

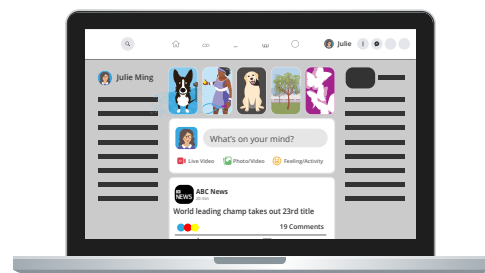
Using Facebook

Facebook is the most popular social media platform in the world. Let's see how best to use it.

A guided tour of Facebook

Your Facebook page is organised into several different sections. You can navigate to each section by selecting from the options in the menu bar, which is displayed across the top of the page. Here are some of the main options:

- Your Facebook **Home** page is displayed by default, so is the first page you see once you log in to Facebook. It contains your **News Feed**, which consists of posts from people and communities that you **Follow** on Facebook. You can **Comment** on those posts, **Share** them or **Like** them. You can navigate to Home from other pages by clicking on the house icon.
- Click on your **photo and name** to go to your Facebook **Profile** page.
- You can **Search** Facebook, **Find Friends**, **Create** new pages, **Groups**, events and other things, start **Messaging** your friends, check your **Notifications** and change your Facebook **Settings** using other items in the menu bar.



The Home page shows your News Feed, which includes posts and ads

Facebook suggested posts and advertising

Organisations pay Facebook to include **Suggested** posts directly in your **News Feed**. These are essentially advertisements, and it can be hard to tell them apart from posts made by your friends. Here are some tips to help you spot them:

- Suggested posts will have a **Sponsored** label in them, although it might be hard to see. They will also usually have a **Learn More** button. If there's a **Like Page** button, clicking on that will add that organisation's posts to your News Feed.
- If you click on the three dots (...) at the top right of the ad, there are options which include hiding the ad or reporting it if you think it's inappropriate.

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- Facebook works out which ads to show you by learning who you are **Friends** with and the posts you **Like**. In your Facebook settings, you can adjust **Your Ad Preferences** to have some control over what **Suggested** posts Facebook presents to you.

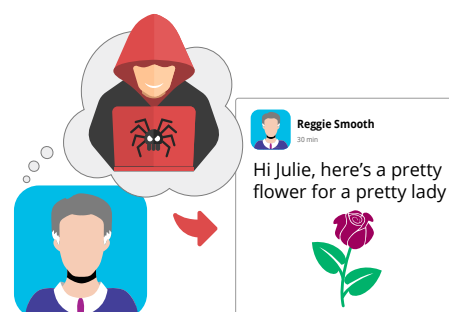
Facebook scams

Unfortunately, some people use Facebook to try and trick you into paying them money. Here's what to look out for to help avoid Facebook scams:

- The most common types of scam on Facebook are **romance** / fake emergency scams, and **lottery** scams.
- A romance scam – also known as **catfishing** – is when someone you don't know in real life builds up a relationship with you over Facebook, and after they've established trust, they fake an emergency and ask for your financial help.
- In a lottery scam, the scammer tells you that you've won a lottery, but that you have to pay a small fee first to receive your winning.

If you suspect someone is trying to scam you, or if you think that you've been scammed:

1. Report it to the Australian Competition and Consumer Commission (ACCC): Scamwatch at www.scamwatch.gov.au.
2. Change your online passwords.
3. If you're concerned that you've lost money, contact your bank immediately.
4. Seek counselling and support if you require it, to discuss your experience.



Beware of romance scams
on Facebook



Report suspected scams
to the ACCC

Using Facebook

Staying safer when using Facebook

By following a few good practices, you can stay safe when using Facebook:

- Never share personal information on Facebook, such as your address, date of birth, telephone number or email address, or bank account details. Do not reveal when you're on holidays and that your home is vacant.
- Be wary of **Friend Requests** from people not personally known to you.
- Never click on a link in a post from someone not known to you. Be cautious even if you do know the person.
- **Hide** posts you don't like, **Unfollow** people or groups if you don't like their posts, and **Block** people who pester you or post offensive material.



Never



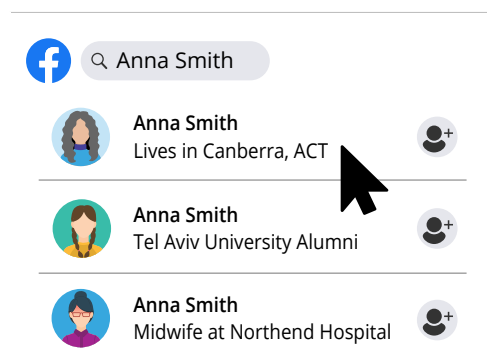
Personal details

Don't share your date of birth, address or bank account details on Facebook

Connecting with others and joining groups

One of the best things about Facebook is that you can connect with people and groups who share common interests and hobbies. Here's how to do it safely:

- First, you can look for people you know using the **Search** field at the top of your Facebook page. There will usually be many people with the same name listed, so check their profiles to make sure you have the right one.
- Click on the **Groups** icon to search for Facebook groups that share similar interests to yours. You can even set up your own group.
- Always exercise a little caution with **Friend Requests**, groups and other interactions with strangers.



You can search Facebook for people you might know

Posting for the first time on Facebook

Here's how to make a Facebook post:

1. On your Facebook **Home** page click in the **What's on your mind?** box.

Using Facebook

2. Type your message, then click the **Post** button. That's it!
3. You can choose who gets to see your post: public, friends or a limited number of friends.
4. You can include a photo or video by clicking on the **Photo/Video** button.
5. You can create a **Your Story** post by clicking the Your Story box in your News Feed. If you don't see it, click plus (+) sign in the top menu bar and select **Story** from the drop-down menu instead. A Your Story post is only visible by others for 24 hours.
6. You can delete your posts by going to your Facebook **Profile**. Scroll down to the post, or click on the **Manage Posts** button that appears when you scroll down, to help you find the one you want to delete. Click on the three dots (...) at the top right of the post and click on **Delete**.

Responding to posts on Facebook

You can also respond to other people's posts which appear on your **News Feed**:

- You can **Like** a post by clicking on the **thumbs up** icon at the bottom of a post. If you hover over the icon, several other emojis will pop up and you can click on one of them if you prefer.
- You can add your own thoughts to a post by clicking on **Comment** at the bottom of the post. Be careful: if you press the **Return** or **Enter** key on your keyboard when typing in a comment, it will be posted immediately. To make a new paragraph, hold down the **Shift** key when using **Return** or **Enter**.
- You can **Share** a post by clicking on **Share** at the bottom of the post. That will display a list of options to choose from.
- You can save a post to read later by clicking on the three dots at the top right of the post and clicking on **Save Post**. You can find the post later clicking on **See more...** in the left-hand column on your Facebook home page, and then clicking on **Saved**.



You can Like, Comment, Share and Save posts