

Facebook for Seniors using Android smartphones



Introduction

This guide is written to give you a basic understanding of how Facebook® is used on smartphones with Android™. It contains easy-to-understand instructions for Facebook and Messenger so that you can keep in touch with family and friends and stay up-to-date on the goings-on in their community and around the world.



Figure 1: Smartphone with Android

I will teach you how to

1. Create a Facebook Account
2. Select your privacy settings
3. Set up your profile
4. Connect with Friends and follow Pages
5. Interact publicly with others on Facebook
6. Interact privately with others on Messenger

The author assumes you have some prior knowledge and skills:

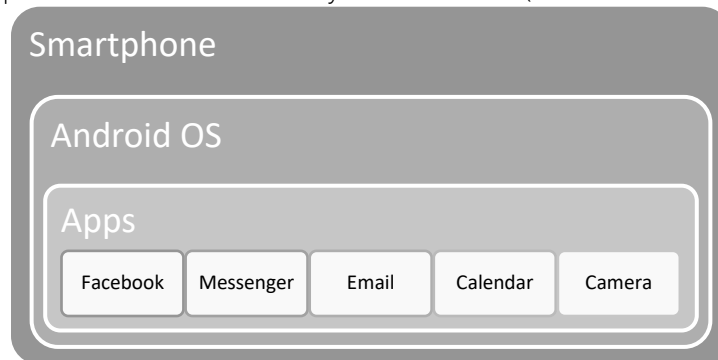
- Using email
- Using a smart phone (scroll, swipe, open apps, etc.)
- Taking a photo with your phone's camera app
- Downloading apps from the Google Play Store

To complete the steps in this guide, you will need the following:

Smartphone with Android	Examples: Samsung Galaxy®, Google Pixel™, Motorola, LG
Google Account	A working smartphone with Android has a Google account. This is necessary to access apps on Google Play.
Facebook & Messenger Apps	Make sure your smartphone has the Facebook and Messenger apps already downloaded. They can be found in the Google Play Store if you need to download them prior to beginning.

Basic overview

Your smartphone is a hand-held personal computer. Android is the operating system that makes the smartphone work (like Windows). Apps like Facebook and Messenger are the pieces of software you can add to the smartphone to make it do tasks you want to do (like Word or Outlook).



Terminology used in this guide

Contacts	Your contacts are your electronic phone book. It is a list of people you know along with their phone number, email address, and other personal information.
Public	In Facebook, if information is "public" it means that everyone can see it, even if they do not have a Facebook account.
Third-party apps	Third-party apps are apps that are not owned by Facebook but that connect with it in some way or use the data connected to it.
Thumbnails	Thumbnails are small versions of larger images and graphics.
Emojis	Emojis—also known as emoticons and smilies—are small comic-like images used to convey emotions and moods.
Notifications	You phone and Facebook both have systems used to notify you when something needs your attention. On your phone, you can usually access your notifications by swiping down from the top of the screen. On Facebook, you will see a red number on the bell icon at the top of the screen

Keep in Mind...

Android phones have layouts that can vary by manufacturer and by your service provider. The instructions and images in this guide were created using a Verizon Wireless Samsung Galaxy phone and the newest version of Facebook. You may notice slight differences between your phone and the instructions.

Let's get started!

Table of Contents

Introduction.....	i
1. Create a Facebook account	1-1
1.1 Open the Facebook App.....	1-1
1.2 Create a Facebook account.....	1-2
1.3 Add a profile photo.....	1-3
1.4 Add Messenger to your account.....	1-4
2. Select your privacy settings	2-1
2.1 Access the privacy settings.....	2-1
2.2 Select who can see what you share.....	2-2
2.3 Learn how to keep your account secure.....	2-3
2.4 Choose how people can find you	2-4
2.5 Choose your data settings.....	2-5
2.6 Set your ad preferences	2-6
3. Set up your profile	3-1
3.1 Add or change your cover photo	3-1
3.2 Add your profile details.....	3-2
3.3 Use the "view as" option to see your profile as others do.....	3-3
4. Connect with Friends and follow Pages.....	4-1
4.1 Find and connect with friends.....	4-1
4.2 Find and follow pages.....	4-2
5. Interact publicly with others on Facebook.....	5-1
5.1 Navigate your news feed.....	5-1
5.2 Post a status update.....	5-2
5.3 Interact with another's status.....	5-3
6. Interact privately with others on Messenger	6-1
6.1 Write a private message	6-1
6.2 Receive a private message	6-2
6.3 Check your message requests.....	6-3
6.4 Make a phone or video call	6-4
6.5 Receive a phone or video call	6-5
Conclusion	C-1

Table of Figures



Figure 1: Smartphone with Android	i
Figure 2: smartphone app screen	1-1
Figure 3: Create a Facebook account	1-2
Figure 4: Add a profile photo	1-3
Figure 5: Add Messenger to your account	1-4
Figure 6: Access the privacy settings	2-1
Figure 7: Select who can see what you share	2-2
Figure 8: Learn how to keep your account secure	2-3
Figure 9: Choose how people can find you	2-4
Figure 10: Choose your data settings	2-5
Figure 11: Set your ad preferences	2-6
Figure 12: Add or change your cover photo	3-1
Figure 13: Add your profile details	3-2
Figure 14: Use the "view as" option	3-3
Figure 15: Find and connect with friends	4-1
Figure 16: Find and follow pages	4-2
Figure 17: Navigate your news feed	5-1
Figure 18: Post a status update	5-2
Figure 19: Interact with another's status	5-3
Figure 20: Write a private message	6-1
Figure 21: Receive a private message	6-2
Figure 22: Check your message requests	6-3
Figure 23: Make a phone or video call	6-4
Figure 24: Receive a phone or video call	6-5

1. Create a Facebook account

The Facebook app has an easy-to-follow guide to creating an account. This guide covers the app's step-by-step instructions and includes explanations for each step. Make sure to read and follow the on-screen tips while registering your account.

1.1 Open the Facebook App

To begin setting up a Facebook account, you need to open the app on your phone.

1. Tap the HOME icon  at the bottom of your phone's screen to return to your home screen if necessary.
2. Swipe upwards to open your app screen(s).
3. Access additional screens by swiping either left or right, if needed, to locate the Facebook app.
4. Tap the Facebook app icon  to open it.

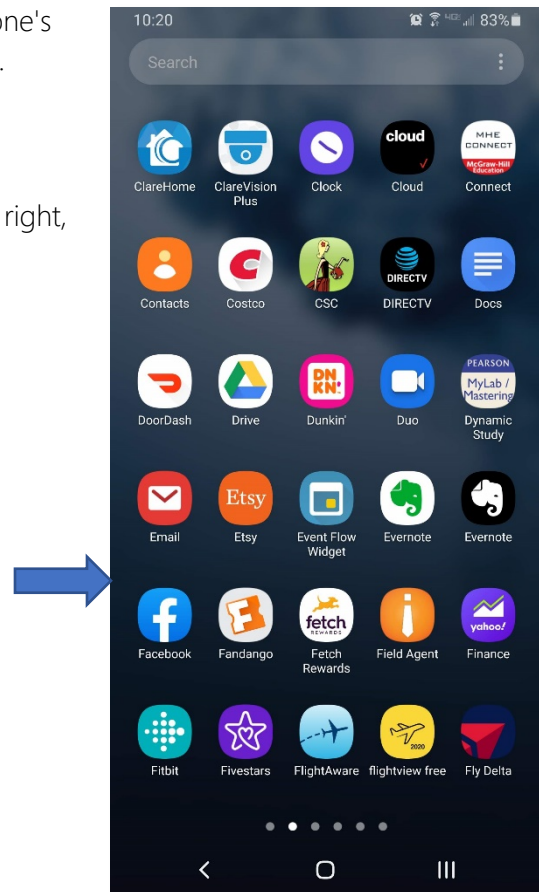


Figure 2: smartphone app screen

1.2 Create a Facebook account

The app will guide you through a set of steps to set up your account.

1. Tap "Create New Facebook Account."
2. Tap "Next" to continue.
3. Choose whether to allow access to your contacts.
 - If you allow it, Facebook will periodically scan your contacts and ask you to connect with them.
 - If you disallow it, you can still manually search for and connect with people.
4. Choose whether to allow Facebook to make and manage phone calls.
 - If you disallow it, you will not be able to use the audio and video calling features on Messenger (see section 6.4).
5. Enter your personal information, tapping "Next" after each item.
6. Choose a password and tap "Next."
Your password should contain capital and lowercase letters, numbers, and/or symbols so that it is more difficult for others to guess.
7. Tap "Sign up" to accept the Terms & Privacy policy.
Or, tap "Sign up without uploading my contacts" if you previously chose to disallow access to your contacts.
8. Accept or decline the option to save your password.
I recommend saving your password unless many people will have access to your smartphone.
9. Write down or memorize your email and password.
10. Enter the confirmation code that was sent to either your text messages or your email account.

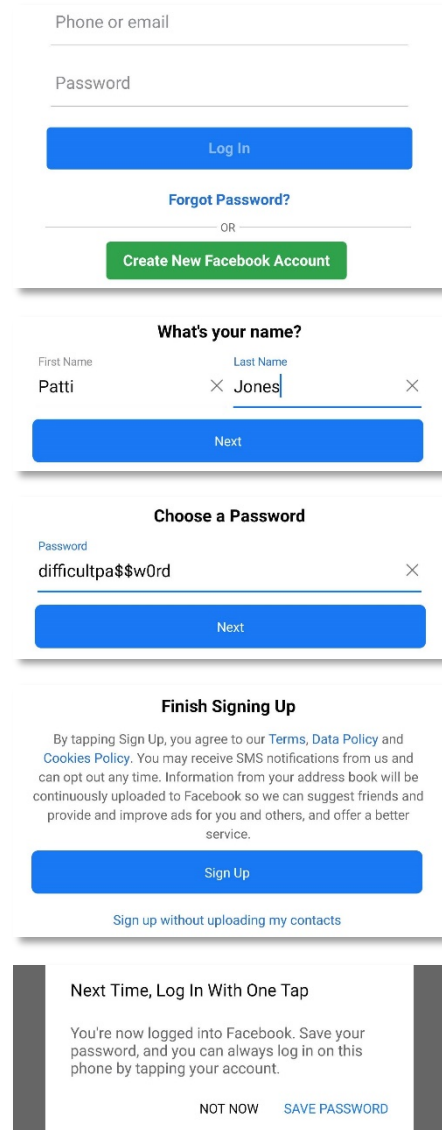


Figure 3: Create a Facebook account

1.3 Add a profile photo



Your profile photo is visible to everyone who interacts with your profile. I recommend using a photo of yourself so that others will recognize you when they see your new account.


Choose from gallery

Facebook may ask permission to access the photos on your phone the first time you do this. Tap on Allow to see your photo gallery.

1. Scroll through the photo gallery until you find the picture you choose.
2. Tap on the picture.
3. Tap on DONE at the top of the screen.

Take photo

Your camera app will open. If you can see yourself in the phone's screen you are already in "selfie mode" and ready to take your photo. Otherwise, find and tap the icon to switch the camera mode. It should look like  or .

1. Tap the white shutter button  to take the photo.
2. Crop the photo if needed by touching the border and dragging your finger across the screen.
3. Tap "SAVE" when finished.

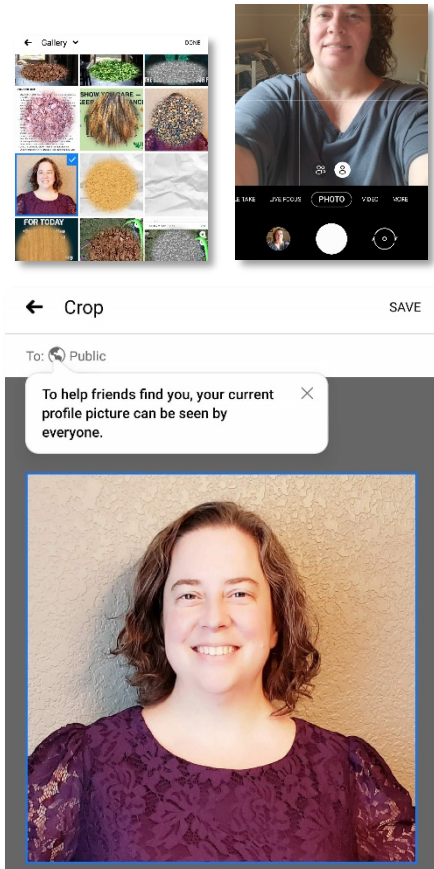



Figure 4: Add a profile photo

1.4 Add Messenger to your account

Adding Messenger and linking it to your Facebook account will ensure a streamlined experience. Although the apps are separate, they will act as one when they are linked together.

1. Locate and tap the Messenger app icon  on your phone to open it.
2. Tap "CONTINUE AS (your name)" to add Messenger to your Facebook account.
3. Choose whether to save your account information.
I recommend saving your account information unless others will have access to your phone.
4. Accept or decline the option to allow access to your phone contacts.
I do not recommend allowing access to your contacts. You can easily search for and add people on your own.
5. Choose whether to send and receive SMS (text messages).
I do not recommend allowing this because it requires access to your phone contacts.

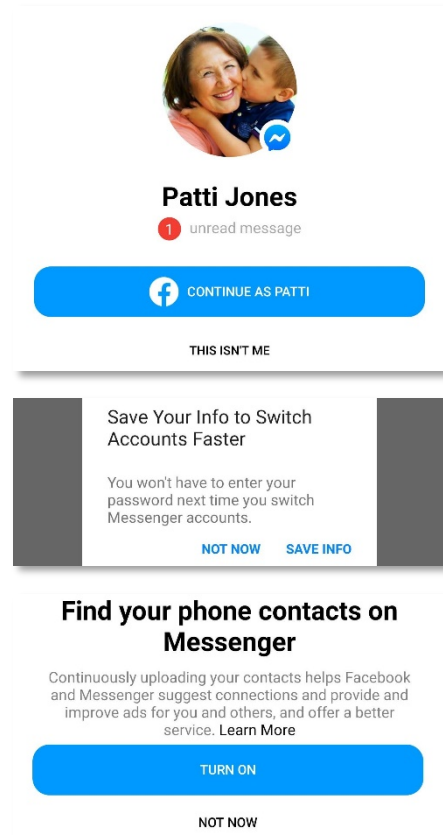


Figure 5: Add Messenger to your account

2. Select your privacy settings

Guarding your online privacy is an important part of being on social media. Many people and organizations are actively collecting people's personal information to use it or sell it for illegal gain. **Review each option carefully** and consider the effect of having the information publicly available.

2.1 Access the privacy settings

Facebook has taken the time to create a walk-through of basic privacy settings.

1. Tap on the menu icon ☰ at the top of your screen.

2. Scroll down and tap "Settings & Privacy."

3. Tap "Privacy Shortcuts."

Tap "Review a few important privacy settings."

4. Tap "Continue" to begin.

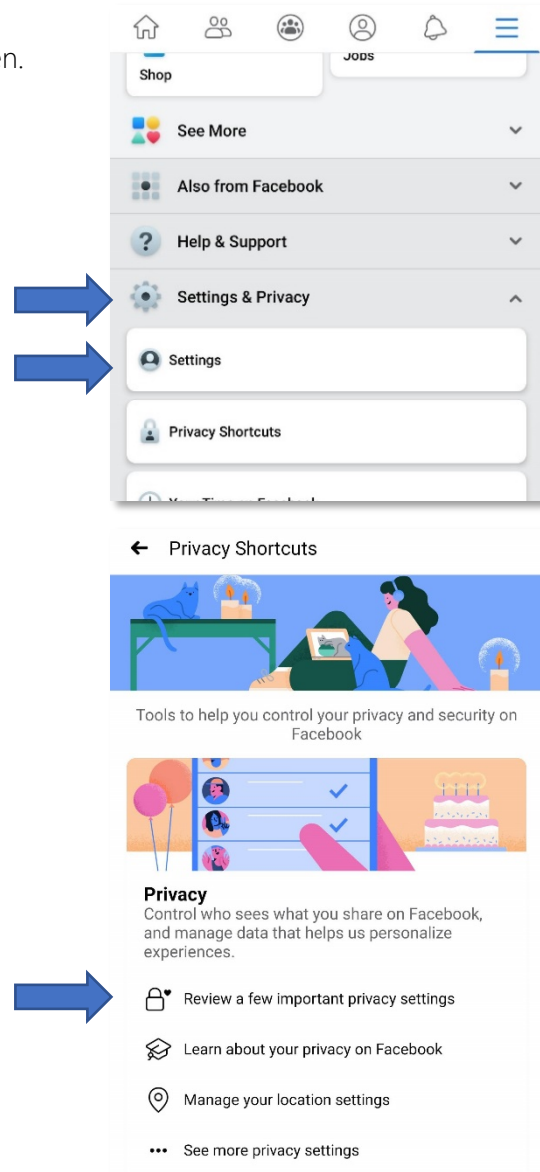


Figure 6: Access the privacy settings

2.2 Select who can see what you share

Here, you can control what parts of your activity that others see. There are three levels of privacy on Facebook: **friends**, where only the people who are on your friends list can see what you have posted; **friends of friends**, where your friends and their friends can see what you have posted; and **public**, where everyone can see what you have posted even if they are not your friends.

1. Tap "Who can see what you share."
2. Tap "Continue."
3. Tap each privacy level button to choose your desired privacy setting as listed above (tap "Next" to continue as prompted).
 - Profile information
 - Friends and following
 - Who can see your friends list
 - Who can see the pages that you follow
 - The "Future Posts" setting will be the default privacy setting for any posts you make in the future.
 - The "Stories" setting is not covered in this guide. I recommend you choose the same setting as you did for future posts.
 - The "Limit Past Posts" settings will retroactively change the privacy setting of all your past posts to "Friends." This cannot be undone.
4. Tap "Add to Blocked List" to add someone.
Once blocked, you will not be able to see any of each other's activity on Facebook.
5. Tap "Next" to continue.
6. Tap "Review Another Topic" to return to the Privacy Checkup screen.

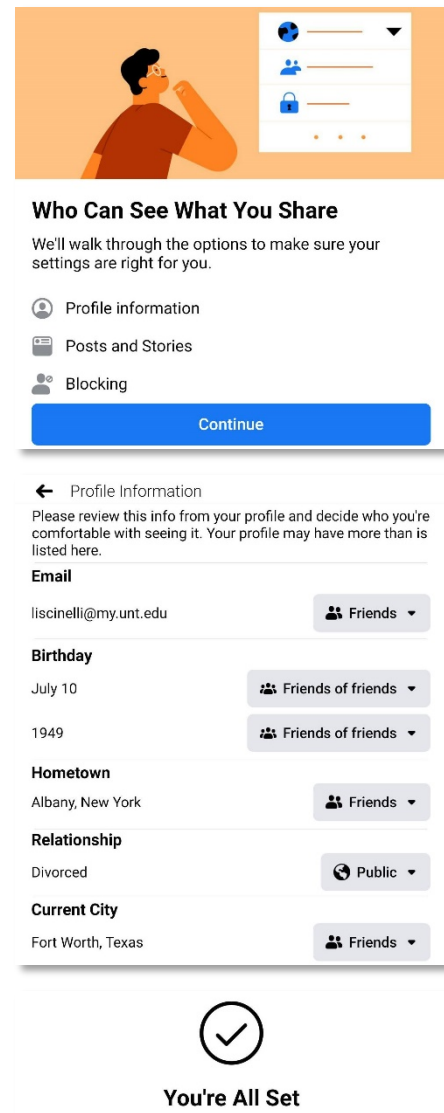


Figure 7: Select who can see what you share

2.3 Learn how to keep your account secure

Login alerts, when turned on, will notify you if someone else has logged into your account.

1. Tap "How to keep your account secure."
2. Tap "Continue."
3. Tap the slider buttons to turn login alerts on (blue) or off (gray).
4. Tap "Next" to continue.
5. Tap on Change Password if you would like to change your password.
6. Tap "Next" to continue.
7. Tap "Skip" to continue past two-factor authentication as it is an advanced topic not covered in this guide.
8. Tap "Review Another Topic" to return to the Privacy Checkup screen.

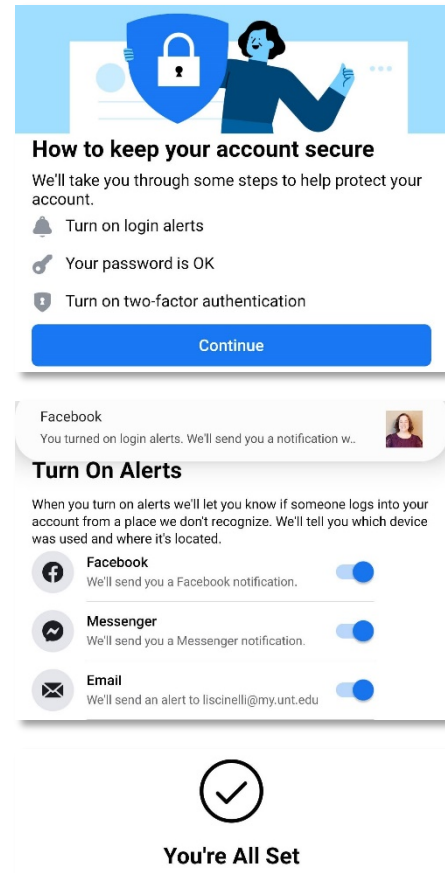


Figure 8: Learn how to keep your account secure

2.4 Choose how people can find you

Facebook makes it easy for people to find and connect with each other. You can limit how easily you and your information can be found.

1. Tap "How people can find you on Facebook."
2. Tap "Continue."
3. Tap the privacy level button to choose who can send you friend requests.
4. Tap "Next" to continue.
5. Tap the privacy level button to choose who can search for you using your phone number or email address.
6. Tap "Next" to continue.
7. Tap the slider button ON to allow your profile to be found using external search engines (i.e., Google).
8. Tap "Next" to continue.
9. Tap "Review Another Topic" to return to the Privacy Checkup screen.

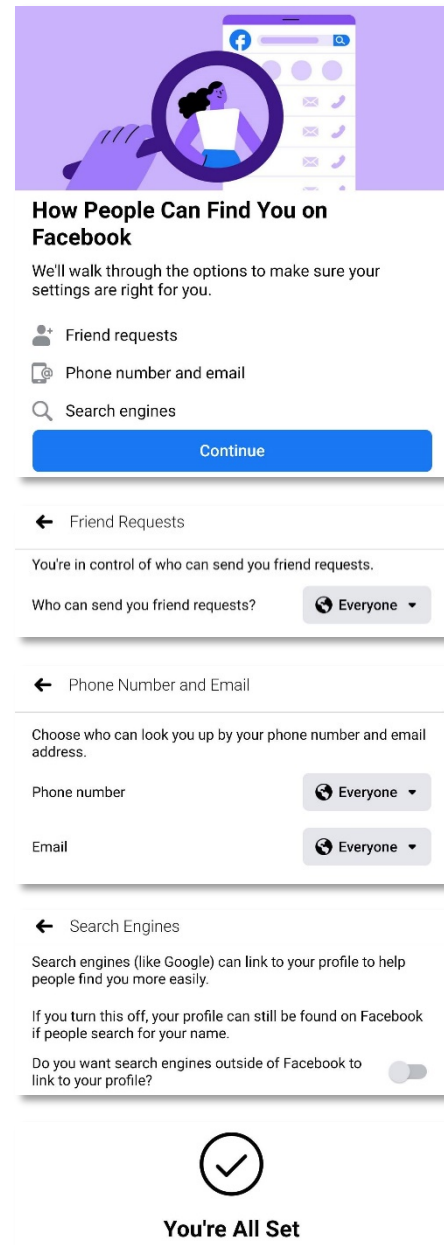


Figure 9: Choose how people can find you

2.5 Choose your data settings

Facebook allows your data to be connected to third-party apps and websites. You can control how and if this data is used.

1. Tap "Your data settings on Facebook."
2. Tap "Continue."
3. Tap "Remove" if you have any apps and websites that are accessing your data if you do not want them to. Many third-party apps, like games, have a legitimate need to access your data.
4. Tap "Next" to continue.
5. Tap the slider button ON if you wish to allow Facebook to use facial recognition on you in a photo or video. When turned ON, you and others will be prompted to tag you in photos that you appear in.
6. Tap "Next" to continue.
7. Tap the slider button ON to allow Facebook to see your device's precise location. If on, you will receive location-based advertising.
8. Tap "Next" to continue.
9. Tap "Review Another Topic" to return to the Privacy Checkup screen.

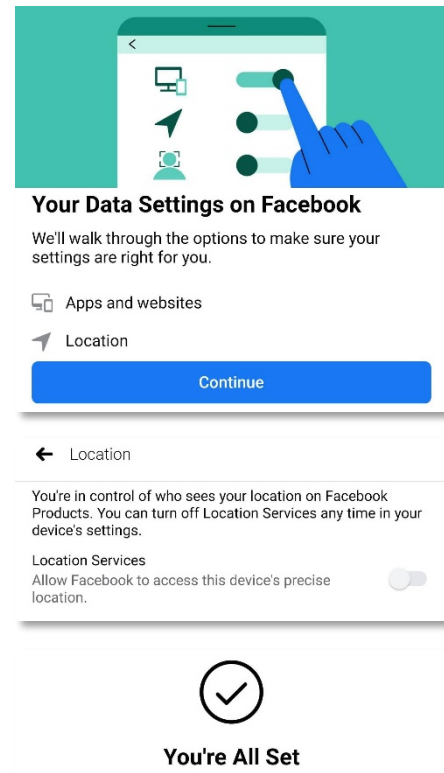


Figure 10: Choose your data settings

2.6 Set your ad preferences

Facebook is an ad-based social media platform. It is free for users because it is supported by advertising dollars. You cannot turn off ads on Facebook, but you can have some control over what you see and what profile information advertisers receive from you.

1. Tap "Your ad preferences on Facebook."
2. Tap "Continue."
3. Read the screen to understand how and why you will see ads on Facebook.
4. Tap "Next" to continue.
5. Tap the slider buttons ON if you wish to allow advertisers to see certain profile information:
 - Relationship status
 - Employer
 - Job title
 - Education

Advertisers use this information to send you targeted ads that you might find more interesting or useful. Turning these OFF will not reduce the number of ads you see; it will only stop the personalization.

6. Tap "Next" to continue.
7. Tap the privacy level button to limit who sees your social interactions.

Social interactions include liking statuses, following pages, sharing posts, check-ins, joining events, etc.
8. Tap "Next" to continue.
9. Tap "Review Another Topic" to return to the Privacy Checkup screen.

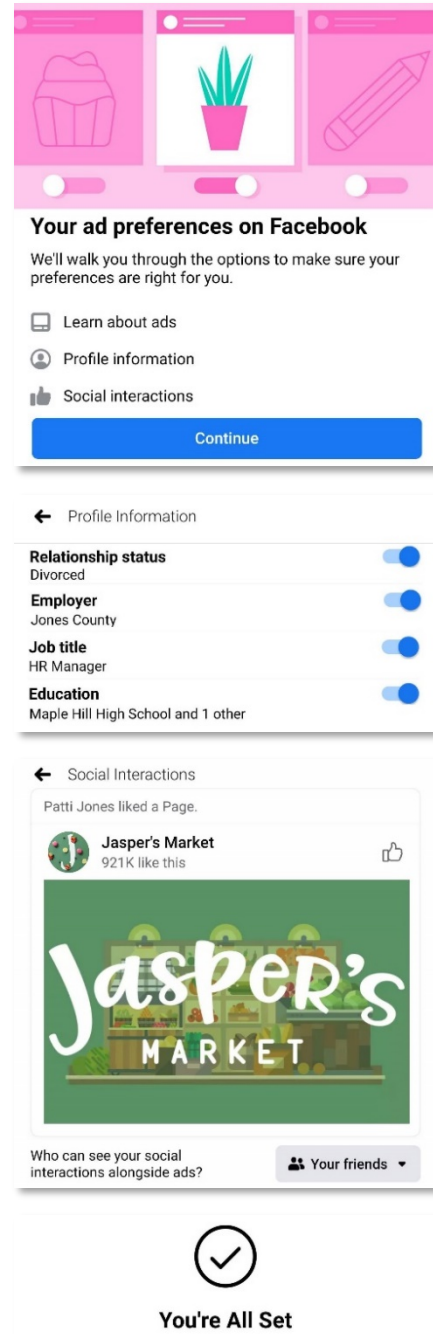



Figure 11: Set your ad preferences

3. Set up your profile

Your profile is your personal "corner" of Facebook. Your friends will come to your profile to learn more about you and interact with you. You can choose what you add to your profile, who can visit your profile, and what they can see once they visit.

3.1 Add or change your cover photo

Your cover photo can be anything. Be creative!

1. Tap on the Home  icon, then tap on your small profile picture to go to your profile
2. Tap on "Add a Cover Photo" or tap on the camera icon at the bottom right corner of your cover photo.
3. Tap on your choice of where you will get your cover photo, either "Upload Photo" or "Select Artwork." The other options are advanced and are not a part of this guide.
4. Scroll through the photo gallery until you find the picture you choose.
5. Tap on the picture.
6. Tap on "NEXT" at the top of the screen.
7. Adjust the photo position by touching the photo and dragging your finger across the screen slowly.
8. Tap SAVE.

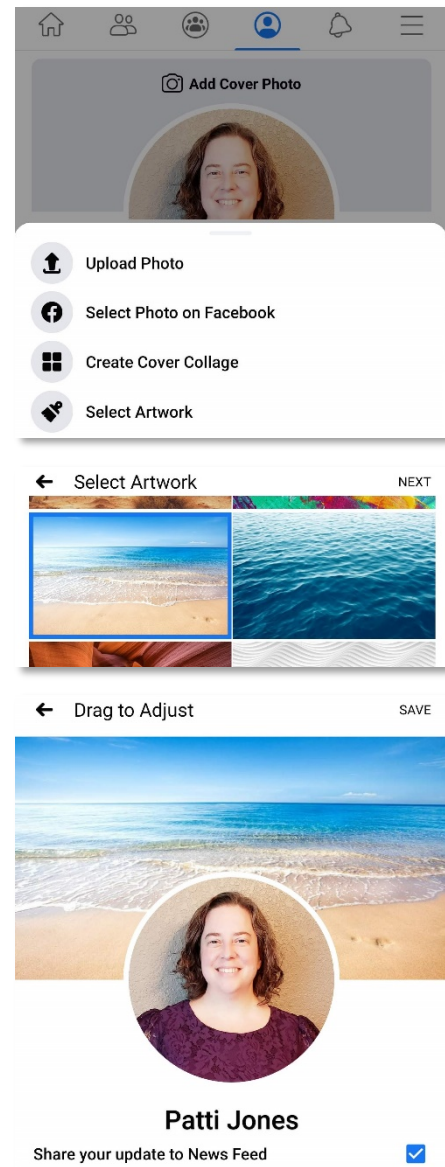



Figure 12: Add or change your cover photo

3.2 Add your profile details

Here you can add personal details such as a short biography, work and education experience, and life events. Be aware of any security implications that may arise from sharing this information. I suggest you be selective in sharing only non-sensitive information.

1. On your profile, tap on the More button .
2. Tap on Edit Profile.
3. Tap on each section to edit the information:
 - **Bio** can be thought of as your tagline. It is a short, descriptive statement about you.
 - **About Info** lists where you live(d), what schools you attend(ed), where you work(ed), and other personal and demographic information.
 - **Details** is auto-filled from information you have already filled out elsewhere. You can choose which information appears in your Details section.

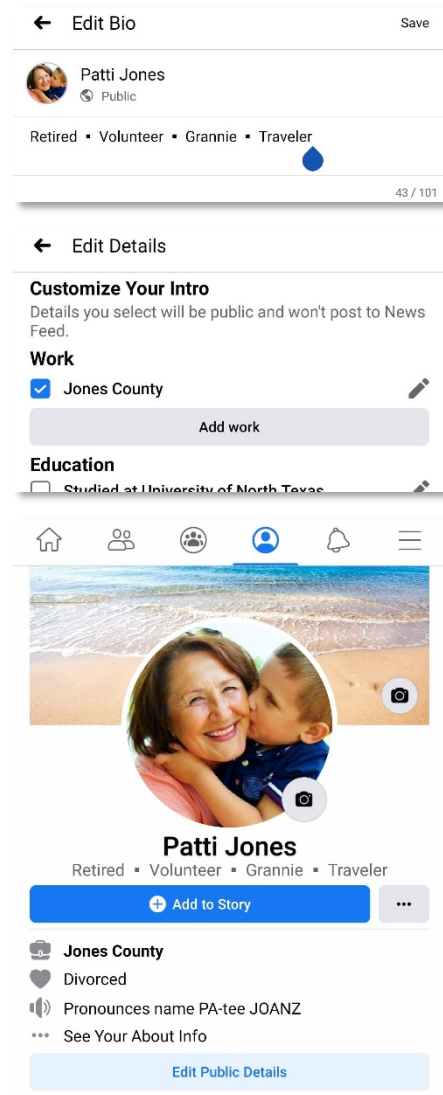



Figure 13: Add your profile details

3.3 Use the "view as" option to see your profile as others do

Although it is not a secret, the "View As" feature is one of the most helpful, yet often overlooked features on Facebook. It allows you to view your public profile. In other words, it lets you see what others see and is a great way to ensure that all your privacy settings are working correctly.

1. On your profile, tap on the More icon .
2. Tap on "Edit Profile."
3. Tap on "View As."
4. Inspect your profile carefully to make sure that none of the information you want to keep private is showing in the public view.
5. Tap "Edit Profile" to change your privacy settings.
6. Tap "Exit View" to return to your normal profile view when you are finished.

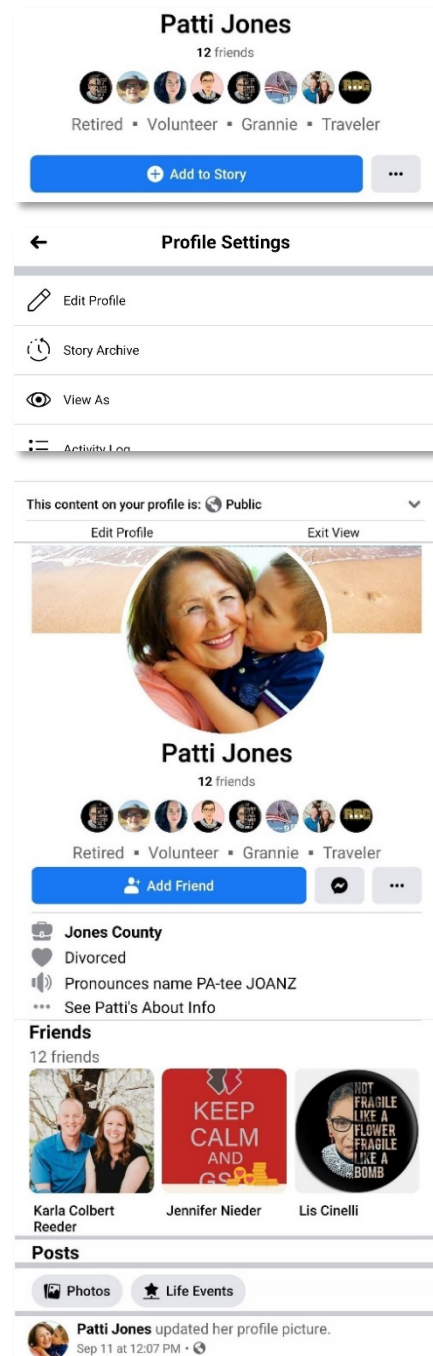


Figure 14: Use the "view as" option

4. Connect with Friends and follow Pages

The cornerstone of Facebook, and social media in general, is connection. It is the social aspect—the growing network of interconnected relationships between people, and between people and organizations—that sustains social media. Without connections, it is just media. This section tells you how to find and connect with other people and how to follow businesses and organizations.

4.1 Find and connect with friends

People have profiles. People you connect with are called friends. When you send a friend request, that person will receive a notification that you would like to connect with them. They must then accept your friend request before you are connected.

1. Tap on the menu icon ☰ at the top of your news feed.
2. Scroll down and tap "Find Friends."
3. At the top of the screen you can
 - Tap "Requests" to see if anyone has requested to connect with you.
 - Tap "All Friends" to see your current friends.
4. Scroll through the screen to see people you may know.
5. Tap on "Add Friend" to connect with a person.

If you do not see someone listed, you can search for them.

6. Tap on the search icon 🔍 at the top of your new feed.
7. Type the name of the person you want to connect with.
8. Tap on the name in the results list.
9. Tap on their profile picture to view their profile and confirm their identity.
10. Tap the add friend icon 👤+ to send a friend request.
You will be notified if your request has been accepted.

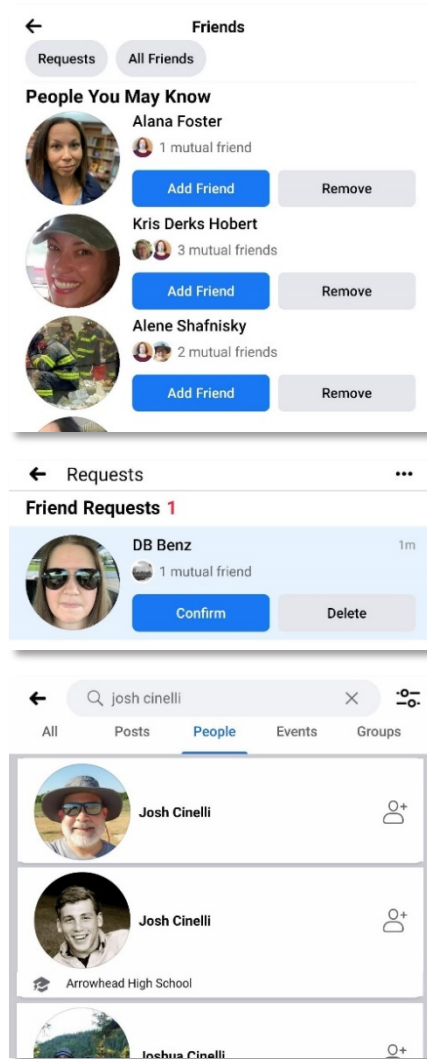





Figure 15: Find and connect with friends

4.2 Find and follow pages

Organizations have Pages. When you "Like" an organization's Page, that page's posts will appear in your news feed along with the posts from your friends (see section 5.1). This allows you to "follow" that organization and keep up-to-date on events and happenings within that organization. Many people follow local news, city government pages, and local businesses, as well as national pages.

1. From your news feed, tap on the menu icon  at the top of your screen.
2. Scroll down and tap "Pages."
3. At the top of the screen you can
 - Tap Create to make your own page (not covered in this guide).
 - Tap Liked Pages to see a complete list of your currently liked pages.
 - Tap Invites to see a list of pages that have invited you to follow them.
4. Scroll through the screen to see suggested pages.
5. Tap on "Like" if you wish to follow the page.

If you do not see a page listed, you can search for them.

6. Tap on the search icon  at the top of your news feed.
7. Type the name of the organization you want to connect with.
8. Tap on the name in the results list.
9. Tap on the profile picture to view the page and confirm its identity.
10. Tap the like icon  to follow the page.

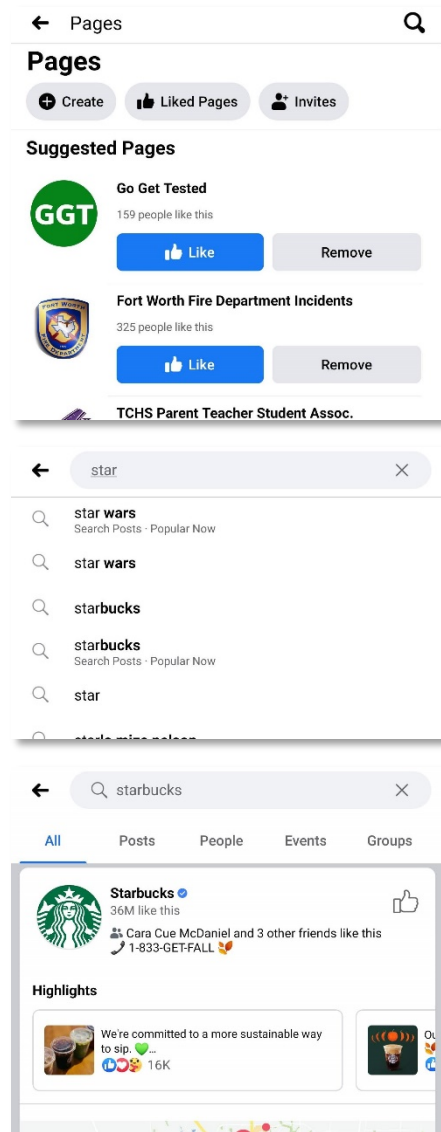


Figure 16: Find and follow pages









5. Interact publicly with others on Facebook

Facebook is the "public" part of the Facebook/Messenger duo. In other words, most of what you do on Facebook will be viewable by at least some people. You can, however, set up privacy levels (see section 2.2) so that only people you choose can see specific things. This section will describe how to navigate other profiles and pages, describe the News Feed, and walk you through posting your own statuses and reacting to others' statuses.

The News Feed is the "home page" for Facebook. When you open the app, you will be on your news feed. This is where you will see status updates, photos, videos, and activity from your Friends and Pages. Navigating the news feed may seem overwhelming at first until you learn its format.

5.1 Navigate your news feed

Your news feed has a stationary header that is always visible, even when scrolling. You can use the icons in the header to navigate Facebook.

	Search	Search for people, pages, and specific keywords
	Messenger	Send private messages (see section 6.1)
	Home	Return to your news feed
	Friends	See your friends' activity and manage your friends list
	Groups	See your groups' activity and manage your groups (advanced topic not covered)
	Profile	See and manage your profile
	Notifications	See and manage your Facebook notifications
	Menu	Access the main menu

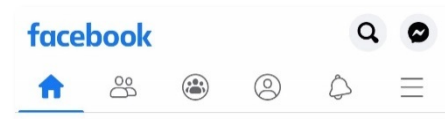


Figure 17: Navigate your news feed

5.2 Post a status update

Status updates are your way of telling your friends what you are doing, where you are going or have been, or anything you want them to know.

1. In either the news feed or your profile, locate and tap in the "What's on your mind?" box.
2. Type your status update.
3. Tap on a background color thumbnail to choose a background image, if desired.
4. Tap "add to your post" for additional post options:
 - Add photo or video.
 - Tag friends: include your friends in your post.
 - Feeling/Activity: add your mood to the post.
 - Check-In: add your location to the post.
5. Confirm your privacy level.
Post privacy levels always default to the last-used setting. Check your privacy for each post you make!
6. Tap POST to publish your status.

Your status update will now appear on your profile page and in your friends' news feeds.

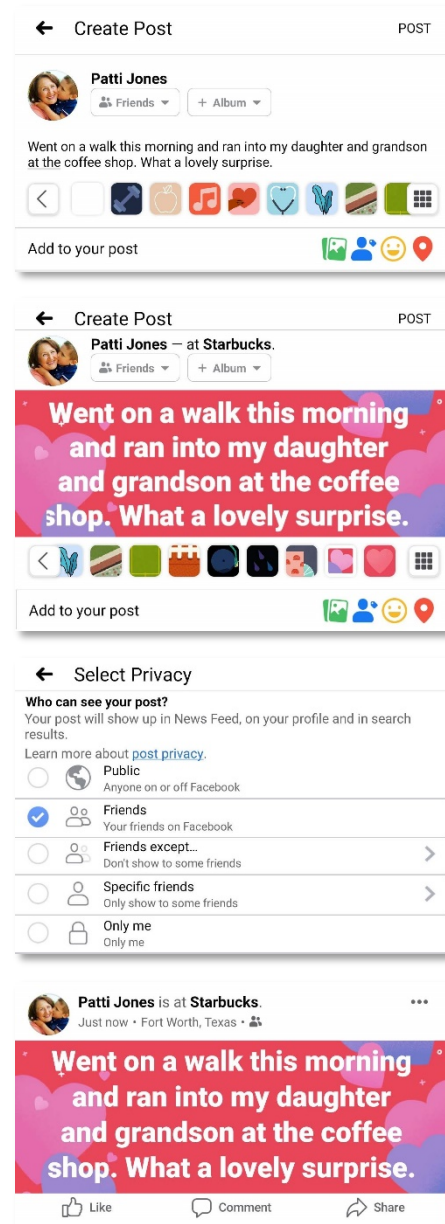


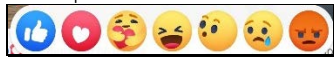
Figure 18: Post a status update

5.3 Interact with another's status

You can interact with your friends and the pages you follow by reacting to them, commenting on them, or sharing them (depending on privacy settings).

Like/React


1. Touch and hold the "Like" button.
A pop-up box will open with reaction emojis:



Like | Love | Care | Laughing | Wow! | Sad | Angry

2. Tap the reaction emoji of your choice.

Comment

1. Tap the "Comment" button.
2. Tap on the "Write a comment..." box and type your comment.
3. Choose add-ons by tapping on the camera, GIF, or smileys icons (see section 5.2 for more information).
4. Tap the submit icon  to publish the comment.

Share

1. Tap the "Share" button.
2. Tap on the "Say something about this..." box and type your comment.
3. Confirm your privacy level.
4. Tap the "Share Now" button to publish the shared post on your profile and in your friends' news feeds.

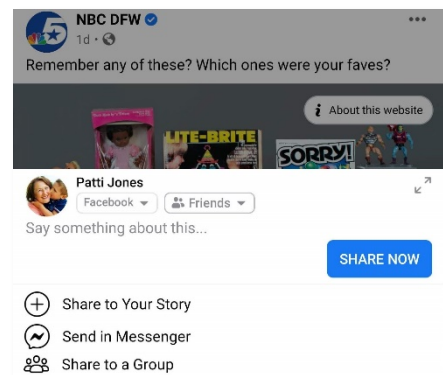




Figure 19: Interact with another's status

6. Interact privately with others on Messenger

Messenger is the "private" part of the Facebook/Messenger duo. In Messenger, you can communicate one-on-one with another person or page without an audience. This section will describe how to send and receive private messages, and how to use Messenger's phone and video calling feature.

6.1 Write a private message

Use Messenger to chat privately with a friend or contact. Your conversations are only seen by the chat participants.

1. On your phone, locate and tap the Messenger app icon  to open it.
2. Tap on the friend's name that you want to message.
3. Tap the text box and type your message.
4. Tap the submit icon  to send the message.

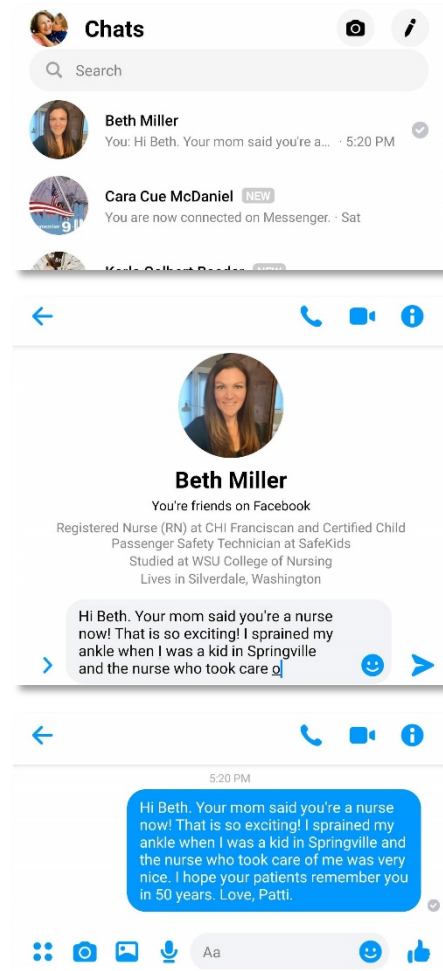


Figure 20: Write a private message

6.2 Receive a private message

There are two ways to know if you have received a private message.

Notification

1. Open the notification panel on your phone.
2. Tap on the notification to go directly to the message.

Chat Head

3. Tap on the chat bubble to go directly to the message.

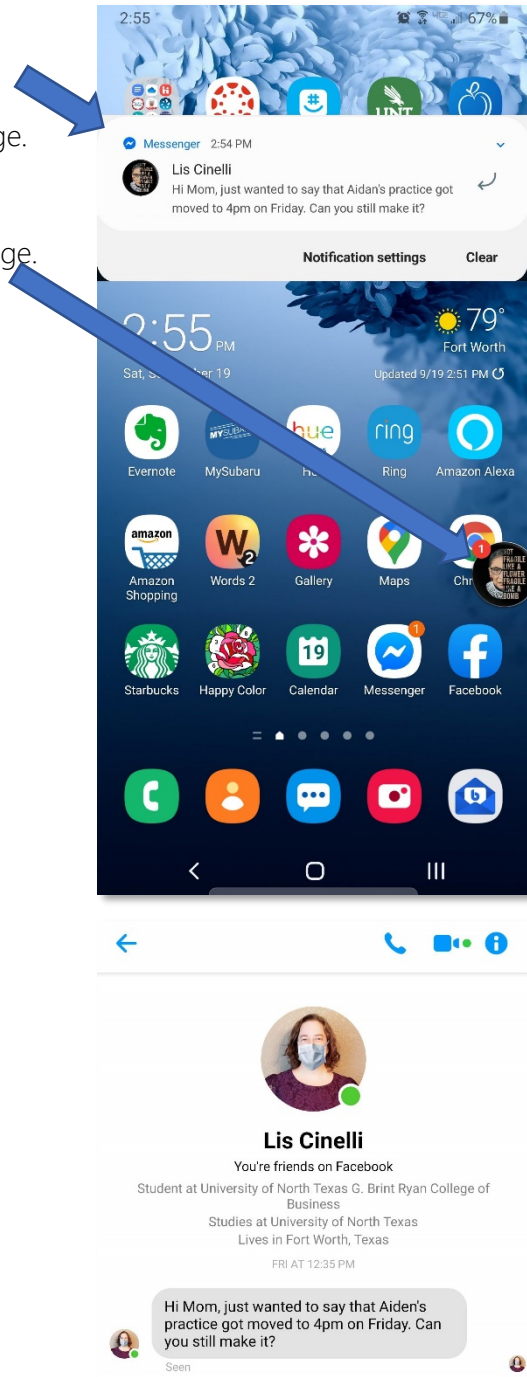



Figure 21: Receive a private message

6.3 Check your message requests

When people you do not know or are not connected to send you a private message, it may be delivered to your Message Requests folder instead of your inbox. You will not receive a notification, so it is wise to check your message requests folder periodically.

1. On your phone, locate and tap the Messenger app icon  to open it.
2. Tap on your profile photo in the upper left corner to access your settings menu.
3. Tap on "Message Requests."
4. Tap on the sender's name to view the messages.

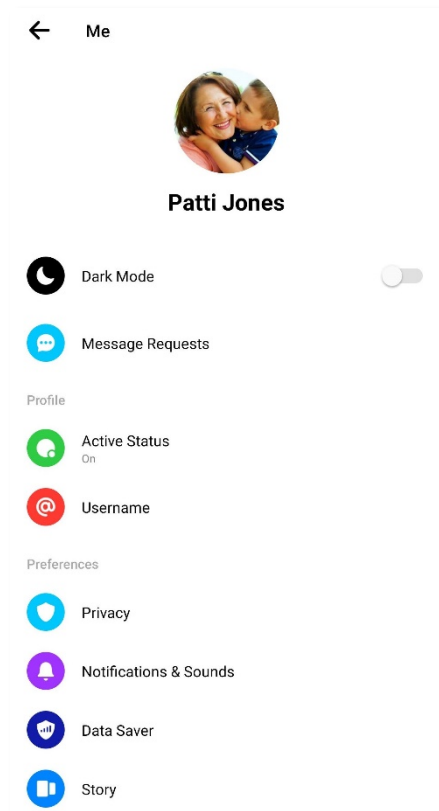






Figure 22: Check your message requests

6.4 Make a phone or video call

Both parties must have a video-enabled phone to use the video call feature.

1. On your phone, locate and tap the Messenger app icon  to open it.
2. Tap on the friend's name that you want to call.
3. Tap the phone icon  to make a voice call or tap on the camera icon  to make a video call.
4. Tap the end call icon  to end the audio or video call when you are finished.

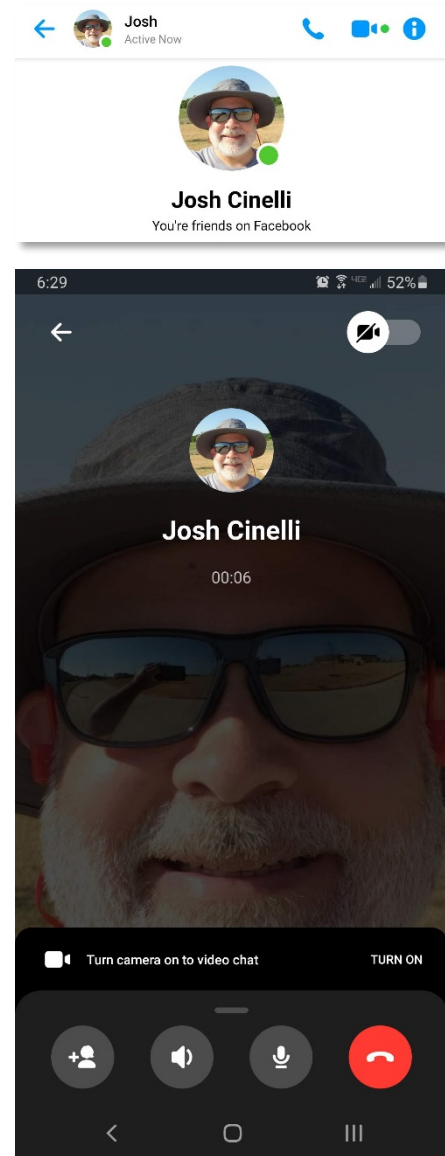






Figure 23: Make a phone or video call

6.5 Receive a phone or video call

Your phone will pop up with a notification for an incoming audio or video call.

1. Tap the Answer icon  to answer the phone call or tap the Decline icon  to ignore the phone call.
2. Tap the camera icon  during the call to turn the video camera on or off.
3. Tap the end call icon  to end the audio or video call when you are finished.

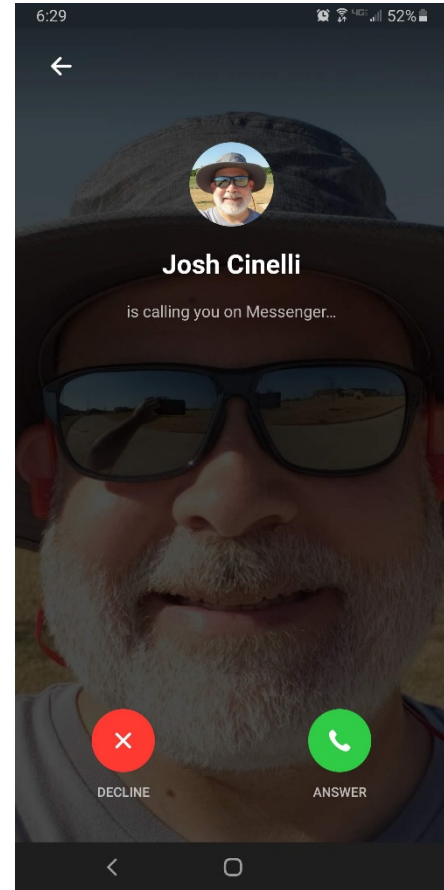


Figure 24: Receive a phone or video call

Conclusion

After reading this guide, you should have a robust Facebook profile and a basic understanding of how to navigate and use both Facebook and Messenger. I walked you through creating an account, choosing your privacy settings, setting up your profile, connecting with friends and following pages, and interacting publicly and privately with others.

Once you feel secure in your use of Facebook and Messenger, I encourage you to learn more about the apps and the more advanced things you can do with them:

- Groups—Virtual meeting places for people with similar interests.
- Marketplace—Online yard sales and shopping.
- Videos—Watch recommended videos.
- News—Stay up-to-date on local and world events.
- Events—Local events happening near you.
- Jobs—Local and national job listings.
- Gaming—Play online games right in Facebook.
- Dating—Facebook's dating center.
- Memories—Yearly reminders of your past posts and milestones.
- Saved items—Save a post or an article to read later.

Feedback

I would love your feedback. Please use the following form to let us know how helpful you found this guide, and any suggestions you may have for its improvement.

Name (optional) _____

Age (optional) _____

Location (optional) _____

Overall Satisfaction with this guide

	Very Satisfied	Satisfied	Neutral	Unsatisfied	Very Unsatisfied
Content included					
Clarity of instructions					
Thoroughness of instructions					

How can I improve this guide?

Please tear out this page, fill it in, and return it to us at 123 Main Street, Fort Worth, TX 76123

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