



Basic Facebook (Paula Monthofer)

1. Navigating New Home Screen
 - a. Feed
 - i. Top Stories vs. Most Recent
 - ii. Subscribe Options
 - b. Left Column
 - i. Favorites
 1. News Feed
 2. Messages
 3. Events
 4. Pages
 - ii. Lists
 1. Most important and most overlooked tool on site
 2. Enhances: feed, privacy, online experience
 3. Facebook suggests lists
 - c. Right Column
 - i. Activity ticker
 - ii. Online/Chat
 - d. Update Column
 - i. Today's Birthdays
 - ii. Week's Events
 - iii. App requests
 - iv. People You May Know
2. Timeline
 - a. Digital Scrapbooking
 - b. Feature or hide "stories"
 - c. Privacy
 - i. Adjust any post
 - ii. Only Me
 - d. Activity Log

3. Review Account Settings

- a. Locate: Home screen – top right, the arrow to the right of “HOME”
- b. General – Update Password
- c. Security – use https especially in public
- d. Notifications – Know when you are tagged