

## Getting Started

### Social Networking

If you are a member of a club or group you'll know how much fun it is to share interests, catch up on news, pass around photos and get to know the other members. But what happens if they, or you, move away and you don't get to see them so often?

Of course you could write, phone, email or text. Another option is to join a Social Network on the Internet and become a member of an online community.

Social networking sites are websites that allow people to catch up with each other, make new friends, share the latest news, photos, videos and chat – no matter where they are in the world.

There are also social network sites that have a specific theme – such as books, music, nature etc. where people can join up and interact with other people who have similar interests.

Some examples of social networking sites are:

[www.linkedin.com](http://www.linkedin.com) - a social network site usually used by business people

[www.facebook.com](http://www.facebook.com) - a general site used by individuals, clubs, businesses etc.

Google have recently set up a Social Networking site called Google+ (plus). You can access it from the Google homepage by clicking on the You+ tab on the menu. To join, you need to have a Google Account e.g. Gmail address

To join any social network, you will first need to create a “profile” – which is a personal account, where you give some basic information about yourself, for example, your profile user name, where you're from and what music and interests you like. You can then decide whether you want to make your profile private or public. So, if you mark your profile ‘private’, nobody should be able to access any of your personal details unless you approve and add them to your friends list first.

**A word of Warning:** Be careful about how much personal information you put up online, e.g. don't give out your house address or telephone number.

Remember the Internet is a public resource. Only put up information you are

comfortable with anyone seeing and prevent identity theft by limiting the amount of information you put online.

## Facebook

One of the most popular social networking sites today is called Facebook. Many people use this site to stay in contact with friends and family.

Individuals using Facebook usually set up a Facebook profile – this type of Facebook account allows you to manage your information, decide on privacy settings and keep your page private if you want to, this means that only the people you accept as ‘friends’ can view your information.

Many companies and clubs set up a Facebook ‘Page’ account, rather than a ‘profile’ account. Facebook ‘pages’ are viewable by the general public. This means that anyone can view their Facebook page, even if they are not a member of Facebook.



### Browse a Facebook page

Step 1 Go to [www.ageaction.ie](http://www.ageaction.ie)

When the homepage opens, click on the **Facebook** link

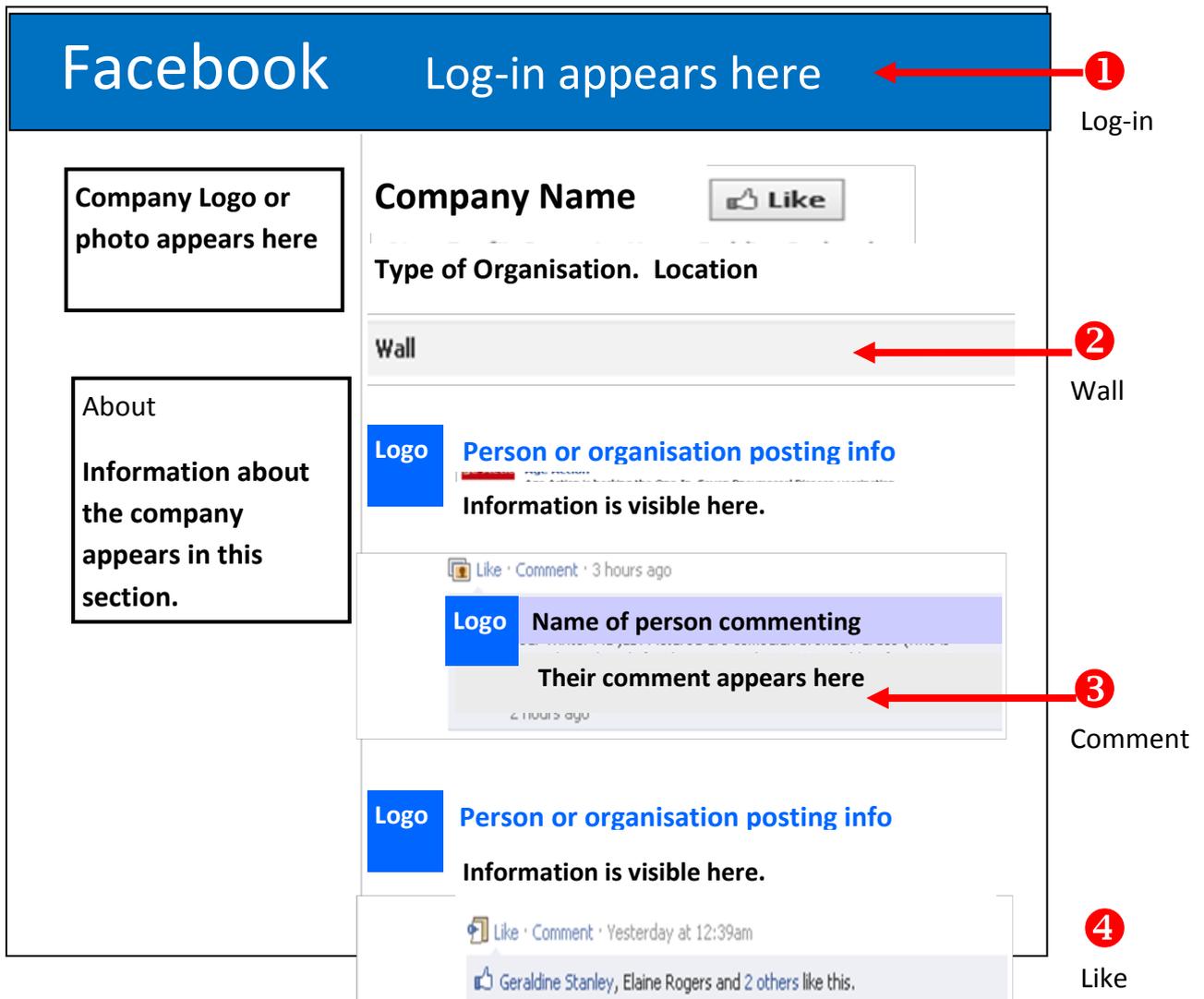
The screenshot shows the Age Action Ireland website. At the top left is the logo 'Age Action IRELAND For All Older People'. A news article snippet is visible: 'Grandmother (76) Who Sold Her House Online Wins Google Silver Surfer Award With Age Action' with a 'Press Release Archive' link and the date '27-9-2011'. Below the article is a social media navigation bar with links for 'Twitter', 'Facebook', and 'YouTube'. A red arrow points to the 'Facebook' link. The main navigation bar includes 'Home', 'Our Services', 'About Age Action', 'Events', and 'Fundraising'. On the left, there is a sidebar with a description of Age Action and a menu with 'Home', 'About Us', 'Campaigning and Policy', and 'Current Regions'. The main content area features a 'Knit one, help loads' campaign with images of bottles and a call to action: 'Help us reach our target in the Innocent Big Knit! Knit one, Help loads!'. On the right, there are buttons for 'Donate to Age Action' and 'Pay Membership'.

*The Age Action Facebook page will appear*



Step 2 Explore the page

## Facebook Page Explained





## Names of people who like this information

1 **Facebook log-in.** This will appear at the top of a Facebook page if you are not a member of Facebook, or are not logged in. You can ignore this.

2 **Wall.**

This is the main 'space' on Facebook. The organisation can post information about events that have taken place, upcoming events, news of interest, photos and links to articles of interest

3 **Comment.**

People who are members of Facebook can 'comment' on the information on the wall by clicking on the comment button – their name, comment and how long ago the comment was made will appear on the wall

4 **Like.**

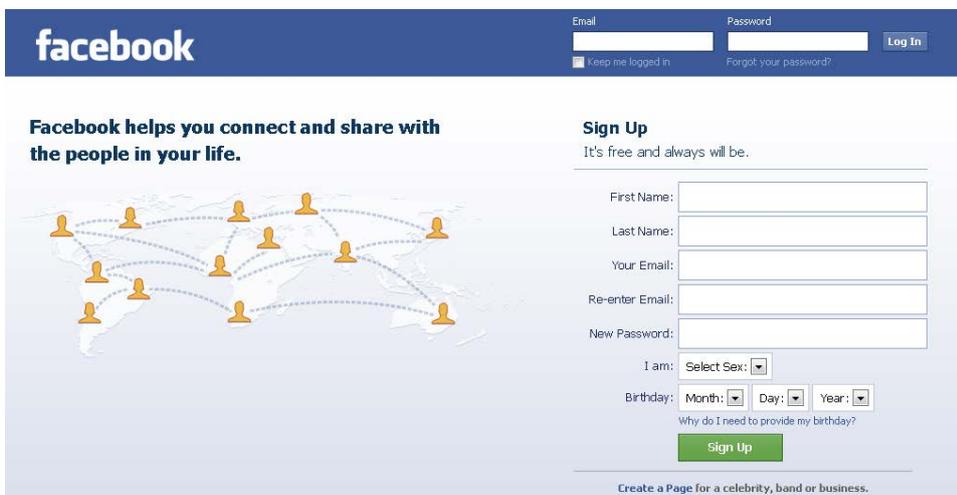
People can also indicate whether they like information or pictures on the wall by clicking on the 'Like' button – their name will appear beside the 'thumbs up'

5 **Tabs.**

You can click on different tabs to look at more information about the organisation e.g.photos they have posted, upcoming events and discussions

## Signing up for Facebook.

To use or "join" Facebook you need to Sign Up. You can do this by going to [www.facebook.com](http://www.facebook.com)



The screenshot shows the Facebook sign-up page. At the top left is the Facebook logo. To the right are fields for Email and Password, with a 'Log In' button and a 'Keep me logged in' checkbox. Below the logo is the text 'Facebook helps you connect and share with the people in your life.' and a network diagram. The main section is titled 'Sign Up' with the text 'It's free and always will be.' Below this are input fields for First Name, Last Name, Your Email, Re-enter Email, and New Password. There is a 'Select Sex' dropdown menu and a 'Birthday' section with dropdowns for Month, Day, and Year. A 'Sign Up' button is at the bottom of the form. At the very bottom, there is a link to 'Create a Page for a celebrity, band or business.'

1. When you go to Facebook.com, you see a screen that asks you to login or sign up for a free account. Fill in the information, then Click on "**Sign Up**," which takes you to a web form.
2. Fill out the form that asks for your full name, your current status, email address, a password and your birthday. You'll also have to type in a series of letters and numbers for a security check as well as check a box saying that you understand and agree to the terms of use and privacy policy. Click the "**Sign up now**" button when you have completed the form.
3. Wait for your confirmation email. Facebook sends this email to confirm your registration. When you get the email, click on the link in the email to confirm that you did in fact register for a Facebook account. You will then be logged into Facebook.
4. Once you have signed up you can invite people you know to become your "friend" on the site. When they become a friend on Facebook you have access to view their profile and they can view yours. You can send messages to your friends and share photographs, you can click on their name and view their Facebook page.

## Twitter

Twitter is a social networking service that allows people to write short messages (called Tweets) to let people know what they are doing, what they are thinking.

If you set up a Twitter profile (join Twitter), you can post updates (tweets) on your homepage – once the message is posted, anyone who 'follows' you on Twitter will receive the message.

You can also 'follow' someone else on Twitter – this means that every time they write a 'tweet', you will receive it. Lots of people follow famous people, organisations and even TV shows on Twitter e.g. Barack Obama or the X-Factor.

Example of a 'Tweet':



When you send a 'tweet' it is displayed on your profile page, on the homepage of each of your followers, and in the Twitter public timeline. These messages are viewed by those following you or by those visiting your profile.

Many people now have Twitter on their mobile phones. This means that when something exciting happens and they want to let people know, instead of sending a text to one or two people, they can post a 'tweet' and all of their followers will get it.

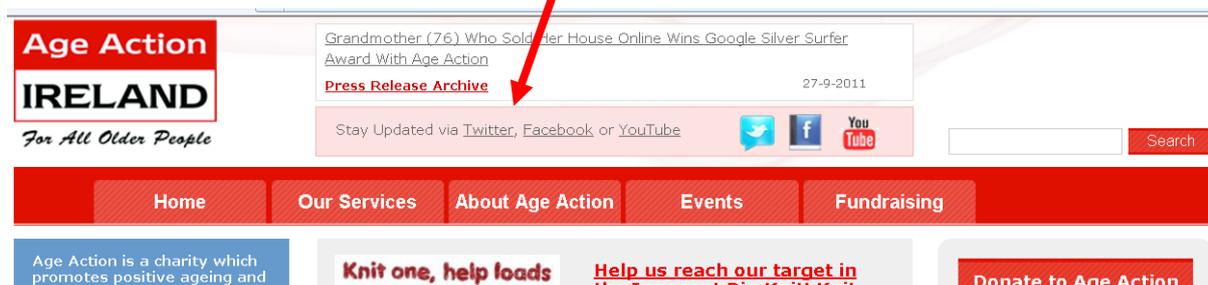
Companies find Twitter useful, as they can communicate information to hundreds of interested parties at once, rather than sending them all emails.



## Browse a Twitter page

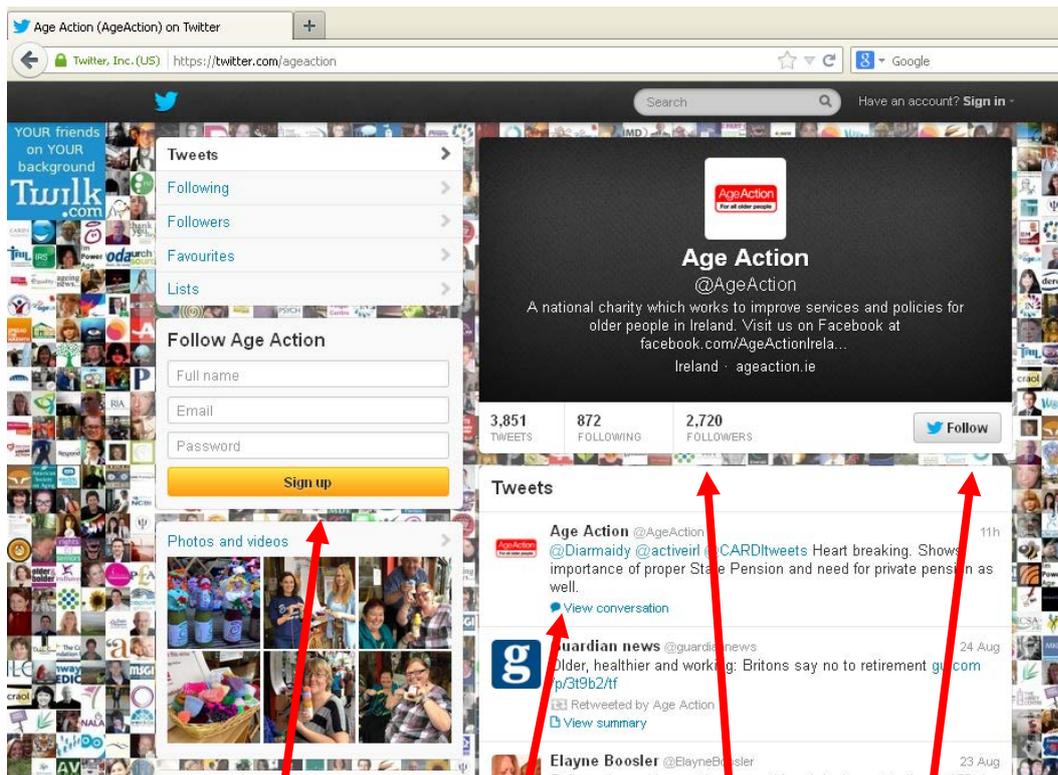
Step ① Go to [www.ageaction.ie](http://www.ageaction.ie)

When the Homepage opens, click on the **Twitter** link



*The Age Action Twitter page will open*

Step ② Explore the page



Sign-up  
for  
Twitter

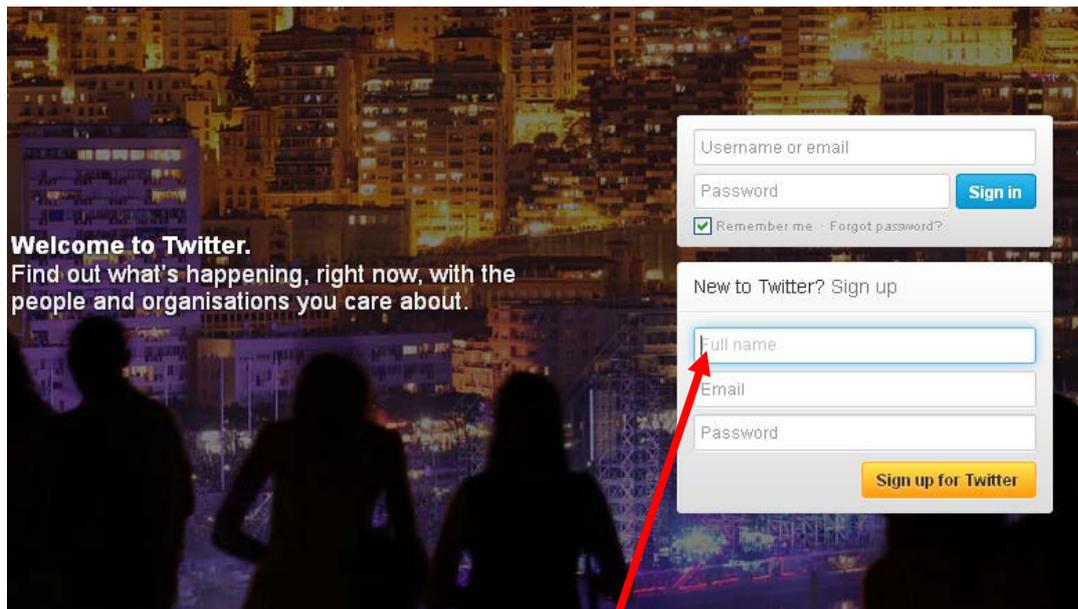
Recent  
Tweets

Number of  
Followers

Click here  
to **Follow**  
Age Action

## How to set up a Twitter Account

1. Go to [www.twitter.com](http://www.twitter.com)



2. Fill in the first field with your **full name**
3. Fill in your **Email** address
4. Create a password for your twitter account and enter it in the **Password** box.
5. Click on **Sign up for Twitter**
6. A new window will open with your details, you will need to click **Create My Account**

## Messenger

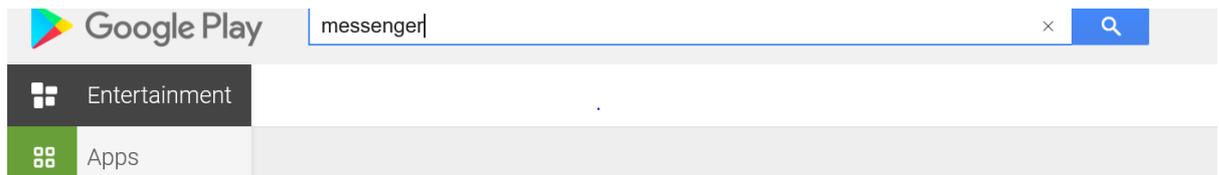
**Facebook Messenger** is a free messaging app developed by Facebook. It allows you to send message, makes calls and have live video chats. You don't have to be on Facebook's website or even have a Facebook account, to use Messenger. While the two are partially connected when you have a Facebook account, you aren't required to have one to use Messenger.

Most people use **Messenger** on their phones. You can download this on from your

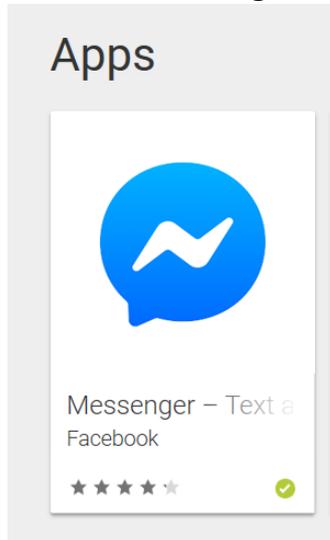
**Google Play app** on your phone or visit

[https://play.google.com/store?hl=en\\_US](https://play.google.com/store?hl=en_US)

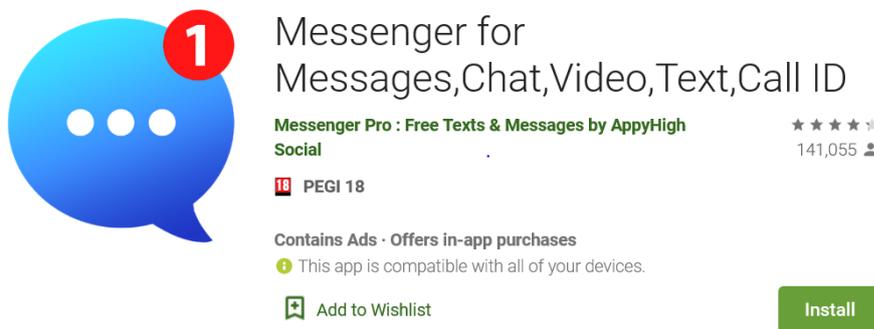
1.Type in messenger in the search Bar



2. Click on the image of messenger that you want to download

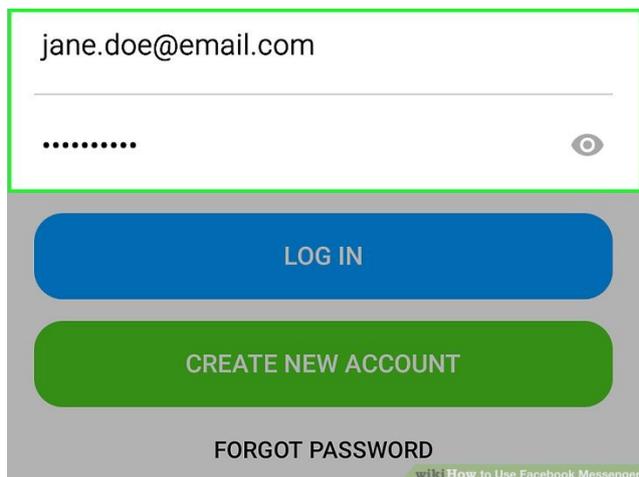


3. Click on Install. This may take a few minutes.



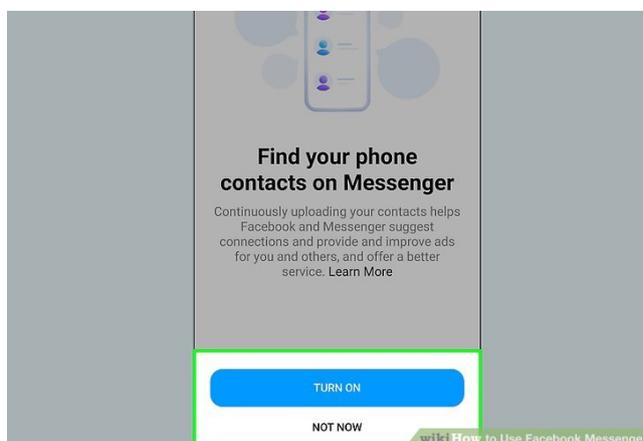
## Using Messenger

You will need to create a new account

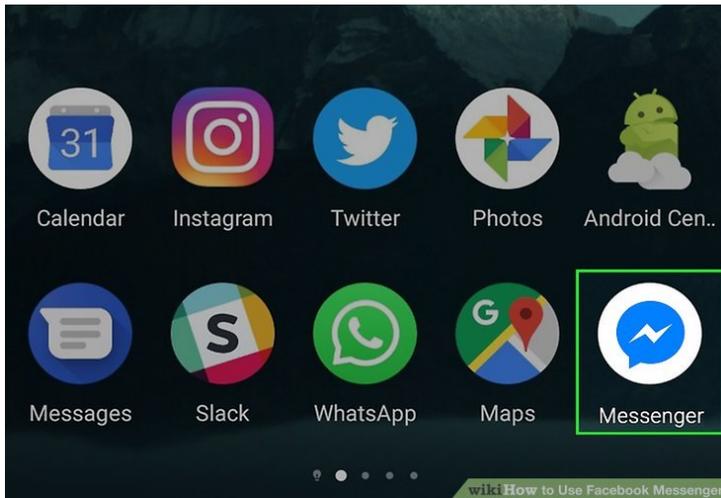


**Sign in to your Facebook account.** Enter the email address or phone number you use to sign into Facebook, as well as your password, and then tap **Log In**. Once you're logged in, you'll see your Chats page, which you can also get to by tapping the chat bubble at the bottom of the screen.

- If you don't have a Facebook account, tap **Create New Account** to set one up now.
- If you've forgotten your login credentials, tap **Forgot Password?** at the bottom of the screen and follow the on-screen instructions.



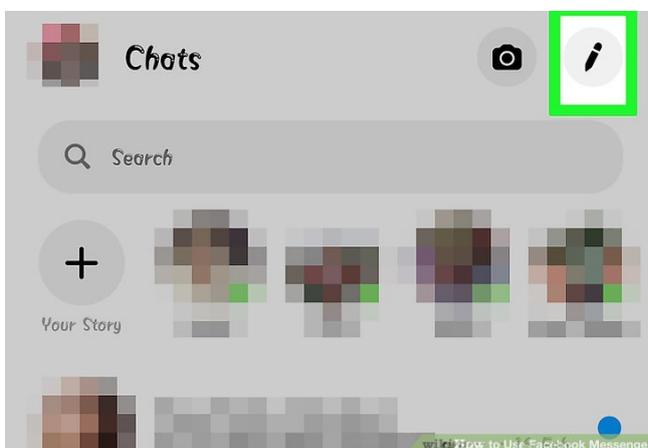
**Follow the on-screen instructions to grant permissions and enable notifications.** Depending on your phone or tablet's settings, you'll usually have to give Messenger access to certain elements of your phone or tablet. You also will be prompted to allow notifications on some platforms.



**1.Open Facebook Messenger.** If you're using a phone or tablet, you'll find the blue-and-white chat bubble icon with a lightning bolt inside on your home screen, in the app drawer, or by searching. On a computer, point your web browser to <https://www.messenger.com>

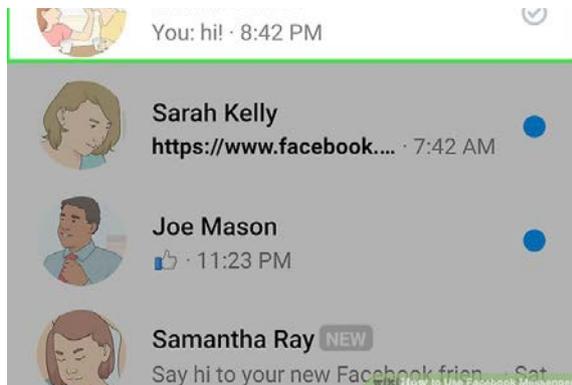
**2.Tap the Chats tab to view your conversations.** When you launch Messenger, you'll see all of your Facebook conversations in the Chats tab. You can also get to this tab from anywhere by tapping the chat bubble icon at the bottom of the screen.

- If you're using Messenger on a computer, your chats appear in a list running along the left side of the page.
- If you want to reply to an existing conversation instead of creating a new message, select that conversation from the Chats list, then skip to step 5.



### 3. Tap the New Message

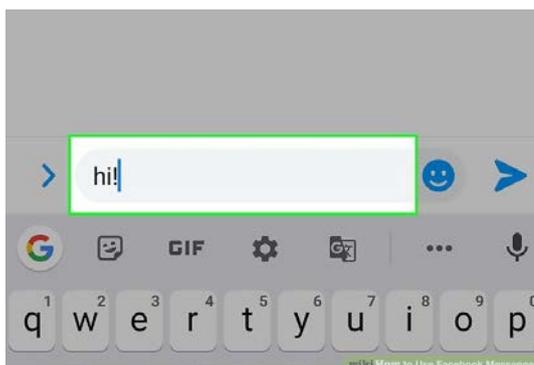
It's the pencil icon at the top-right corner of the Chats screen.[\[1\]](#) A new message window will appear.



**4. Enter or select a recipient.** Tap one of the suggested contacts, or start typing a name into the field at the top of the page. Select the desired friend from the search results when their name appears.

- On a phone or tablet, tap **Done** (iPhone/iPad) or **OK** (Android) at the top-right corner when you're finished selecting recipients.
- You can create a group message by adding more than one friend.

1.



**5. Type a message.** Click or tap the typing area at the bottom of the message to enter your text. You can include emoji using your phone or tablet's emoji keyboard if you wish.

- To insert emoji on a computer, click the smiley face icon on the right side of the typing area to open the panel, and then click the the emoji you want to insert. 2.



[Click Here to Watch the Video Tutorial on How to Use Facebook Messenger](#)

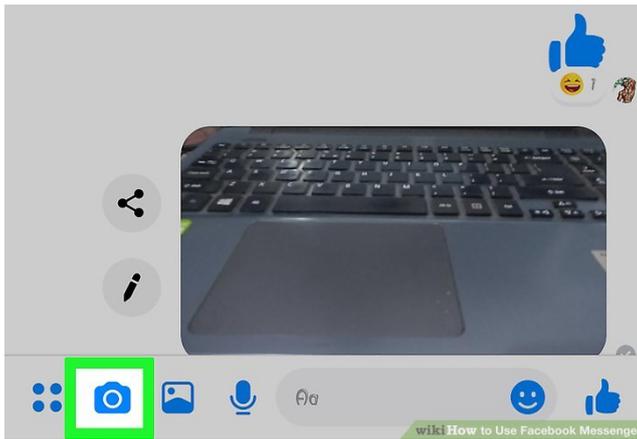
**6. Tap the paper airplane icon to send your message.** It's at the bottom right corner of the chat. Your message will be delivered to all members of the chat.



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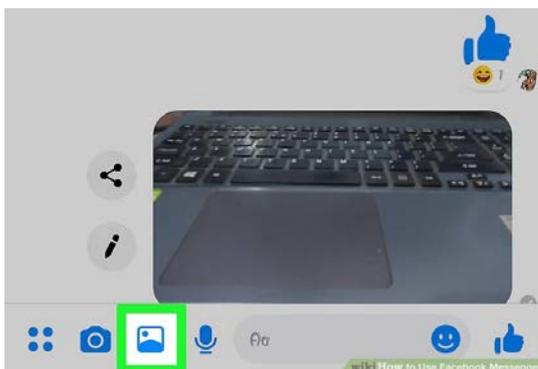
**7. Check the status of your message.** Different icons will appear next to your message to indicate its status. Here's how you can interpret these icons:

- A hollow blue circle means the message is still sending.
- A hollow blue circle with a checkmark inside means the message is now sent.
- A solid blue circle with a checkmark inside means the message has reached the recipient's Messenger, but hasn't yet been read.
- A small version of the person's profile photo will appear once they've read your message. 4.



**8. Tap the Camera button to take and send a photo or video.** You can use your camera to quickly snap and send a picture to the other people in the chat. The first time you use this feature, follow the on-screen instructions to give Messenger access to your camera.

- Tap the circle to take a picture, or press and hold it to record a video. The video can be up to 15 seconds long. You can drag your finger off of the button to cancel the recording.
- Tap the Camera icon in the corner to switch between the front and back cameras.
- Tap the Send icon (the blue paper airplane) after taking the picture or recording the video to send it to the conversation.



**9. Tap the Gallery icon to send a saved image.** It's the photograph next to the typing area at the bottom of the conversation. This allows you to select a photo or video from your computer, phone, or tablet and send it to the chat.

### Placing a Voice or Video Call

1.



[How to Use Facebook Messenger](#)

**1. Tap the Chats tab to view your conversations.** When you launch Messenger, you'll see all of your Facebook conversations in the Chats tab. You can also get to this tab from anywhere by tapping the chat bubble icon at the bottom of the screen.

- If you're using Messenger on your computer, Chats appear along the left side of the page.

2.



[How to Use Facebook Messenger](#)

**2. Open the conversation with the person you want to call.** You can place a free phone or video call to anyone who uses Messenger. Tap or click the person's name to open the chat.

- You can video or voice chat with just one person or an entire group.<sup>[2]</sup>
- There is no fee to place calls with Messenger, but you will use your mobile data if you are not connected to a wireless network. A video chat can eat up data quickly, so try to limit video chats to when you're connected to Wi-Fi.

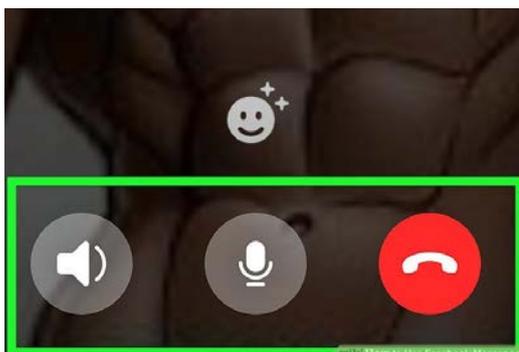


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**3. Tap the phone or video camera icon.** To make a voice call, tap the regular phone receiver icon at the top-right corner. For a video call, tap the video camera icon directly to its right. Messenger will attempt to place a call to the other party. Their device will ring, provided they have call notifications enabled and an active internet connection.

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

4.



~~https://www.facebook.com/help/243889797256702/?helpref=related\_help\_topics&help\_topic=243889797256702~~

**4. Tap the red-and-white phone receiver icon to hang up.** It'll appear on the screen while you're chatting. This disconnects you from the call and returns you to Messenger.