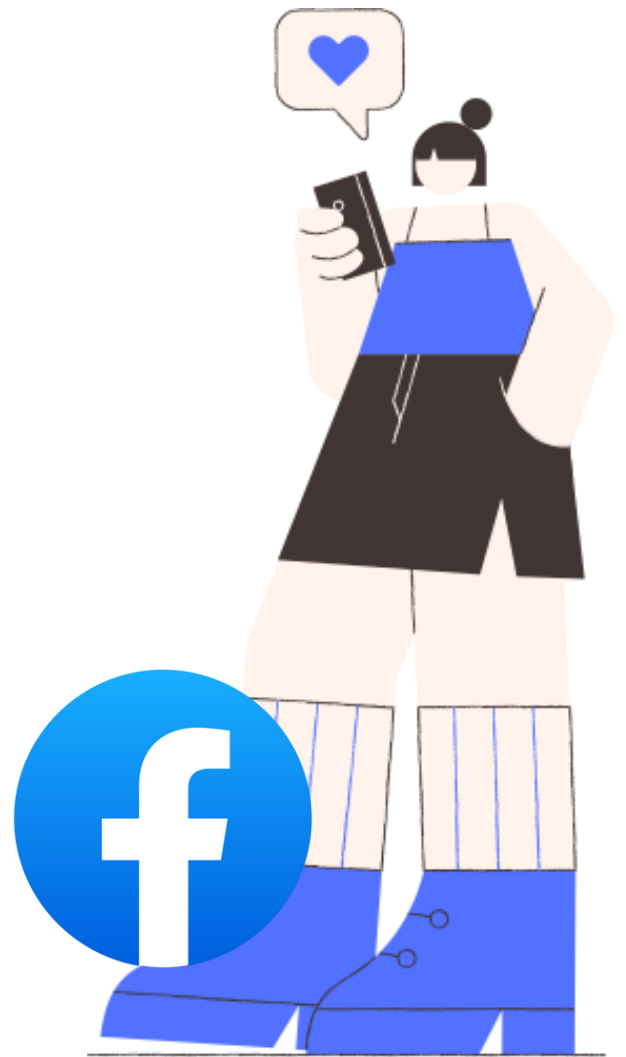


# Facebook Basics



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[What is Social Media?](#)

The term social media refers to a computer-based technology that facilitates the sharing of ideas, thoughts, and information through virtual networks and communities.

Social media is internet-based and gives users quick electronic communication of content, such as personal information, documents, and multimedia such as videos, and photos

There are a few popular social media websites that are widely used by people:



Twitter



Facebook



Instagram



LinkedIn



### Why do people use Facebook?

People use Facebook just because they've to use it. They have to come online daily and go through their feed which covers a daily dose of news content and updates from their friends and family. Sometimes, they upload photos of their trips and comment on existing stuff.

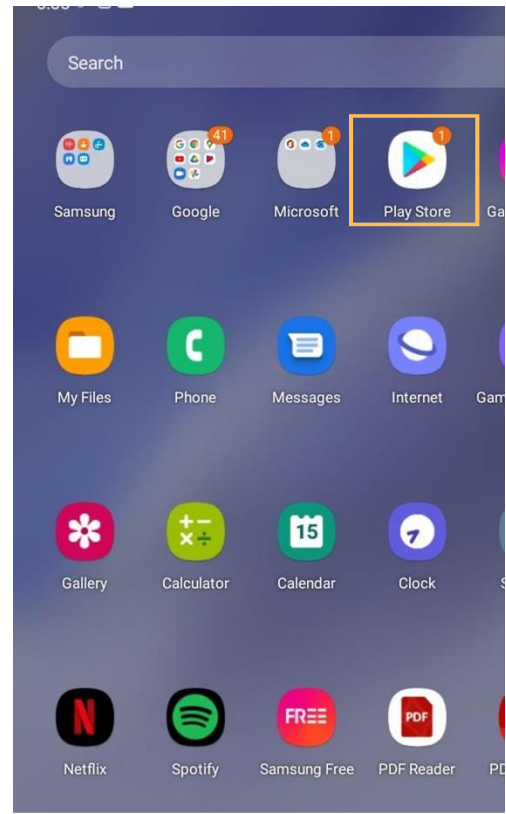
With Facebook's new feature, people now play Games individually or with other friends. It is also used to look for job sometimes. There are many organizations that exist on Facebook and post job postings.

## How to Access Facebook Application?

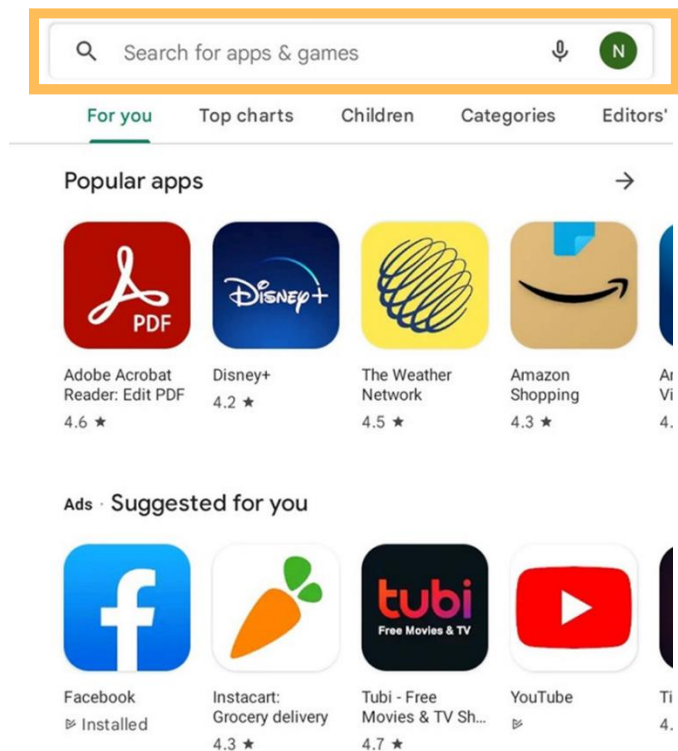
1. In first step, **open the PlayStore** to download the Facebook application (if you don't have it on your home screen)

**Note:** PlayStore is for Android devices. If you are using an IOS device, find App Store.

- PlayStore or App Stores are used to download different kinds of applications to your phone/tablets. Such as, WhatsApp, Messenger, Instagram and many others.



2. On your store, type the name of the application you are looking for in the **Search Section** on the top of the page, shown in below picture:

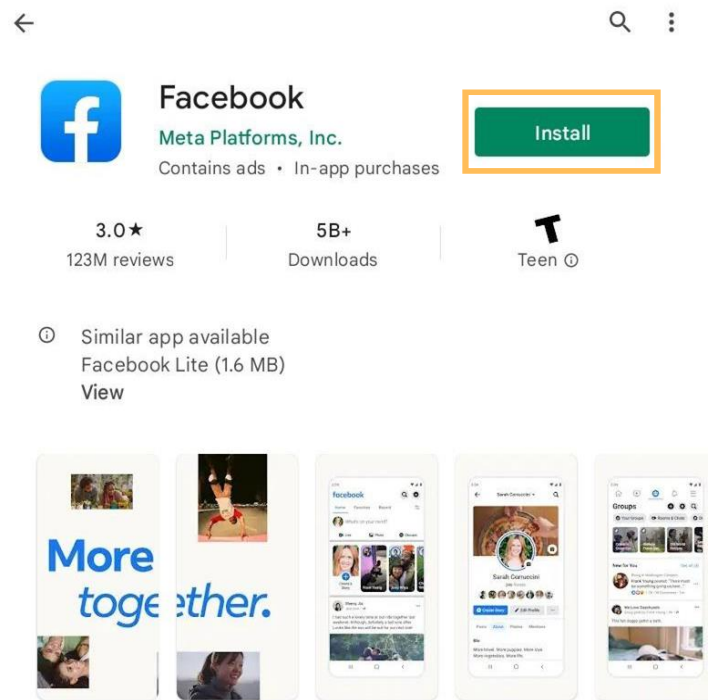


## Download Facebook

3. **Tap Install** and wait for it to be downloaded.

**Note:** Once downloaded, you will see that **Install** is replaced with **Open**.

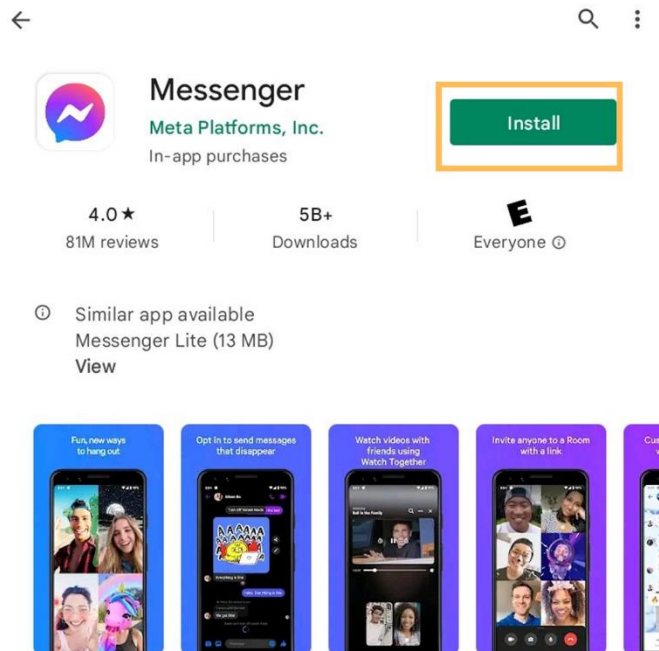
You are ready to use it!



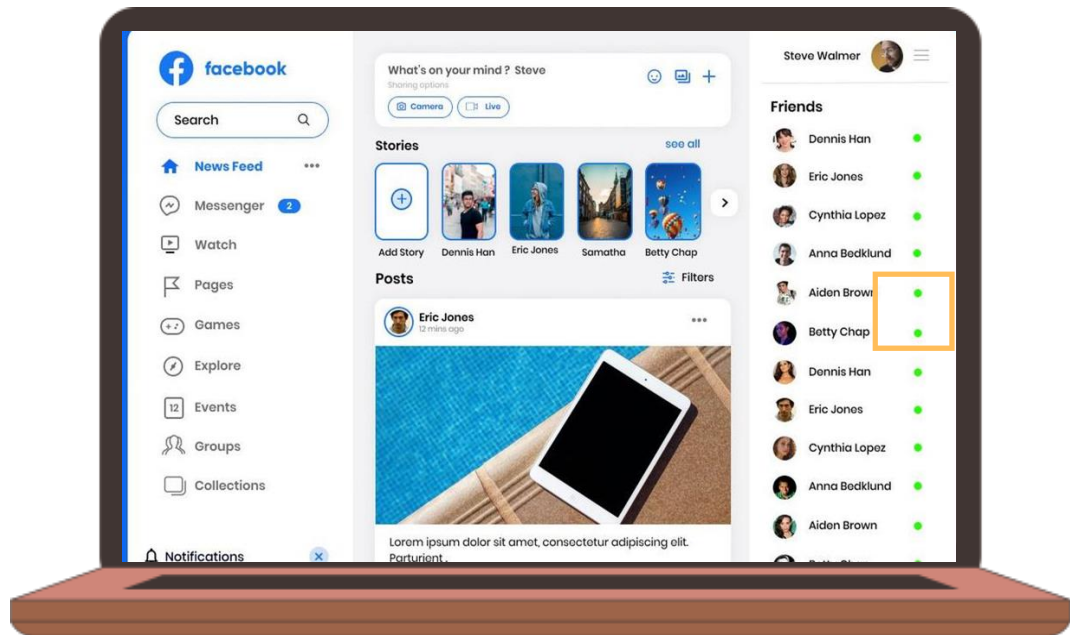
## Download Messenger

**Note:** Facebook allows its users to privately message each other through "Messenger" in Tablets/Phones. In the past, the chat functionality was in the Facebook App itself, but Facebook later announced a standalone app.

4. Go to Search again and type Messenger.
- Follow the same steps as you did for Facebook.



In your laptops, messaging takes place in the Facebook interface. And to check the list of friends who are online, look at your right side of screen. You will see a green light as shown in the picture below:



## How to Create Account?

1. On your Tablet's home screen, **find the "Facebook" icon** and tap on it.

If you do not have an account, **tap "Create New Account"** shown in the picture.



Afrikaans • العربية • More...

Phone or email

Password

Log In

Forgot Password?

OR

Create new Facebook account

Fill in the requested sections.

- Once done, tap Next for further fillings.

← Name

1

### What's your name?

Enter the name you use in real life.

First Name	Last Name
Asad	Yaqob

Next

← Birthday

2

### What's your birthday?

Choose your date of birth. You can always make this private later.

Dec.	11	1990
Jan.	12	1991
Feb.	13	1992

31 Years old

Next

← Gender

3

### What's your gender?

You can change who sees your gender on your profile later.

Female	<input type="radio"/>
Male	<input checked="" type="radio"/>
Custom	<input type="radio"/>

Select Custom to choose another gender, or if you'd rather not say.

Next

In this step, you will be asked to enter the email address you have.

- This email address will be used as your username when you log in.

**Note:** You can also login with mobile number. People usually prefer email than sharing private phone number.

← Email address

4

#### Enter your email address

Enter the email where you can be reached. You can hide this from your profile later.

Email address

asadyaqub05@gmail.com

×

Next

← Password

5

#### Choose a password

Create a password with at least 6 characters. It should be something others couldn't guess.

Password

Buqay05\$

×

Next

Sign up with mobile number

After tapping Next in the email section, you will be asked to provide a password.

- **Note:** your password should not be shared with anyone. Write it down in a safe place.

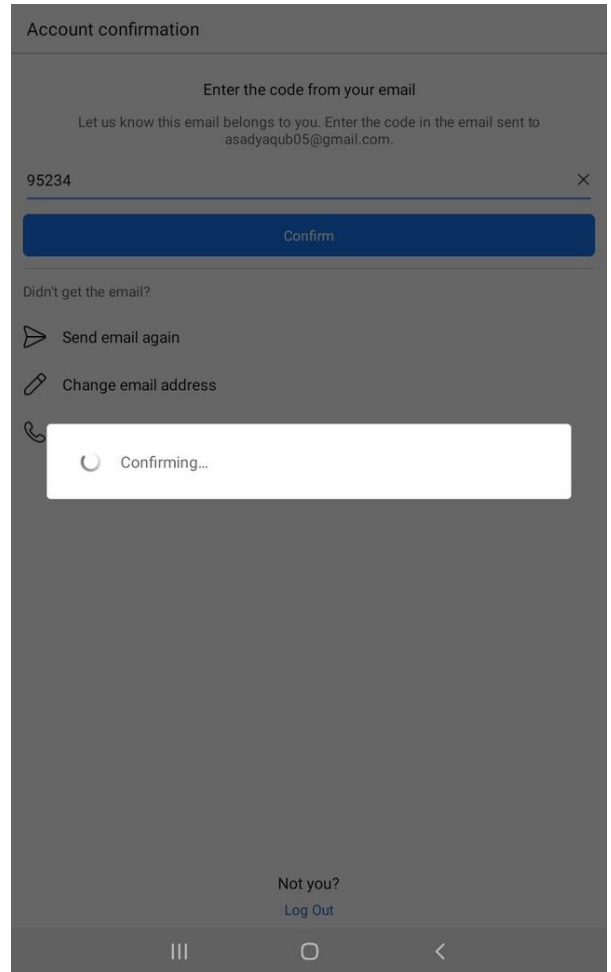




After entering your password, you will a 5 digits code in your email. This is for security purposes to confirm that the email address belongs to you. Once you receive it:

- Visit your email and enter the code in the Box

- Tap "Confirm"



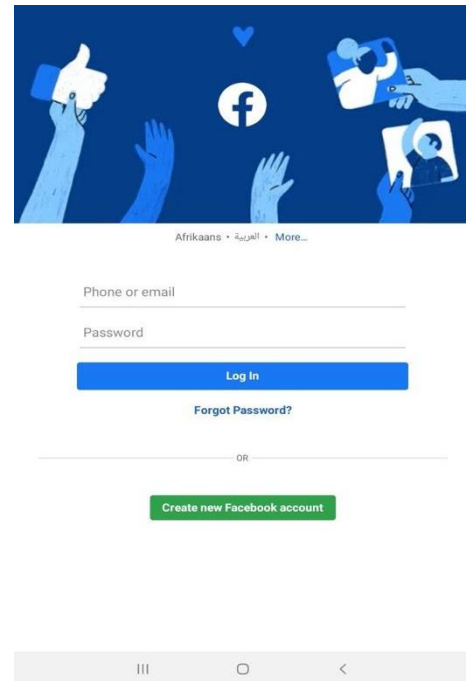
## Sign In and Facebook Features

Once you created your account, you need to sign in with the same email address or phone number that you created your account.

- Enter your **email address/phone number** and **password** and then tap “**Log In**”.

**Note:** once you logged in, you will be given the option whether to save your password or not, it’s better to tap on save if you are not good with remembering your password.

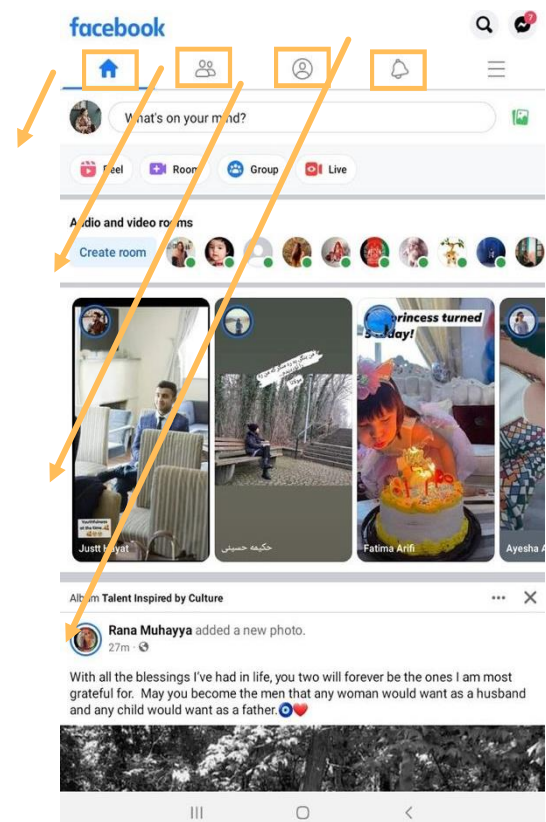
- Even if you forget your password, you can go and select “**Forgot Password**”, and it will send you a new code to your email so that you can recreate a new-password.



## Home Features

Once you logged in, you will have these four features:

- **Home:** you can update list of posts from your friends, pages you like, groups you are in, and see new stories from your friends.
- **Friends Requests:** check who has sent you requests. If you want to accept them, tap "Confirm". If not, tap “reject”.
- **My Profile:** share information about yourself, post any pictures you like, or any story you want to upload.
- **Notification:** updates about activity on Facebook. It is the result of your interaction with others.



**Create a Post:** This will appear on your home screen as “what is on your mind”. Here you can share a photo, video or words with your friends.

**Note:** This will “Post” it permanently which will always be in your timeline unless you delete it.

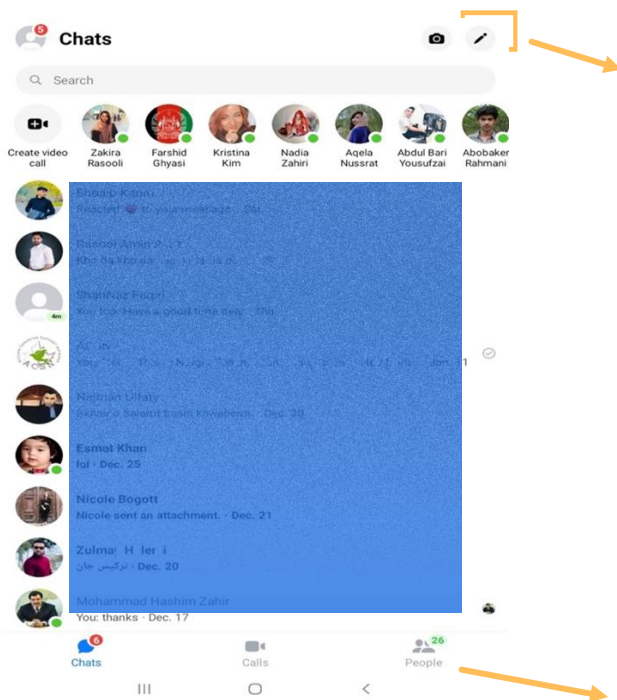
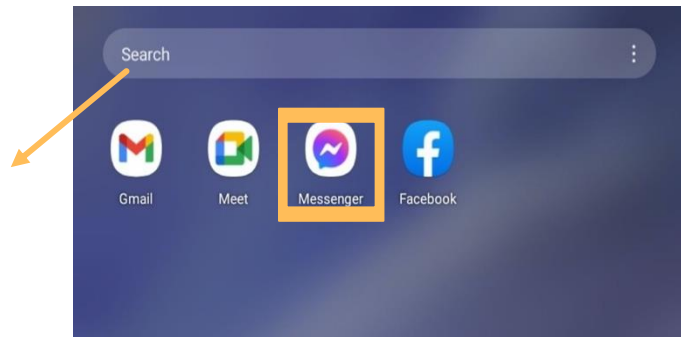


- Tap the “messenger” icon to chat with your friends

## Messenger Features

If using a phone or tablet, go to your home screen and find this icon

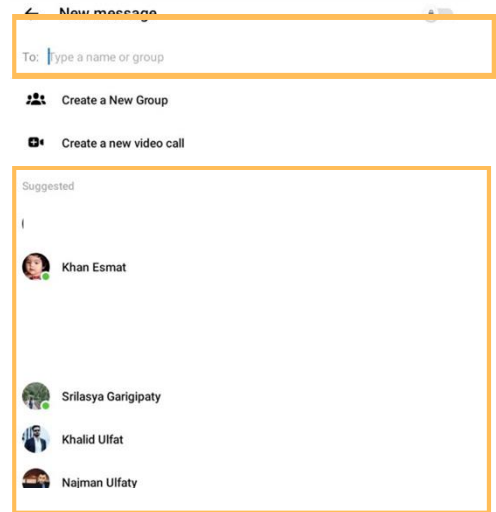
- You can simply search its name and find it.



Tap the **“New Chat”** icon. A new message window will appear and you can start your chat with anyone you want.

- This shows the number of your friends online

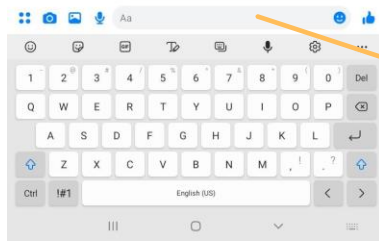
- Tap on one of the suggested contacts or type their name on top of the page to start your chat with.





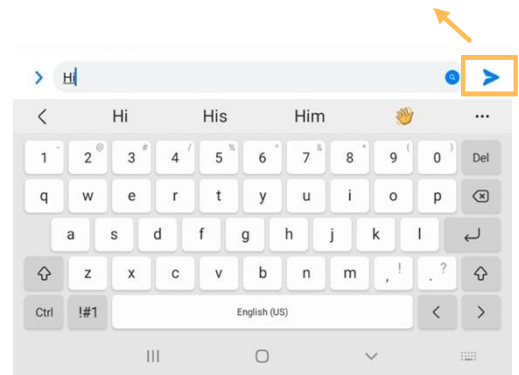
# New

# Message

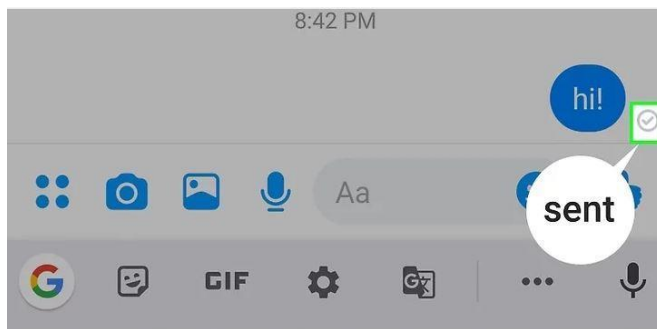


Type your message here!

Tap this to send your message.

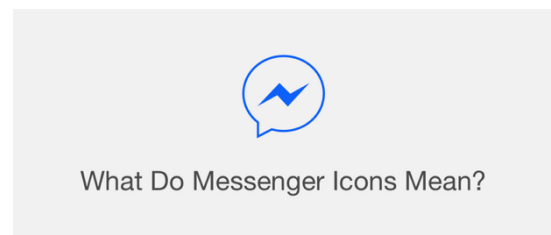


**Note:** you can also send voice messages, pictures, emojis, and attaching other files to your friends.



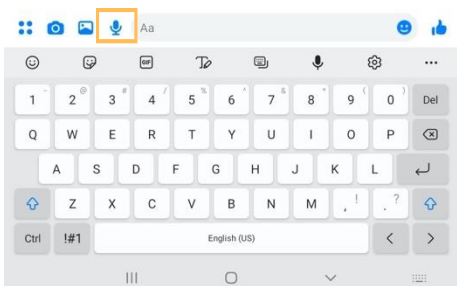
- Check the Message Status

**Note:** different icons will appear next to your message to indicate its status as shown in the picture.



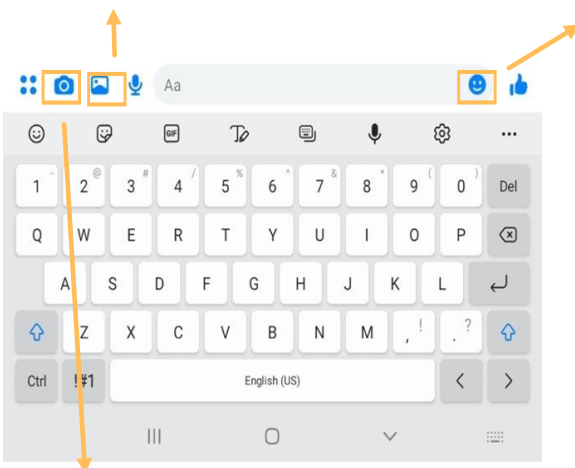


Tap the Microphone icon  
to send voice note

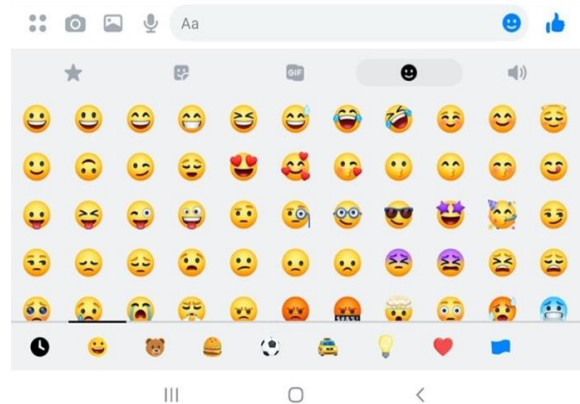


- Press and hold the button
- Say your message "Hello, how are you".
- Release your finger to send recording.

Here you can share any picture that is saved in your gallery with the one you are chatting.

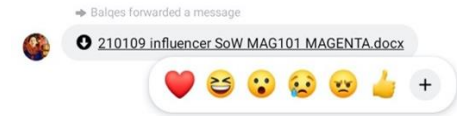


Tap the Camera button and quickly snap a picture or video.



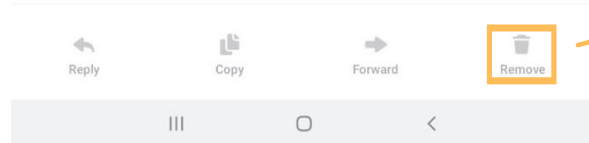
## How to delete conversation/message?

**If you ever sent a message by mistake? You can easily delete it right away!**

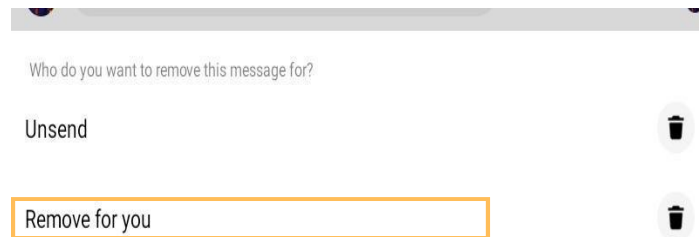


### First Step:

- Tap & hold the message you sent by mistake



- You will see the below options. Tap "Remove"

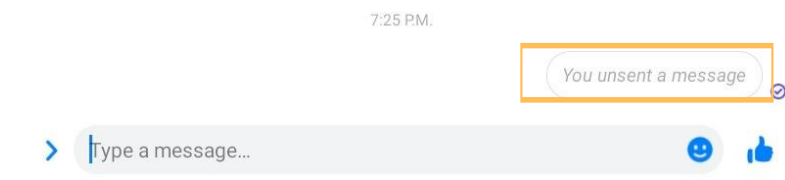


### Second step:

- Once you tapped remove, you will have these two options.
- If you want to remove it for everyone, then tap **"Unsend"**.

- If you don't, then tap **"Remove for you"**.

### Third Step:



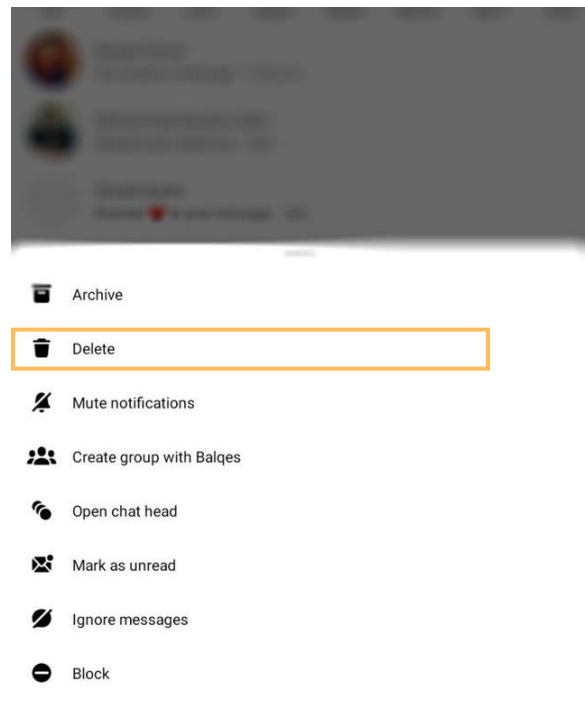
- Once you tapped **"Unsend"**. Then you will be assured that your message was unsend.

**Want to delete a whole conversation for yourself only? Follow below steps:**



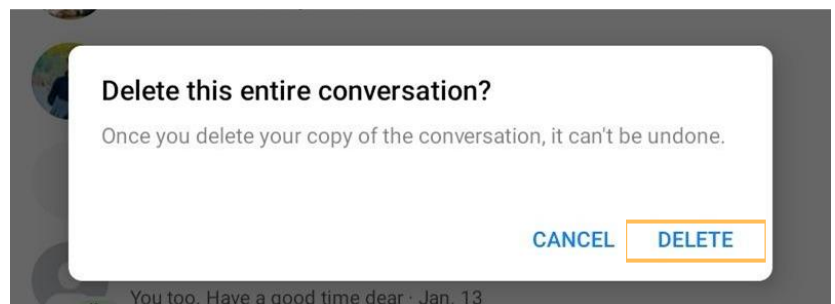
### Step one:

- Go to your messenger home page
- Press and hold on to the person's name whose chat you want to delete, in the chatbox.
- You will see the shown buttons. Tap **"Delete"**



### Step two:

1. Tap **"Delete"** for removing the whole conversation.

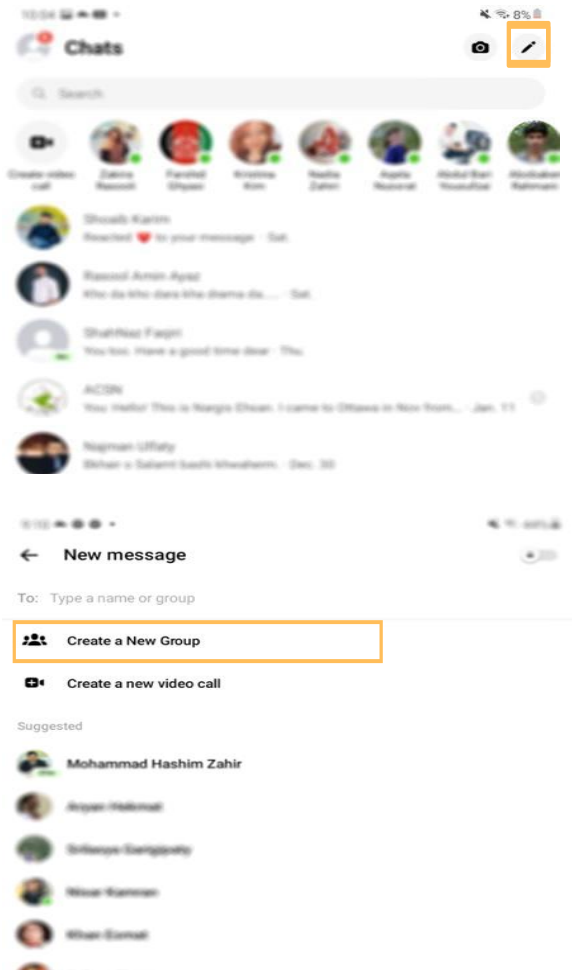


**Note:** Once you delete the conversation, you cannot get it again.

# Voice and Video Call Features

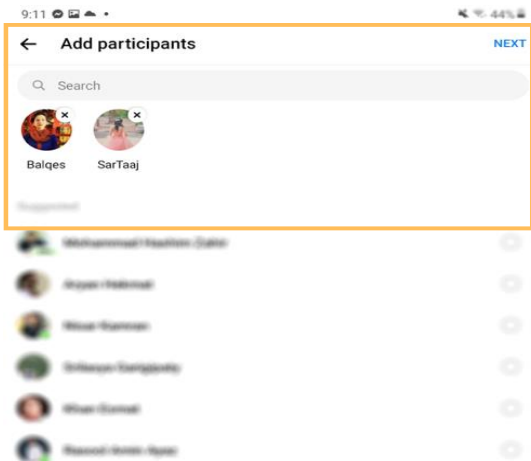
## 1. How to make a group chat/call?

If you want to call more than one of your friends and share messages in one group chat, follow below steps:



1. First tap on **“new chat”** icon to create a chat.

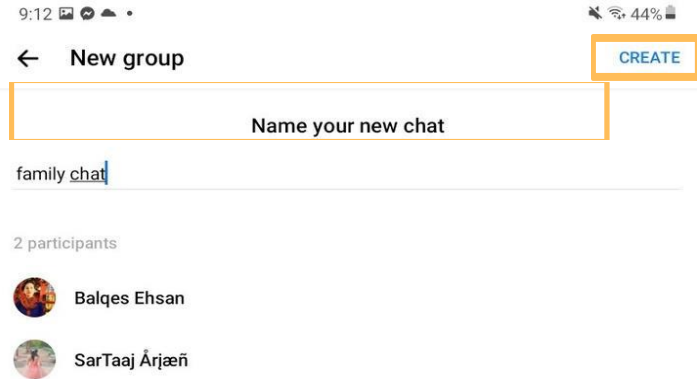
2. Tap **“Create a New Group”** so that you can start your chat with the group friends you want.



3. Select people from your friend list to add them to the group. Then tap **“Next”**.

4. Name your group whatever you like it.

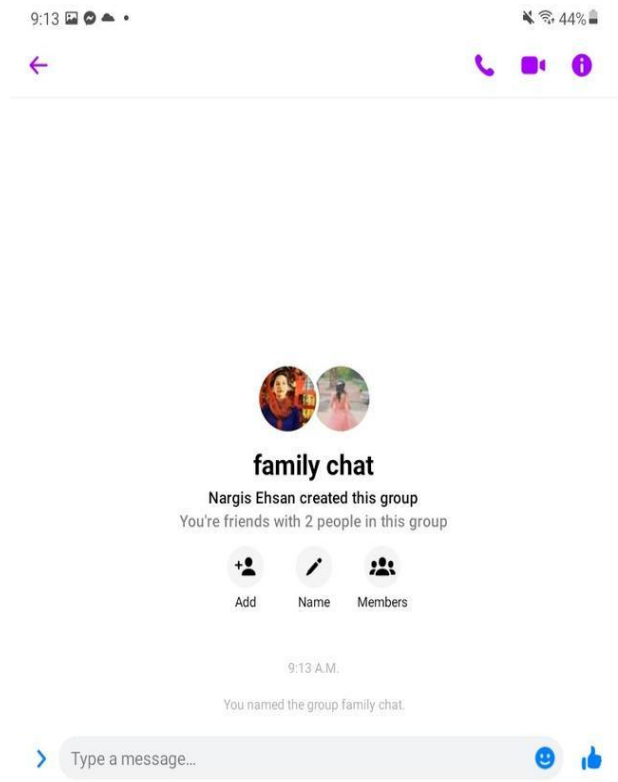
- Tap **“Create”** to begin chatting/calling with your friends.



**Note:** you can also select a profile picture for your group.

Once you have done all these steps, your group will be created as shown in the picture.

- You can do all send pictures, voice messages, and other files to all group members at the same time.



## 2. How to make a call with one person?

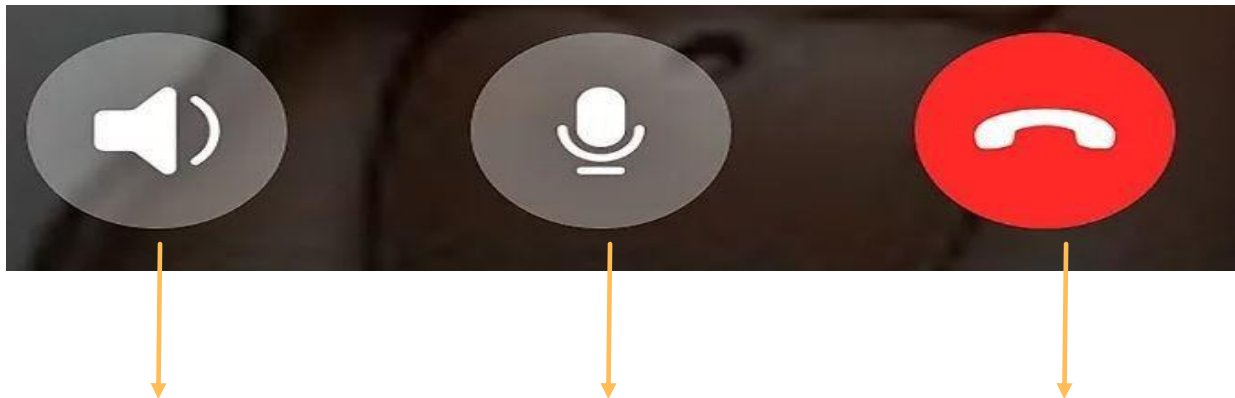
If you want to call or chat with only one person at a time, then follow below steps:

Go to your messenger home page and tap on any friends you like to chat.



- Tap Phone icon to place a call with your friend.
- Tap Video icon if you want the other party to see you in the call

Once you are on the call:



**Loud Speaker:** Tap if you want to hear the caller in a loud mode

**Mute:** Don't want the other party to hear you? Tap mute.

**Hang up:** disconnects you from the call

**Note:** If it's your first time using this feature, follow the on-screen instructions to give Messenger access to your camera and/or microphone.