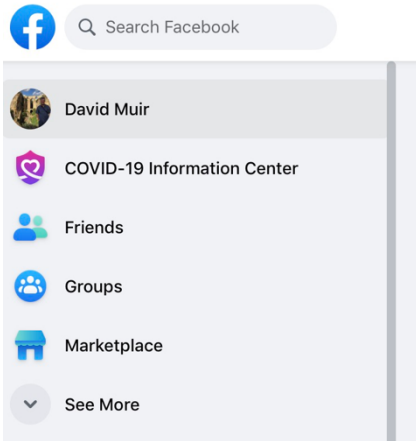
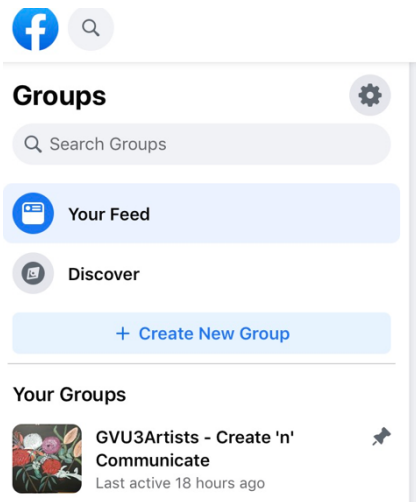


# CREATING A CLOSED GROUP IN FACEBOOK

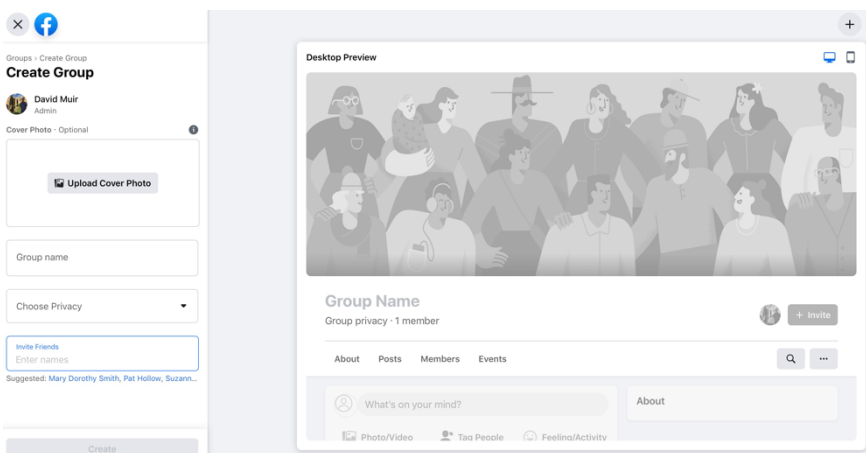
## David Muir

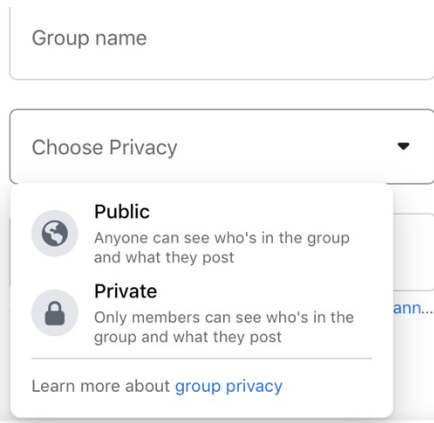


1. Log in to Facebook
2. Make sure you are on the Homepage
3. Click on the Groups icon on the left-hand side of the page

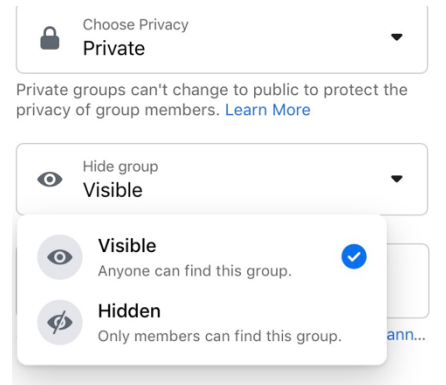


4. Click on + Create New Group
5. Give your group a name
6. Include a cover photo by clicking on **Upload Cover Photo** and then navigating to where you have the photo you want to use and clicking on **Choose**





7. Choose if you want a Private (MEMEBERS ONLY) or Public group



8. Assuming a private group is what you are creating, You now choose whether the group can be seen by everyone or just the group (INVITATION ONLY to join)

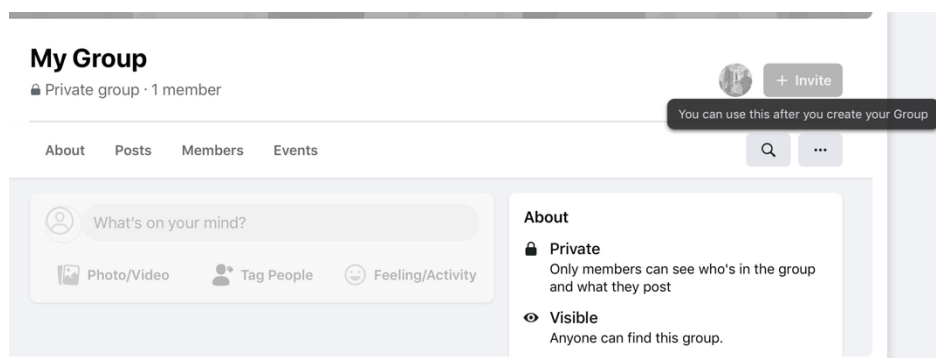
9. The next step is to invite people to join the group. This will have Facebook look at your Friends list and allow you to send an invite to each person you choose to join the group.

Invite friends (optional)

10. Each person will then receive a Facebook link for them to click on to join the group.

11. The Administrator then accepts them into the group when they have responded.

12. Once the group has been created, the Administrator of the group can also invite others in using the invite link on the right-hand side of the page.



13. Once the group has been created and others have joined, members can post and respond to posts from any others in the group.