

The Facebook logo, consisting of the word "facebook" in a white, lowercase, sans-serif font, centered within a solid blue rectangular background.

**facebook**

**GVU3A**

**Understanding Facebook**

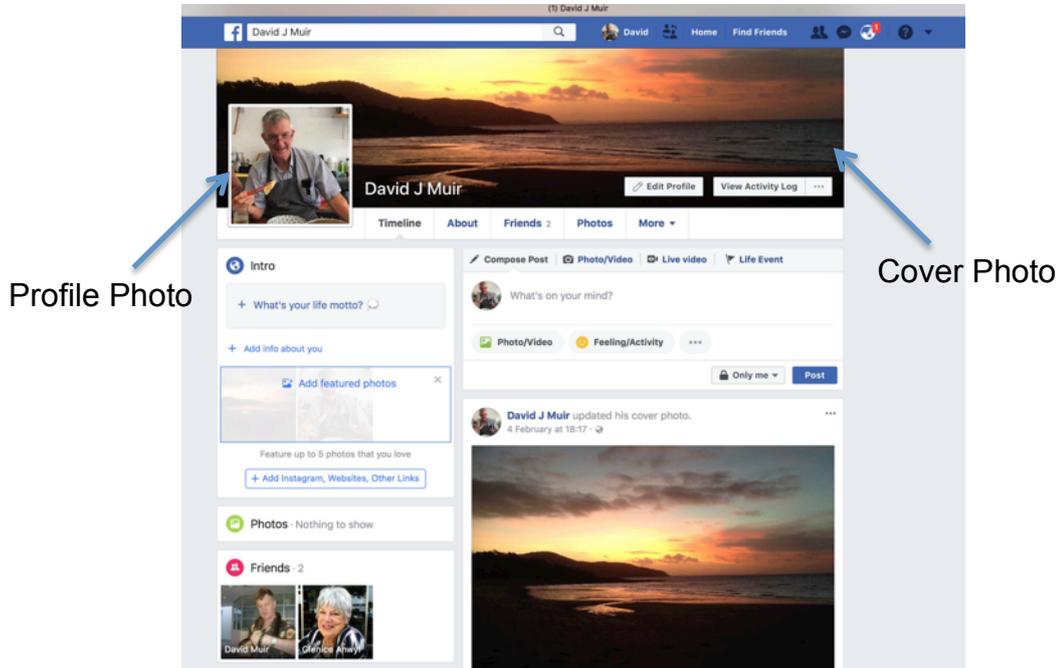
**Compiled and presented by  
David Muir**

**March 2018**

## Profile Page:

Personalised information about YOU – Whatever you want to add. If you don't want anyone to know a particular thing about you, DON'T give the information!

You determine what is seen. Firstly by what information you enter. Secondly by using the Privacy settings.

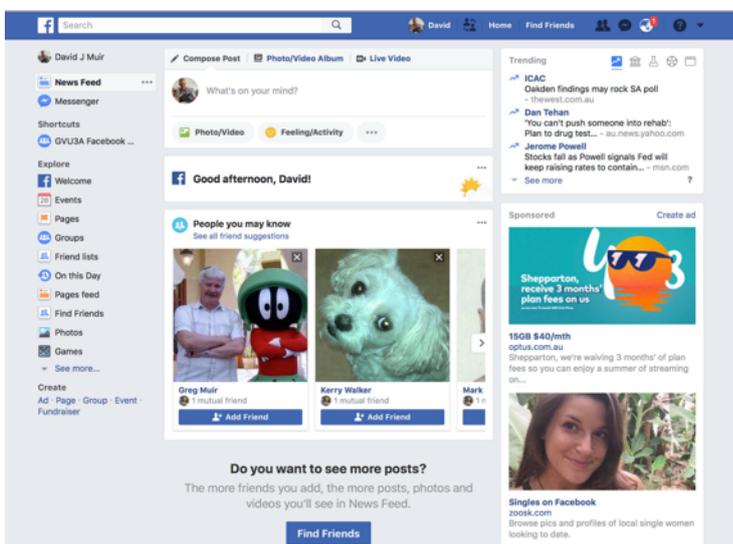


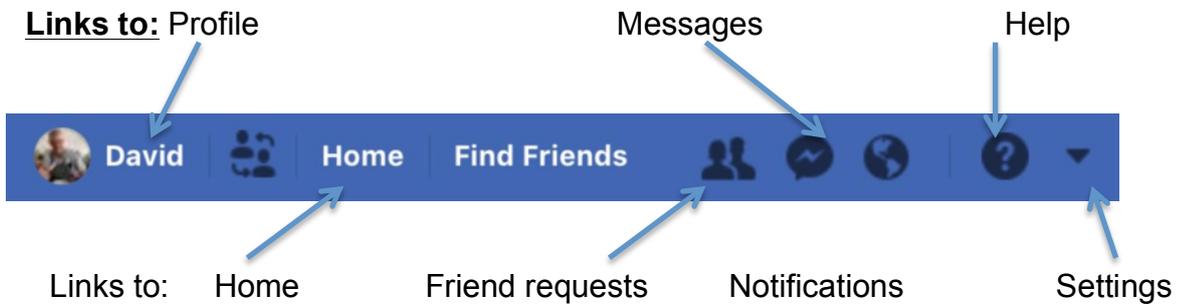
This page will show the list of Friends and where photos can be added. These include your Profile Picture and Cover photo

## Home Page:

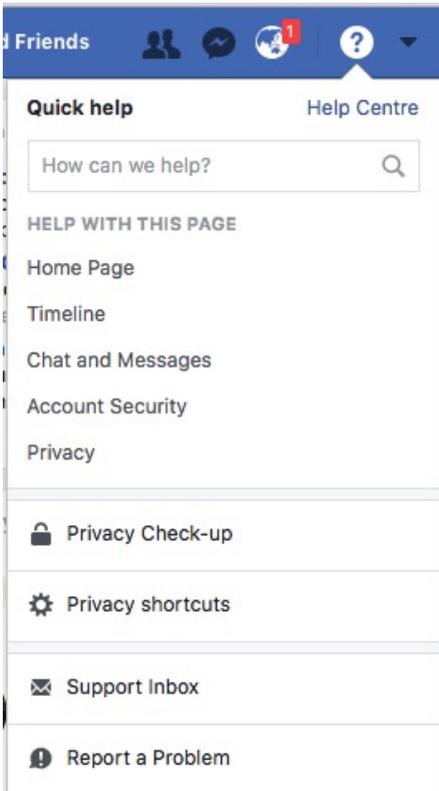
Shows what has been posted by friends and allows you to add your own post. You can also 'Like' a friend's post and add a comment.

It has a list of the groups you belong to – click on one of these to go directly to that group's Facebook page.

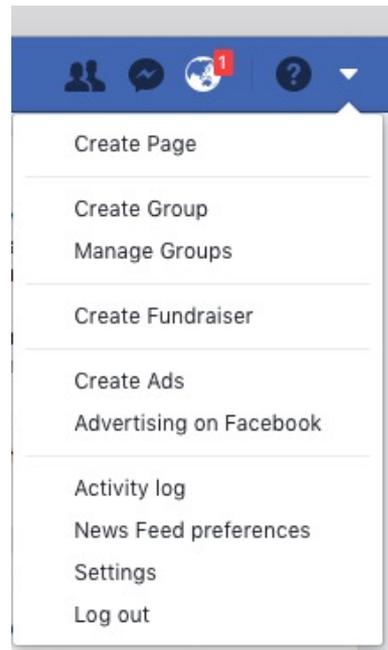




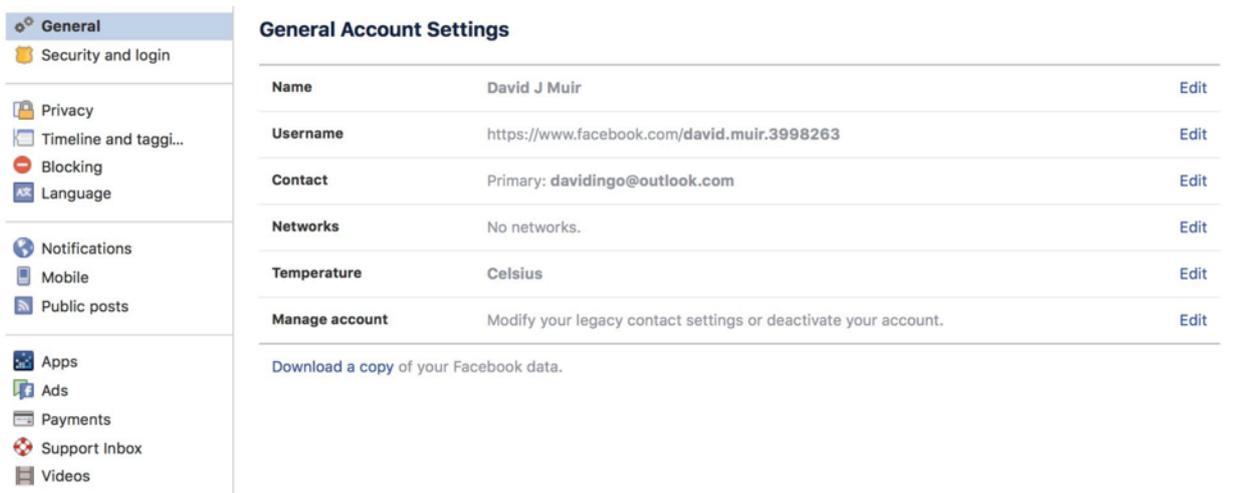
**Help Menu:**



**Settings Menu:**



**Settings:** Aspects that can be changed to determine what can be seen and by whom.



**Groups:**

There are three types of Facebook Groups:

**Open** – can be seen and joined by anyone.

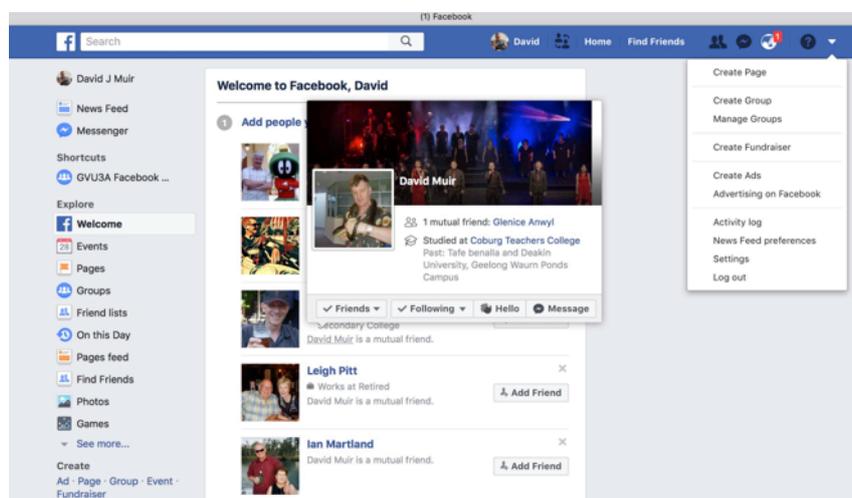
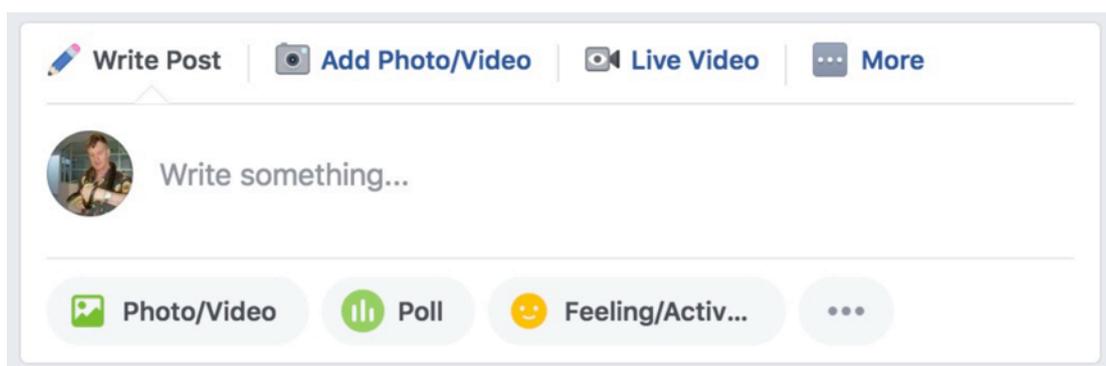
**Closed** and **secret Facebook groups** seem like they should be fairly similar. The **difference** is that **closed groups** can be seen by the public, while **secret groups** can't.

If you create a **closed group**, the name of it, its members, and its description can be seen by the public—basically everything but the posts in the **group**.

A secret Facebook group is the most secure of the three types. The only people who can see the group and its members are the people added to the group. To the public, secret groups are invisible, so this is the kind you should use for your “Shh! It’s a surprise!” group.

There is a setting available for all three groups that dictates who can add people to the group. By default, group members are free to add other people to groups, even in secret groups. This can be changed to allow the group admin to approve members to the group, making it a super secret group.

Our Facebook group is a Secret Group



## The Settings Menu

**General:** Details about your account – User name, email address, etc.

**Security and Login:** Places from which you have logged in to your account, Ability to change your password, notification settings if there is an attempt from an unknown/new access your account

The screenshot displays the 'Security and login' settings page. On the left is a navigation menu with categories: General, Security and login (selected), Notifications, Apps, Ads, Payments, Support inbox, and Videos. Under 'Security and login', sub-items include Privacy, Timeline and tagging, Blocking, and Language. The main content area is titled 'Security and login' and is organized into several sections:

- Recommended:** A card titled 'Choose friends to contact if you are locked out' with a description: 'Nominate 3 to 5 friends to help if you are locked out of your account. We recommend this to everyone.' and an 'Edit' button.
- Where you're logged in:** A section showing active sessions. It lists 'Mac · Shepparton, VIC, Australia' (Safari · Active now) and 'Mac · Abakan, Russia' (Opera · 17 hours ago). A 'See more' link is provided at the bottom.
- Login:** A section with two options: 'Change password' (It's a good idea to use a strong password that you don't use elsewhere) and 'Log in using your profile picture' (Tap or click your profile picture to log in, instead of using a password). Both have 'Edit' buttons.
- Setting up extra security:** A section with three options: 'Get alerts about unrecognised logins' (We'll let you know if anyone logs in from a device or browser you don't usually use), 'Use two-factor authentication' (Log in using a code from your phone as well as a password), and 'Choose 3 to 5 friends to contact if you are locked out' (Your trusted contacts can send a code and URL from Facebook to help you log back in). Each has an 'Edit' button.
- Advanced:** A section with two options: 'Encrypted notification emails' (Add extra security to notification emails from Facebook (only you can decrypt these emails)) and 'See recent emails from Facebook' (See a list of emails we sent you recently, including emails about security). The first has an 'Edit' button and the second has a 'View' button.

## Privacy Settings: Set who can see your Posts

- General
- Security and login
- Privacy**
- Timeline and tagging
- Blocking
- Language
- Notifications
- Mobile
- Public posts
- Apps
- Ads
- Payments
- Support Inbox
- Videos

### Privacy Settings and Tools

<b>Your activity</b>	Who can see your future posts?	Friends	<a href="#">Edit</a>
	Review all your posts and things you're tagged in		<a href="#">Use Activity Log</a>
	Limit the audience for posts you've shared with friends of friends or Public?		<a href="#">Limit Past Posts</a>
<b>How people can find and contact you</b>	Who can send you friend requests?	Everyone	<a href="#">Edit</a>
	Who can see your friends list? <small>Remember that your friends control who can see their friendships on their own timelines. If people can see your friendship on another timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your timeline. Other people will only see mutual friends.</small>	Only me	<a href="#">Edit</a>
	Who can look you up using the email address you provided?	Friends	<a href="#">Edit</a>
	Who can look you up using the phone number you provided?	Friends	<a href="#">Edit</a>
	Do you want search engines outside of Facebook to link to your Profile?	No	<a href="#">Edit</a>

**Friends** ▾

Who should see this?

- Public**  
Anyone on or off Facebook
- Friends**  
Your friends on Facebook
- Friends except...**  
Don't show to some friends
- Friends of friends**  
Your friends of friends
- Specific friends**  
Gael Thompson
- Only me**  
Only me
- Custom**  
Include and exclude friends and lists

Options offered for who can see/post on your timeline. Change by clicking on **Edit**. These can be changed at any time.

Similar options are available for Timeline and Tagging

## Timeline and Tagging Settings: Settings for who can post on your timeline

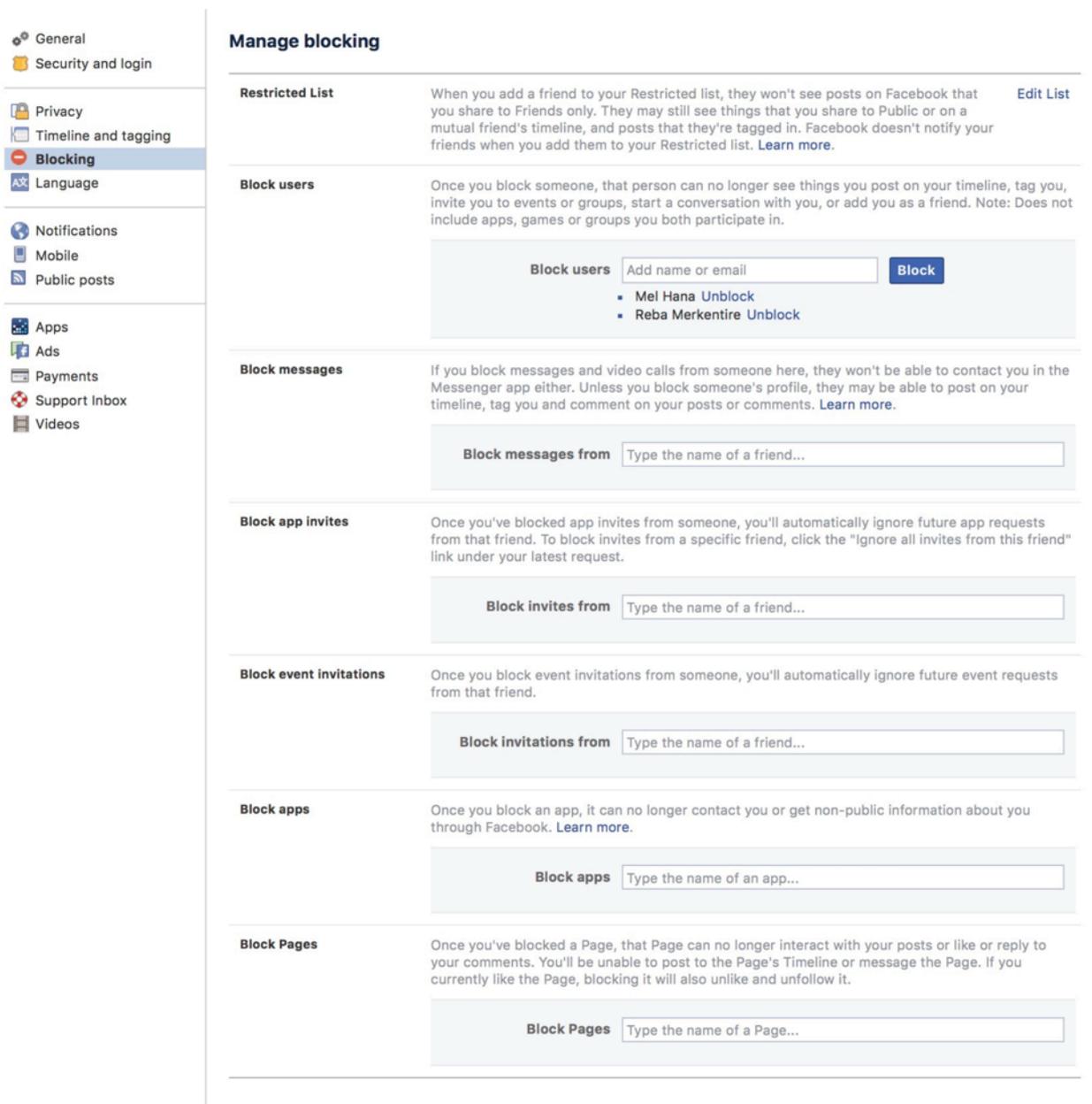
A tag is a way to identify people on Facebook by posting their names and a link to their individual Timelines. Your friends can tag you in photos and in other posts, including status updates. Anyone who can see these posts will be able to click the tag and view your Timeline. The tagged post will also be visible on your Timeline, your News Feed, and your friends' feeds.

While tags make it easy to connect with your friends on Facebook, your friends may occasionally tag you in posts you don't want to share. One way to prevent yourself from being tagged in potentially embarrassing photos and posts is to manage your tagging settings.

<ul style="list-style-type: none"><li>General</li><li>Security and login</li><li>Privacy</li><li><b>Timeline and tagging</b></li><li>Blocking</li><li>Language</li><li>Notifications</li><li>Mobile</li><li>Public posts</li><li>Apps</li><li>Ads</li><li>Payments</li><li>Support Inbox</li><li>Videos</li></ul>	<h3>Timeline and Tagging Settings</h3> <table><tr><td><b>Timeline</b></td><td>Who can post on your timeline?</td><td>Friends</td><td>Edit</td></tr><tr><td></td><td>Who can see what others post on your timeline?</td><td>Friends</td><td>Edit</td></tr><tr><td><b>Tagging</b></td><td>Who can see posts that you're tagged in on your timeline?</td><td>Friends</td><td>Edit</td></tr><tr><td></td><td>When you're tagged in a post, who do you want to add to the audience of the post if they can't already see it?</td><td>Friends</td><td>Edit</td></tr><tr><td></td><td>Who sees tag suggestions when photos that look like you are uploaded?</td><td>Friends</td><td>Edit</td></tr><tr><td><b>Review</b></td><td>Review posts that you're tagged in before the posts appear on your timeline?</td><td>Off</td><td>Edit</td></tr><tr><td></td><td>Review what other people see on your timeline</td><td></td><td>View As</td></tr><tr><td></td><td>Review tags that people add to your posts before the tags appear on Facebook?</td><td>Off</td><td>Edit</td></tr></table>	<b>Timeline</b>	Who can post on your timeline?	Friends	Edit		Who can see what others post on your timeline?	Friends	Edit	<b>Tagging</b>	Who can see posts that you're tagged in on your timeline?	Friends	Edit		When you're tagged in a post, who do you want to add to the audience of the post if they can't already see it?	Friends	Edit		Who sees tag suggestions when photos that look like you are uploaded?	Friends	Edit	<b>Review</b>	Review posts that you're tagged in before the posts appear on your timeline?	Off	Edit		Review what other people see on your timeline		View As		Review tags that people add to your posts before the tags appear on Facebook?	Off	Edit
<b>Timeline</b>	Who can post on your timeline?	Friends	Edit																														
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<b>Review</b>	Review posts that you're tagged in before the posts appear on your timeline?	Off	Edit																														
	Review what other people see on your timeline		View As																														
	Review tags that people add to your posts before the tags appear on Facebook?	Off	Edit																														

## Blocking.

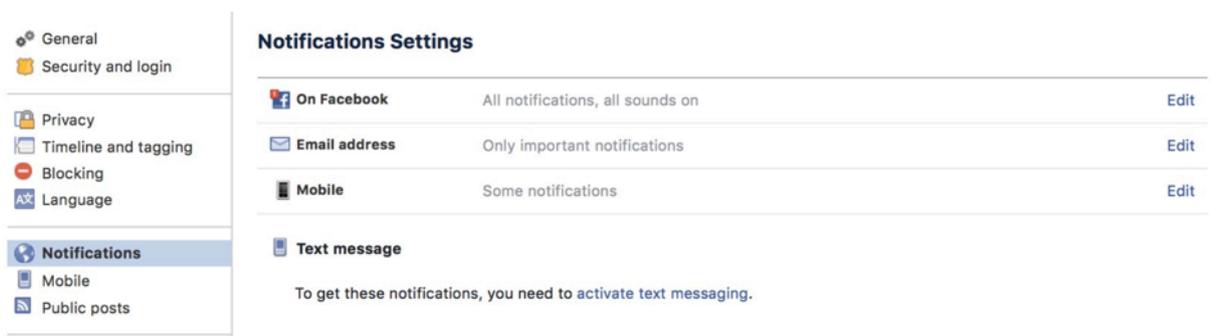
You have the ability to block people, apps and unwanted invitations.



The screenshot shows the Facebook 'Blocking' settings page. On the left is a navigation menu with options: General, Security and login, Privacy, Timeline and tagging, Blocking (selected), Language, Notifications, Mobile, Public posts, Apps, Ads, Payments, Support Inbox, and Videos. The main content area is titled 'Manage blocking' and contains several sections:

- Restricted List:** When you add a friend to your Restricted list, they won't see posts on Facebook that you share to Friends only. They may still see things that you share to Public or on a mutual friend's timeline, and posts that they're tagged in. Facebook doesn't notify your friends when you add them to your Restricted list. [Learn more.](#) [Edit List](#)
- Block users:** Once you block someone, that person can no longer see things you post on your timeline, tag you, invite you to events or groups, start a conversation with you, or add you as a friend. Note: Does not include apps, games or groups you both participate in. Includes a search box 'Block users' with 'Add name or email' and a 'Block' button. Below are two entries: 'Mel Hana Unblock' and 'Reba Merkentire Unblock'.
- Block messages:** If you block messages and video calls from someone here, they won't be able to contact you in the Messenger app either. Unless you block someone's profile, they may be able to post on your timeline, tag you and comment on your posts or comments. [Learn more.](#) Includes a search box 'Block messages from' with 'Type the name of a friend...'.
- Block app invites:** Once you've blocked app invites from someone, you'll automatically ignore future app requests from that friend. To block invites from a specific friend, click the "Ignore all invites from this friend" link under your latest request. Includes a search box 'Block invites from' with 'Type the name of a friend...'.
- Block event invitations:** Once you block event invitations from someone, you'll automatically ignore future event requests from that friend. Includes a search box 'Block invitations from' with 'Type the name of a friend...'.
- Block apps:** Once you block an app, it can no longer contact you or get non-public information about you through Facebook. [Learn more.](#) Includes a search box 'Block apps' with 'Type the name of an app...'.
- Block Pages:** Once you've blocked a Page, that Page can no longer interact with your posts or like or reply to your comments. You'll be unable to post to the Page's Timeline or message the Page. If you currently like the Page, blocking it will also unlike and unfollow it. Includes a search box 'Block Pages' with 'Type the name of a Page...'.

## Notifications – what/how how receive notifications of posts



The screenshot shows the Facebook 'Notifications Settings' page. On the left is a navigation menu with options: General, Security and login, Privacy, Timeline and tagging, Blocking, Language, Notifications (selected), Mobile, and Public posts. The main content area is titled 'Notifications Settings' and contains the following settings:

- On Facebook:** All notifications, all sounds on. [Edit](#)
- Email address:** Only important notifications. [Edit](#)
- Mobile:** Some notifications. [Edit](#)
- Text message:** To get these notifications, you need to activate text messaging.

## Settings for using a mobile phone or tablet.

- General
- Security and login
- Privacy
- Timeline and tagging
- Blocking
- Language
- Notifications
- Mobile**
- Public posts

### Mobile Settings

Activating allows Facebook Mobile to send text messages to your phone. You can receive notifications for friend requests, messages, wall posts and status updates from your friends.

Already received a confirmation code?

Confirmation code

You can also update your status, search for phone numbers, or upload photos and videos from your phone.

Learn more about using Facebook on your phone at [Facebook Mobile](#).

## PUBLIC Post options

- General
- Security and login
- Privacy
- Timeline and tagging
- Blocking
- Language
- Notifications
- Mobile
- Public posts**
- Apps
- Ads

### Public Post Filters and Tools

<b>Who Can Follow Me</b>	Followers see your posts in News Feed. Friends follow your posts by default, but you can also allow people who are not your friends to follow your public posts. Use this setting to choose who can follow you.	<input type="button" value="Friends"/>
	Each time you post, you choose which audience you want to share with.	
	<a href="#">Learn more.</a>	
<b>Public Post Comments</b>	Who can comment on your public posts? <b>Public</b>	<input type="button" value="Edit"/>
<b>Public Post Notifications</b>	Get notifications from <b>Public</b>	<input type="button" value="Edit"/>
<b>Public Profile Info</b>	Who can like or comment on your public profile pictures and other profile info? <b>Friends</b>	<input type="button" value="Edit"/>

Want to know what followers can see? [View your public Timeline.](#)

## Settings for any Apps/Games you may subscribe to.

- General
- Security and login
- Privacy
- Timeline and tagging
- Blocking
- Language
- Notifications
- Mobile
- Public posts
- Apps**
- Ads
- Payments
- Support Inbox
- Videos

### App Settings

**Logged in with Facebook**

On Facebook, your name, profile picture, cover photo, gender, networks, username and user ID are always publicly available to both people and apps. [Learn why.](#) Apps also have access to your Friends list and any information that you choose to make public.

You haven't logged into any apps with Facebook. [Learn More](#) about Facebook Login.

<h4>Apps, Websites and Plug-ins</h4> <p>Lets you use apps, plug-ins, games and websites on Facebook and elsewhere.</p> <p>Enabled.</p> <input type="button" value="Edit"/>	<h4>Game and app notifications</h4> <p>This setting controls game requests from friends and game status updates, and app notifications from app developers on Facebook and Gameroom. Changing these settings will not impact your ability to use apps or play games.</p> <p>Notifications are turned on</p> <input type="button" value="Edit"/>
<h4>Apps others use</h4> <p>People who can see your info can bring it with them when they use apps. Use this setting to control the categories of information that people can bring with them.</p> <input type="button" value="Edit"/>	<h4>Old versions of Facebook for mobile</h4> <p>This setting controls the privacy of things that you post using old Facebook mobile apps that do not have the inline audience selector, such as outdated versions of Facebook for BlackBerry.</p> <input type="button" value="Friends"/>

# Your ad preferences

Learn what influences the ads you see and take control of your ads experience.

[Learn about Facebook ads](#)



Your interests



Advertisers you've interacted with



Your information



Ad settings

Close ^

### Ads based on your use of websites and apps

Can you see online interest-based ads from Facebook?

No

### Ads on apps and websites off of the Facebook Companies

Can your Facebook ad preferences be used to show you ads on devices such as computers, mobile devices and connected TVs?

No

### Ads with your social actions

Who can see your social actions paired with ads?

No one



Hide ad topics



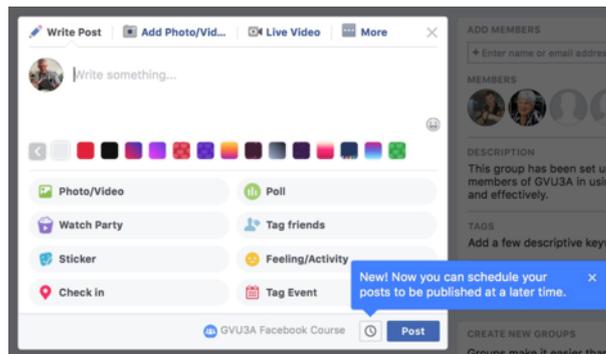
How Facebook ads work

- General
- Security and login
- Privacy
- Timeline and tagging
- Blocking
- Language
- Notifications
- Mobile
- Public posts
- Apps
- Ads
- Payments
- Support Inbox
- Videos**

## Video Settings

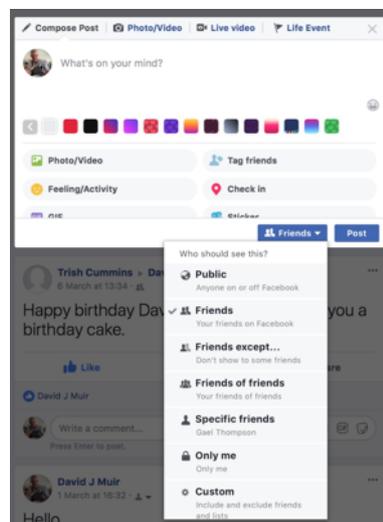
<b>Video Default Quality</b>	You can still change the quality of a video you are watching by clicking the HD icon in the video player.	Default ▾
<b>Auto-play Videos</b>	These settings only apply when you use the Facebook website. <a href="#">Follow this guide</a> to change auto-play videos in your Facebook app.	Default ▾
<b>Always show captions</b>	If turned on, captions will always be displayed for any videos that have them.	Off ▾
<b>Captions display</b>		Edit
<b>Live Creative Kit</b>	If you set up a Live Creative Kit, you can customise elements of your live videos, including intro and outro videos and effects.	Create

## Options for posting within a group.

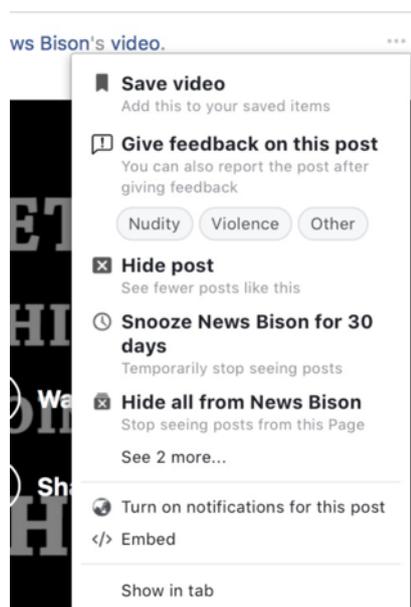


## Options for posting from your timeline.

Should you make a change to eg. Just a group of friends, this will then become the default for all posts unless you change it again.



Options for something that has been posted on your timeline: Accessed by clicking on the three dots on the right-hand side of the post



# Activity Log: View all the activity you have had on Facebook

f
David J Muir
f
David
Home
Find Friends

**Filters**

- Activity log**
- Timeline review
- Posts
- Posts you're tagged...
- Other people's post...
- Hidden from timeline
- Photos and videos
- Likes and reactions
- Comments
- MORE
- Apps
- Ads Manager

f
Activity log

Activity Search

March 2018

**5 MARCH**

👍 David J Muir likes Trish Cummins's post on his own timeline.

Happy birthday David. Hope Sonia makes you a birthday cake.

📝 Trish Cummins wrote on your timeline.

Happy birthday David. Hope Sonia makes you a birthday cake.

**4 MARCH**

👤 David J Muir became friends with Antonio Tancredi.

**3 MARCH**

📝 David J Muir commented on his own post.

It's all new. Once we have the Privacy side of things set up, the rest will be easy. If you can come along one Monday (about 2pm) I can give you a bit of extra time if you want. Just let me know.

👤 David J Muir posted in GUV3A Facebook Course.

If anyone has any problems or something they want answers to, Post it here and I'll try to answer it on line - or at least cover it in the next session. For the 'newbies' please practice by adding a post or making a comment.

**2 MARCH**

👍 David J Muir likes Gael Thompson's photo.



**28 FEBRUARY**

👤 David J Muir posted in GUV3A Facebook Course.

Thank you all for attending today's class. I hope it wasn't too daunting and that you have learned something new. I am (gradually) going to put together some pages about various aspects of Facebook.

👤 David J Muir posted in GUV3A Facebook Course.

Hello everyone. Welcome to the GUV3A Facebook group

👤 David J Muir updated his status.

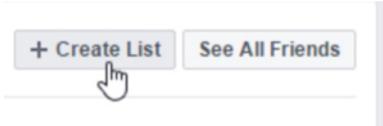
Hello

- Create Page
- Create Group
- Manage Groups
- Create Fundraiser
- Create Ads
- Advertising on Facebook
- Activity log
- News Feed preferences
- Settings
- Log out

## Creating Lists

You might want to create a special list (eg. Family) that can be used to send information/photographs to.

You can easily control who you share with by separating your friends into **lists**. Once you've created a list, you can choose to share certain things with **only** the people on that list. You can also share something with everyone **except** for a certain list of friends.

1. From the **homepage**, locate the **Friends** section on the left side of the screen, and click on it.
2. Click **Create List**. 
3. Type a **name** for the list, then type the **names** of friends you want to add to the list; suggested friends will appear as you type. You can click a suggestion to add that friend.
4. When you're done, click Create. Your list will be created.
5. If you're using the mobile app, you'll be able to use existing lists, but you won't be able to create a new list.

### Friends

★ Close friends

👤 Acquaintances

★ Family

🚫 Restricted

#### Create New List

Create a list of people so you can easily share with them and see their updates in one place.

List name Family

Members D

David Muir

Cancel

Create

## Using Lists

There are several ways to use lists to control who you share with.

- To share something with a list of friends, simply select the list from the audience selector. Note that you may need to select More Options before you can see all of your lists.
- To share something with everyone **except** for a list of friends, choose **Custom** in the audience selector, then type the name of the list in the **These people or lists** box.
- You can also select a list in the **Friends** section of the **homepage** to see a **customized News Feed** that only shows posts and updates from the people in that list. In the image below, the News Feed is only showing updates from the **Close Friends** list.