How to open a personal Facebook account

Facebook in less than two pages

Facebook is used by millions of people across the world and not just youngsters; many people use Facebook to keep in touch and to view pictures of family and friends. It is easy to use and you can set up your account so only your "friends" can see what you have written or you can allow your posts to be viewed by everyone.

The NHS Retirement Fellowship page includes posts about activities in branches, interesting information, mainly about NHS and health matters, reminders about events coming up, warnings about telephone and online scams, information from John Rostill and staff at central office about issues in the Fellowship that you may find of interest and you will get to know members from across the country.

If you would like to join the Facebook group and hopefully contribute as well, the only thing you'll need is a birthday (this can be seen by only you), a name and an e-mail address.

OK, so here goes

Opening a Facebook Account

1.   Go the Facebook web page; www.facebook.com or go to the NHSRF website and click on the Facebook logo
2.   Fill out the brief sign-up form asking for your First Name, Last Name, email address (twice), password (WRITE IT DOWN), gender, and birth date.
3.   Click the Sign Up button.
4.   Decipher and type the words found on the security measure screen that appears (this proves you are a human)
5.   Once signed in, you will be asked to verify an email via a link sent to your email address
6.   Check your email for the verification link from Facebook and click it to verify your identity
7.   You will now be transported back to Facebook.
8.   In the top left hand of your screen beside the "f" (facebook) sign type in - NHS Retirement Fellowship

You have now reached our group page

On subsequent visits to Facebook, you can either search on your browser for facebook (www.facebook.com) or click on the "f" (facebook logo) on the NHSRF website home page (at the bottom of the left hand list)

Setting the privacy options in your Facebook account

You can check what information is visible to other people and make changes easily. You do not have to include any information about where you went to school, your address, family members, where you have lived in the past and your date of birth can be visible to you only. Here's how…

1.   Log into your Facebook account
2.   Click on "About" (between "Timeline" and "Friends") or "Update Info" (in the box to the right hand side of your name)
3.   Under "About" on the new screen is a list of pages that you can fill with information about yourself (or not!) e.g. Overview, Work and Education, Places You've lived, Contact and Basic Information" etc.
4.   Click on "Contact and Basic Information"
5.   There are then various sections that you can choose to complete, or not
6.   Place your curser over your Date of Birth – an Edit sign comes up on the right hand side
7.   Click on the little icon to the right of your date of birth and you be given options - Public, Friends, Only Me, Custom. If you don't wish anyone to see your date of birth, click "Only Me"
        Click on the little icon to the right of your year of birth and, again click on "Public", "Friends", "Only Me" or "Custom". Remember to Save Changes

You can make changes to any of the settings on this screen in the same way

You can do a lot more with your Facebook account, but here is one fun thing to do – add a Facebook profile picture so people can see your photo (or you could also use a picture of your dog or family picture, a nice landscape or anything you choose)

Adding a Facebook profile picture

First – Find a picture on your computer that you would like to use as a profile picture
1.   Log into your Facebook account
2.   Click on "Home Page" (if you aren't already on it)
3.   Beside the box with a silhouette of a person's face, click on "Edit Profile"
4.   Hover over the silhouette and click the option that says "add or change your picture" or
5.   Click "Upload Photo", pick the photo from your folders and click on "Open
6.   You will be given an option to resize the picture or crop it and then save

Your profile picture will be added to your Facebook page and will show against any posts you.

As well as finding out what other NHSRF members are doing and what activities and events are taking place, your family may well be using Facebook too and it is great way to share photos of special events and keep in touch. You can also send personal messages to friends who have a Facebook account and join and contribute to other groups.

Enjoy!