Facebook Beginner’s Guide

Register

1. Go to [www.facebook.com](http://www.facebook.com)
2. Enter the necessary information in the boxes under “Sign Up”.

![Facebook Sign Up Screen](image)

A confirmation email will be sent to the email you specified. Go to that email’s inbox and follow the confirmation link from that email. Once you confirm, you can log in normally.

3. Login and create your profile. You can edit and re-edit your profile at any time. The system will guide you through setting it up. Basically, you click on each section and follow the prompts to fill in information. Remember, you can provide as much or as little information as you are comfortable with. Just because it asks you, doesn’t mean you have to provide!

4. Edit your privacy settings. Click on the lock symbol on the top right of the page. This will give you all of the options that you need to adjust who can see your profile and how much of it.

5. Once you’ve created your profile, go to the search box at the top and type in names of your friends. Or, you can click on the ‘find friends’ icon in your toolbar. You can see general information—whatever they have deemed ‘public’—to help you determine if this is the friend you are looking for. For most, a profile picture is a big help! Once you have determined that this is the person you are looking for, click on the ‘add friend’ button.
6. Next, search for the Beloit College class group of which you graduated (ex: Beloit College Class of 1971). You can find the link on your reunion homepage or simply ask the alumni office if you are having difficulty finding it.

7. Post a status

a) via laptop

Type your comment where it says “Write something...” and hit “Enter”

b) via smartphone

Navigate to your Facebook application (each phone is different so look for the icon). Search for the Beloit College Class of XXXX Facebook group or type in the provided URL. Type your comment in the same location as shown above and click your enter key.

Post a photo:

a) via laptop

Click on the photo icon

Click on “upload photo/video”

Click on “choose file” – a directory will pop up. Select the photo you would like to upload.

Type a caption in ‘Say something about this...’ and,

Click Post
For Beloit

How can I use Facebook for Beloit? First, become a fan of our Beloit Alumni Facebook page and the Beloit College Facebook page. Also, check to see (or ask us) if there is a specific class year Facebook group that you can join.

Watch for exciting news, great photos, fun posts—‘like’ them and then ‘share’ them on your own profile page to spread the news to your fellow alumni and friends. Encourage classmates to attend events. When you are at a Beloit event, post photos or comments on our Beloit Alumni Facebook page. When you are just spending a day or evening with a few Beloit friends, post a photo or comment—we love to see you all getting together and having fun. Share your life updates and news on the Beloit Alumni Facebook page as well as in your class year groups—keep us posted and let us congratulate you!

Simply share—share your story, share your photos (old Beloit and new!), share your Beloit memories, share OUR stories, share OUR photos and have fun reconnecting. Go Beloit!