



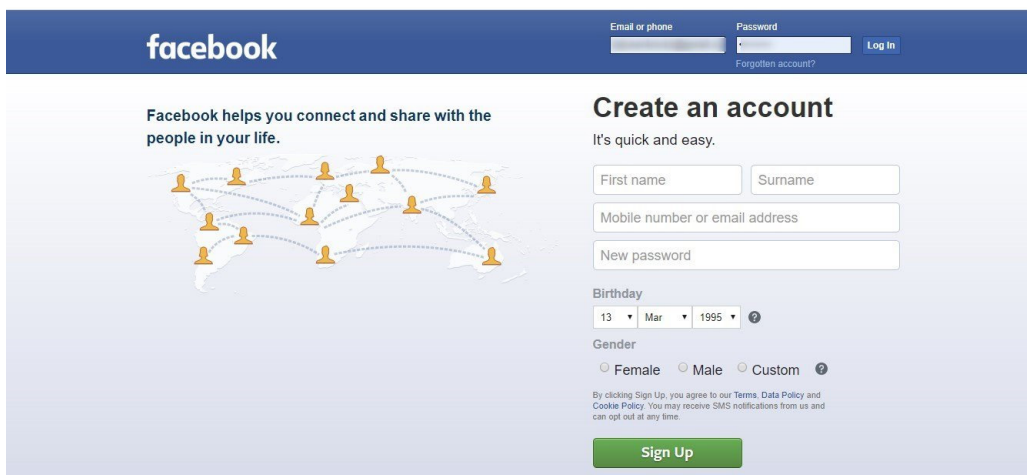


✂ Newark and Sherwood Digital Toolkits

How to create a Facebook account

1. Go to facebook.com and click 'Create New Account' 
2. Enter your name, email or mobile phone number, password, date of birth and gender
3. Click 'Sign Up' 
4. To create your account, you will need to confirm your email or mobile phone number 
5. You can choose to add additional information to your profile, such as a picture of yourself, where you work, and a short bio. Tip: It is important to set your security settings. These are located in 'settings & privacy', within your account
6. You can now find 'friends' . To do this, search the names of people you know and would like to connect with, by typing their names into the search bar located at the top of the screen
7. Scroll through the profiles and once you have found who you are looking for, send a 'friend request', by clicking the blue 'add friend' button. You will receive a notification when your request has been accepted. **Tip: Be careful when connecting with people on Facebook. Only connect with people you know or feel comfortable viewing your profile.**



The screenshot shows the Facebook login and sign-up interface. At the top, there are fields for 'Email or phone' and 'Password', with a 'Log In' button and a link for 'Forgotten account?'. Below this, the text reads 'Facebook helps you connect and share with the people in your life.' accompanied by an illustration of a globe with people icons connected by lines. The main section is titled 'Create an account' with the subtext 'It's quick and easy.' The form includes fields for 'First name', 'Surname', 'Mobile number or email address', and 'New password'. Below these are dropdown menus for 'Birthday' (set to 13 Mar 1995) and 'Gender' (with radio buttons for Female, Male, and Custom). A small disclaimer at the bottom states: 'By clicking Sign Up, you agree to our Terms, Data Policy and Cookie Policy. You may receive SMS notifications from us and can opt out at any time.' A green 'Sign Up' button is at the bottom.