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THE NARFE MARYLAND FEDERATION OF CHAPTERS TO JOIN FACEBOOK

The NARFE Maryland Federation of Chapters will be joining Facebook (FB), the Social Networking site which currently has over 750 million active members and continues to grow. The purpose is to take advantage of this very popular site's ability to facilitate communication within our group and influence potential members to see the advantages of joining NARFE. We will also use this to influence public opinion and gain support for our legislative priorities at both Federal and State levels. In addition to joining us on FB, one can make connections with friends and relatives, share information and pictures and join other groups of interest and more. Several Maryland NARFE chapters have FB pages, most in their infancy and waiting for chapter members to participate.

This task may seem overwhelming for some but FB is simple and easy to join and use. For those members unfamiliar with how to join and participate in FB, the following are the basic steps to set up an account, set basic privacy controls, fill out your profile and join the **NARFE Maryland Federation** FB group after it is established. A far more detailed step-by-step discussion with video and illustrations can be found at <http://www.gcflearnfree.org/facebook101>. We recommend you peruse this website primer particularly in the area of privacy as it is a complex topic and has undergone many changes as FB continues to evolve. If you still have questions about this process, check with your children or grandchildren. It is likely that they are already FB members!

Use the internet browser of your choice, e.g., Microsoft Internet Explorer, Google Chrome, Firefox, Apple Safari, etc. You will need an email address and be sure to protect your system with a current Anti-Virus software that automatically updates routinely.

- a. Enter www.facebook.com into the Uniform Resource Locator (URL) position of your browser and click enter. The FB page will appear on your screen like this Image.



- b. Setting up a FB Account. Under the words **Sign Up**, enter your personal information and desired **password**. Use your real name so that friends and relatives can recognize or find you on FB. Be sure to use a strong pass word that you can remember. Use letters, punctuation, symbols and

numbers. Your personal information need not be made public as we will see later in the Privacy settings.

- c. When you're finished filling in your information, click on the green box (Sign UP).
- d. This screen is followed by a security check which requires that you type the text that you see in the box. Then click the Sign Up button again.
- e. This is followed by screens which will help you to find friends by using your email service, like Yahoo or Gmail. You can also enter information about your school or work which can also help you find friends. We will skip these steps now by clicking on "skip" but you can come back later if you wish.

The next screen will ask you to add a profile picture of yourself. You can use one that is already on your computer; or take a new picture with your webcam. Since there are likely to be other FB members with the same name, a current picture will help friends find you. On the other hand, you can use most any other picture, avatar (an imaginary picture of your choice such as Donald Duck), icon, etc. if you prefer and can change it at any time. Just follow the instructions on the screen to upload the picture to FB. Click on "Save

- f. and Continue" and the next screen will be your new FB Page. Before you can continue, you must log into your email account and find the email that FB sent to you and follow the instructions. After completing this step, you now have a FB Account.
- g. Before you start using FB you need to become familiar with your account settings. Click on "Account" on the upper right corner. Then click on "Account Settings". Here you can edit your email address, name, or password. On the left side there are even more settings such as "Security" that has to do with secure browsing and "Notifications" which lets you change the things that FB will alert you to.

Privacy Settings

By default, the information you share on FB is publicly visible. In other words, you must change your privacy settings if you do not want your information and activity made available to the public.

Some information will always be available to the public including your name, profile picture and gender, as well as the networks you belong to. If you do not want to share this information, don't include it in your profile.

The two major methods of controlling your privacy on FB include controlling who can see your posts and other information. You can also use privacy settings that controls who can interact with you and view your information. **Remember to visit <http://www.gcflearnfree.org/facebook101> for a more in-depth discussion of FB privacy settings.**

For the purpose of this brief discussion of using FB to view the NARFE Maryland Federation page we recommend that you set your privacy to "friends" only. As you become more familiar with FB privacy settings can be modified to allow you greater freedom in participating in other groups, games, etc.

When your FB page opens, click on the small down arrow on the upper right by "Home". A small box will open with options to see Account settings, Privacy settings, Log out and Help. Click on Privacy settings and for now, click on "Friends".

After it is established, you can search for the NARFE Maryland Federation of Chapters FB page by typing in "NARFE Maryland Federation" (capital letters not required) into the white box in the dark blue band at the top that says "Search" and click on icon at the right end of the box. The results will be several entries with the words Narfe and Maryland in their titles. One of them should be the Maryland Federation FB page once it has been created. Now browse through the page to become familiar with the format and contents.

We would appreciate it if you would click on "Like" so we will know you visited. You can also enter a post to give an opinion about the FB page or suggestions for additional content, changes, etc.

When you decide to leave FB, go back to the upper right of our page, click on the down arrow and click on "Log out". ●●