

facebook basics

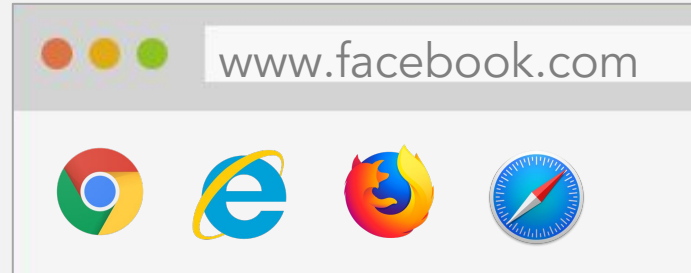
for computer users

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Logging In

1.

- 1 Type www.facebook.com into the browser address bar and press the key.



- 2 You are now at the login page.

At the top right of the webpage, type your email address in the designated box.

A screenshot of the Facebook login form. It features two input fields: 'Email or Phone' containing 'email@email.com' and 'Password' containing a masked password '.....'. To the right of the password field is a 'Log In' button. Below the password field is a link that says 'Forgot account?'. A hand cursor icon is pointing at the 'Log In' button.

- 3 Type your password in the box directly to the right.

Once completed, press the key or click 'Log In' to complete login.



You are now logged in to Facebook.

Logging Out

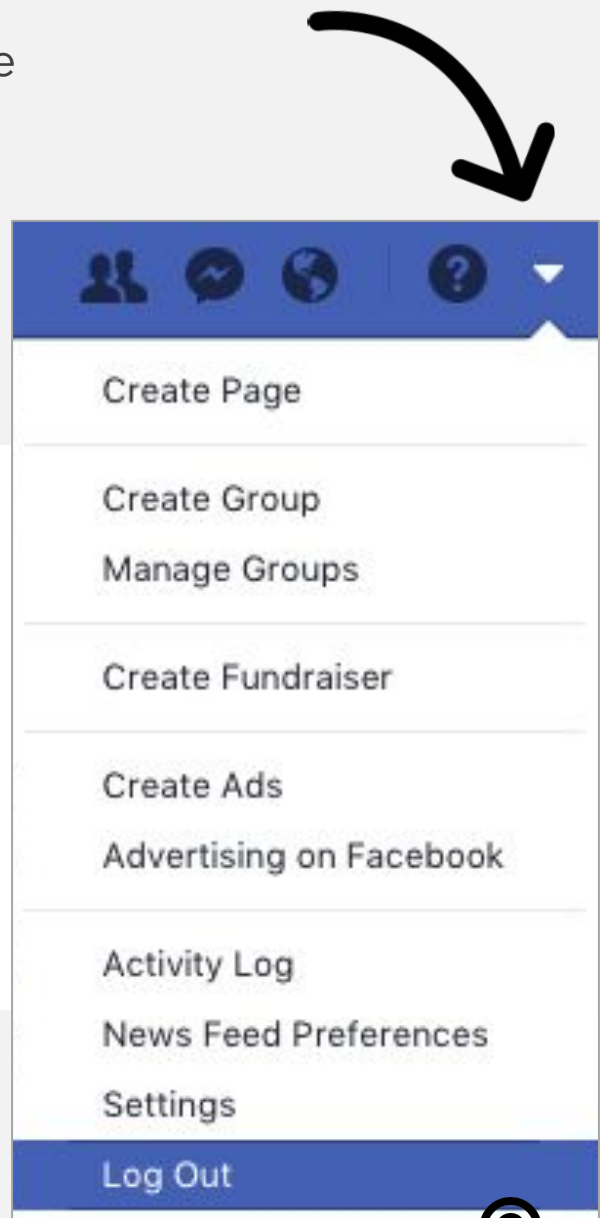
2.

1 Locate and click the triangle at the top right of the webpage.

2 A dropdown menu will appear.

The last option will be to log out.

3 Move your cursor to the log out option and click.

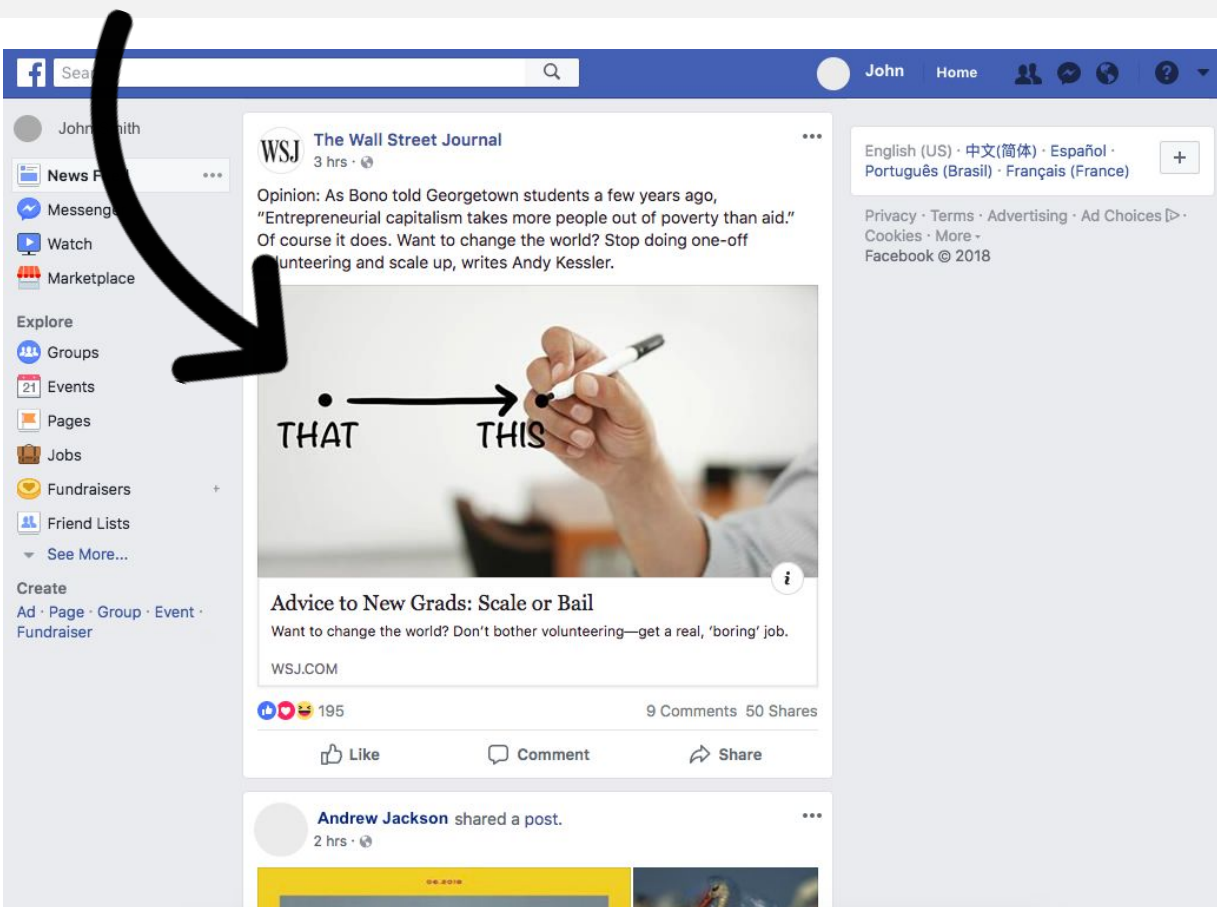


You are now logged out of Facebook.

News Feed

Once logged into Facebook, you will be greeted with the “News Feed” page by default.

Here, you can see posts from your friends and their latest activities and updates.



If this is your first time logging in, you will be greeted with a welcome page suggesting friends. A news feed will appear once you or your friends have posted.

Profile

4.

Your profile is your personal Facebook page where you can add your personal information, photos, videos, posts, and status updates.

To access your personal profile, click on your name in the top right of the webpage OR click on your name that appears on the top left of your Home/News Feed links.

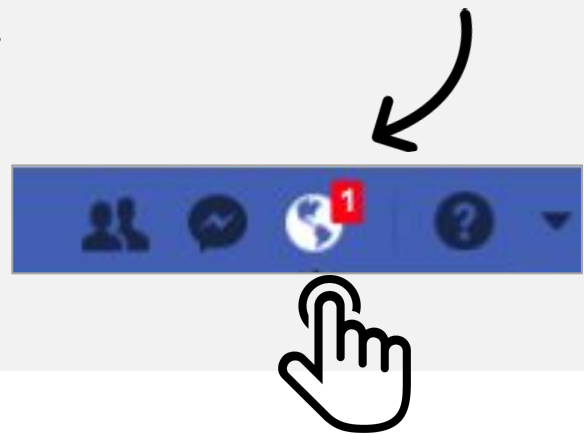
The image shows a screenshot of a Facebook profile page for "John Smith". The page is annotated with two hand icons and arrows. One hand icon points to the name "John Smith" in the top left navigation bar, with an arrow pointing from the text above. The other hand icon points to the name "John Smith" in the top right navigation bar, with an arrow pointing from the text above. The profile picture is a placeholder. The cover photo shows a large steel truss bridge over water. The profile name is "John Smith" with a "Friends" button and a "Message" button. Below the name are tabs for "Timeline", "About", "Friends 37 Mutual", "Photos", and "More". The "Intro" section shows "Joined June 2008". The "Photos" section shows three placeholder images. The "About" section shows "John Smith is in Seattle, Washington. September 2017" and "Started School at University of Washington September 2017 Grad School — Biomedical and Health Informatics".

Example profile:

Notifications

Facebook will alert you of updates related to you or notifications from your friends. Access notifications by clicking on the 'globe' icon in the top right of the webpage.

Note: **Red** indicator signals new notifications.



After clicking the icon, a drop down menu will appear listing your new and old notifications.

Clicking the notification will direct you to the post.



Unread notifications have a **blue** background.
Read notifications have a **white** background.



group guide

for computer users

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questions or concerns? email us at vocale@uw.edu

Notice and Rules

1.



This is a **secret** group and is not open to the public. Do not add your own friends to the group.

Be Kind and Courteous

We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.

No Hate Speech or Bullying

Make sure everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things like race, religion, culture, sexual orientation, gender or identity will not be tolerated.

Respect Everyone's Privacy

Being part of this group requires mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What's shared in the group should stay in the group.

Ignore Suggested Members and Advertising

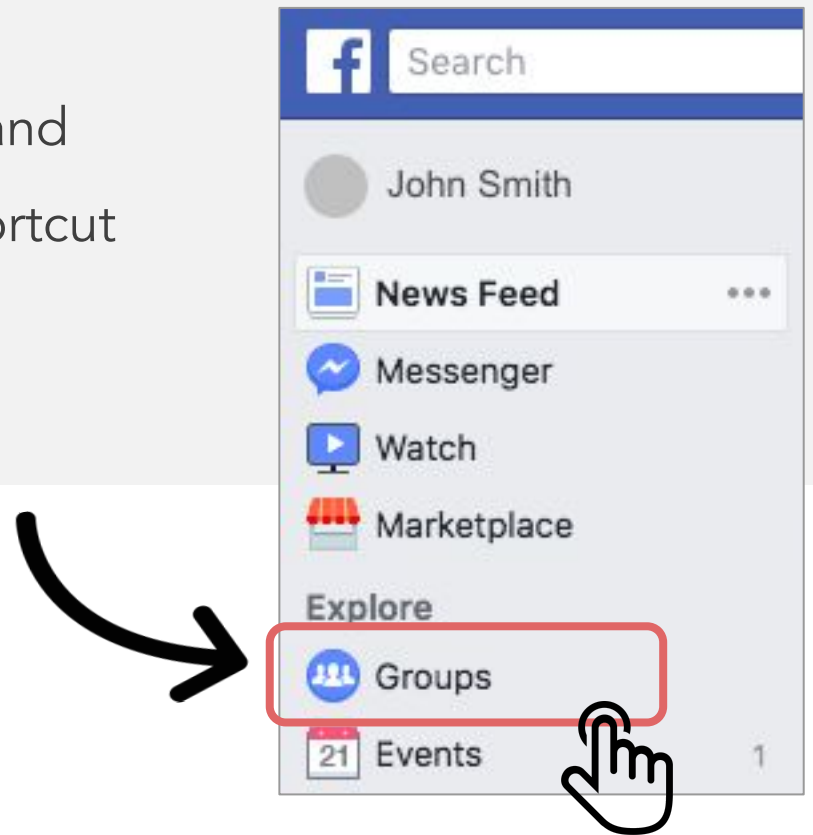
Unfortunately, these 'features' are integrated into Facebook and we have no control over them. If these features are causing you trouble and confusion, please 'hide' the suggested members. Advertisements cannot be disabled directly, but they can be on the browser level.

*Medical and Sensitive Information Disclosure

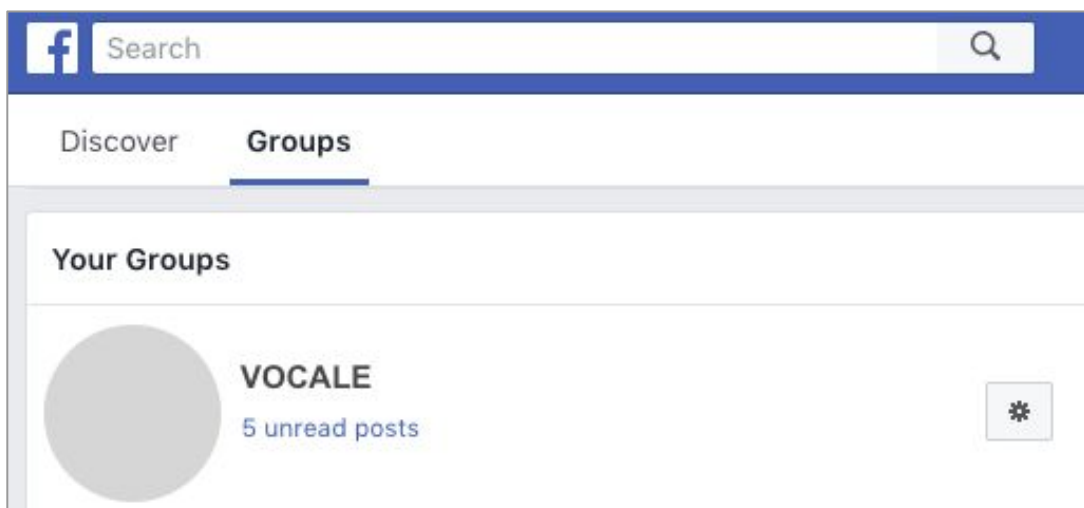
Please refrain from disclosing other participant's medical and other sensitive information without their consent.

Accessing the Group

1 On the left, locate and click the groups shortcut link.

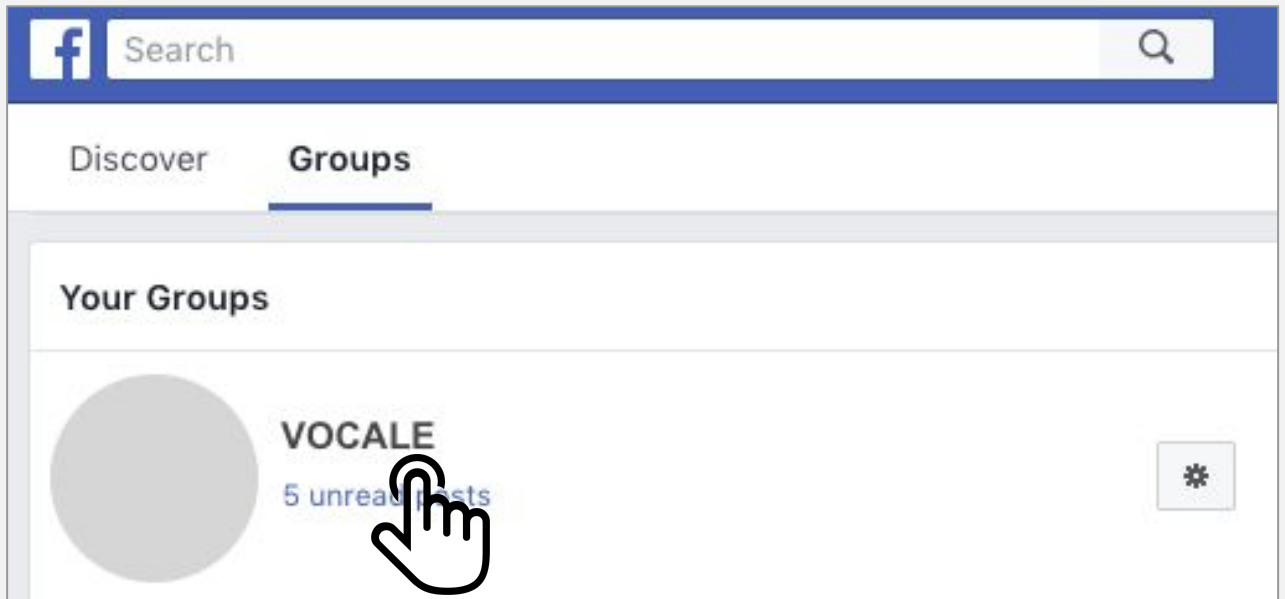


2 You are now at your 'Groups' page. All your affiliated groups will be listed here.



Accessing the Group

3 Click on the group name to go to the group's discussion page.



You are now on the group discussion/main page.

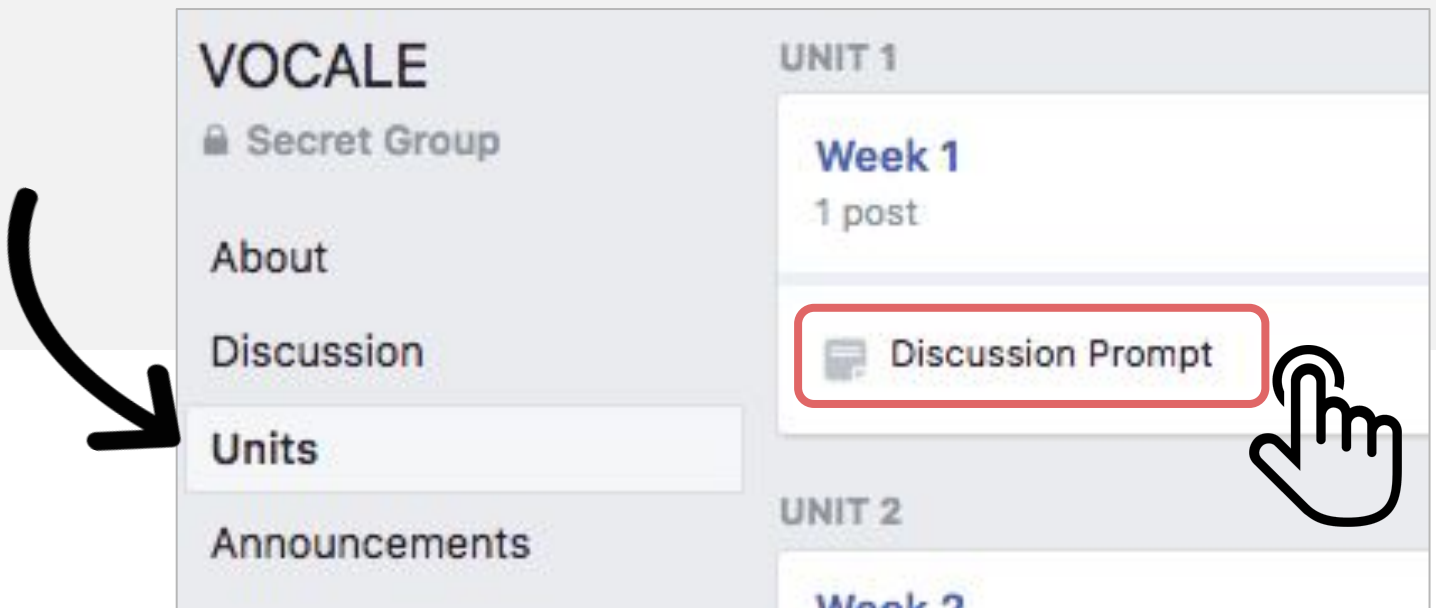


Even though activities and posts from the secret Facebook group will show up on your News Feed, these activities and posts are not public.

They will NOT appear on your profile and friends will not see this content.

Finding Discussion Prompt

- 1 From the Units page, scroll down and find the current week. Click on 'Discussion Prompt', which appears directly below the week number.

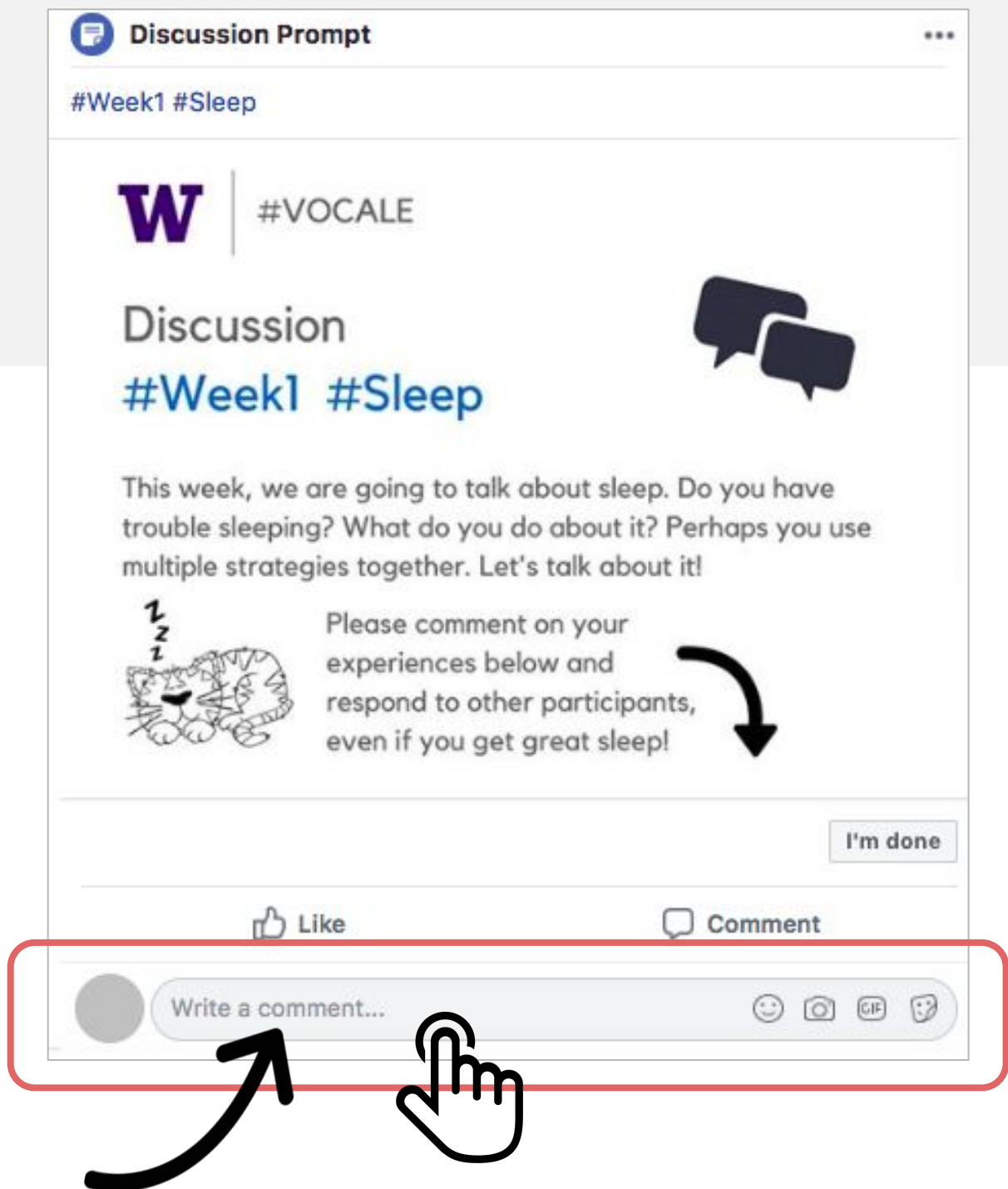


You will now be directed to the discussion prompt for the week.

An example of what a discussion prompt may look like appears on the next page.

Commenting on Prompt^{5.}

- 1 Below the post you want to comment, click the 'Write a comment...' box.



Commenting on Prompt^{6.}

2 Type your response and include **both** a question to other participants and a “hashtag” at the end.

A good nights sleep is necessary for me to feel energized
Sometimes when I am stressed, it is hard to sleep. I have
when I find it hard to fall asleep.

#Melatonin #Sleep #Week3

What is a “#hashtag”?

A hashtag is a word or phrase that summarizes your post.

To create a hashtag, enter the pound sign (#) followed by a word or phrase (without spaces).

The purpose of the hashtag is to group similar posts and topics together. If you successfully created a hashtag, it will be in **#blue**.

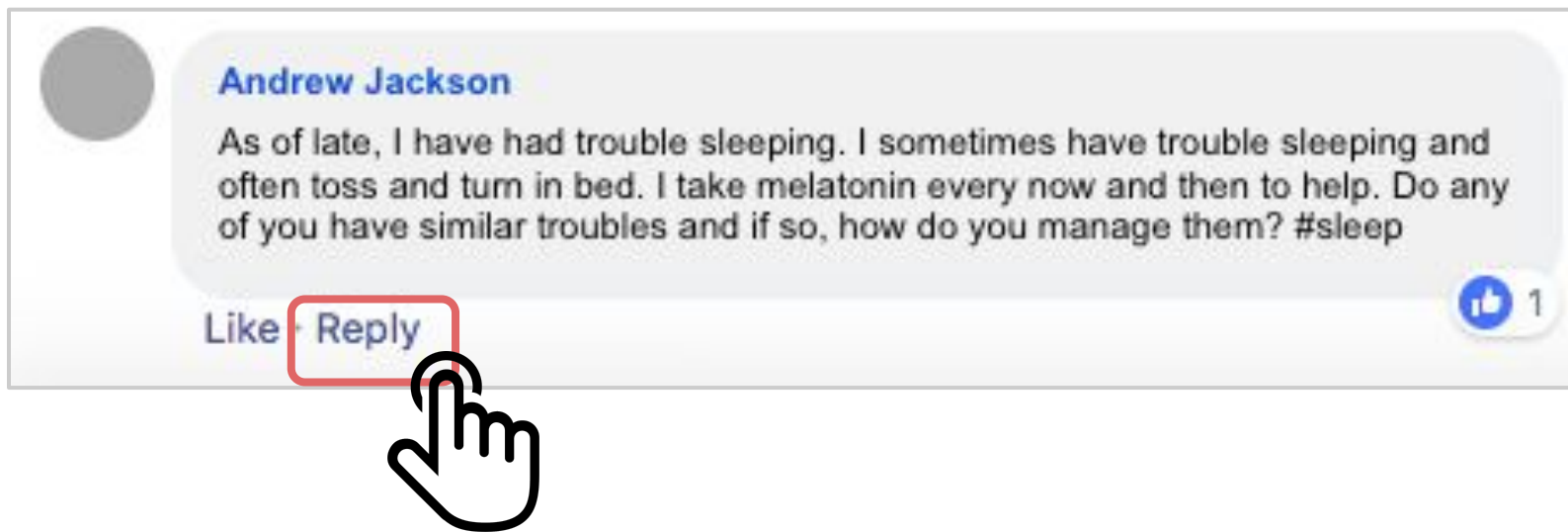
3 Once you are done writing your comment,
press the key to publish.



Your response is now posted.

Replying to a Comment ^{7.}

- 1 Locate the participant's post you would like to respond to and click 'Reply'



- 2 Type your response in the 'Write a reply...' box.

- 3 Once you are done writing your reply, press the key to publish.



Your response is now posted.

Viewing All Comments

1 To see what other participants have written, first locate the discussion post.

2 The comments will appear below the discussion post. Many times, older comments will be 'hidden'. To view all responses, click "View # more comments".



The screenshot shows a social media post with the following elements:

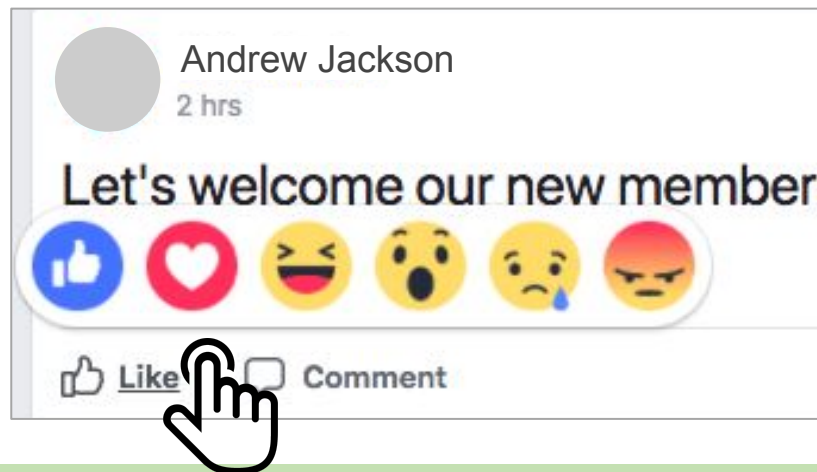
- Image:** A cartoon cat with its eyes closed and three 'Z's above its head, indicating it is sleeping.
- Text:** "Please comment on your experiences below and respond to other participants, even if you get great sleep!"
- Interaction:** A curved arrow points from the text to the right.
- Metadata:** "12 Comments" and "Seen by everyone" are displayed.
- Buttons:** "Like" and "Comment" buttons are visible.
- Highlighted Element:** A red rounded rectangle highlights the "View 10 more comments" link. A large black arrow points from the left towards this link.
- Comment Preview:** A comment is partially visible below, starting with "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fu ... See More".
- Footer:** "Like · Reply · 6w" and a "1" like count are shown at the bottom.

Reacting to a Post

- 1 Locate the post you would like to react to. **Hover** the cursor over the 'Like' button.



- 2 A set of reactions will appear. Select a desired reaction.



You have now reacted to a post.



Clicking 'Like' instead of hovering to see options will default your reaction to 'Like'.