

## Facebook User Guide (WYKAAO)

### Step 1: Registration

- Go to <http://www.facebook.com/>
- Enter your name (first name and last name), email address, and “new password” (P.S. this password is for your Facebook account only, please do not enter the password for your email account), your gender, and birthday.
- Then click the “register” button and follow the instructions on next page and click “register” to continue.

### Step 2: Confirm your account

- Facebook will send you a confirmation email right after your registration.
- Go to your email account (if you are using hotmail/gmail, they might redirect your page to your email account).
- Open the email that sent by the Facebook administrator, click on the web-link in order to activate your account.

### Step 3: Activate your account

- You will go back to the Facebook website and the Facebook team might ask you to confirm some of your friends. You can simply “skip this step”.
- Then you will arrive the page that asking you contact your friends on your address book (IMPORTANT!). Do not enter your email password and just click “skip this step”. Otherwise, all your friends will receive a Facebook invitation after that.
- You can enter your education/company information in the next page (you can skip this step if you want).
- Finally, Facebook will suggest some “friends” for you. You can skip this step as well.

### Step 4: Start your Facebook journey

- After that, your account is activated and you can edit your profile and start searching for your friends.
- Our group is “Wah Yan College Kowloon Alumni Association of Ontario (WYKAAO)”

### Step 5: Setting your communication and privacy

- Click “setting” [It should locate at the top right corner of the page] and select “account setting”.
- Go to “email notification” [the third item] and turn “off” all the email notification requests (In my case, I only turn want to receive email if someone send me a message therefore I left the first request “on”).
- Go back to “setting” and select “privacy setting” [the second item]. Set up your preferred privacy setting (it might take some time to do that).