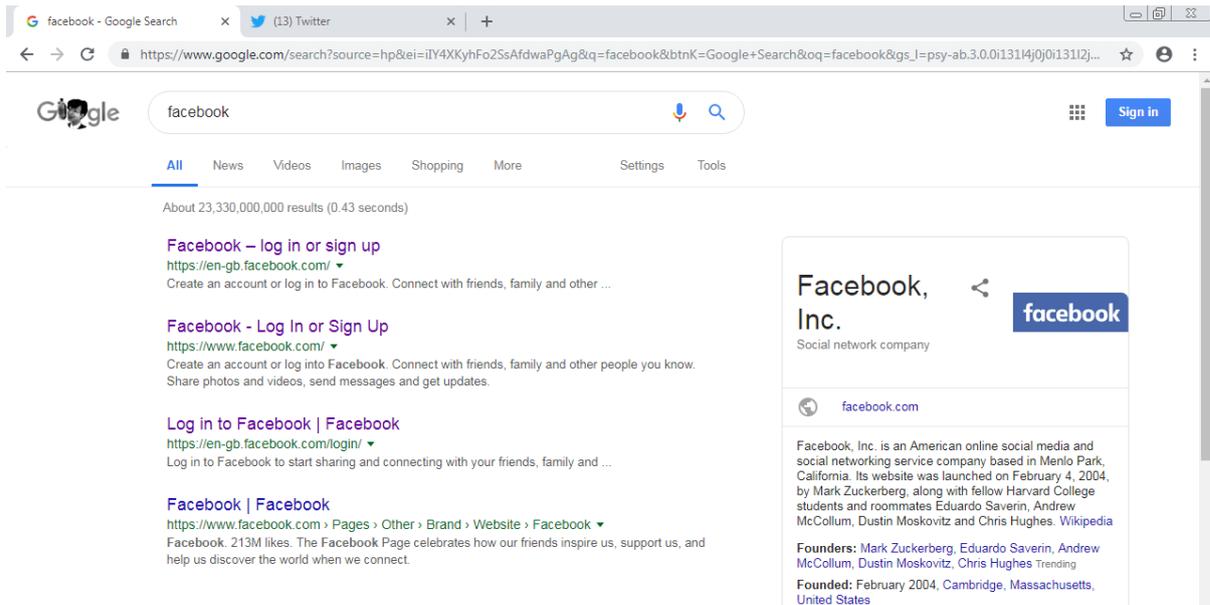# Digital Inclusion Project Guide to;

Facebook

1. First step to setting up a Facebook account is to google 'Facebook' for the sign up page to appear. Which you will then click on 'Facebook – Sign up or Log in' link.


2. Once you have clicked on the link, the sign up page for a Facebook account will then appear with fields that will need to be filled in with your information: **including your e-mail.**
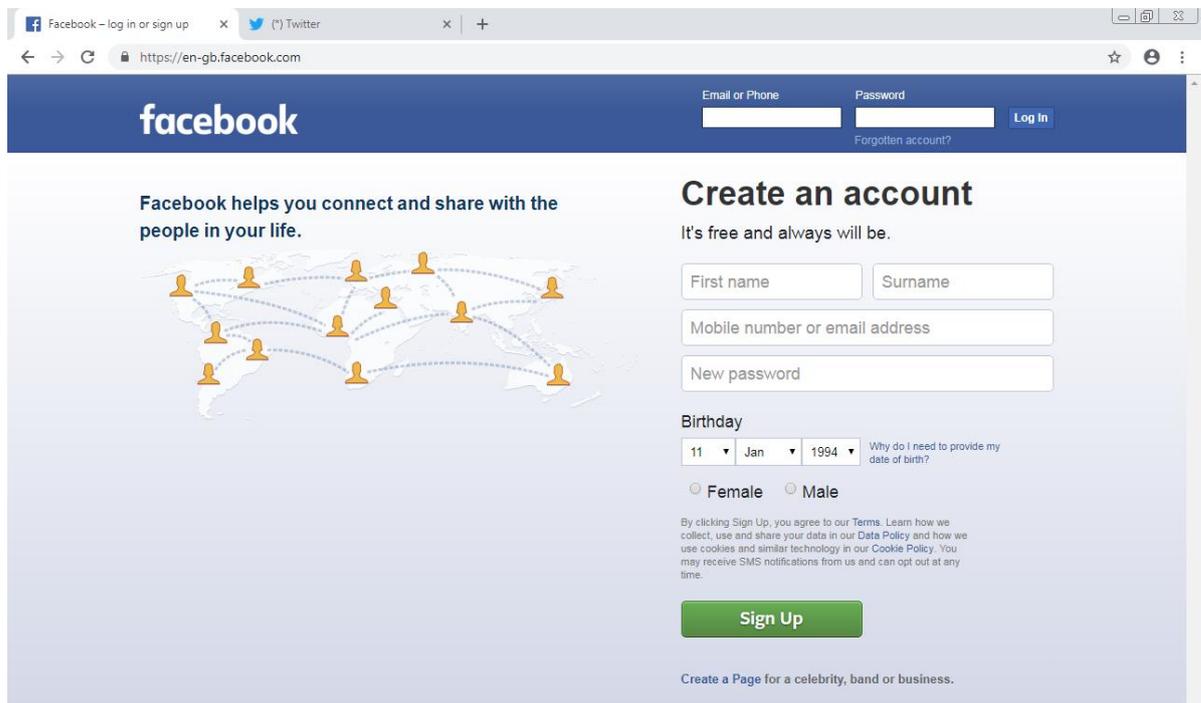
3. When you have filled in the fields with your details correctly. Click 'Sign Up'.
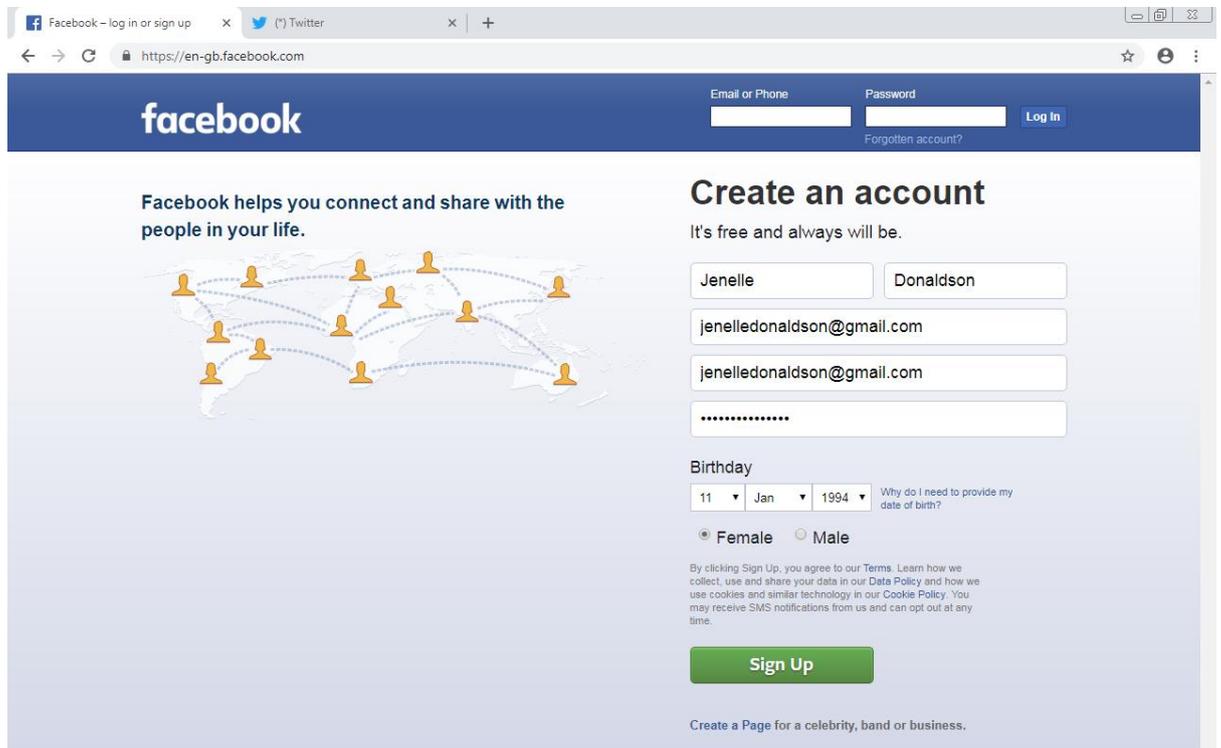
4. You must have a valid e-mail to sign up for a Facebook account as Facebook will then ask you to confirm your e-mail address by asking you to log in to your e-mail, this is just to confirm the e-mail is valid.
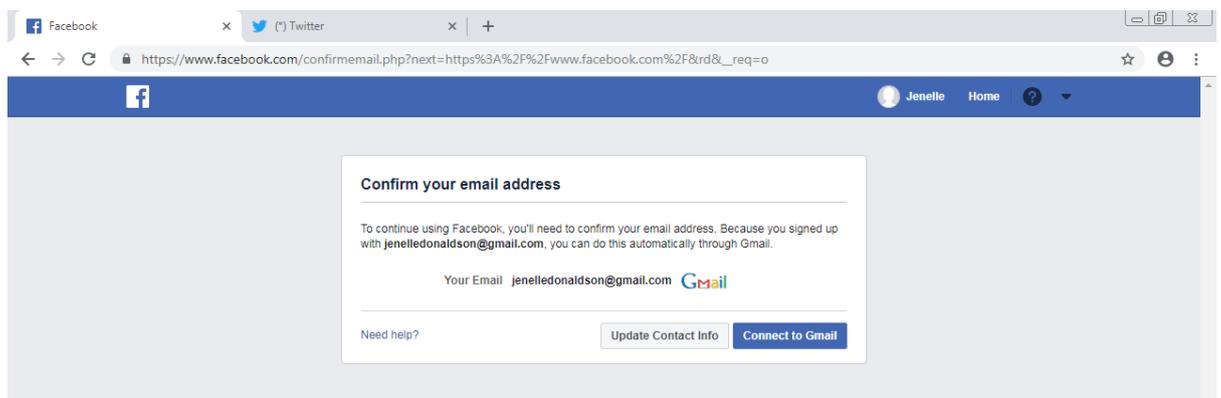
5. When you have confirmed your e-mail address your Facebook account well then be active to be used. This is when you'll be able to send friend requests and see posts by other people.
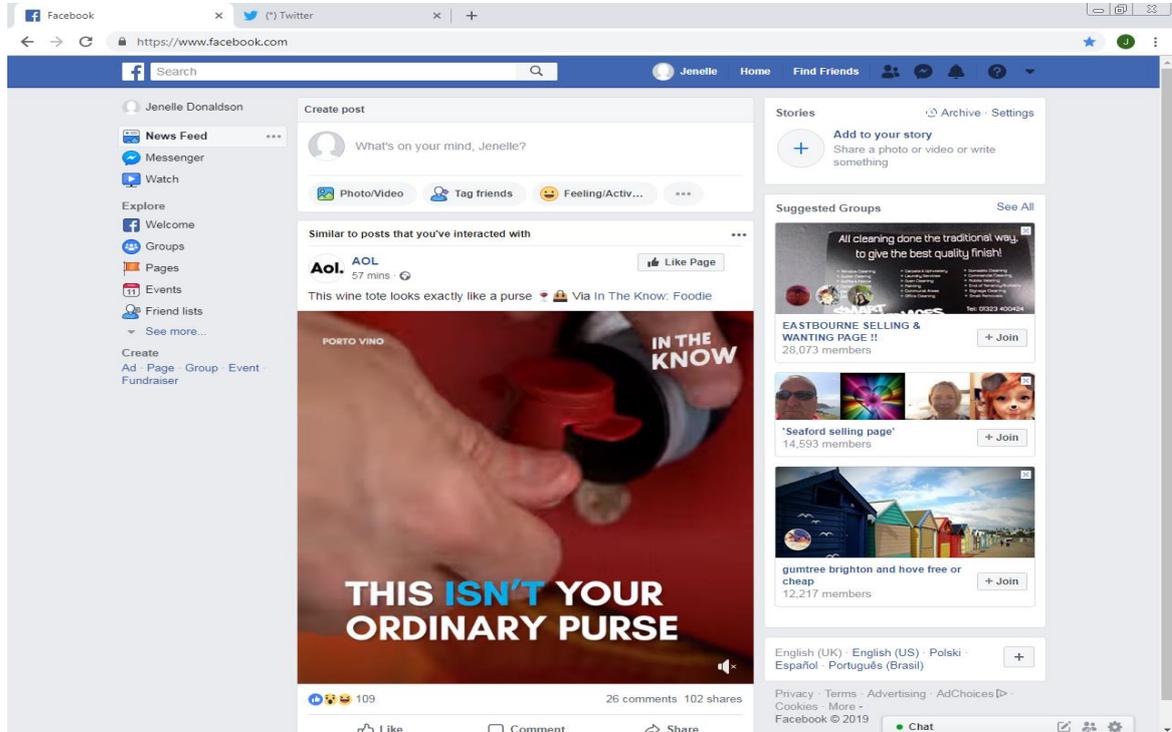
6. You can also look at your own Facebook account by clicking on your name which will be located at the left side of the home button, for example Jenelle. When you do click on your name, your Facebook account will automatically appear.
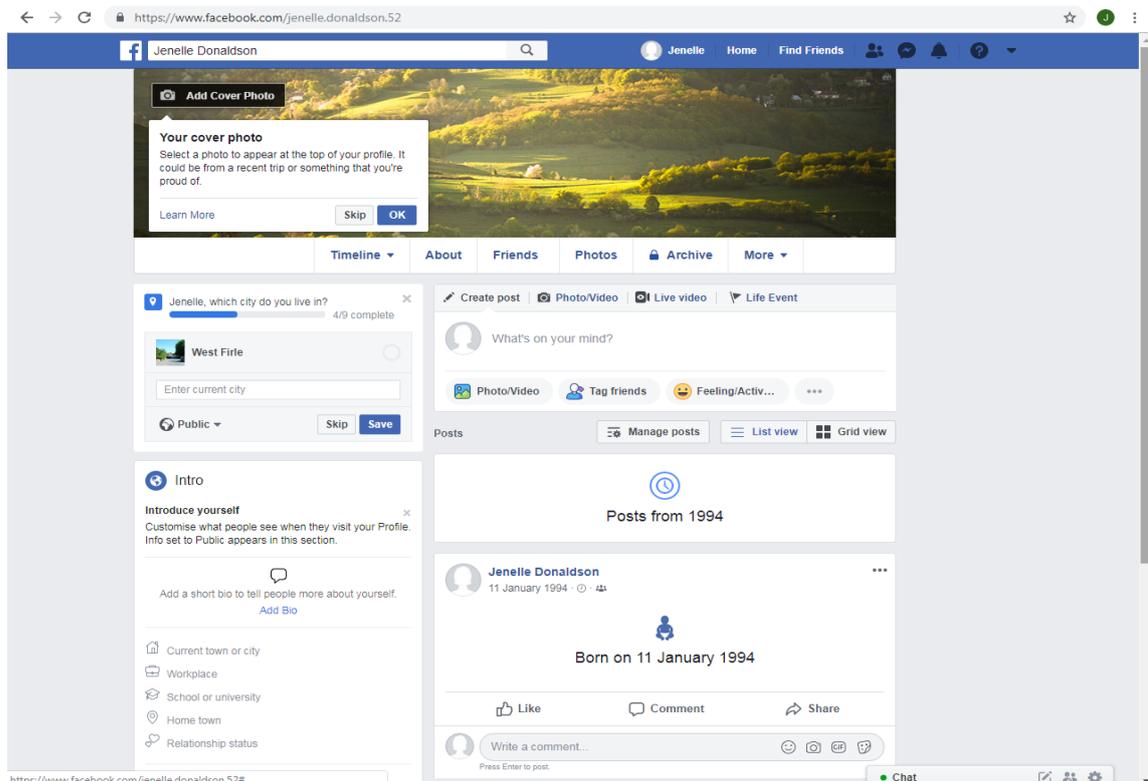
7. If you want your Facebook account to be private, meaning only your friends on Facebook can see your account and posts, click on the button that has a world icon and says 'public'. Once you click on the 'public' button a menu of options will appear. Click on 'friends'.
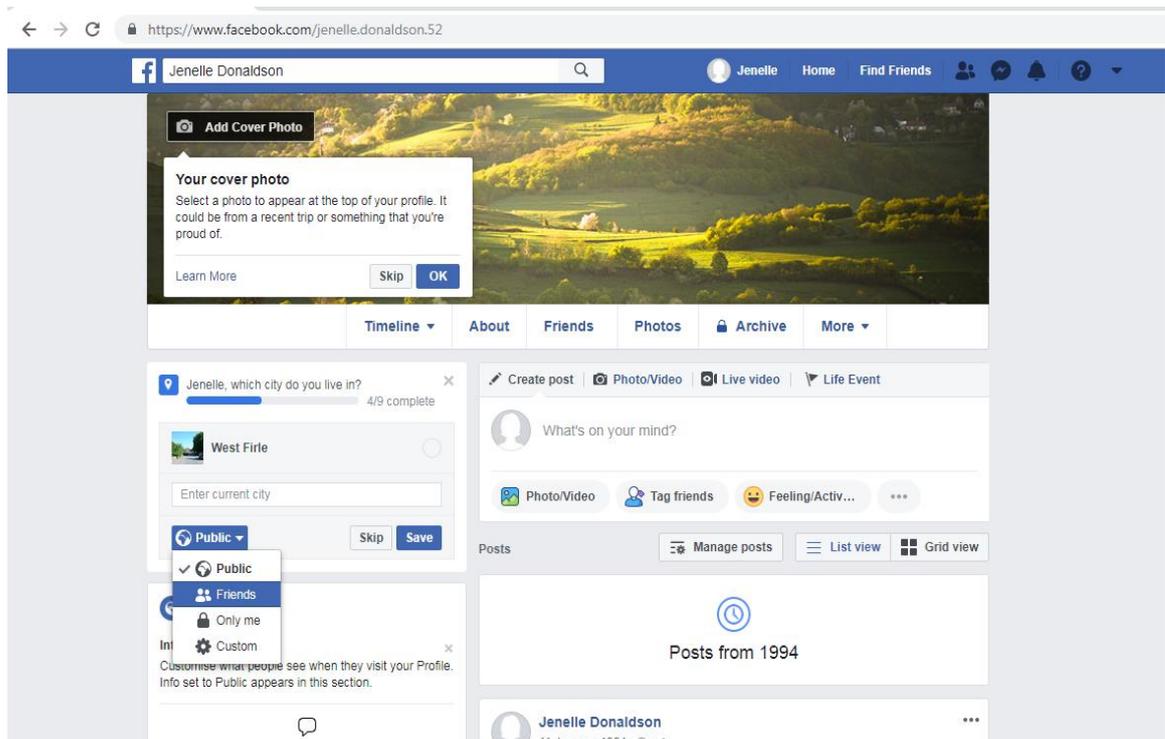
This means your account is active and secure from anyone being able to access your information on your Facebook account.