HOW TO CREATE A FACEBOOK ACCOUNT

If you don't have a Facebook account, you can create one in a few steps:

1. Go to www.facebook.com
2. If you see the sign up form, fill out your name, email address or phone number, password, birthday and gender. If you don't see the form, click **Sign Up**, then fill out the form.
3. Click **Sign Up**.

Once you sign up, you'll need to confirm your email or phone number.

If you already have a Facebook account, you can **log into** your account by entering your email or mobile number and password and clicking **Log In**.

Creating a Page

Pages are for businesses, brands, organisations and individuals to share their stories and connect with people.

To create a Page:

1. Go to https://en-gb.facebook.com/pages/create
2. Click to choose a Page category
3. Select a more specific category from the dropdown menu and fill out the required information.
4. Click **Get Started** and follow the on-screen instructions.

Creating posts on your page

Facebook Pages are public spaces. Anyone who can see the Page can see your post or comment. Also, when you post or comment on a Page, a story can be published in News Feed as well as other places on Facebook.

The following web page contains a helpful video to show you how to post messages on your own Page: https://en-gb.facebook.com/business/learn/facebook-page-create-posts/

To post on a Page that you visit:

1. Type your post into the box at the top of the Page's Timeline

2. Click your profile picture in the top right and select to post as yourself or as a Page you manage.

3. Click **Post.**

How to add and post photos

1. At the top of your News Feed, click **Photo/Video** to upload photos or videos to your Timeline Photos album, or click **Photo Album** to upload to a new album.
2. Select the photos or videos you want to add to Facebook. You can also: **Tag** friends. Share what you're feeling or doing. ...
3. Click **Post**.

For further **Facebook** support, please visit https://en-gb.facebook.com/help/ and for further RCSLT resources on Communications Technology, go to https://www.rcslt.org/news/events/rcslt_techipes