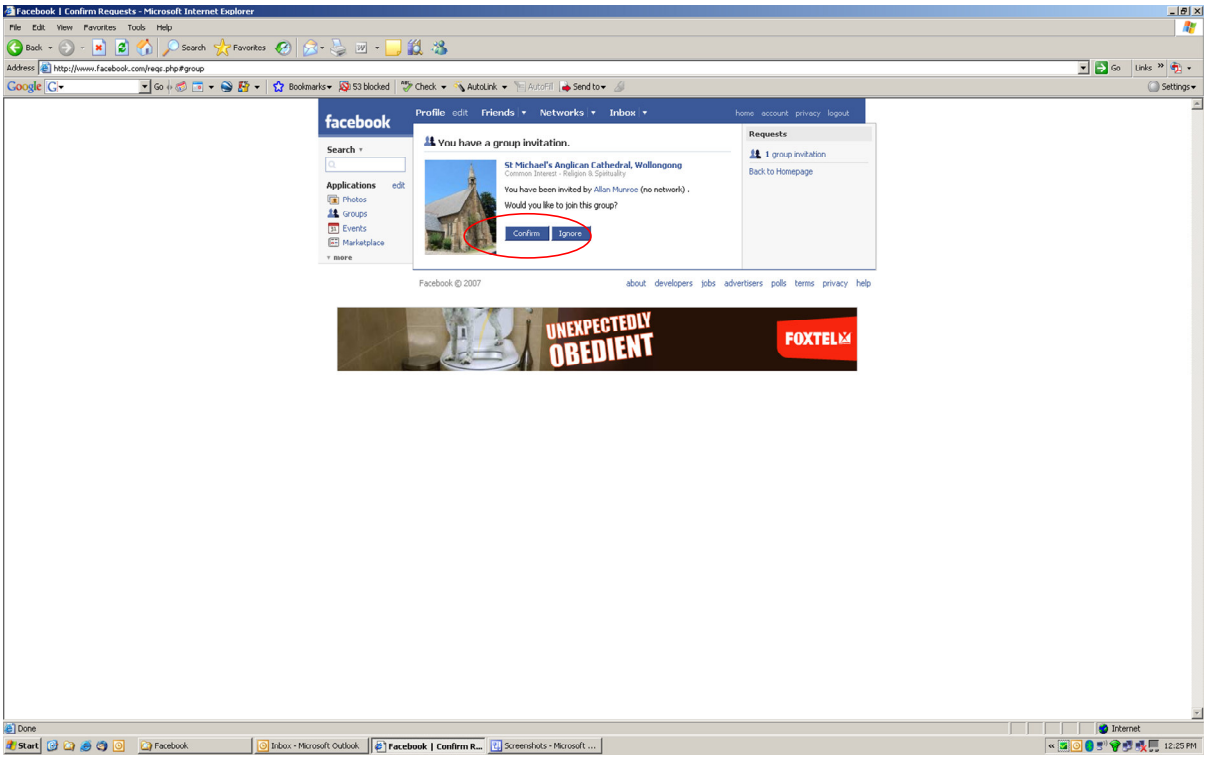


6 Joining The St Michaels Group

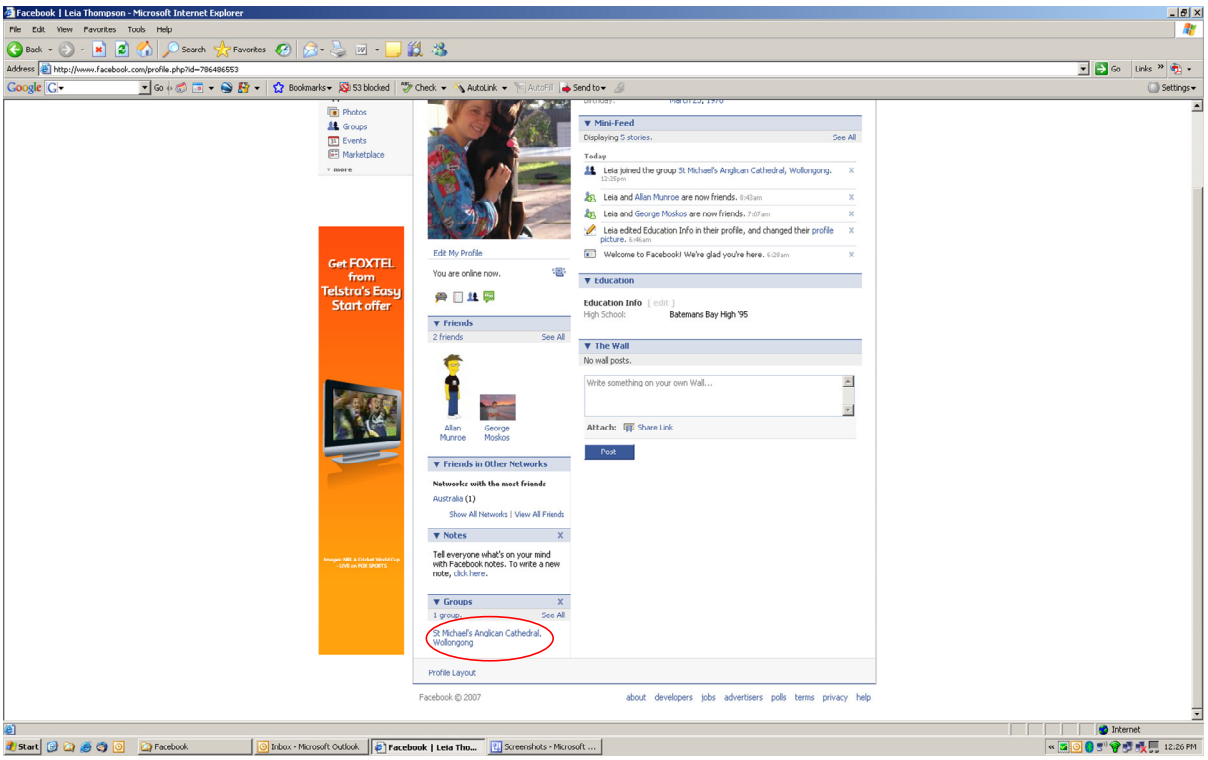
To join the St Michaels Group you must have created a Facebook profile as explained in the Create a Facebook Profile Section. The first step is to send Allan Munroe an email requesting to join the group. Allan's email address is amunroe@asms.com.au. You need to tell Allan the email address that you used to join Facebook. Allan will then send you a friend request which you need to accept as explained in the Accepting Friend Requests Section. You will then get a group invitation, click on the group invitation to bring up the group details.



Click confirm to confirm your addition to the group.



The groups that you are a part of are listed in your profile. Click on the group to access the pages for that group.



There are many different things to look at here which will be updated regularly.