



Senior Savings

Facebook How-To's

[FACEBOOK.COM/SENIORSAVINGSLIST](https://www.facebook.com/seniorsavingslist)

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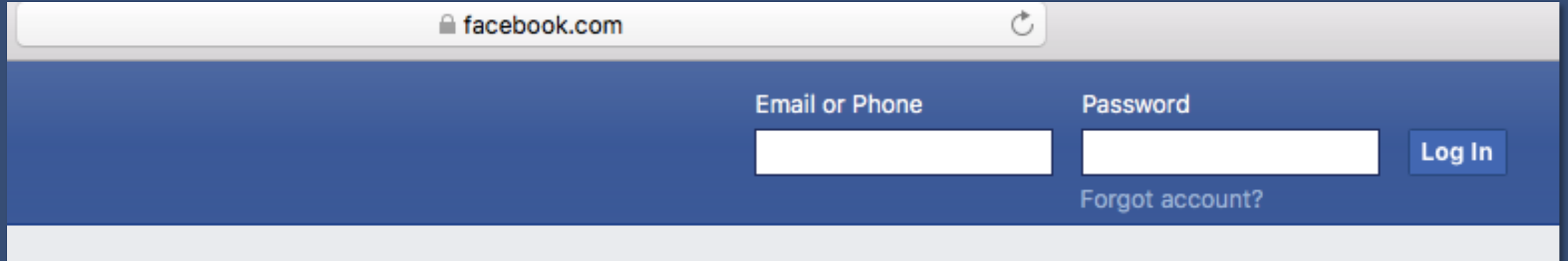
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The image shows the Facebook sign-up page. At the top left is the Facebook logo. At the top right are fields for 'Email or Phone' and 'Password', with a 'Log In' button and a link for 'Forgotten account?'. The main heading is 'Create a new account' with the subtext 'It's free and always will be.' Below this are input fields for 'First name', 'Surname', 'Mobile number or email address', and 'New password'. The 'Birthday' section includes dropdown menus for day (14), month (Jan), and year (1994), with a link 'Why do I need to provide my date of birth?'. There are radio buttons for 'Female' and 'Male'. A small disclaimer states: 'By clicking Sign Up, you agree to our Terms, Data Policy and Cookie Policy. You may receive SMS notifications from us and can opt out at any time.' At the bottom is a green 'Sign Up' button.

How To Make An Account

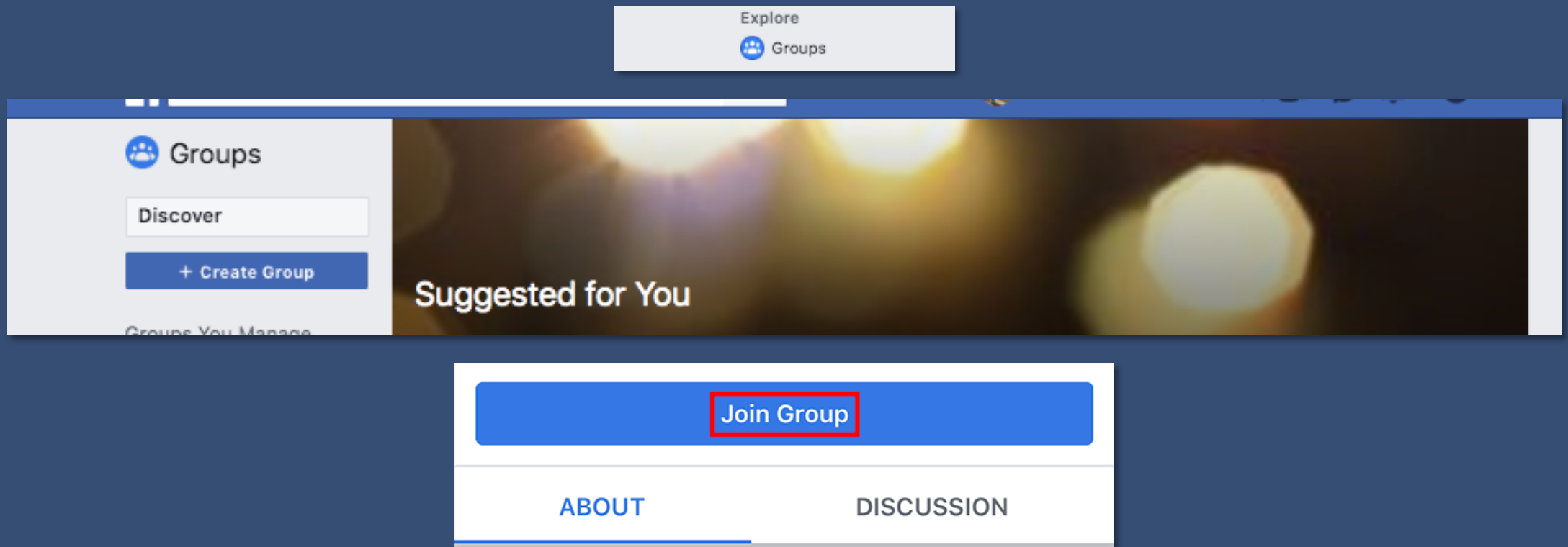
When you go to Facebook.com, the site will prompt you to either “Log In” or “Sign Up.” If you already have an account, you can skip this step! If you don’t yet have a Facebook account, simply enter your information in the provided fields. Facebook will ask for your: **First Name · Last Name · Mobile Phone Number (or Email Address) · Birthday · Gender**

You will also be required to create a password. Write this down in a safe place so you don’t forget it! Then the green click “Sign Up” button—you’re all set!



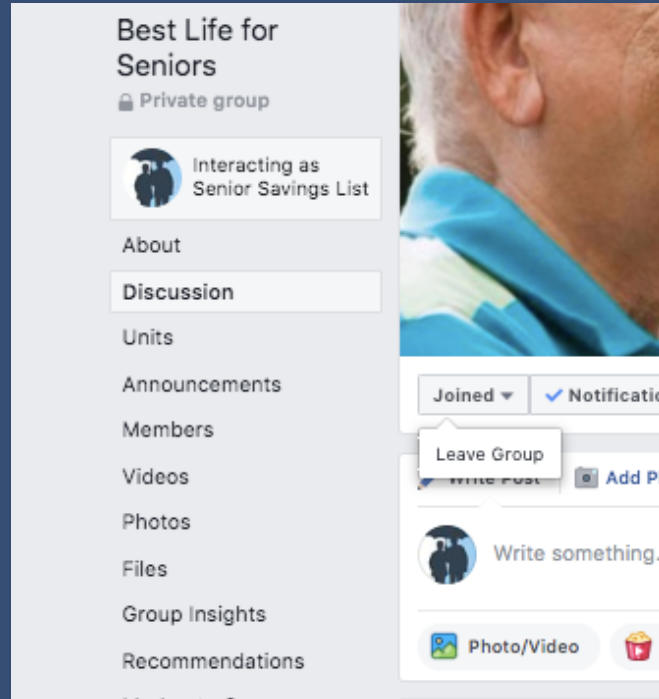
How To Log In After You Make Your Account

If you have already created an account, you can simply sign in using your Mobile Phone Number or Email Address and your password. When you go to Facebook.com, the Sign In fields will be at the top of the page, to the left of the blue **“Log In”** button. Once you have entered your information, simply click **“Log In”** to go to your Dashboard.



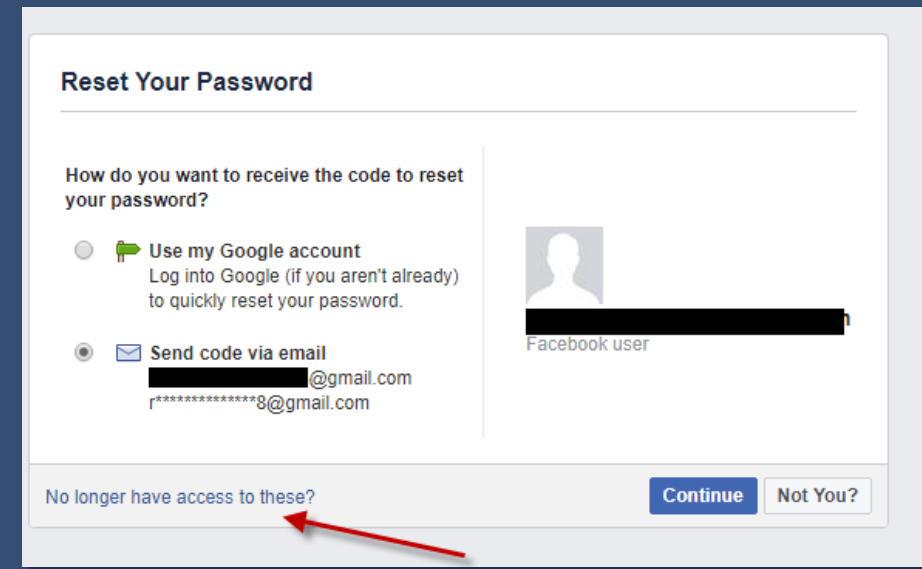
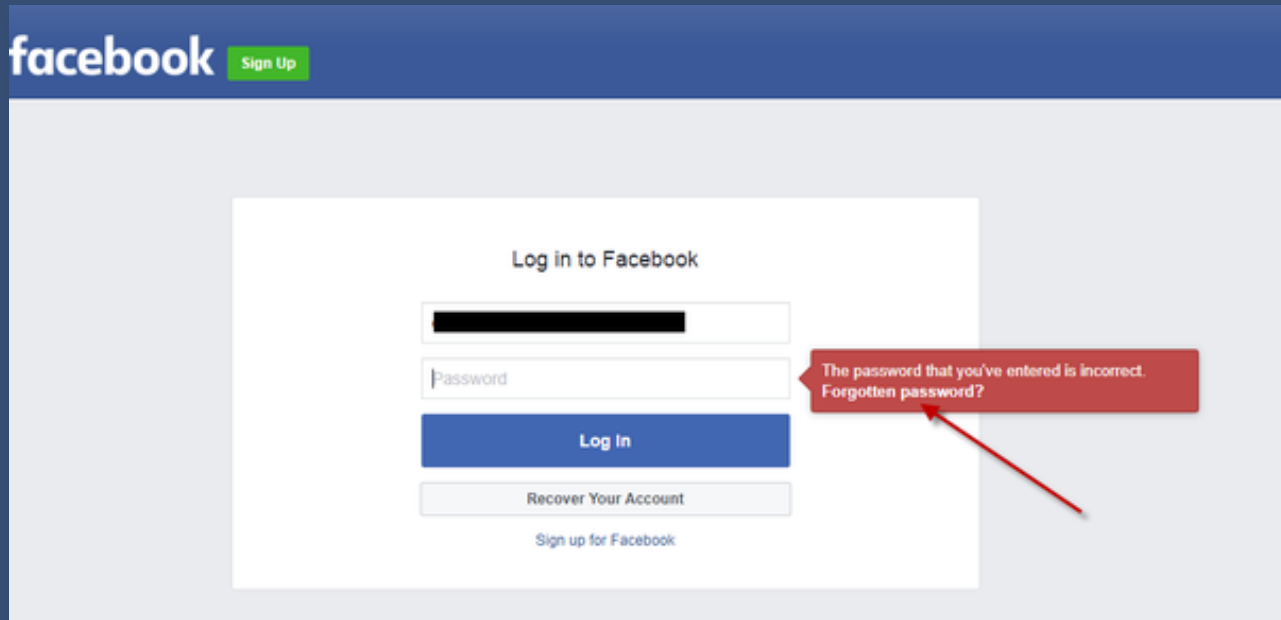
How To Join A Group

You can join a group right from your news feed. In the left-hand menu, click the “**Groups**” link. There, you can use keywords to search for the types of groups you’re looking for. Once you’ve found a group you like, click the name to go to the page. Then click the “**Join Group**” button that appears below the cover photo. Some (but not all) groups may ask you to answer a few questions about yourself before they approve your request.



How To Leave A Group

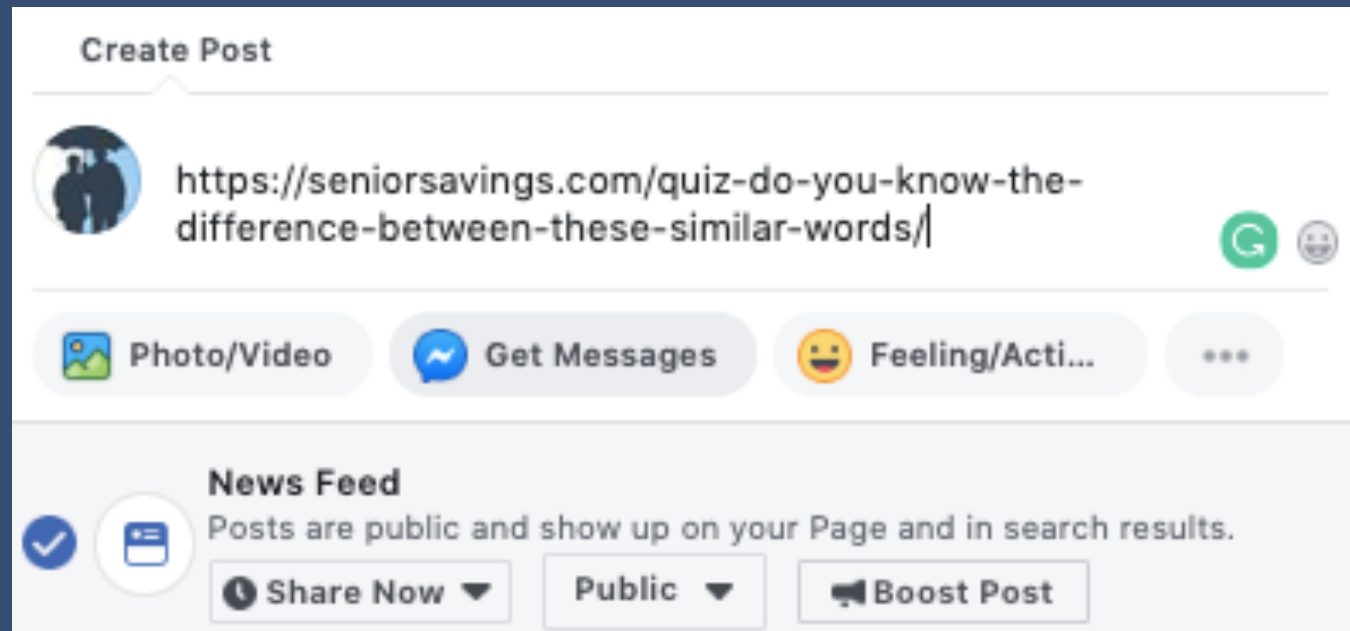
To leave a group, go to your **"Groups"** page from your news feed, then click on the group you would like to leave. Below the cover photo, it will show a **"Joined"** button. Click this button, then click **"Leave Group."** You will no longer receive notifications or see content from this group. Facebook will not notify other members if you leave.



How To Reset Your Password (so you don't make a new account)

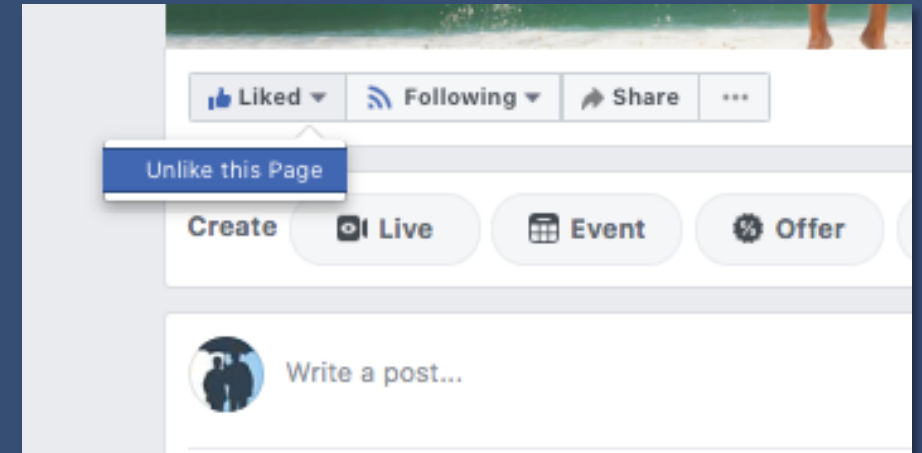
If you forget your password, don't worry—it happens to the best of us. If you're stuck on the login page, don't start making a new account just yet. Simply click the "**Forgot Account?**" link, which appears under the Password field on the login page. Facebook will prompt you to find your account, which you can do by entering your email address or phone number. Facebook will then give you further instructions to reset your password via email or text message.

If you entered an incorrect password, Facebook will prompt you to re-enter your password, or create a new password. Click "**Forgot Password?**" to reset your password. You can use your Google account or email address to do this.



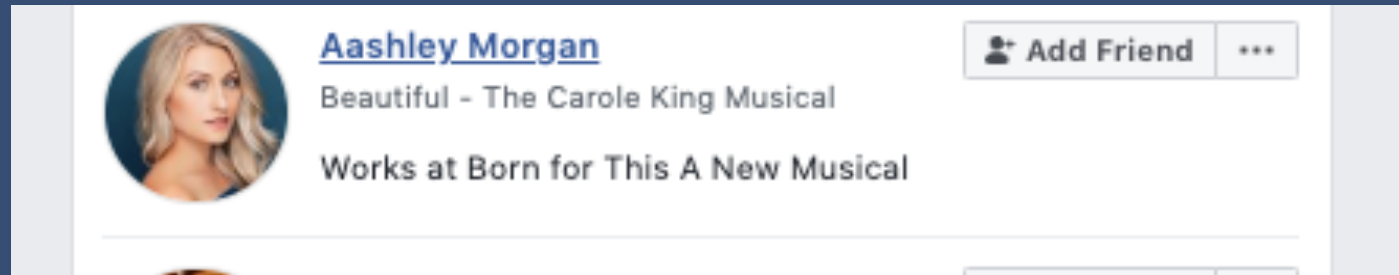
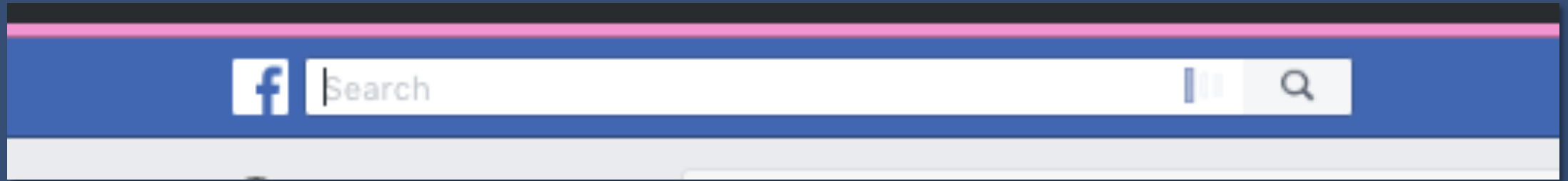
How To Post a Link, Meme, Video, or Photo in a Group

Want to share a funny story, interesting video, or other type of content in a group? Navigate to the group you would like to share with. At the top of the page you will see a text box. If you want to share a link or text post, you can type it directly into that box. If you want to add a photo or video, click the “**Add Photo/Video**” button. Then you can upload content from a place on your computer. Under “**More**” you can also add a document, create an event, or add a photo album right within that group.




How To Like a Page

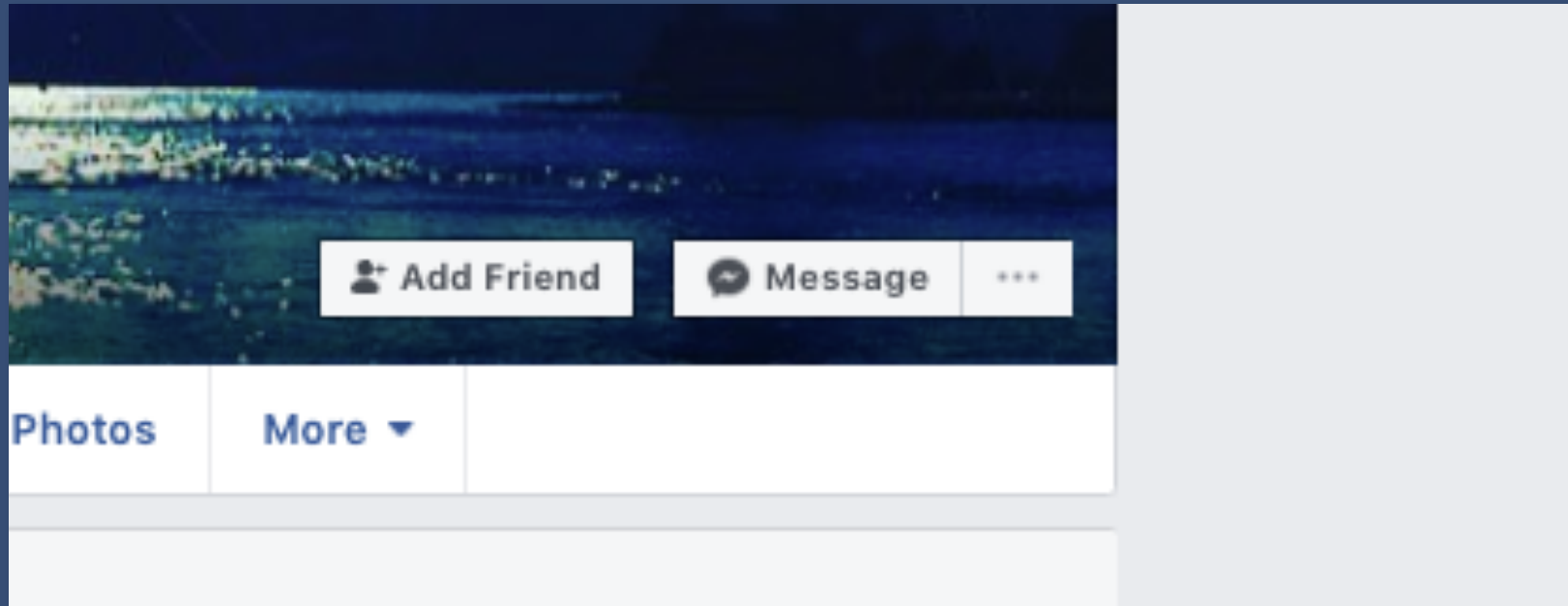
If you are already on the page you want to **“Like,”** simply click the **“Like”** button that appears under the page’s cover photo. It will then show that you **“Liked”** the page. To **“Unlike”** a page and stop following it, click the **“Liked”** button and select **“Unlike.”** You will no longer see that page’s posts in your news feed.



How To Add A Friend (from computer)

1. Click the search bar at the top of any Facebook page.
2. Type your friend's name into the search bar and click 
3. To send someone a friend request, click **"Add Friend"** next to their profile picture.

Some people might not have "Add Friend" next to their profile picture, depending on their privacy settings.

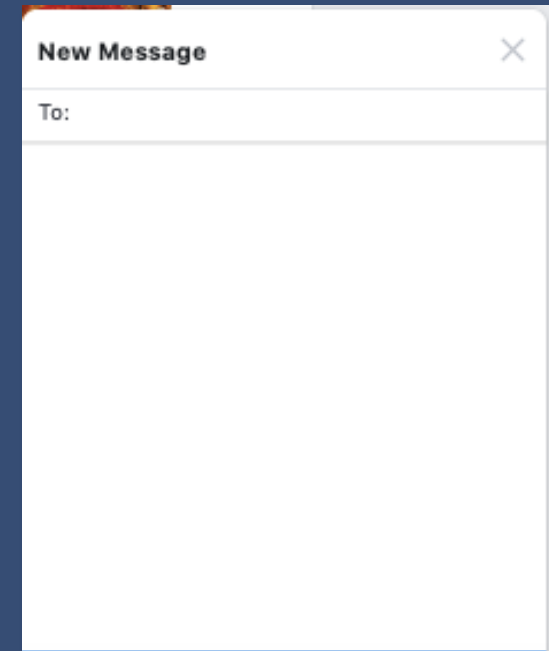
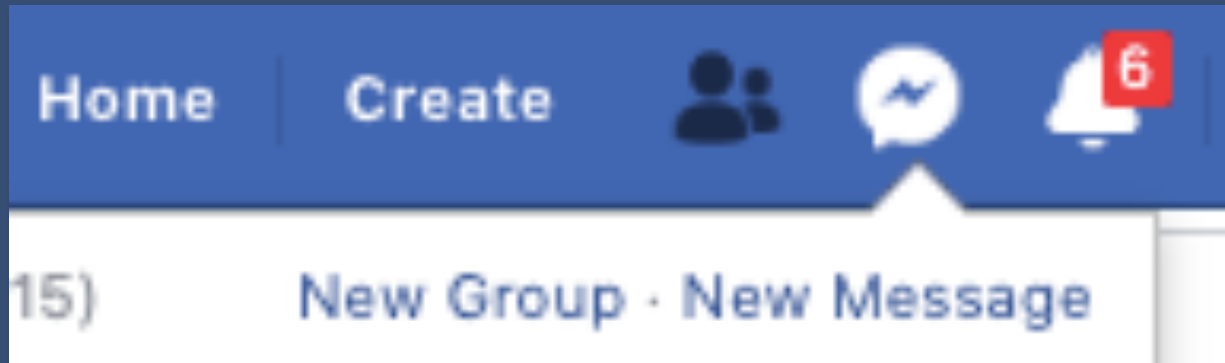


How To Add A Friend (from mobile phone)

To find more friends to add, you can upload your contacts from your mobile phone or email accounts.

To Get Suggested Friends

You can use **People You May Know** to find friends on Facebook. **People You May Know** suggestions come from things like having friends in common with someone, being in the same Facebook group or your networks.



How To Message Someone

Thanks to its popularity for communicating with others, you can message people using Facebook's desktop website OR its messaging app, Messenger. To start a new message, click the small chat bubble that appears in the topmost menu. There, you can select any existing conversations and jump back in. You can also select "**New Message**" at the top of this dropdown menu. Then, start typing your friend's name and click on it to begin the message.

You can also select a friend from the right-hand menu and instantly open a conversation with them by clicking on their name.

Create Group ×

+ Name your group

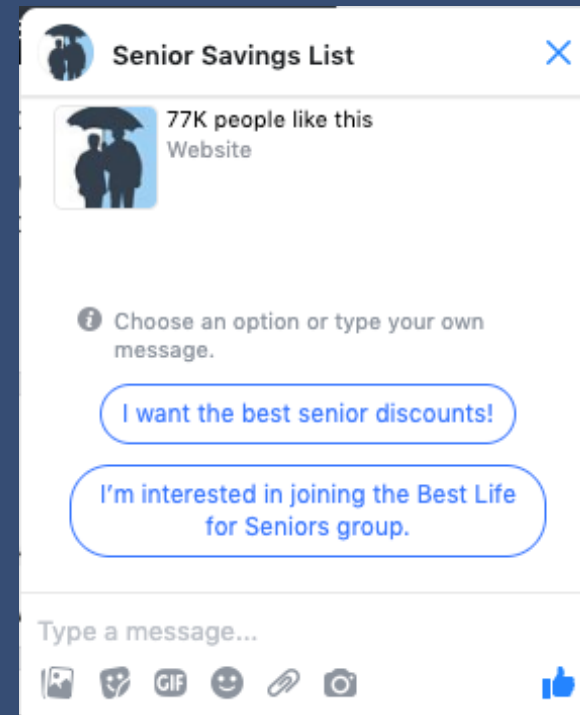
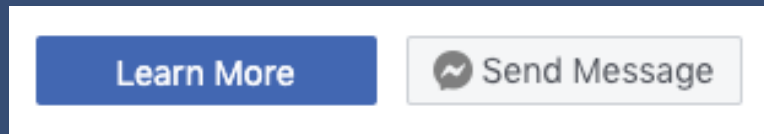
Search for people to add

SELECTED 0

How To Start a Group Message

Starting a group message is similar to starting a chat with one friend. You can click the speech bubble in the topmost navigation menu to open your most recent conversations. From there, click **“New Group.”** You can then search for the people you would like to add and select them, or you can browse the list of your friends and click to select. Then click **“Create”** and send whatever message you would like.

To send a group message from **Messenger**, click the square button at the top right of the left-hand menu. Then, in the **“To:”** field, type the name of the people you would like to message. Once you have added everyone you want to talk to, type your message in the bottom chat field.



How To Message a Page

In some cases, businesses allow you to message their page. If a page allows you to message the business, it will show a **“Send Message”** button with the familiar speech bubble icon. Click on that button to begin your message.

Some pages automatically open a chat pop-up at the bottom of your screen. You can also interact with this to send a message to the page. Some businesses will let you type directly into the chat box, while for others you may have to click a **“Get Started”** button in the chat box to begin. Then you can ask the business any questions you may have such as, “Do you have any specials today?”

How to Share a Post

To share a post, look for the “Share” button below the content you want to share. Click this button, and you will see several sharing options.

Share Now (Friends) instantly shares the post to your timeline. You will not be able to add a caption.

Share... shares a post to your timeline, but you will have the opportunity to write a caption or comment before posting. To post, click “Post.”

Share to Your Story Now (Friends) instantly shares the post to your story.

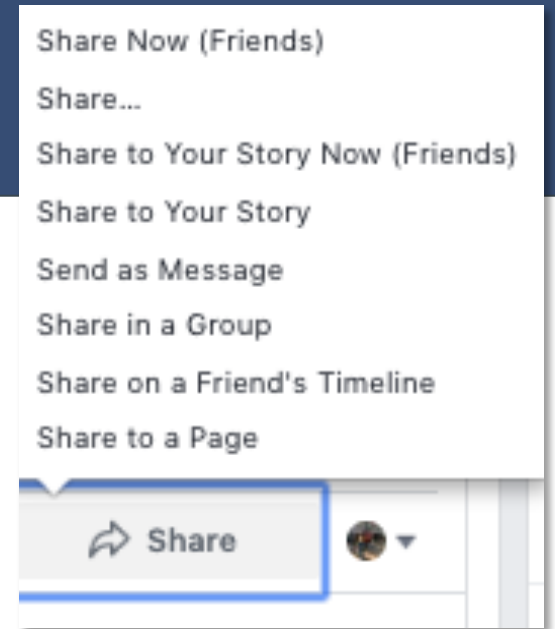
Share to Your Story allows you to edit the post before adding to your story.

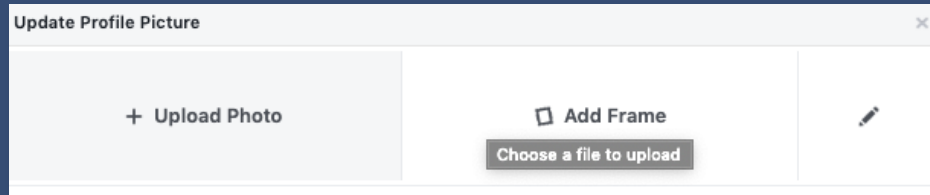
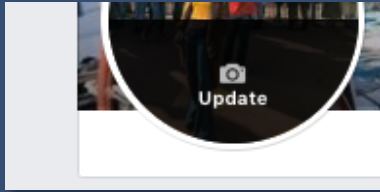
Send as Message allows you to send the post to a specific friend or group of friends through a message.

Share in Group allows you to share the post within any groups you have joined. Simply search for the group you want to share it with, add any comments, and click post.

Share on a Friend’s Timeline lets you share the post right to a friend’s timeline. Start typing the friend’s name who you would like to share it with. If you would like to add a comment, type it in the field that says, “Say something about this...” then click post.

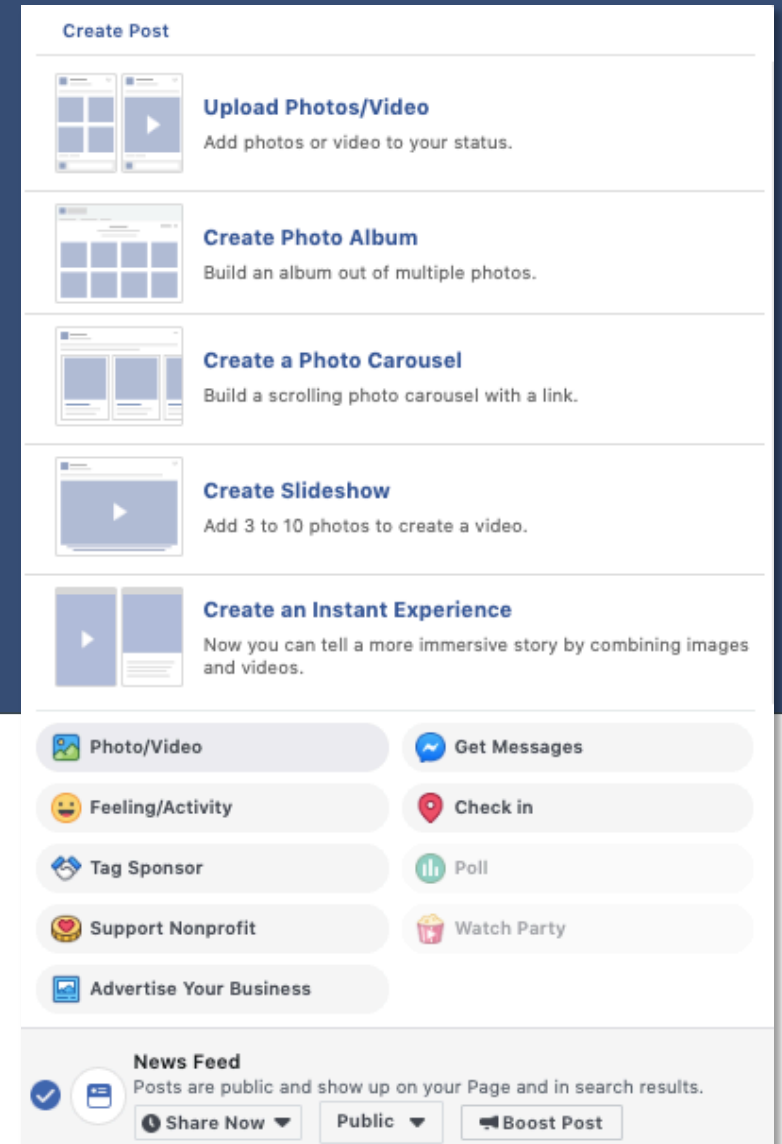
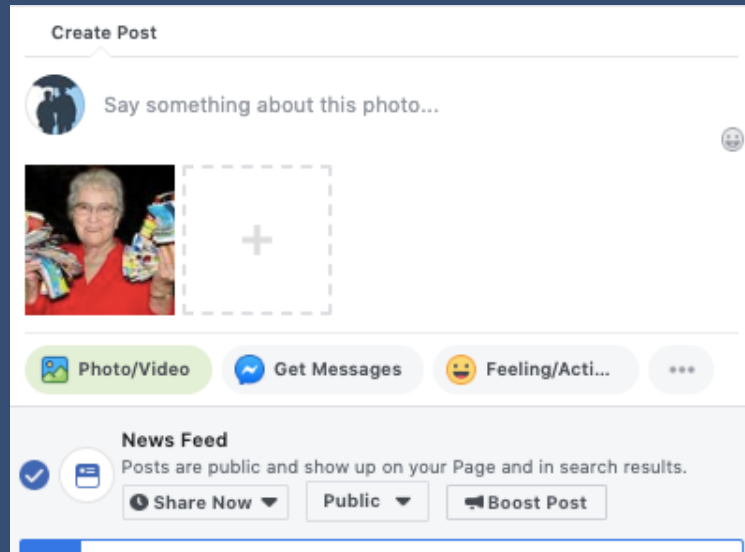
Share to a Page lets you share the post with any pages you manage.





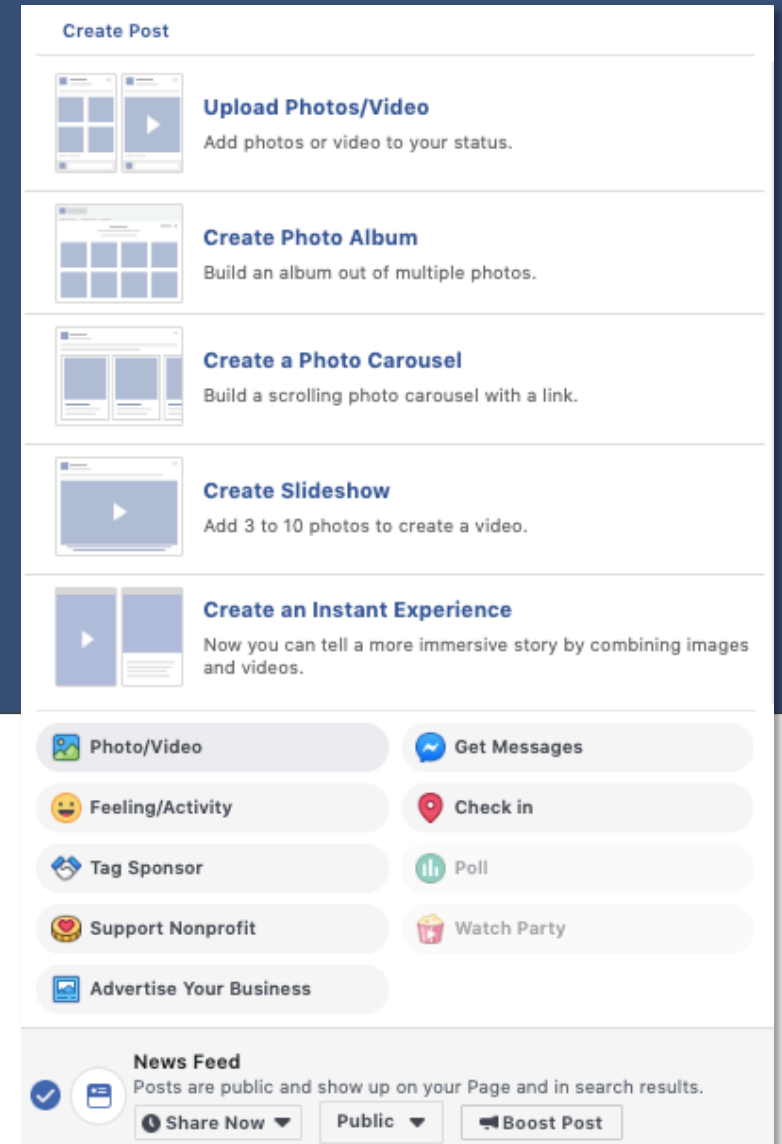
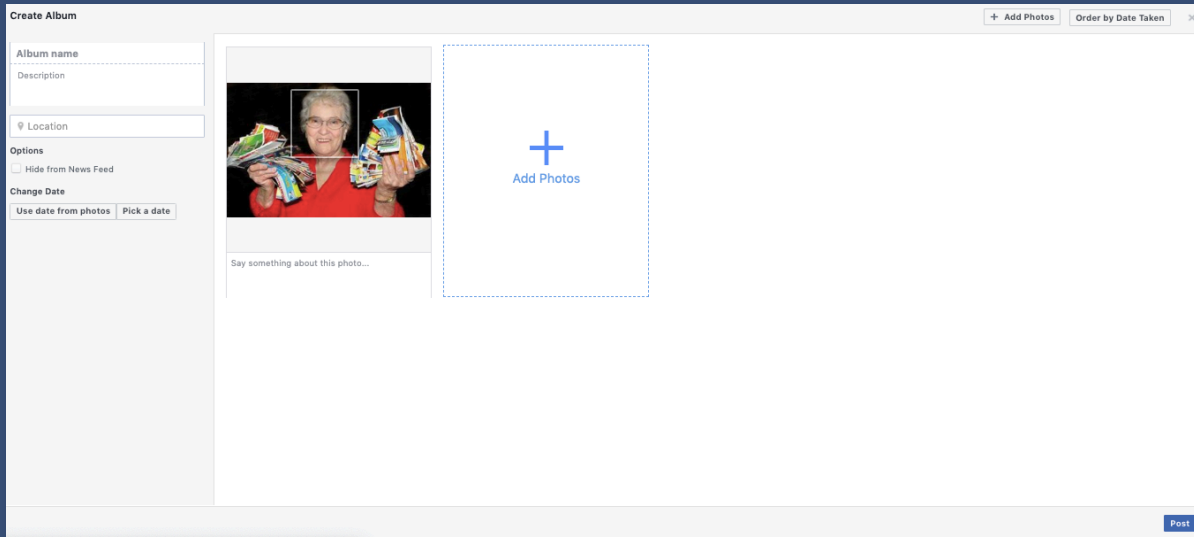
How To Change Your Profile Picture

Changing your profile picture is simple. Click on your name in the topmost navigation to go to your profile page. Then click your photo (or the default avatar if you have never uploaded a photo). This will open a dialogue box that says, **“Update Profile Picture.”** From there, you can upload a photo from your computer, add a frame to your existing photo, or select a suggested photo from pictures you have been tagged in or photos you have uploaded yourself.



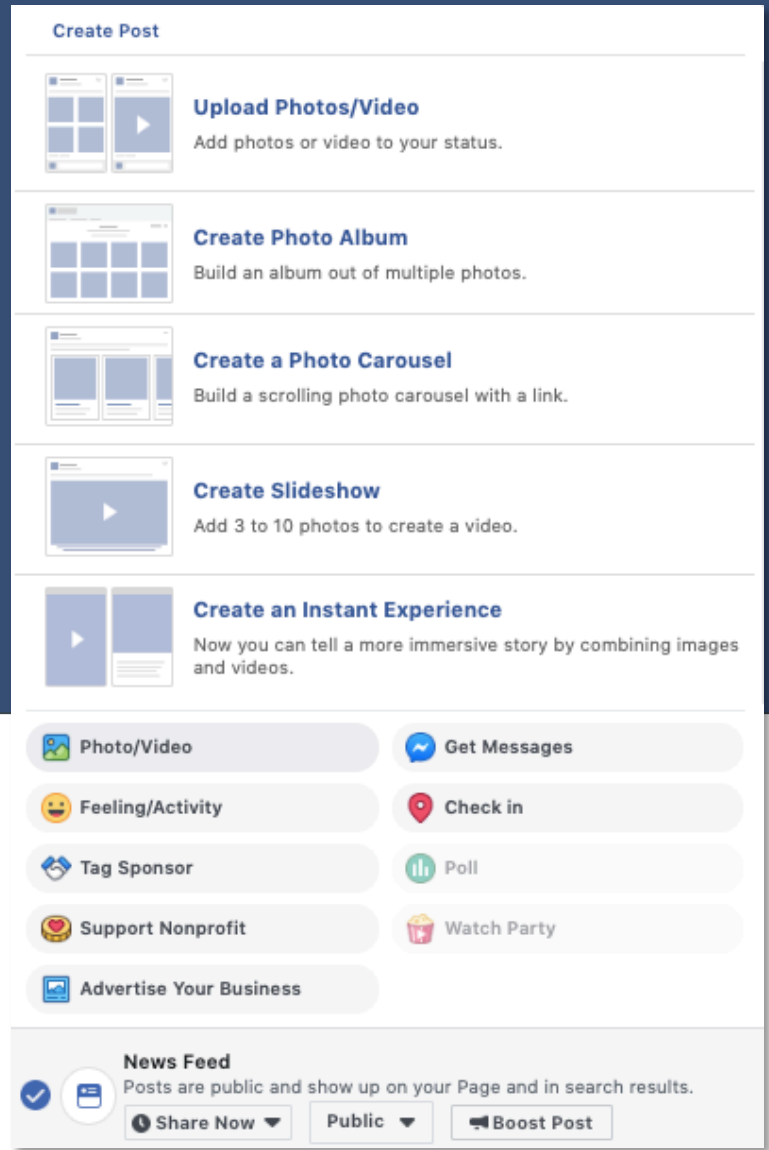
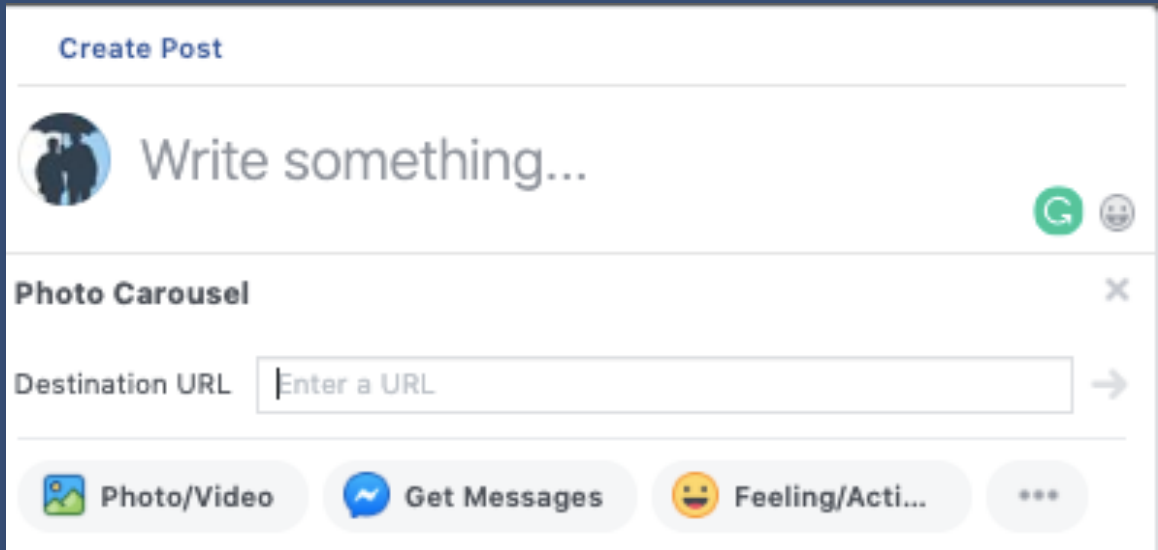
How To Share a Photo

1. Click Share a photo or video at the top of your Page's timeline.
2. Add photos or a video from your computer. The photos you publish will be added to your Page's timeline Photos album.



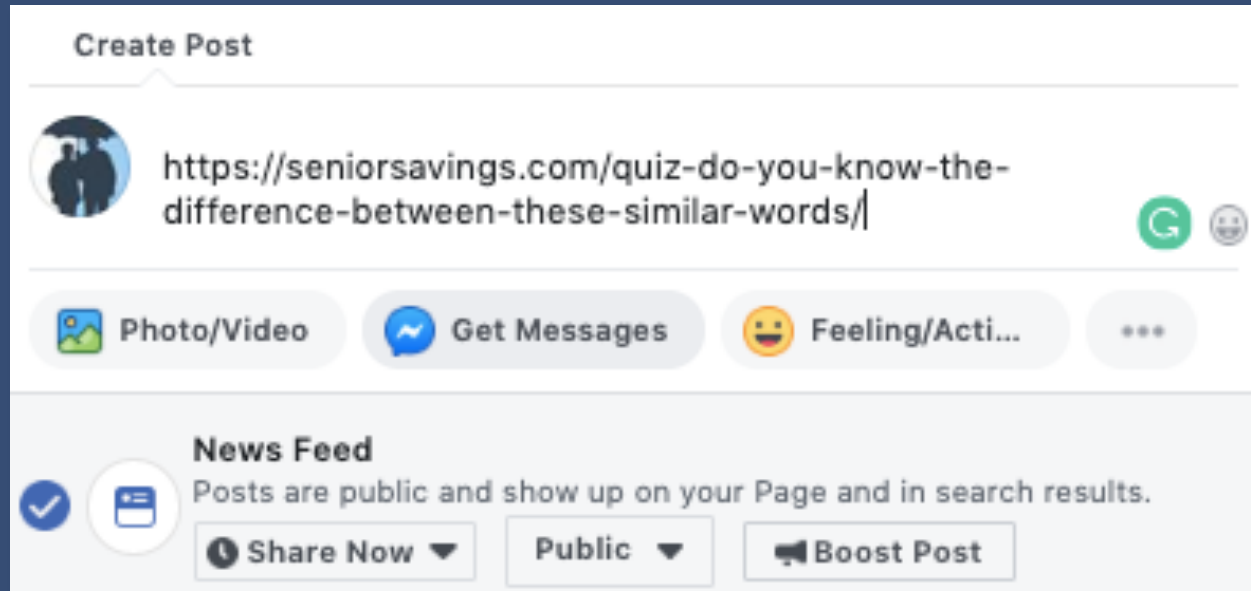
How To Create a Photo Album

1. Click Share a photo or video at the top of your Page's timeline.
2. Add photos from your computer to a new album.



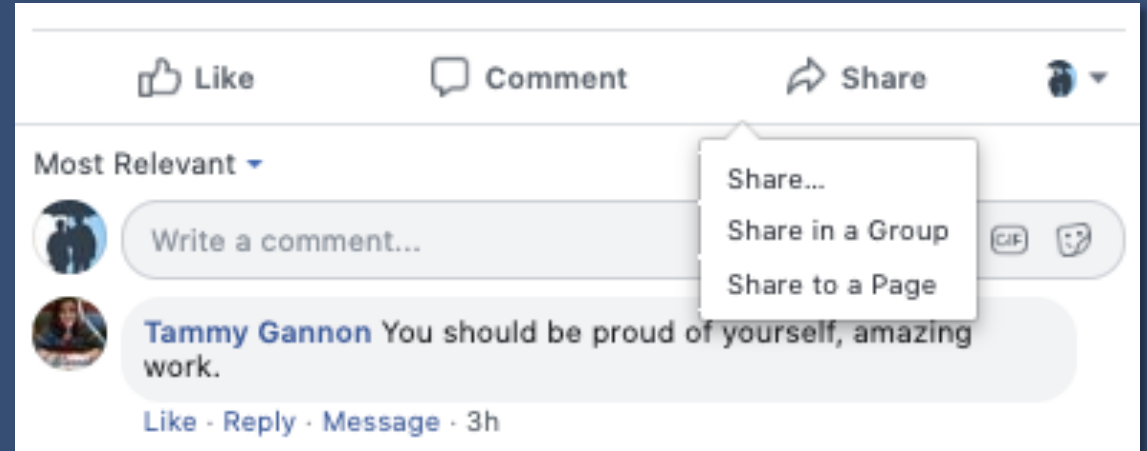
How To Create a Photo Carousel

1. Click Share a photo or video at the top of your Page's timeline.
2. Photos are taken from a website you choose. Enter a website URL to build a scrolling carousel of photos.
3. Select the photos or videos you want to add.
4. Write an optional update and click Publish.



How To Share a Link

On Facebook, you can manually share a link by copying the link and pasting it into the status update box. (To copy, simply highlight the link you would like to share and press “CTRL+C” on a Windows computer, “Command+C” on a Mac, or right clicking your mouse or touchpad and selecting “Copy.”)



How To Share a Link

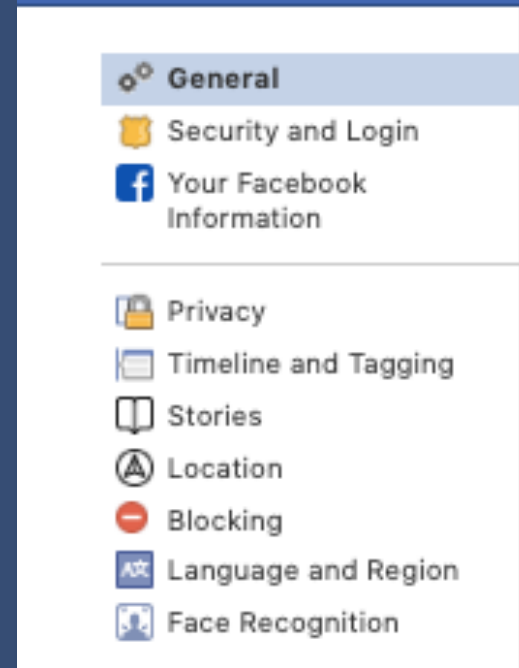
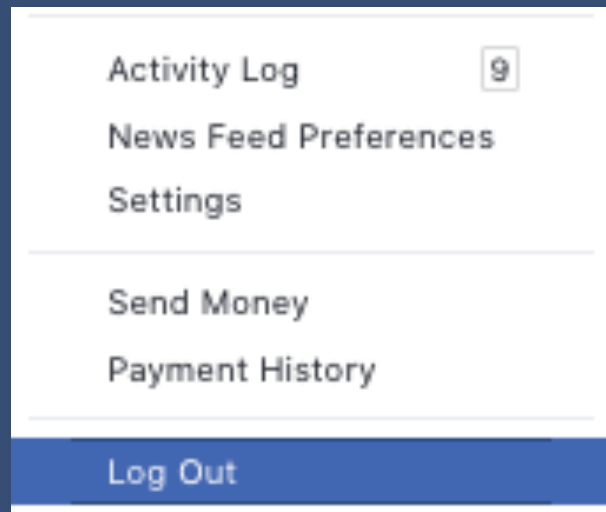
Many sites also allow you to share content right from the content page. Look for a button with an arrow or the word “**Share**” near the content you would like to share. On an article, these often appear at the top and/or the bottom of the webpage. Some may simply show the Facebook icon—click whichever appears. You may have to log in. After you have logged in, you can add any comments you like, then click “**Post to Facebook**” to post.

To share a link that appears in your newsfeed, look for the “**Share**” button that appears below the post you would like to share. Then you can share it to your newsfeed, in a message, to a specific friend’s page, or to a group.



How To Check Your Notifications

When you have notifications, a red bubble will appear next to the bell in the topmost menu. Simply click on the bell to view your notifications. Unread notifications will be highlighted in blue. Facebook notifies you about things like new posts in your groups or likes and comments on your posts. Say you received a notification about a new comment on your profile picture. Simply click on the notification to view the comment.



How To Update Your Settings

Privacy Settings: Facebook offers many privacy settings to keep your account safe and secure. To edit your privacy settings, look for the small, down-facing triangle button in the blue bar at the top of any page. Click this, then click “Settings” to update your settings.

Click “**Privacy**” in the left-side menu to update your privacy settings. Here, you can control who sees your posts, who can send you friend requests, and who can look you up using your email and phone number.

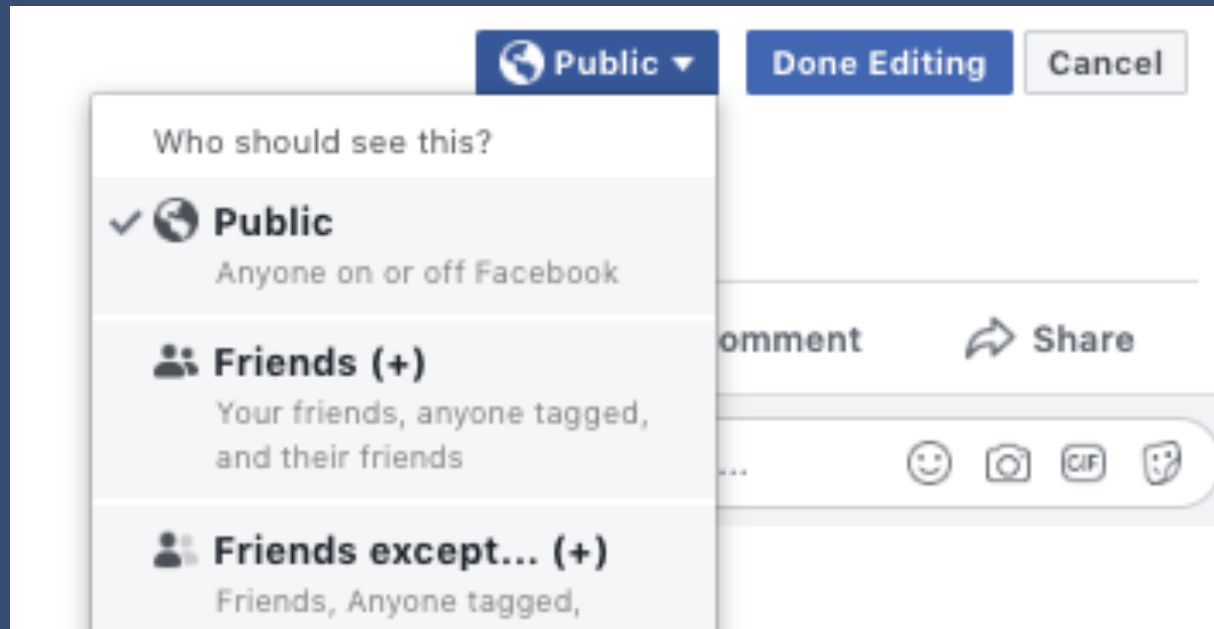
Safety Intro

How to Know if You're Being Scammed, Not Accepting Friend Requests From Fake Profiles

When you receive a friend request, a notification will pop up in the top menu under the button that looks like two people. Before you accept a friend request, be sure you know who the person is and whether it's a legitimate profile. If you don't know who the person is, don't accept the request. Some scammers use fake profiles and then pretend to be your friend to get your information.

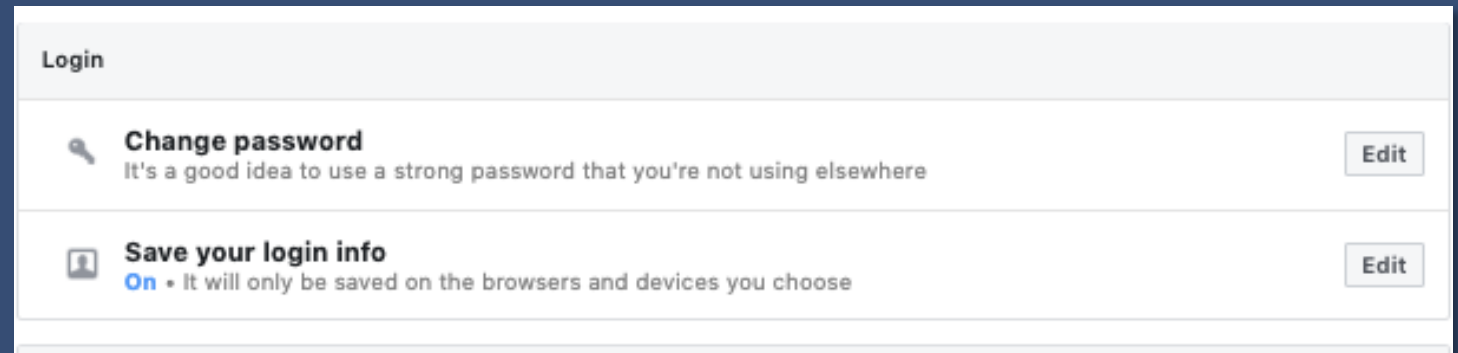
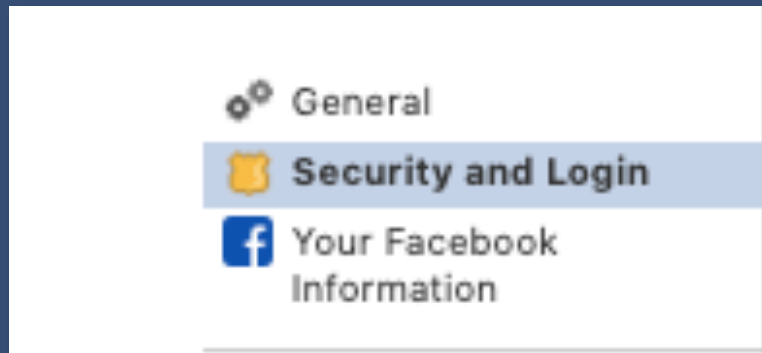
If you receive a friend request from someone you are already friends with, make sure it's really your friend. Some scammers also use duplicate profiles to trick you into giving away important information. Luckily, this has an easy solution—call or message your friend and ask whether this is actually their profile.

Another safety risk to be aware of is messages. If a friend sends you a link via Facebook message, be careful about opening it. Some scammers are able to hack one person's account, message all of their friends, and send malicious links that then hack those accounts, too. So if a message has a link that isn't recognizable, don't click it.



Changing Photo Settings

You can change the photo settings for your profile and cover photos individually. Your profile and cover photos always default to being publicly available. However, if you want to make your past profile pictures visible only to your friends, you can click on your profile photo and use the arrow buttons to view past profile photos. Look for the icon next to the date. Click on this icon to change who can view the photo. You can set it so only your friends can view it, specific friends can view it, or it's private and only you can view it.



Changing Your Password

To change your password, navigate to the Settings menu. Click **“Security and Login”** to view different login settings. Under Login, Facebook will show a **“Change Password”** option. Click **“Edit”** to change your password. You will be prompted to re-enter your current password and then choose a new one. Be sure to choose a strong password! The best passwords contain a mix of letters, numbers, and special characters. Then be sure to write your password down somewhere safe so you don’t forget it!

SHOW ONLY

Family Friendly

TIME

All

Today

Tomorrow

This Week

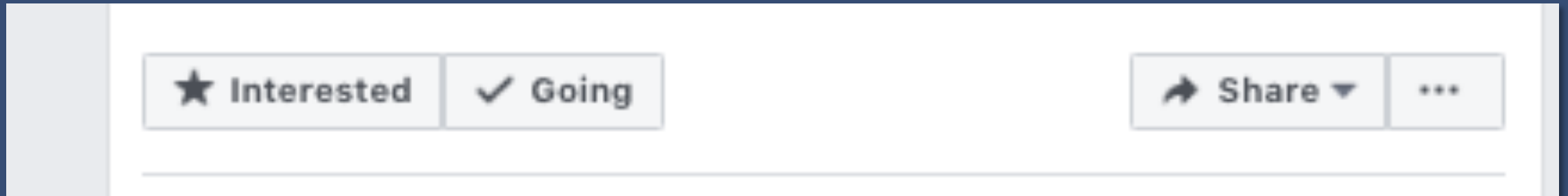
This Weekend

Next Week

*** Choose a date

How to RSVP to/Attend an Event

You can view local events from your News Feed. In the left-side menu under “**Explore**” you’ll see an “**Events**” link. Click on that to view your upcoming events or discover public local events. If your friends have invited you to an event, this will show up at the top of the Events page. You can respond in three ways for public events.

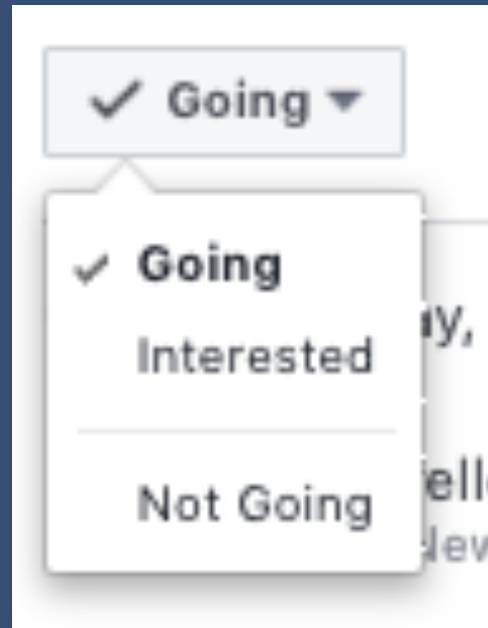


How to RSVP to/Attend an Event

Interested: You might go, but you aren't sure if you'll be able to make it. Facebook will continue to send you notifications about this event.

Going: You're definitely attending this event!

Ignore: You don't want to or cannot attend. You don't want to continue receiving notifications about this event.

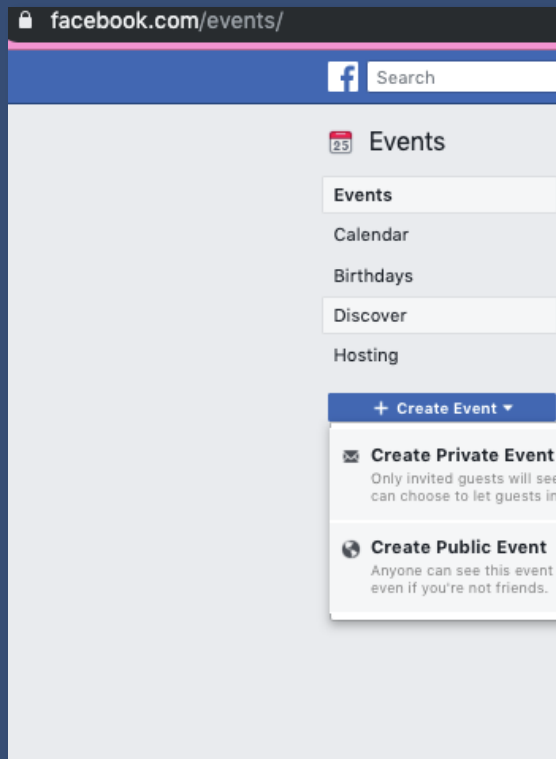


How to RSVP to/Attend an Event

You can also share public events—maybe some of your other friends would want to attend your local library’s book drive, too! Some events may be private events, which means a limited number of guests were invited. You can respond to these events in three different ways:

Going: You wouldn’t miss it! **Maybe:** You might make it, but you might not. You aren’t sure. **Can’t Go:** Count you out, you won’t be there.

Sometimes, but not always, you can invite other friends to private events, but it depends on the host’s settings.



How to Create an Event

Maybe you just renovated your patio and want to have a barbecue for your friends. Maybe you want to coordinate a family reunion. On the left side of the Events page, there's a blue button that says "**Create Event.**" Click this to get started.

Create a private event with a set guest list: Only the people you invite will be able to see this event, but you can choose to let your guests invite other people if you want.

Create a public event: Anyone on Facebook can find and view this event, even if you aren't friends.

How to Create an Event

Once you create an event, a new box will pop up. There, you can enter all the details about your great event.

Event photo or video: Choose one of Facebook’s themes or upload your own photo to fit your event. Let’s say you’re hosting a birthday party for your grandchild Sarah’s 5th birthday—look for a cute birthday theme to set the mood or upload a photo of Sarah so everyone knows who you’re celebrating.

Event Name: Title your event. Using the above example, we could call it “Sarah’s 5th Birthday Party”

Location: Enter the location where your event will be held so your guests know where to go!

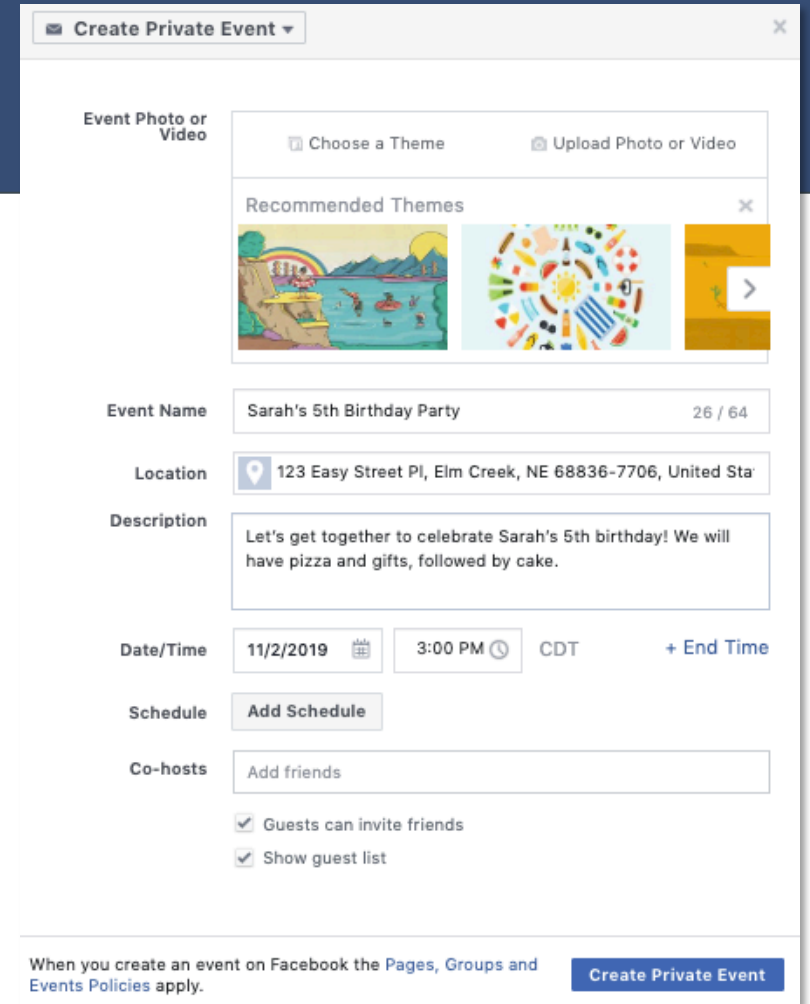
Description: Tell people what your event is about. “Let’s get together to celebrate Sarah’s 5th birthday! We will have pizza and gifts, followed by cake.”

Date/Time: Let your guests know when to arrive.

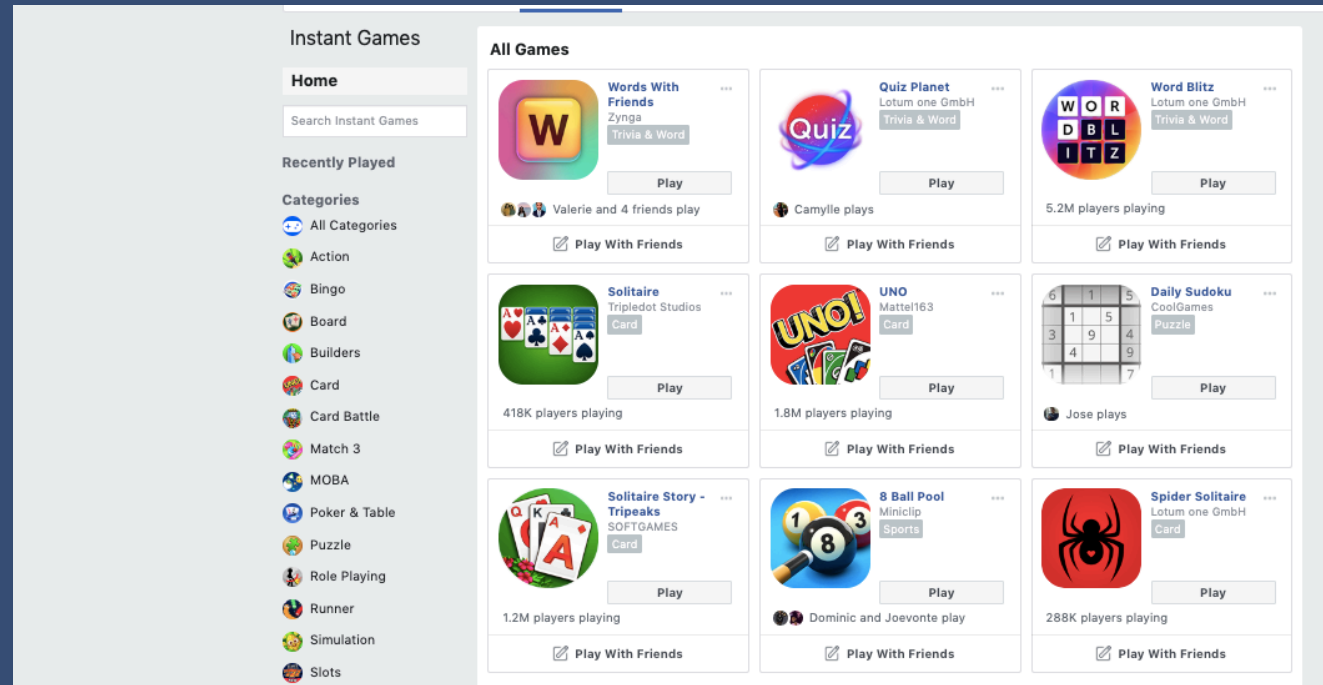
Schedule: If you have an event with a more specific schedule, you can add this here. For example, if you want to coordinate a surprise party, you can let guests know to arrive early, before the person of honor shows up.

Click “**Create Event**” to begin the next step.

Once you have created your event, you can invite guests. Click the “Invite” button, then scroll through and select guests to invite them. You can also search for specific friends, add guests from any previously hosted or attended events, or invite guests from groups you belong to.

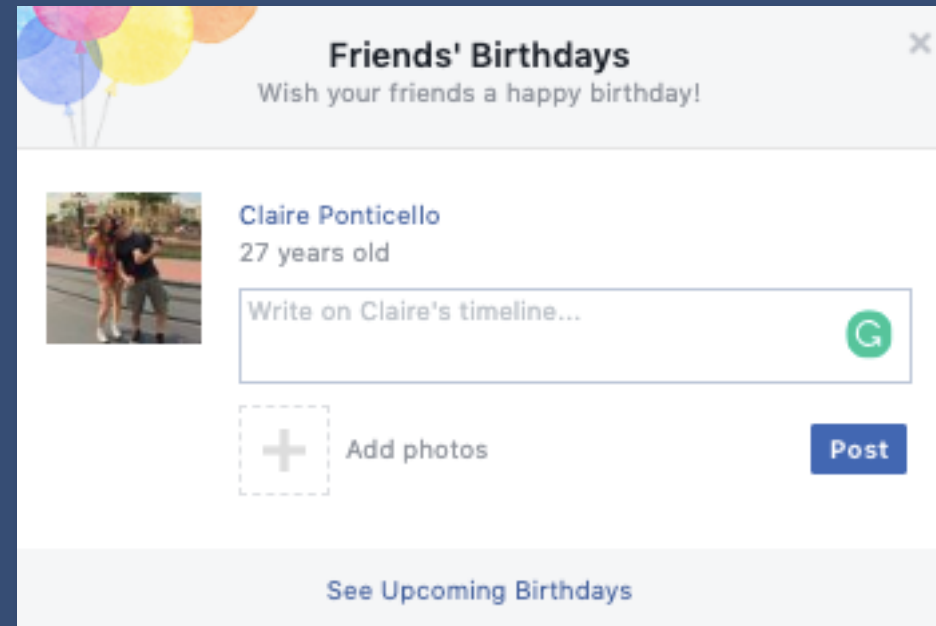
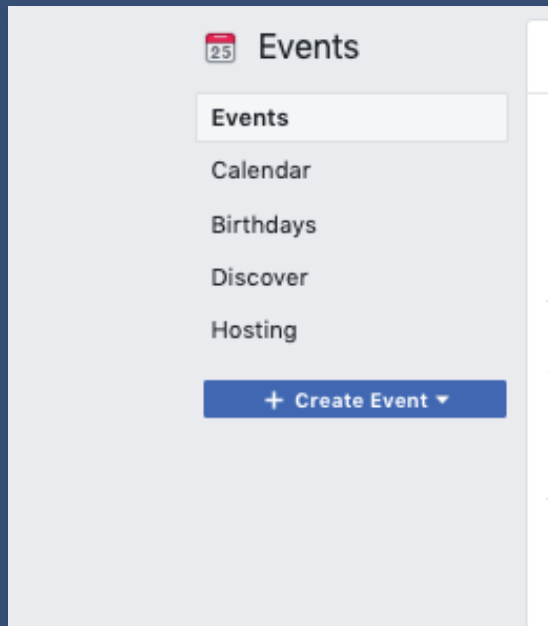


The screenshot shows the 'Create Private Event' form on Facebook. At the top, there's a 'Create Private Event' button with a dropdown arrow. Below it, the 'Event Photo or Video' section has options for 'Choose a Theme' and 'Upload Photo or Video'. Under 'Recommended Themes', there are three theme cards: a beach scene, a colorful party table, and a yellow card with a right arrow. The 'Event Name' field contains 'Sarah's 5th Birthday Party' with a character count of '26 / 64'. The 'Location' field shows a map icon and the address '123 Easy Street Pl, Elm Creek, NE 68836-7706, United Sta'. The 'Description' field contains the text: 'Let's get together to celebrate Sarah's 5th birthday! We will have pizza and gifts, followed by cake.' The 'Date/Time' section shows '11/2/2019' with a calendar icon, '3:00 PM' with a clock icon, and 'CDT' with a '+ End Time' link. The 'Schedule' section has an 'Add Schedule' button. The 'Co-hosts' section has an 'Add friends' input field. At the bottom, there are two checked checkboxes: 'Guests can invite friends' and 'Show guest list'. A footer note states 'When you create an event on Facebook the Pages, Groups and Events Policies apply.' and a blue 'Create Private Event' button is on the right.



How to Play a Game and Invite Your Friends

On the left side of your News Feed, there's a Games tab. When you click on it, you'll be able to explore games and play with friends. You can even use the Messenger app to challenge friends one-on-one or play in a group. On the Games page, you can browse instant, free-to-play games. Click **"Play With Friends"** to invite friends to join the fun! Games you have already played will be available under the **"Your Games"** tab at the top of the page.



How to Wish Someone a Happy Birthday

Facebook will tell you when it is one of your friends' birthdays. Birthday notifications will appear on the right side of your news feed. To wish your friend Happy Birthday, click on their name from this sidebar. A text box will pop up, and you can type your birthday greeting there. You can also add a photo or fun background, then click "**Post**" to post it to their wall.

You can also click on the word events on your newsfeed and it will bring up your calendar, birthdays, a way to discover new events, and an option to create an event of your own.

The screenshot displays a Facebook review interface. On the left, a large blue circle contains the number '4.2'. Below it, the text reads '4.2 out of 5' with an information icon, followed by 'Based on the opinion of 68 people'. To the right, a red star icon is next to the text 'Recommended by 76 people'. Below this, two tabs are visible: 'MOST HELPFUL' (which is selected and underlined) and 'MOST RECENT'. A review entry from 'L Fawzy Abraham' is shown, featuring a profile picture, the name 'L Fawzy Abraham', a red star icon, and the text 'recommends Senior Savings List.' The date 'June 14' and a globe icon are also present. To the right of the review text are icons for reporting a problem and a menu.

How to Leave a Page Review

Facebook has changed starred reviews to recommendations. When you visit a page you can review, a **“Reviews”** link will pop up in the left sidebar. When you click on it, you will see all of the existing page reviews. You will also see a box that says **“Do you recommend this business/product/service?”** with options for **“Yes”** or **“No.”** Click **“Yes”** to tell everyone what you loved about your experience. Click **“No”** you can tell people what you disliked.



Senior Savings

Thank You!

Helping seniors live their best lives, one discount at a time.