

How to set up your Facebook account

Posted At : April 20, 2013 3:29 PM | Posted By : Todd

Related Categories: Social Media

Getting Started

This is a quick reference to setup a personal Facebook account. If you are looking to **create a Facebook business page**, a personal account is required in order to administer a business page.

Sign Up


Go to


<https://www.facebook.com/> (a new window will open) and enter your basic account information that is requested and then click "Sign Up". An email will be sent the account you entered. You will need to find the email and confirm your account.


Add Friends


Use the services to find and connect with people you already know.

Are your friends already on Facebook?
Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. [See how it works.](#)


 **Windows Live Hotmail**
Your Email:
[Find friends](#)

 **Yahoo!** [Find Friends](#)

 **AOL** [Find Friends](#)

 **Other Email Service** [Find Friends](#)

[Skip this step](#)

 Facebook stores your contact list for you so that we can help you reach more people and connect friends. [Learn more.](#)


Profile Information


Enter your basic profile information. This will help find connections


facebook Tom Smith


Step 1 Find your friends | **Step 2 Profile Information** | Step 3 Profile Picture


Fill out your profile info
This information will help you find your friends on Facebook.

High School: 


College/University: 

Employer: 

Current City: 

Hometown: 

[Back](#) [Skip](#) [Save & Continue](#)

 Your schools and employer are currently public to help you connect with classmates and coworkers. You can manage the visibility of your schools and employers by editing the About section on your Timeline.

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Profile Picture

Add a profile picture—one that you don't mind anyone in the world can see. Your profile picture doesn't need to be a picture of you, it can be an image of something important to you or

facebook Tom Smith

Step 1 Find your friends | Step 2 Profile Information | **Step 3 Profile Picture**

Set your profile picture



Upload a Photo
From your computer

OR

Take a Photo
With your webcam

completely random, but people may not be sure that you are the person they know.

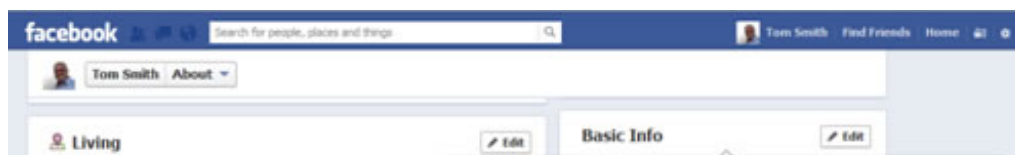


Your Profile

Check your security settings. Additionally, don't show where you live, share when you aren't in town, etc. Upload vacation pictures when you get back home.



Select the option to only show the month and day of your birthday.



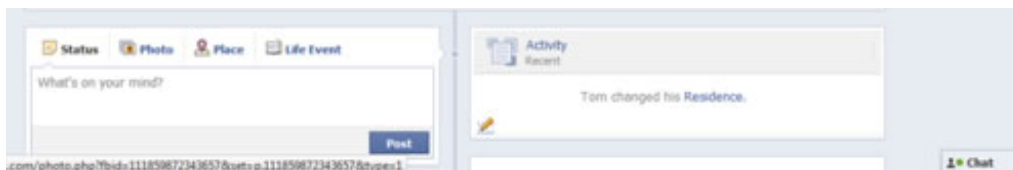
This screenshot shows the 'About' section of a Facebook profile during the setup phase. On the left, there are three main sections: 'Add Your Current City', 'Add Your Hometown', and 'Relationships and Family' with a sub-section 'Add Your Relationships'. On the right, there are several fields for personal information: 'I Am' (Gender) set to 'Male' with a checkbox for 'Show my gender on my timeline'; 'Birthday' set to 'Apr 13 1967' with a dropdown for 'Show my full birthday on my timeline' and a sub-menu with options 'Show my full birthday on my timeline', 'Show my birthday on my timeline', and 'Don't show my birthday on my timeline'; 'Interested In' (empty); 'Relationship Status' (empty); 'Languages' (empty); 'Religion' (empty) with a description field; and 'Political Views' (empty) with a description field. A 'Chat' button is visible at the bottom right.

This is your timeline view. Finish updating your profile.

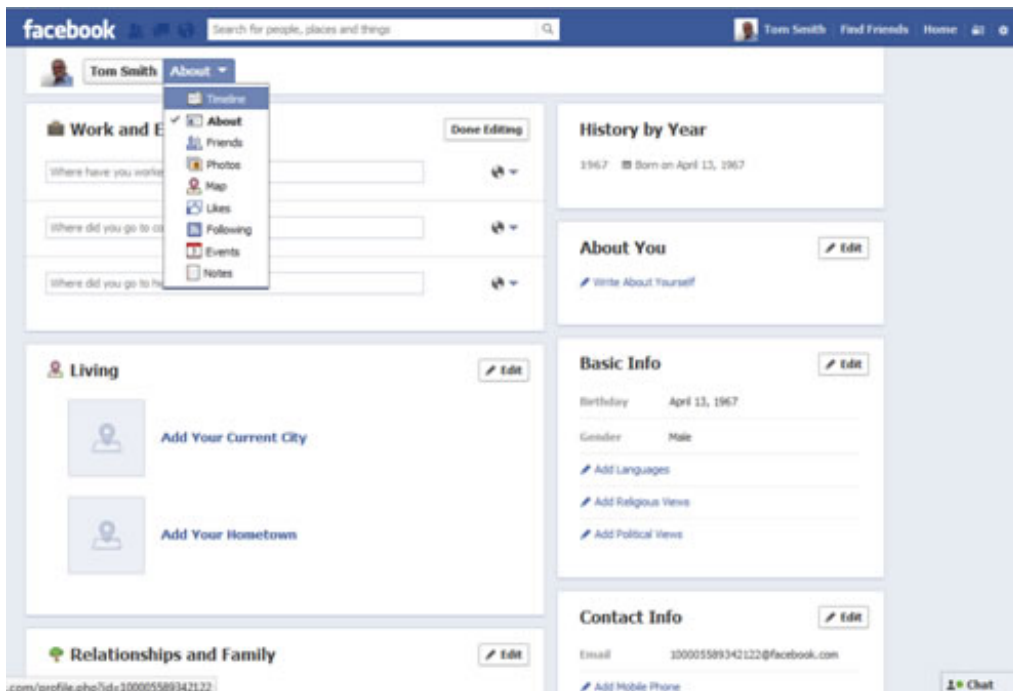
This screenshot shows the 'Timeline' view of the Facebook profile for Tom Smith. At the top, there is a 'Welcome to Your Profile' message and a 'Start Tour' button. The profile picture of Tom Smith is visible, along with an 'Add a Cover' button. Below the profile picture, there are tabs for 'About - Edit', 'Friends', 'Photos', 'Map', and 'Likes'. The 'About' section lists questions like 'Where do you work?', 'Which high school did you go to?', 'Which city do you live in?', and 'Which city did you grow up in?'. The 'Activity' section shows a recent update: 'Tom changed his Residence.' and another update: 'Tom Smith updated his profile picture. 23 minutes ago'. A 'Post' box is visible on the left side.

Add a cover photo. The actual size of the cover photo is 851px by 315px, but you don't need to crop your image—you can move the photo around until you get it the way you want. If the photo isn't 851px wide, the image will be stretched to fit.

This screenshot shows the process of adding a cover photo to the Facebook profile. The profile picture of Tom Smith is visible at the top. A large image of a football stadium is being positioned over the cover photo area. A white box is overlaid on the bottom left of the image, and a 'Drag to Reposition Cover' instruction is visible. At the bottom, there are buttons for 'Public', 'Cancel', and 'Save Changes'.

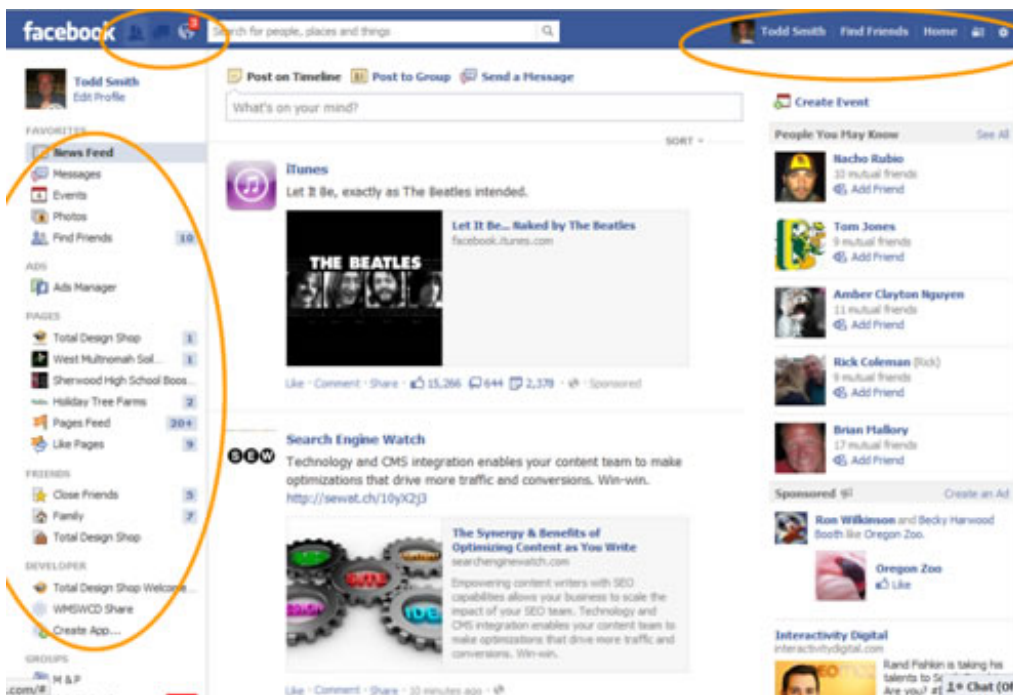


You can edit your profile, view friends, upload photos etc. from your timeline.

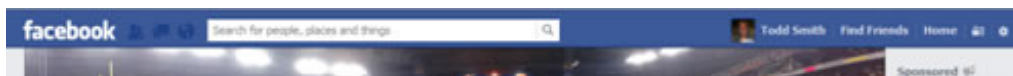


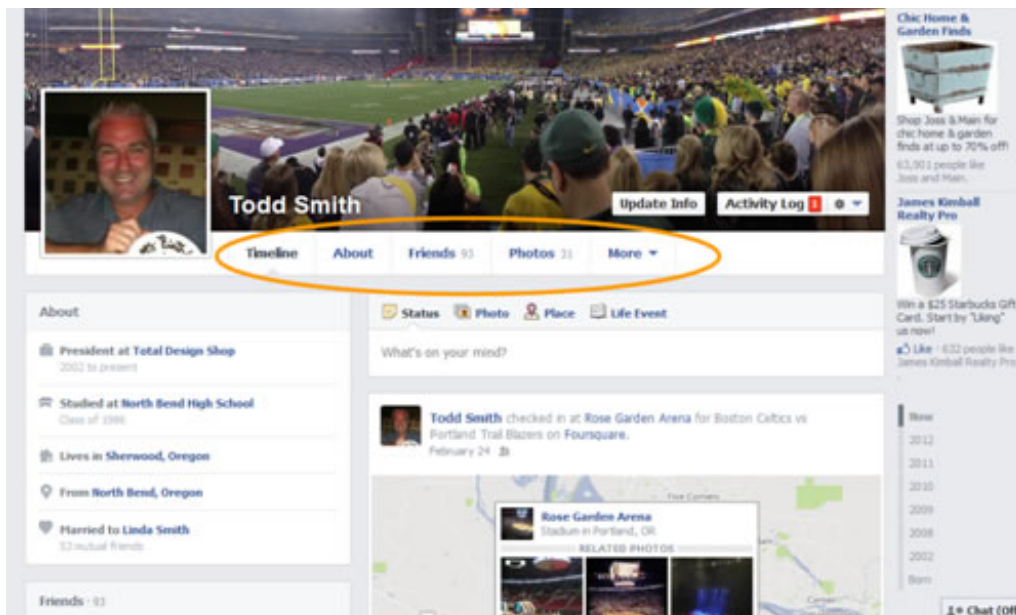
Navigation

Navigation options from the news feed. The news feed is where the majority of time is spent in reviewing posts from friends and likes.



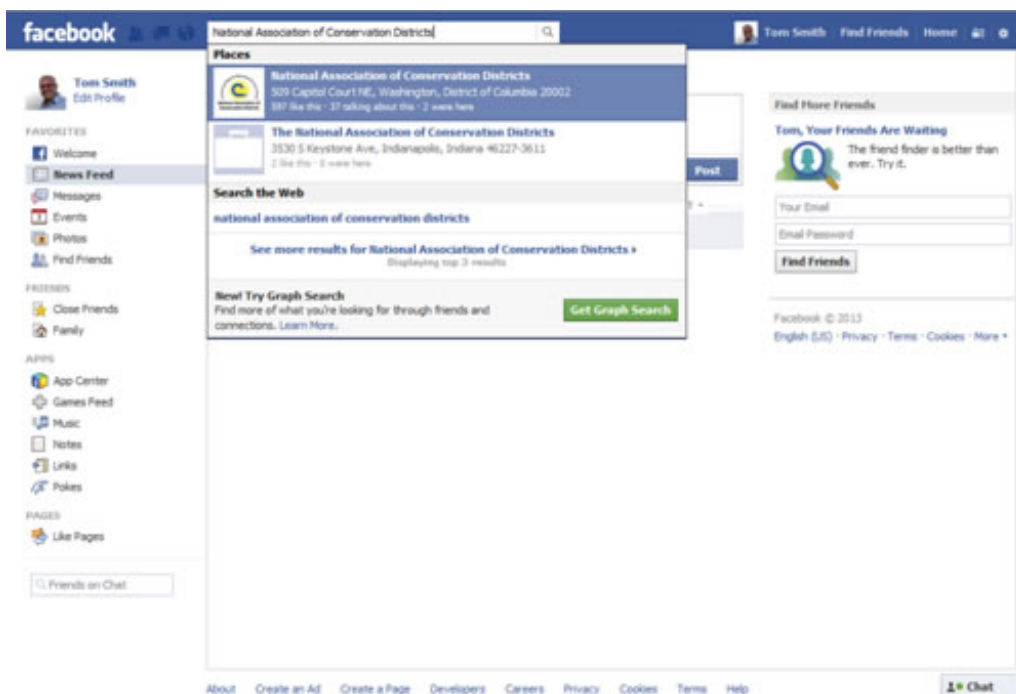
Navigation options from the timeline.



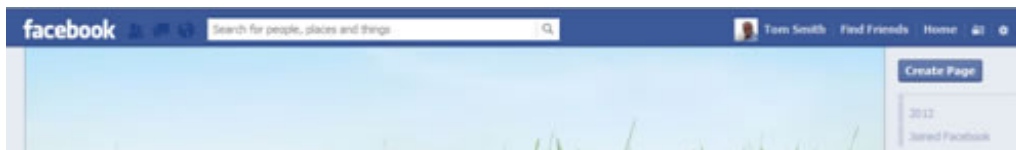


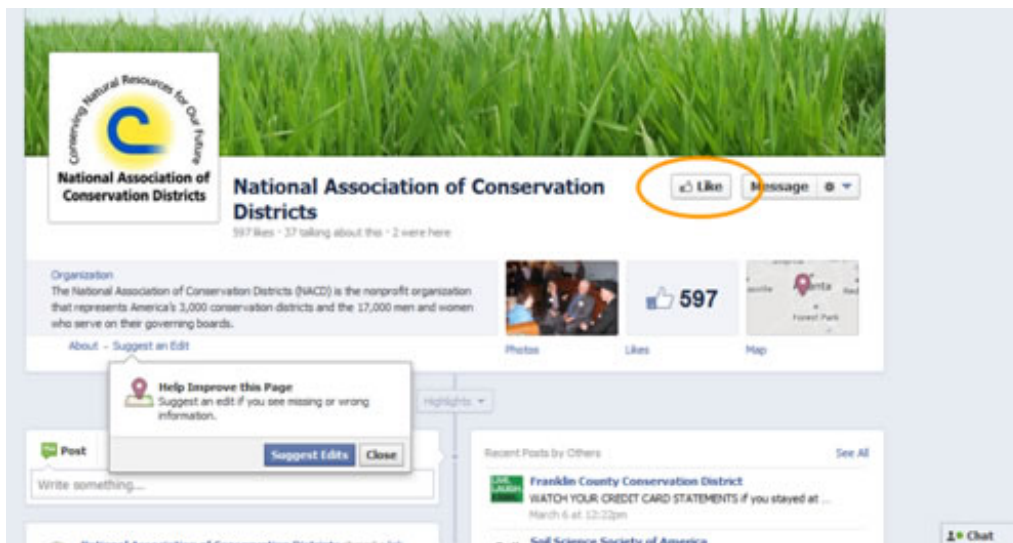
Find Organization Pages to “Like”

Use the search feature to find people and organizations to connect with.



Like business pages to include their posts in your news feed.



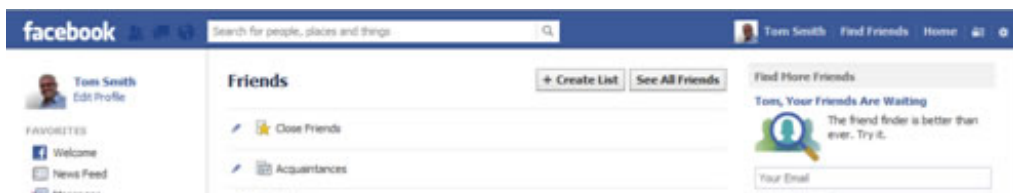


Manage Friends

Manage your friends to control what and how much you see on your news feed.



Use smartlists and create your own lists to segment your feeds and post to particular groups.





Get Involved

Like, comment, share and post.



Next Steps

Create a Facebook page for your business or organization.