

# *Guide to Working with Social Media*

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**Instructions and information to support you in using Social Media in your search for your loved one. Includes Facebook, Bebo, Twitter, and Hotmail (for those who do not have a current email).**

## **Facebook Instructions:**

**Note:** In order to set-up a Facebook account you need a current email – if you do not have one, please go to the Hotmail instructions in this guide first to get an email account. All of your sign-up information will be sent to the email you provide to Facebook.

We recommend that you set up a profile for yourself first in your own name then start a “group” for your loved one. Groups are great – you can message people, and share information easily, however it’s important that you make your group an “open” group with limited privacy so that as many people can see this as possible. **IMPORTANT** – you will not be able to be “friends” with your missing loved one as they need to accept your request by signing in. You will need to monitor their personal “Profile” through someone who is already friends with them (like their close friend/partner).

## **Getting Started**

- Type in [www.facebook.com](http://www.facebook.com) and you will see blanks in which to type your name, email and information. Click on “sign up” (note: type your name exactly as you want it to appear).
- Facebook then redirects you to a security page. Enter the security check and click ‘sign up’.
- **STEP 1:** You are directed to your ‘Getting Started’ page where you have the option to search for friends, you have the option to skip this step by clicking “skip”, found on the bottom left of the page.
- **STEP 2:** Facebook then directs you to set up your ‘Profile Information’ where it asks about the schools you attended/work details etc. Again you have the option of skipping this at the bottom left of the page.
- **STEP 3:** you are prompted to upload or take a picture for your profile that can be seen on your profile to friends and family, again the option to skip is on the left. We recommend you load a picture of yourself, or your loved one.
- Next, you’ll enter the ‘Welcome’ page where you’ll walk through all the profile options. On this page you are able to search friends by name or email.
- An important option on this page is your personal security options – found at the top right of the page – you can set your personal security to be high, and still leave security open if you start a group for your loved one. Remember that the tighter the security on your profile, the fewer people can see it.
- On the left side of the page you have the options to create events, send messages, create groups, etc. This is where you would create a group for your loved one.

- When using this site, please be mindful that if you add people you don't know as friends, your profile runs the risk of being hacked. You can report spam and hackers on your page – in order to share your loved one's information, this may be a risk you choose to take. Ask friends and family for more tips on security.
- The more family and friends you add as friends or invite to the group, the bigger the network – information can travel in hours across the country. Send messages to your friends and family asking them to share information widely.

### **Bebo Instructions:**

- Go to [www.bebo.com](http://www.bebo.com)
- Click on the 'Join Bebo for Free' link that is highlighted in blue on your left
- This brings you to a sign up for free page where you need to enter your full name and email address along with some personal information (see Hotmail instructions below if you don't have an email).
- It now brings you to a 'find friends from Hotmail' option – either select, or there is an option to skip this on the right of the 'find friends' button
- From here it takes you to a page on which you are able to edit your basic information, descriptive phrase, user names, contact details, education details, etc.
- This page also gives you the option to change your privacy settings – ensure you select privacy levels that allow you to share information, however protects your own personal information.
- You can navigate through Bebo by using the 'navigation bar' at the top of the web page. This will provide you with options for checking your 'home page', your profile, finding and viewing friends, photos etc.

### **Hotmail Instructions:**

- Type in [www.hotmail.com](http://www.hotmail.com) and look to your bottom left to sign up for an account.
- You will be redirected to a page where you need to enter all your information and choose a name for your account.
- Make sure to pick a name that will be easy to remember, and write it down to avoid having to search or make up a new account. Often using a version of your first and last name is ideal if you are able to.
- When choosing your password try to choose wisely to ensure no-one can easily access your account. Choose something that is easy for you to remember but difficult for others to figure out.
- When you are asked for an alternate email address, and if you do not have one you will have the option of answering a security question.
- After all this information is entered, you will then be forwarded to your new Hotmail account with further instructions on managing it.
- Tip: Add all your email contacts immediately to your "address book" so they are easy to access for sending email updates.

## **Twitter Instructions:**

**Note:** In order to set-up a Twitter account you need a current email – if you do not have one, please go to the Hotmail instructions in this guide first to get an email account. All of your sign-up information will be sent to the email you provide to Twitter.

Twitter enables you to communicate quickly – kind of like sending a text to the world. You update your Twitter right from your cell phone, so you can do anywhere/anytime. The challenge with “tweets” is that you only have 140 characters to share what you want to say, and if no-one is following your page, your message doesn’t get heard, so you need to spend some time inviting people to follow you. Twitter is a great way to communicate brief “sound-bites” however, it will take some time to get up and running and you need to be able to spend some time getting it active. *For Advanced Users: one advantage to a Facebook “page” rather than a group, is that you have the option to have all page status updates go immediately to Twitter. See Facebook instructions for more details.*

- Go to [www.twitter.com](http://www.twitter.com) to access the site.
- On the home page you will be prompted to enter your name, email and a password to sign up.
- You will then be directed you to a confirmation page, double check all your information before clicking `creating my account`
- This brings you to another security check, enter the information asked and click create my account.
- STEP 1: Select the topics you are interested in. Find a few people you want to hear from, then follow them as well as their messages
- STEP 2: Search the services you use to discover which of your friends are already using Twitter. Follow any of the friends you find to add their Tweets to your timeline.
- You are then directed to your home page, where you have the option of formatting your profile.

## **Notes:**