

## SLIDE 1

### Introduction

First of all why do I need to join Facebook?

- To keep in touch with family and friends
  - To see what's happening in the clubs and groups I belong to – examples JCC, U3A, Buy & Sell, APASA, Ayuntamiento
  - To find groups/organisations I might be interested in – examples Genealogy, Android, Apple Help group, Photography, Card making
  - To find services/restaurants/things to do
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## SLIDE 2

This presentation was prompted by members being fearful of Facebook as well as the fact that we now have a JCC Facebook Group so let's have a look at Groups

### So what are Facebook Groups?

- A Facebook group is a place where an organization or business can promote their activities and at the same time interact with their members.
- It's a place where you can showcase your expertise. Elaine and I belong to Genealogy and DNA Groups joining in discussions and answering questions
- It's a networking tool – you can interact with others to exchange information and develop professional or social contacts.

### What kind of Facebook Groups are there?

- **Closed** groups meaning only the people that are group members can see the content and post to the group. Friends can add you to the group or you can request to join. U3A, JaveaConnect
- **Secret** groups, meaning no one but the people in the group can see and post. You can only be added to a secret group by someone who is already in the group.
- **Open/Public** groups, everyone can read the content but you will need to join to be able to post.  
JCC

## How do I join?

Search for the group by its name, simply click on the “Join group” icon that you see under the profile picture.

On some groups you will be asked to answer a question or two – these questions are generally used to show that you have a personal interest in the group content and help to filter out spammers. Eg. U3A asks for your membership number

## SLIDE 3

### What settings do I need?

As a member of a group you need to decide whether or not you want to receive notifications when anyone posts a message to the group.

Notifications can be received by email or via the notification tab at the top right of screen.

Options for notifications are -

- All posts – you get notifications any time members post in the group
- Highlights – you get notifications for “suggested posts” and posts from your friend
- Friends posts – notifications when any of your friends post
- Off – none at all – but why join??

This really is personal choice and you can be selective as to whether or not you receive notifications for each group you belong to.

Elaine has a different email address for her Facebook account so doesn't rely on receiving notifications by email – instead she uses the tab at the top of the screen to view her notifications, specifying which groups are more important to her by selecting the “all notification” setting on those groups.

I have set one of my groups – Comunidad Pinosol - so that I receive instant notifications by email. All my other groups are just notifications on the tab in Facebook when I go to look at it

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## SLIDE 4

### Types of local groups which may be of interest

If you've got a hobby there will be a group for it

If you are looking for local information there will be a group for it

If you are looking for support, for example a medical condition, there will be a group for it etc.

A selection of local groups (see slide)

## **SLIDE 5**

Let's take a closer look at the JCC group

### **How to find it**

- Just type in Java Computer Club in the search box on FB and it will appear! As for all groups, if you want to be part of it then you request to "Join group"
- Because it is a public group, if you don't join then you can still read the content – but you won't be able to participate
- You don't have to be a paid up member of the club to join our Facebook group.

### **What is it for?**

- As we said earlier, Facebook groups are created by an organization to promote its activities, at the same time as encouraging participation from its members.
- JCC is no different. Each week we publish the details of our weekly activities – you'll also find useful computer related links and various posts from one group member who has explained the "ins and outs" of scam emails.
- Are we aiming for it to replace our "help group"? No, the help group will continue but if members feel more comfortable posing their question in the Facebook group then one of our many experts or other members will respond.

### **How can you participate?**

- First of all we need you to join. A successful group needs members who will participate and interact.
- We need your help to get JCC to be noticed by others – tell your friends about the group (and the Club).
- Don't be afraid to post in the group – we would love to hear from you on any computer or Club related matter.
- Introduce yourself and say what you're interested in

## **SLIDE 6**

### **Facebook pages**

## What are they?

- A Facebook page is a public profile specifically created for businesses, celebrities, causes, and other organizations.

Pages tend to show up in search engines better than groups.

## How do they differ from groups?

- With a group, you request to join and then you are able to follow the content and take part in discussions.
- Pages do not gain members (like groups) or friends (like your own profile page) – instead pages have “followers” who have chosen to “like” a page
- Being a ‘follower’ means you can get notifications from the page, check the tab under the profile photo

## What can I do on a Facebook Page

- It depends on how the owner has set up the page
- Some use it just for their own use and do not allow others to post or comment
- Others may welcome interaction so that you can either comment on something already posted on the page or you can create a post of your own, known as visitor posts.

## Slide 7

### Examples of local pages

Shows a selection of pages being used for businesses, organisations and community events.

Note – Facebook pages and groups are free – increasingly being used for business advertising – easy to maintain, update, respond to customer questions etc. etc.

## Slide 8

### Set up a Facebook account

One of the main concerns people have is the initial setting up of the account.

For the majority of us we want to keep it as secure as possible and limit the audience who can see or follow our FB activity.

**But before** we go any further let's explain some of the Facebook terminology!

- Your **Timeline** is what you view when you click on your name. It is also known as your **profile page**
- Facebook Timeline is where you share your photos, posts and experiences to the people you select can see them
- On your **Timeline** you can add a cover photo, edit your personal information, view your Facebook activity log, highlight posts or images, update your Facebook status and add new life events to your profile.

When you click on the **HOME** tab you are seeing your **News Feed**. This includes updates, photos, links and activities from people, pages and groups that you follow on Facebook

At the top right of screen, click on the drop down listing (from the small downward arrow) – and select **SETTINGS**

### **We will take a quick look at what is there**

You need to work through the headings in the left hand column – although complex it's fairly self-explanatory.

If in doubt select “only friends” or “only me” which will make your account more secure and personal.

**General tab** – gives your basic information – option to change if necessary.

### **Security and login options**

- Change password - opt for two factor authentication
- Receive alert about unrecognized login (in case someone else has tried to log into your account)
- Encrypt your email notifications

### **Privacy**

This is where you can limit who can contact you, who can see what you post etc.

Just work through them individually choosing the best option for you. If unsure then go for “only me” or “friends”.

It can always be changed at a later date!

### **Timeline and Tagged settings**

Limiting the options to just ‘friends’ is the way to go for most of us who are using FB for personal use, rather than business use.

## Blocking

Various blocking options

- Individuals - someone in one of your groups that is continually posting information which upsets you. If you don't want to see it any more then block that person and all his posts will be hidden from view.
- Apps – if you have friends who play Facebook games such as Candy Crush – you continually get messages to say they have achieved a new level – or invites to play the game. Fed up of seeing these messages – then block the app and you won't see them again.

## Notifications

Pretty self-explanatory – you can select whether or not you receive notifications by email and type of notifications received.

There are a number of options to look at within this setting page, it will take too long to look at them all – but if anyone is unsure on what settings might be best for them, then talk to us later and we will be happy to help.

## Reply/Comment/Post (inc. photos/videos)

If you are writing on **your own timeline/profile page** – you will see a box at the top which says “**what's on your mind**”

You do have an option at this stage to make that post public, even though your default settings are for “friends only”. I've never found the need to change this but I suppose it depends on what you are posting.

Example – you may have found a lost dog and want to be able to share that information and post with more than just your friends – in which case you would post it as a “public post” so that others can see it.

If you are **posting in a group** then you can either respond to someone else's comment by adding something in the reply section under their post

- or you can start your own post/message at the top of the page – in the text box provided.

## Sharing

Sometimes you might want to share something you have seen on Facebook – an interesting article, a restaurant reviews and your photos – or even a lost dog post.

You can only share things which are public – so if the lost dog post was not made as a public post then it cannot be shared.

You can't share anything which has been posted within a closed or secret group.

If it's possible to share something you will see the "share" option under the post.

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### **Important note**

What we have talked about and shown you today is Facebook on their website through a browser is but depending on the device you are using you see different views and have different accessibility

There is an app for Android phones and tablets or iPads

The differences are particularly noticeable if you are using the FB App and Facebook Lite which is a scaled down version of FB for use on android devices

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