

## week 5

### facebook and facebook messenger

## introduction

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This week, we will be learning about the social media platform **Facebook**. We will learn how to set up a Facebook account, to connect with people through one to one messages, video calls and how to find out more information from your favourite local community groups.

Facebook is a **social media** platform designed to keep you in touch with loved ones and friends. You can see each other's pictures, leave messages on posts and even directly message people using 'Facebook Messenger'. Similar to Zoom, you can access Facebook without downloading **an app**, but we recommend that you download the app for mobile or tablet devices, to make your user experience much easier.

#### Remember:

if you are having any issues or need to ask a question, we're here to help you over the phone and give you a hand getting set up. You can fill out a 'Digital Support Booking form', and email it back to the library: [library.service@sefton.gov.uk](mailto:library.service@sefton.gov.uk). A member of the team will contact you to help you with your problem on a Monday morning, between 10am - 12pm. **If you don't have an email yet – don't worry – just phone the team on Crosby Library's landline: 0151 257 6400 between 10am - 12pm on Monday mornings.** You can ask a member of the team for 'Week 2: Setting up an Email Address & downloading an App workshop sheet if you would like support setting up your email.



**human libraries**

# workshop key terms

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## **app**

is short for 'mobile application'. It is a computer software designed to run on your device to make doing different things, like video call or message someone, easier. You can download an app using the 'app store' on your device.

## **creating a room**

is the terminology used by Facebook to indicate that you're setting up a new video call — they call it a 'room'.

## **newsfeed**

is a word usually associated with the social networking site Facebook. You have two different areas you can access your profile and the Newsfeed — that is generally the market square where you'll see everyone's status updates and posts from interesting groups you might follow.

## **notifications**

are alerts from your device that someone is trying to contact you on a platform.

## **social media**

are interactive websites which allow you to communicate with other people through messages and posts. Think of it like an online community hub where you can chat to others and find out more information about how to access digital events.

## **SMS message**

are interactive websites which allow you to communicate with other people. SMS stands for Short Message Service. They are text messages which most telephone, internet, and mobile devices can be received.

## **the internet**

is a global network of computers that allow you to share and view information. It works much like the postal system, enabling people to send one another envelopes containing digital messages, at lightning speed. You can search the internet for websites and information about pretty much anything using an internet 'search engine', such as Google or Explorer.

# security

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- Always choose a password that you will remember and write it down somewhere safe.
- Use a mixture of capital letters, lowercase letters, numbers and special characters to make your password extra secure. For example, 'HumanLibraries18!'
- Do not share your password with anyone.
- Do not accept 'Friend Requests' from people who you do not know or share personal information with strangers


## setting up a facebook account

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1. Search for 'Facebook' on your search engine or download the Facebook app from your app store
2. In the Facebook app or on [www.facebook.com](http://www.facebook.com), click 'Create a New Account'.
3. Enter your name, email or mobile phone number, password, date of birth and gender.
4. Click 'Sign Up'.
5. To finish creating your account, you need to confirm your email or mobile phone number using a verification code.
6. Select 'OK' to allow WhatsApp to add your existing contacts from your phone's contact list
7. You now have a Facebook account, and your very own personal profile which tells people a bit more about you. For example, your age, what city you live in and you can include a picture of yourself too so people know they have found the right person.



1.

Q Facebook| 

Q Facebook - Google Search

Q facebook marketplace

Q facebook login

2.

Email address or phone number

Password

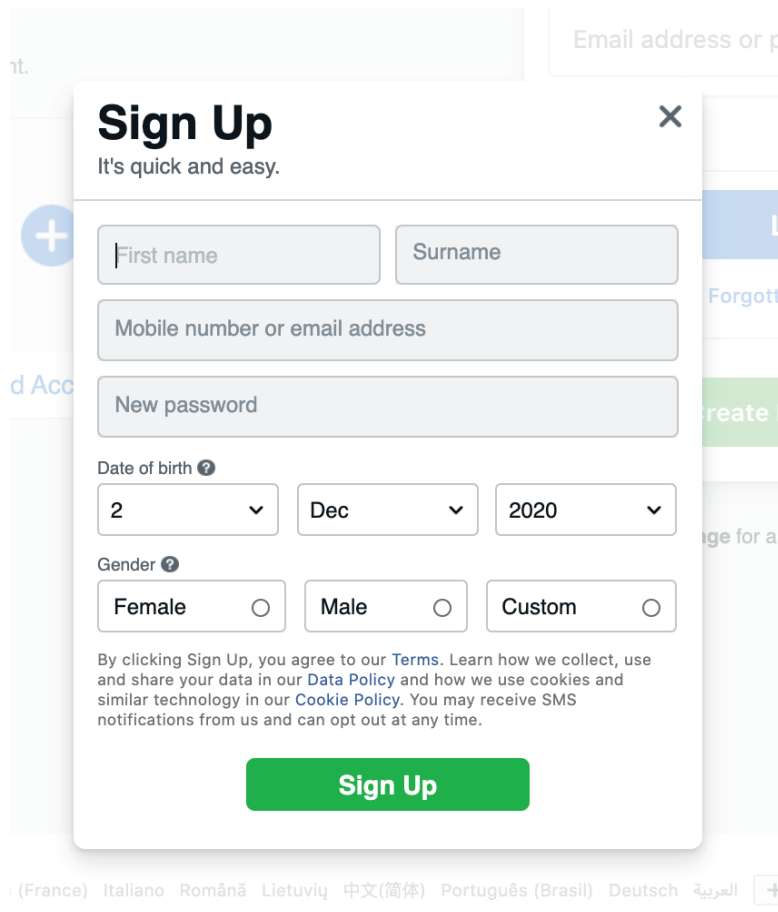
**Log In**

[Forgotten password?](#)

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**Create New Account**

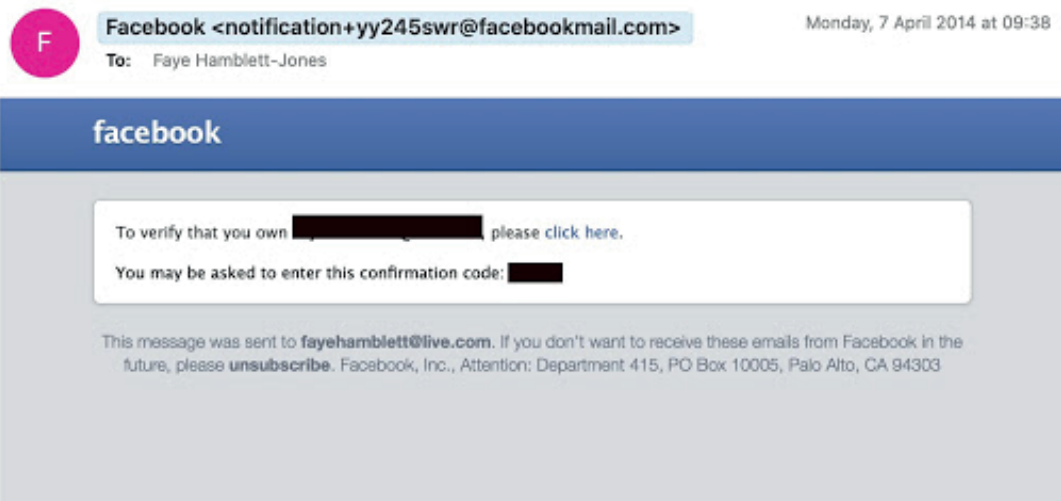




The image shows a Facebook 'Sign Up' modal window. At the top, it says 'Sign Up' and 'It's quick and easy.' Below this are several input fields: 'First name' and 'Surname' (two separate boxes), 'Mobile number or email address', and 'New password'. Underneath these is a 'Date of birth' section with three dropdown menus for day (set to '2'), month (set to 'Dec'), and year (set to '2020'). Below that is a 'Gender' section with three radio button options: 'Female', 'Male', and 'Custom'. A paragraph of text follows, stating that by signing up, the user agrees to the Terms, Data Policy, and Cookie Policy. At the bottom of the modal is a prominent green 'Sign Up' button. The background shows a blurred Facebook interface with a search bar and a language selector at the bottom.

3.

### Facebook Email Verification

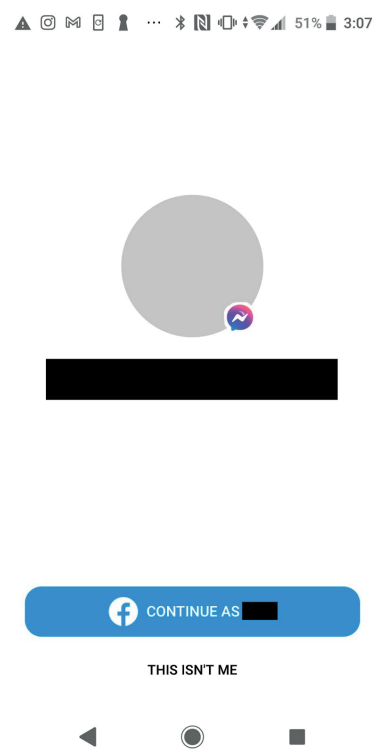
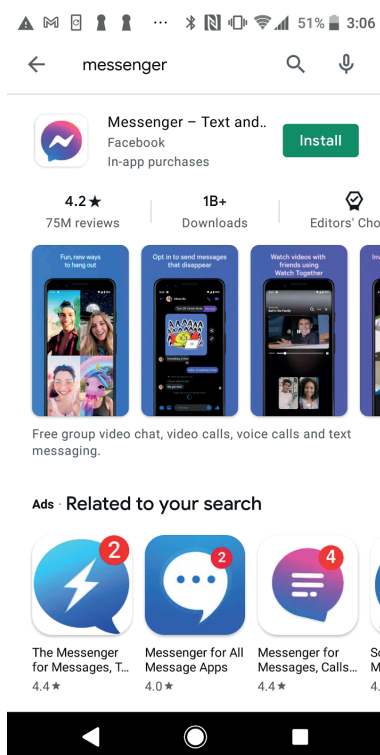


4.

You now have a Facebook account. You can either access Facebook messenger directly using your **Internet** browser to chat to friends and family if you are accessing it from a laptop, or download the **app** if you are using a tablet or mobile.

# steps to use messenger on a smartphone or tablet

1. Open the app store on your phone, search for and install the 'Messenger' app
2. After installing, select the app to open it and sign in using your Facebook email and password.
3. Select 'Allow Notifications' if you would like Messenger to let you know when someone sends you a message. Messenger will ask you some questions about contacts and receiving SMS messages (text messages) on the app. You can skip these if you would like.
4. To choose which friends and family on Facebook you want to chat with, type their name in the Messenger search bar and type a message to them, then hit send!
5. You can also video call on Messenger by clicking the video camera symbol





### Find your phone contacts on Messenger

Continuously uploading your contacts helps you find people to talk to and helps Facebook and Messenger provide a better service. [Learn More](#)

TURN ON  
NOT NOW

3.

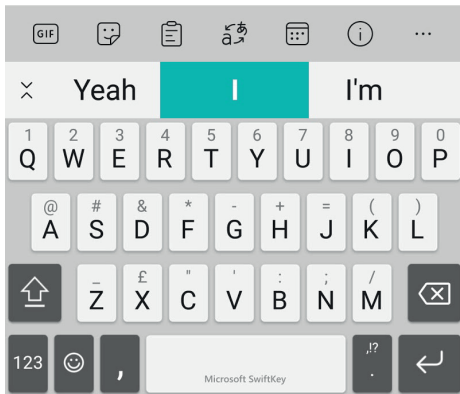
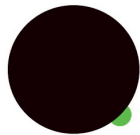


### Send and receive SMS messages in Messenger

Stay up to date with all of your conversations in one place, and use stickers and chat heads. Your SMS conversations will appear separately in Messenger and can only be accessed on your phone. Standard text messaging rates apply.

OK  
NOT NOW

4.



5.

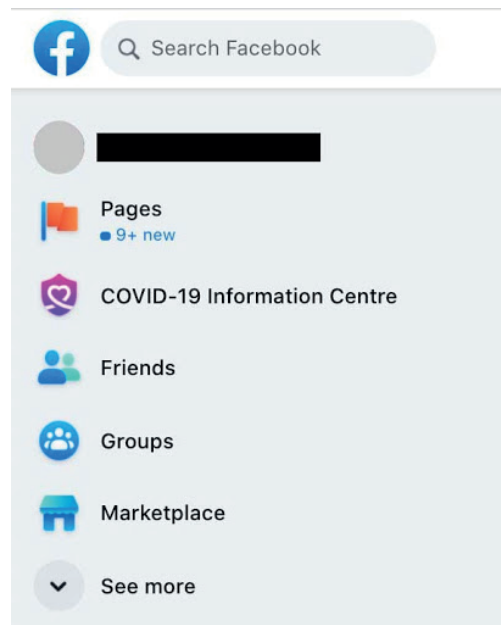


# navigating facebook & pages

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1. If you want to find someone on Facebook, go to the left hand side of your screen to find the search bar. Type in their name to find their profile.
2. Click on their profile, click 'Request'. If they want to be your friend (which we are sure they will), they will click 'Confirm' and you will be able to see their profile, posts and speak to them over Messenger. Equally, if someone sends you a friend request, you will get a notification and all you have to do is click 'Confirm' to be their friend.
3. If you search 'Human Libraries', you will find our Facebook page. If you click 'Like', when you go on Facebook you will be able to see when we are hosting events and how you can get involved.

1.



2.




# navigating facebook & pages

**Human Libraries**  
Page · Community · Library · Art · HumanLibraries · 661 like this

**i** Artist-led workshops, skill-sharing, happenings and projects in Bootle, Netherton and Crosby libraries.

**👤** Brendan Curtis-burton and 8 other friends like this

3.



**Human Libraries**  
@HumanLibraries · Community

[Send Message](#)

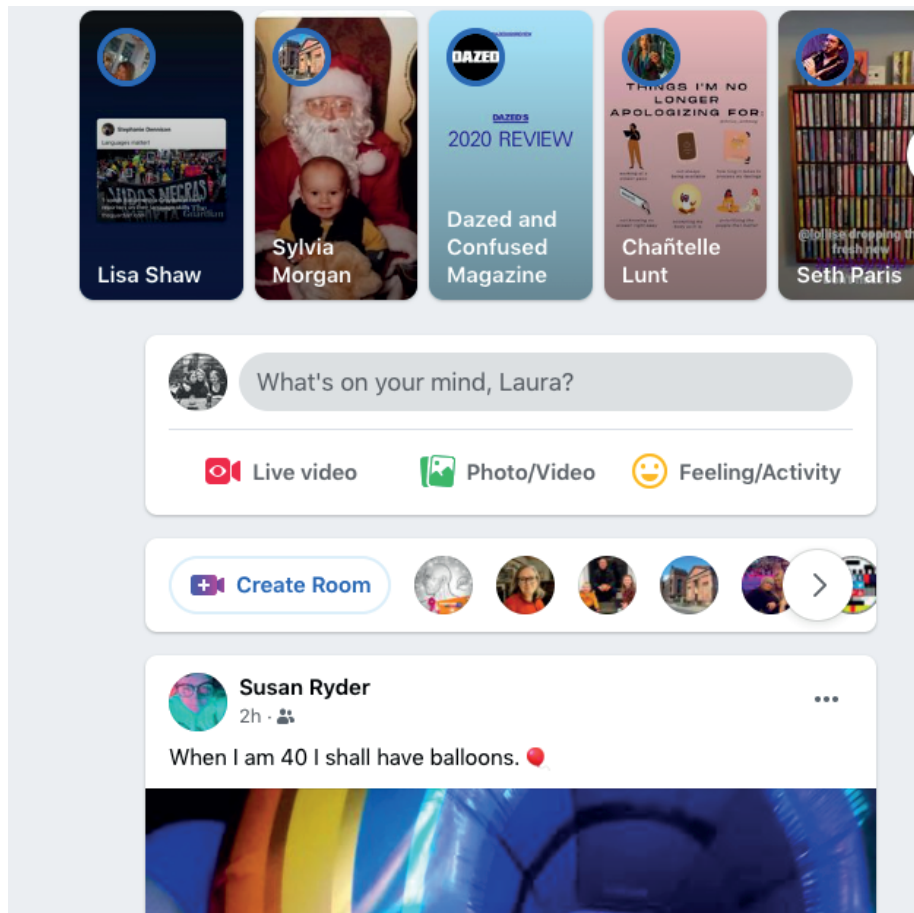
[Home](#) [Events](#) [About](#) [Photos](#) [More](#)

[Liked](#)

4.

# video calling on facebook rooms

Facebook has a video calling service called 'Facebook Rooms' you and the other person have to have a Facebook account to do this. From your **newsfeed** which looks like this:



You will see an option here called '**create a room**' this is your route to using Facebook Rooms. Click on that and follow the simple instructions on inviting specific people to your 'Room'. You can also create an open room which lets anyone in your Facebook Friends know you're online and available to chat, but use this with caution — it literally means **any** of your **Facebook** friends can come on and start chatting with you.