



Facebook.ca

What is it?

Facebook is a social networking tool that brings friends together in an on line community. Upon creating an account and a profile, you will begin to navigate in the facebook world as you find friends and colleagues. When you locate people that you wish to allow into your personal information, you simply add them as a friend. Facebook then contacts them and asks them to verify that you are indeed a friend before you are connected. In this way, you will begin to grow your community.

Facebook is also a place for groups to come together around common areas. There is an Mennonite Church Eastern Canada group and an Mennonite Church Eastern Canada Administrators group. Upon creating an account and profile, you are able to join these groups.

To Join Facebook:

1. Create an Account

- Enter url in your browser: <http://www.facebook.ca/>
- Create an Account
- “Sign Up – It’s free and anyone can join” – fill in information and proceed to next screen
- Concerned about your security?
 - If you sign up under your full name, others will know who you are, thereby making it easier to grow your community and if you join a group. There are security and privacy features that you can enable on your profile to limit who sees your information

- I believe you can sign up under your congregational/organizational name if you have cleared it with your administration.
- Simply sign up under a pseudo name if you are uncomfortable – please advise Lisa William, MCEC Director of Communications of your pseudo name by email (lisa@mcec.ca) so that I can approve you as part of the closed Administrators group.
- A confirmation will be sent to you from facebook and you will need to click on the link provided in that email before your account will be activated.

2. Set Up a Profile

- Your profile is what friends and family will see about you on facebook.
- Scroll to bottom of screen and click on “Help” located on bottom right
- There are three tabs on this screen: Help Centre/Getting Started/Safety
- Click on “Getting Started”
- Click on “Set Up a Profile” located on left menu bar
- A note about personal information – you can set security features which limit who can see your information – if you are uncomfortable putting information on, enter the bare minimum and proceed from there.
- A note about your profile picture – many people on facebook do not use a photo. Facebook will default to a silhouette in the place of an image.

3. Safety

- Click on the “Safety” tab located at the top of the Getting Started Guide
- This is an excellent resource – see FAQ at bottom of page

4. Privacy Settings

- Scroll to top of page
- Click on “Settings” located at top right beside “Logout”
- Scroll to Privacy Settings

- Click on Profile – this controls who can see the information on your profile page
 - Each setting has three options
 - Everyone – all users of facebook can see your information
 - Friends of Friends - if you have a friend and they have a friend who is not your friend, they can see your photos/pages
 - Only Friends – only those whom you have accepted as friends are able to see your information

5. Join Mennonite Church Eastern Canada Administrators Group

- Scroll to top
- In “Search” box located at top right type “Mennonite Church Eastern Canada Administrators”
- This should take you to a listing
- Click on “Request to Join” - Note: This is a closed group – only members will be able to see the photos, wall posts and discussion threads.
- Or, if you click on the group name, you will be taken to an abbreviated group page where you will see a notice on the right, “This is a closed group. Members must be invited or approved by an admin.” Click on “Request to Join”
- A message will be sent to the administrator of the site, the administrator will approve you and you will receive notice by email to the address you provided upon setting up your facebook account.
- The content on these pages are member generated.

6. Join Mennonite Church Eastern Canada Group

- Scroll to top
- In “Search” box located at top right type “Mennonite Church Eastern Canada”
- This should take you to a listing
- Click on “Join Group” - Note: This is an open group – all facebook participants will be able to see the photos, wall posts and discussion threads.