
CAHAM Social Media Webinar

A guide by Regina Olvera

Creating a New Account on Facebook

Creating a New Account on Facebook

Go to the Facebook website:

www.facebook.com

Create a New Account by entering your information (see example).

Make sure to have an existing email in order to create the account. I recommend using your personal email not work email.

Create a New Account

It's free and always will be.

Birthday

Aug

27

1968

Why do I need to provide my birthday?

☒ Female ☐ Male

By clicking Create Account, you agree to our [Terms](#) and that you have read our [Data Policy](#), including our [Cookie Use](#). You may receive SMS Notifications from Facebook and can opt out at any time.

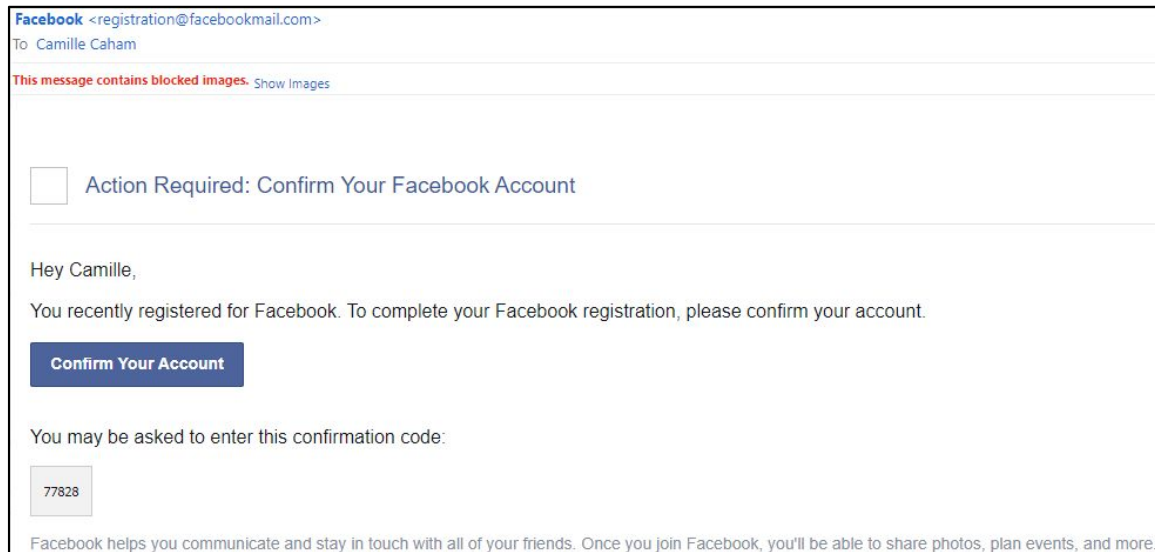
Create Account

↓

Creating a New Account on Facebook

You will immediately be sent an email from Facebook to confirm your account. Open email and **click on confirm account**.

Note: You may see the option to connect with your "contact list". That is optional. You can confirm or you can bypass and do later.



Creating a New Account on Facebook

Once you have clicked “Confirm Your Account”, you will be redirected back into Facebook to continue creating your account. You will be prompted to “Get to Know your Privacy Setting”.

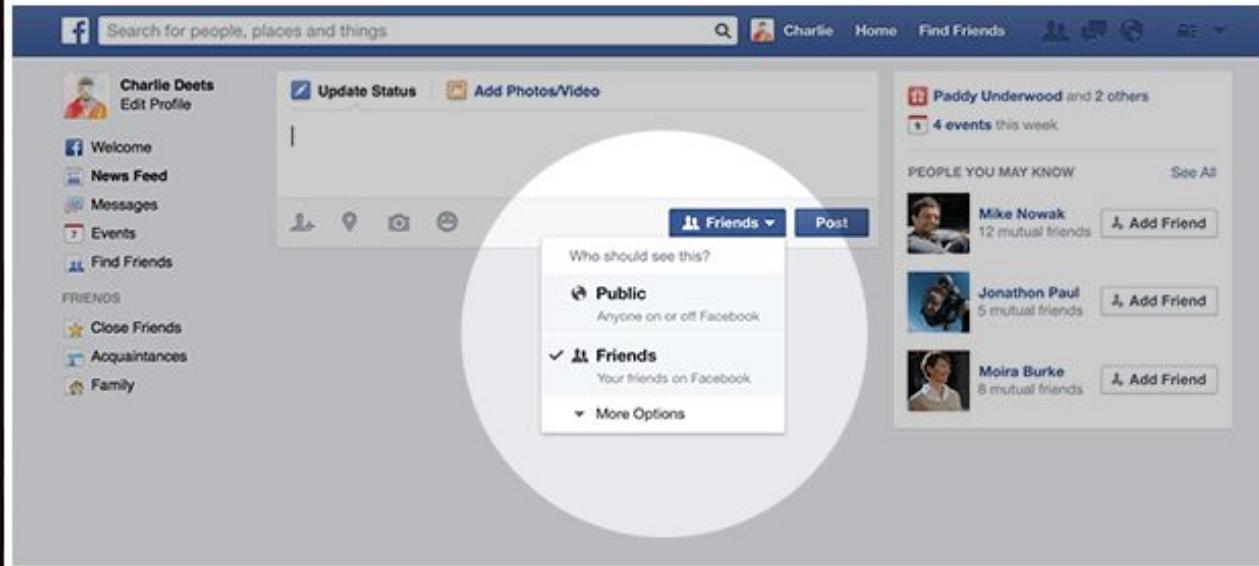
I recommend taking the tour to familiarize yourself with the privacy options.



Who Can See It?

Who Sees What You Share

You can pick and choose the audience for the things you share on Facebook. For example, you can share a photo with just your friends, or make it public. Choose who sees what you share right where you post.



Tagging Photos

How Tagging Works

Tagging is an easy way to let people know when they're in photos. A tag creates a link to the person's timeline and may share your post with their friends. [Learn more about tagging.](#)



Sharing Access

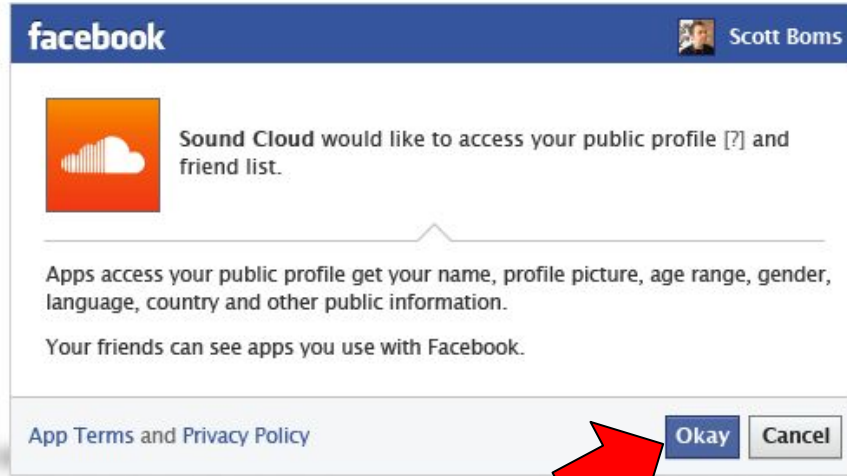
Sharing with Apps, Games and Websites

Control who can access what, including what info your friends and others can bring with them in the apps and websites they use. [Learn how.](#)

You may be prompted for approval to share access with various applications (apps).

This is optional. If you accept, you give the app permission to your personal information.

And your friends will be able to see whenever you use the apps if you give them access.



Introduction to Facebook

View Your Profile!



Timeline

About

Friends

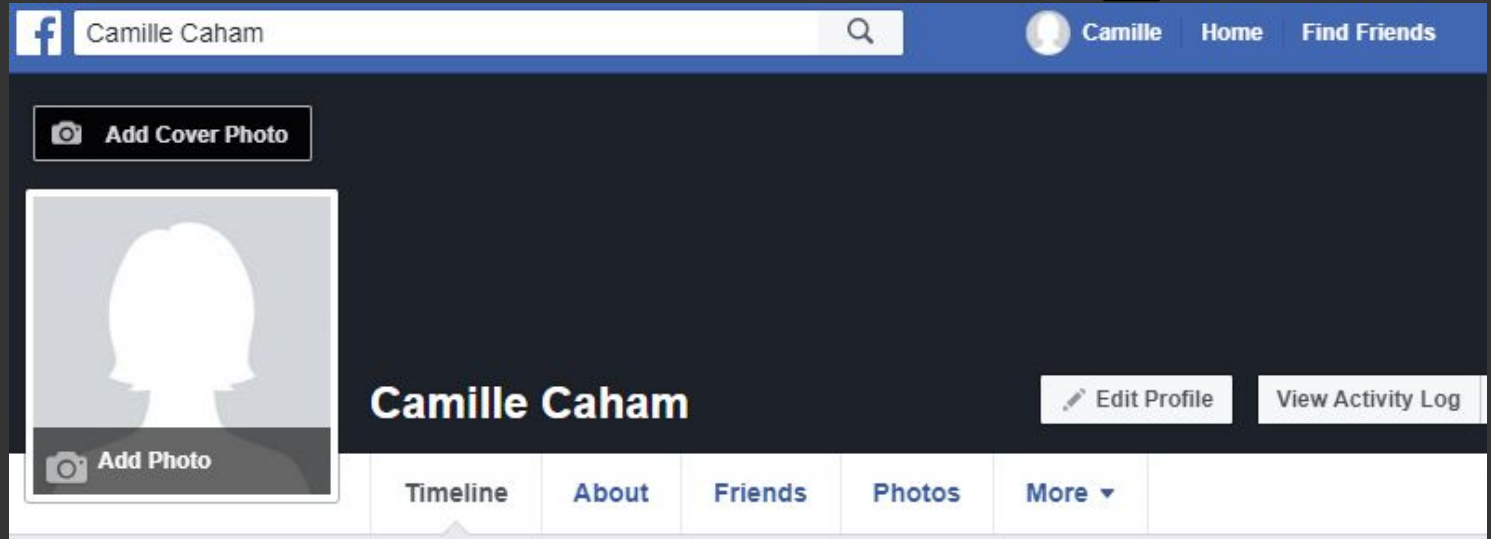
Photos

More

Edit Profile

Add Your Photo/Cover Photo

View As...



View Your Home Page!

News Feed

Create Posts

Suggested Friends

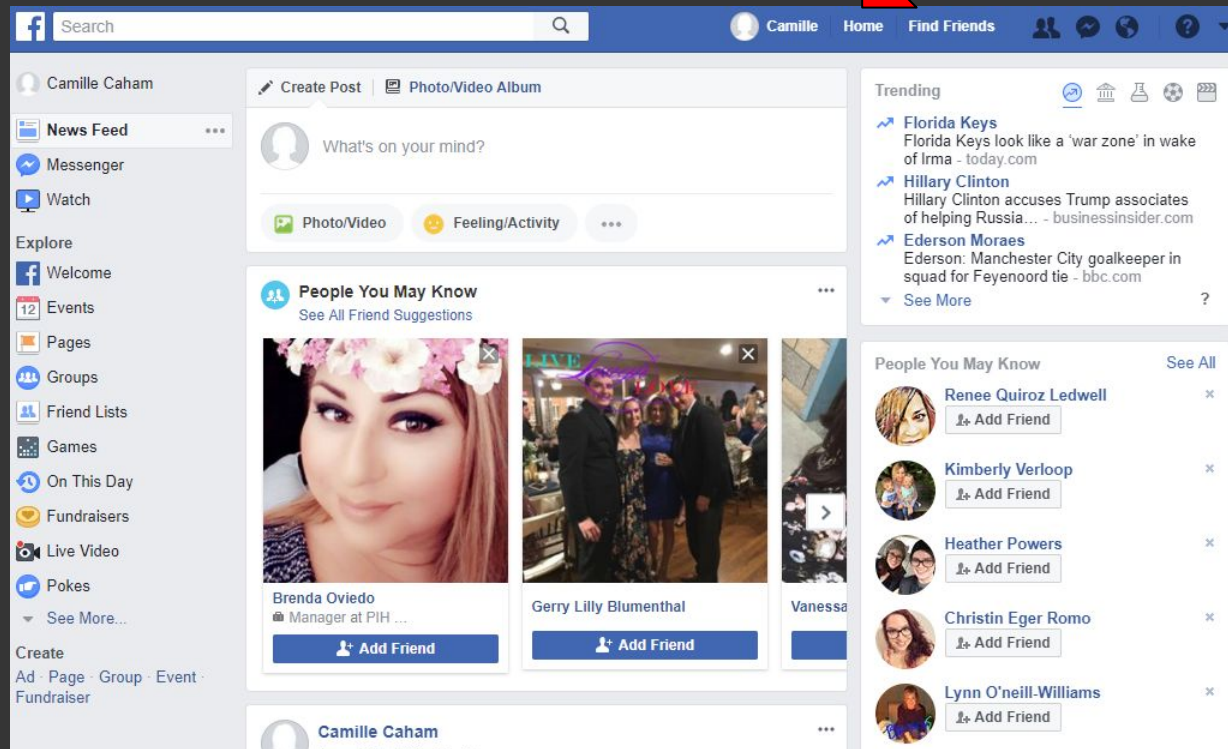
Search Friends

Add Friends

Messengers

Videos

Explore



Your Privacy Settings

Camille Caham

News Feed

Messenger

Watch

Explore

Welcome

Events

Pages

Groups

Friend Lists

Games

On This Day

Fundraisers

Live Video

Pokes

See More...

Create

Ad · Page · Group · Event · Fundraiser

Welcome to Facebook, Camille

1 Get to know your privacy settings

You control how you share your stuff with people and apps on Facebook.

Take a Privacy Tour

Public Anyone

Friend Your

Who should see this

Public Anyone on or off Facebook

Friends

2 Upload a profile picture

Add Picture

OR

Take a Photo With your webcam

Quick Help Help Center

How can we help?

HELP WITH THIS PAGE

Home Page

Timeline

Chat and Messages

Account Security

Privacy

Privacy Checkup

Privacy Shortcuts

Support Inbox

Report a Problem

**TO SEE YOUR
PRIVACY SETTINGS
Click More Settings**

Tip!

Option One

Access via

Privacy Shortcuts

Camille Home Find Friends

Back

Privacy Checkup

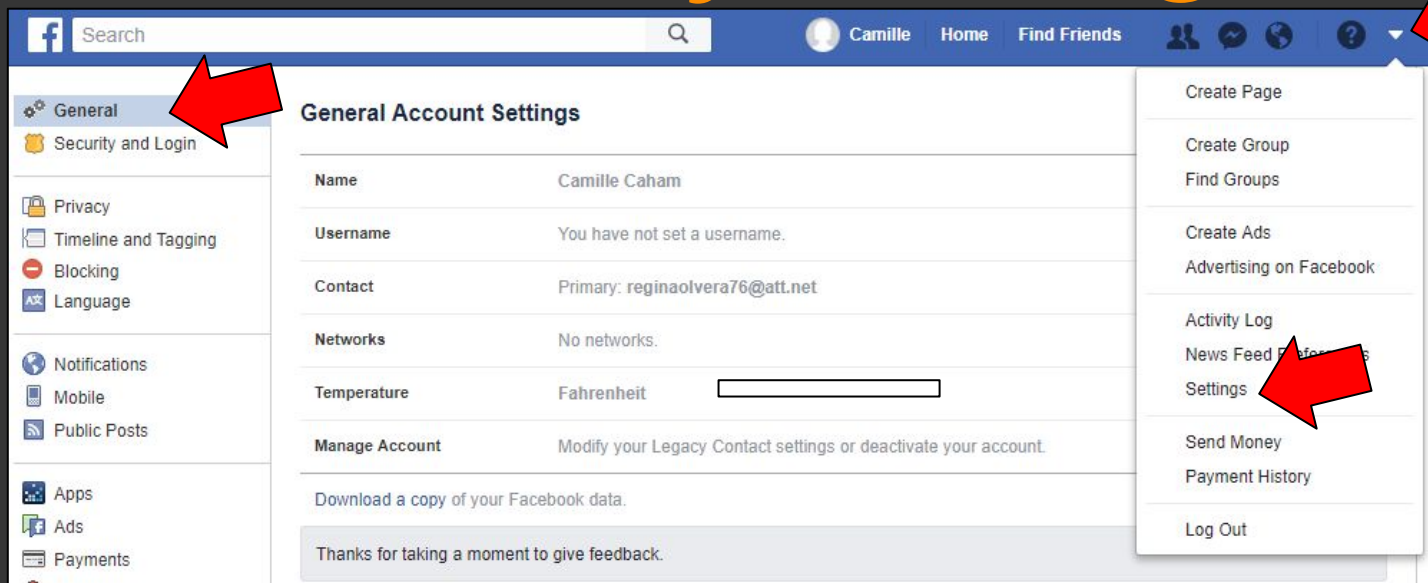
Who can see my stuff?

Who can contact me?

How do I stop someone from bothering me?

See More Settings or visit Privacy Basics

Your Privacy Settings



The screenshot shows the Facebook interface for a user named Camille. The left sidebar contains a menu with options: General, Security and Login, Privacy, Timeline and Tagging, Blocking, Language, Notifications, Mobile, Public Posts, Apps, Ads, and Payments. The main content area is titled 'General Account Settings' and contains fields for Name (Camille Caham), Username (You have not set a username.), Contact (Primary: reginaolvera76@att.net), Networks (No networks.), Temperature (Fahrenheit), and Manage Account (Modify your Legacy Contact settings or deactivate your account.). A dropdown menu is open from the top right navigation bar, showing options: Create Page, Create Group, Find Groups, Create Ads, Advertising on Facebook, Activity Log, News Feed Preferences, Settings, Send Money, Payment History, and Log Out. Red arrows point to the 'General' menu item, the 'Settings' option in the dropdown, and the top right navigation bar.

General Account Settings

Name	Camille Caham
Username	You have not set a username.
Contact	Primary: reginaolvera76@att.net
Networks	No networks.
Temperature	Fahrenheit
Manage Account	Modify your Legacy Contact settings or deactivate your account.

Download a copy of your Facebook data.

Thanks for taking a moment to give feedback.

Settings


Tip!

Option Two
Access via
Settings

Your Privacy Settings

⚙️ General

🔒 Security and Login

🔒 Privacy

📅 Timeline and Tagging

🚫 Blocking

🌐 Language

🌐 Notifications

📱 Mobile

📡 Public Posts

📱 Apps

📺 Ads

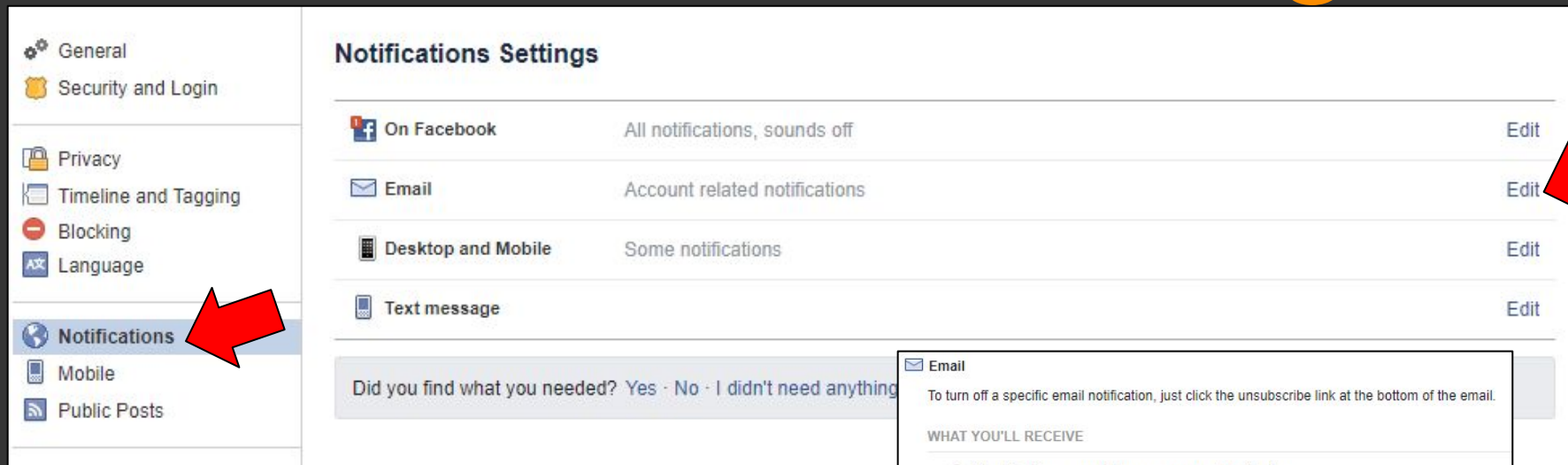
💳 Payments

📧 Support Inbox

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Public	Edit
	Who can see your friends list?	Public	Edit
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Friends of friends	Edit
Who can look me up?	Who can look you up using the email address you provided?	Friends of friends	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want search engines outside of Facebook to link to your profile?	No	Edit

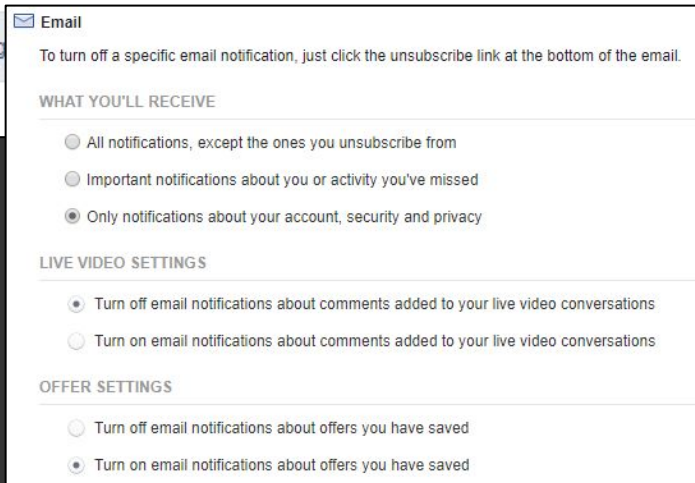
Your Notification Settings



The screenshot shows the Facebook 'Notifications Settings' page. On the left is a navigation menu with the following items: General, Security and Login, Privacy, Timeline and Tagging, Blocking, Language, **Notifications** (highlighted with a red arrow), Mobile, and Public Posts. The main content area is titled 'Notifications Settings' and contains a table of notification categories:

Category	Current Setting	Action
On Facebook	All notifications, sounds off	Edit
Email	Account related notifications	Edit
Desktop and Mobile	Some notifications	Edit
Text message		Edit

Below the table is a feedback bar that says: 'Did you find what you needed? Yes · No · I didn't need anything'. A red arrow also points to the 'Edit' link for the 'Email' category.

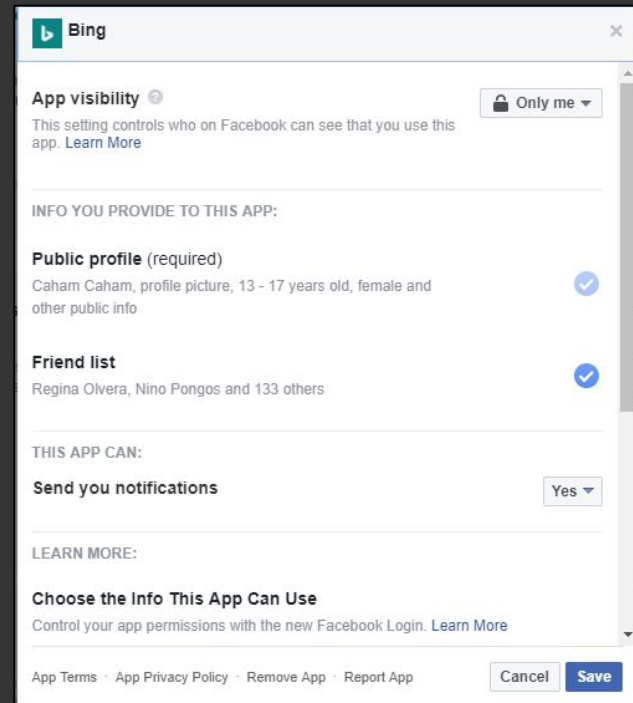
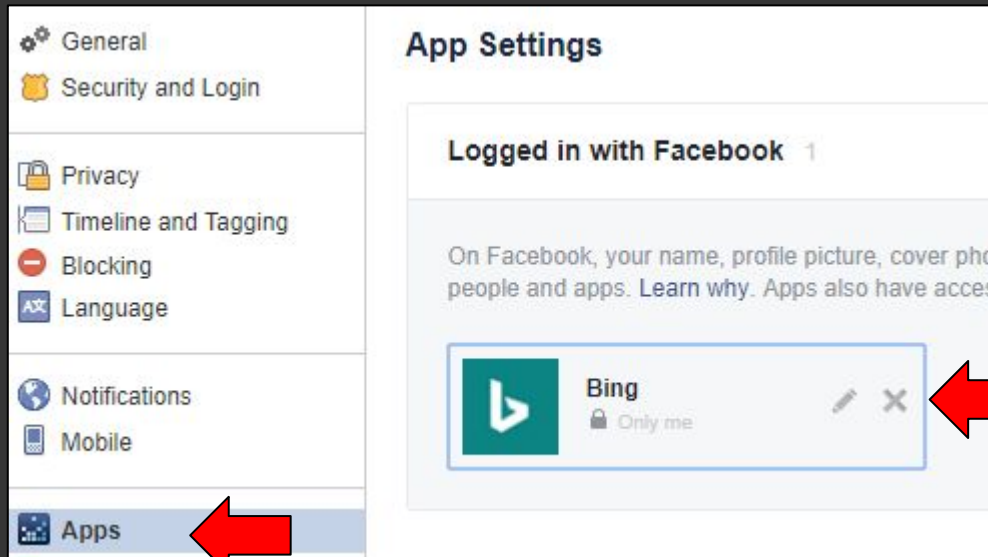


This is a detailed view of the 'Email' notification settings modal. It includes the following sections:

- Email**
 - To turn off a specific email notification, just click the unsubscribe link at the bottom of the email.
- WHAT YOU'LL RECEIVE**
 - ☐ All notifications, except the ones you unsubscribe from
 - ☐ Important notifications about you or activity you've missed
 - ☒ Only notifications about your account, security and privacy
- LIVE VIDEO SETTINGS**
 - ☒ Turn off email notifications about comments added to your live video conversations
 - ☐ Turn on email notifications about comments added to your live video conversations
- OFFER SETTINGS**
 - ☐ Turn off email notifications about offers you have saved
 - ☒ Turn on email notifications about offers you have saved

A red arrow points from the 'Email' category in the main settings to this modal.

Your App Settings



Introduction to Instagram

Creating a New Account on Instagram

We want to develop a stronger social media presence for CAHAM.

Therefore please feel free to tag us to photos and videos from previous conferences.

www.instagram.com

Basic Info

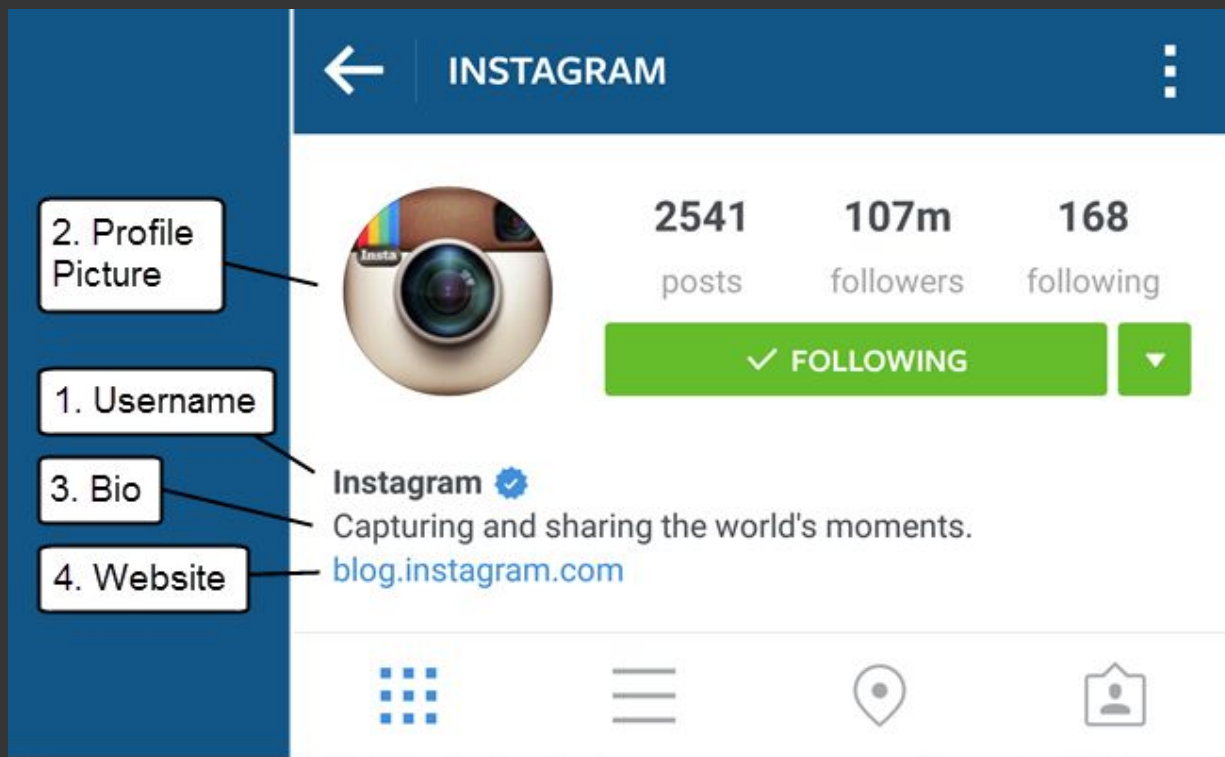
▼ What is Instagram?

Instagram is a free photo and video sharing app available on Apple iOS, Android and Windows Phone. People can upload photos or videos to our service and share them with their followers or with a select group of friends. They can also view, comment and like posts shared by their friends on Instagram. Anyone 13 and older can create an account by registering an email address and selecting a username.

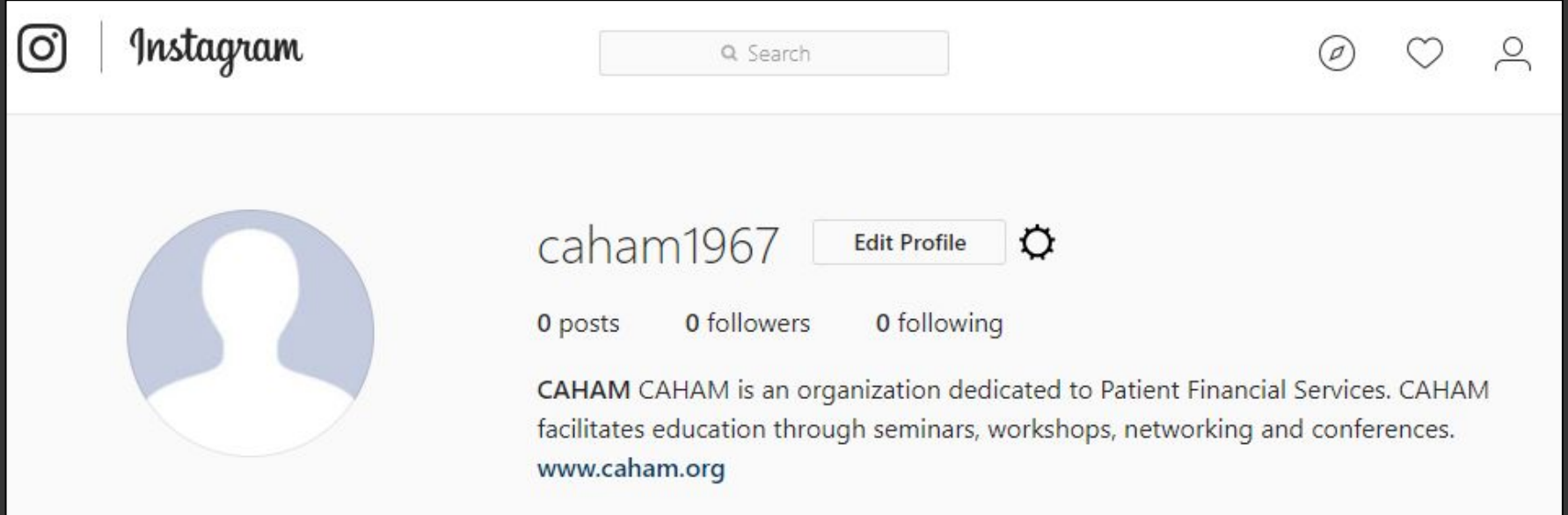
Want to learn more? Here are some of our popular help topics:

- Instagram's [Community Guidelines](#) and [Terms of Use](#)
- [Sign up for an Instagram account](#)
- [Delete an account](#)
- [Information for Law Enforcement](#)

Profile



Profile



Let's demonstrate...

Private Account

✓ How do I set my photos and videos to private so that only approved followers can see them?

By default, anyone can view your profile and posts on Instagram. You can make your posts private so that only followers you approve can see them. If your posts are set to private, only your approved followers will see them in the Photos tab of Search & Explore or on hashtag or location pages. Posts can't be set to private from a desktop computer.

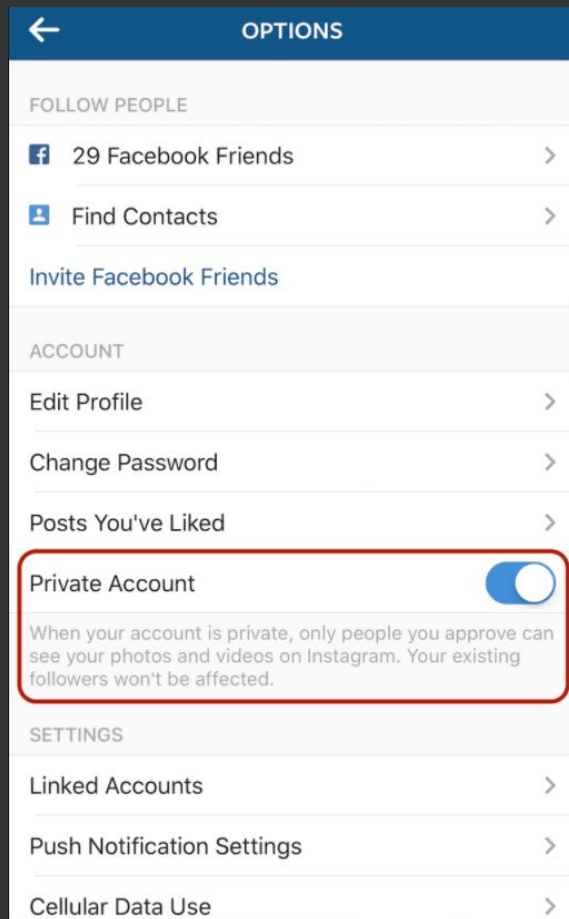
To set your posts to private from the Instagram app on iOS:

1. Go to your profile by tapping 
2. Tap 
3. Turn on the **Private Account** setting

Let's demonstrate...

Private Account

This can only be done through the mobile app not the desktop.



Hashtags

How do I use hashtags?

You can add hashtags in the caption or comments of your post. If you add hashtags to a post [that's set to public](#), the post will be visible on the corresponding [hashtag page](#).

To tag a photo or video with a hashtag:

1. Take or upload a photo or video
2. Choose to add a filter, then type # followed by text or emoji in the **Caption** field (ex: #flower)
3. If you want to add a hashtag to a post you've already uploaded, [edit the caption](#) or include your hashtag in a comment on your photo


Let's demonstrate...


Direct Messages

How do I send a post I see in Feed as a Direct message?

You can send posts you see in Feed as a direct message. Messages won't appear in Feed, search or your profile.

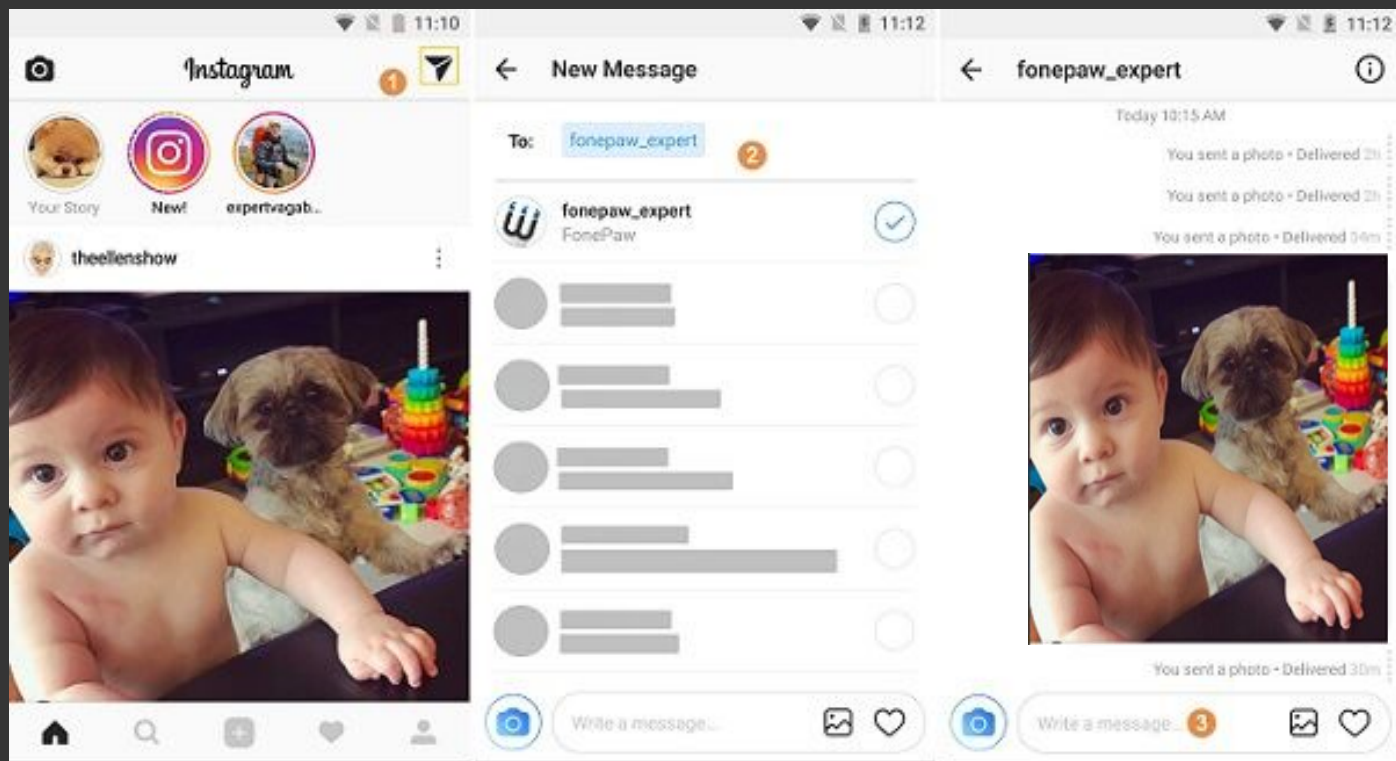
To send posts you see in Feed as a direct message:

1. Tap  below the post you'd like to send
2. Search for and select the person or group you'd like to send the post to (up to 15 people)
3. Add an optional message and tap **Send**

You can also send a post as a Direct message by commenting on it. To do this, [mention](#) the accounts you'd like to send the post to at the beginning of the comment, then tap **Send**. Tap  to switch between sending the post as a message and posting a comment.

Note: When you send a private account's post as a message, only people who follow that account will be able to see the post. The person who uploaded the post won't be notified.

Direct Messages

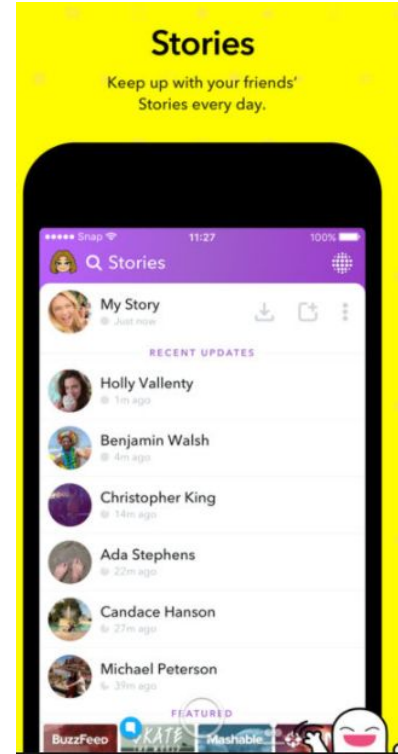


Introduction to Snapchat

Creating a New Account on Snapchat

As we develop our CAHAM social media we thought it would be fun to help you locate your fellow CAHAM members via Snapchat.

Being connected via social media will help give us the ability to network and build a strong, long lasting relationships.

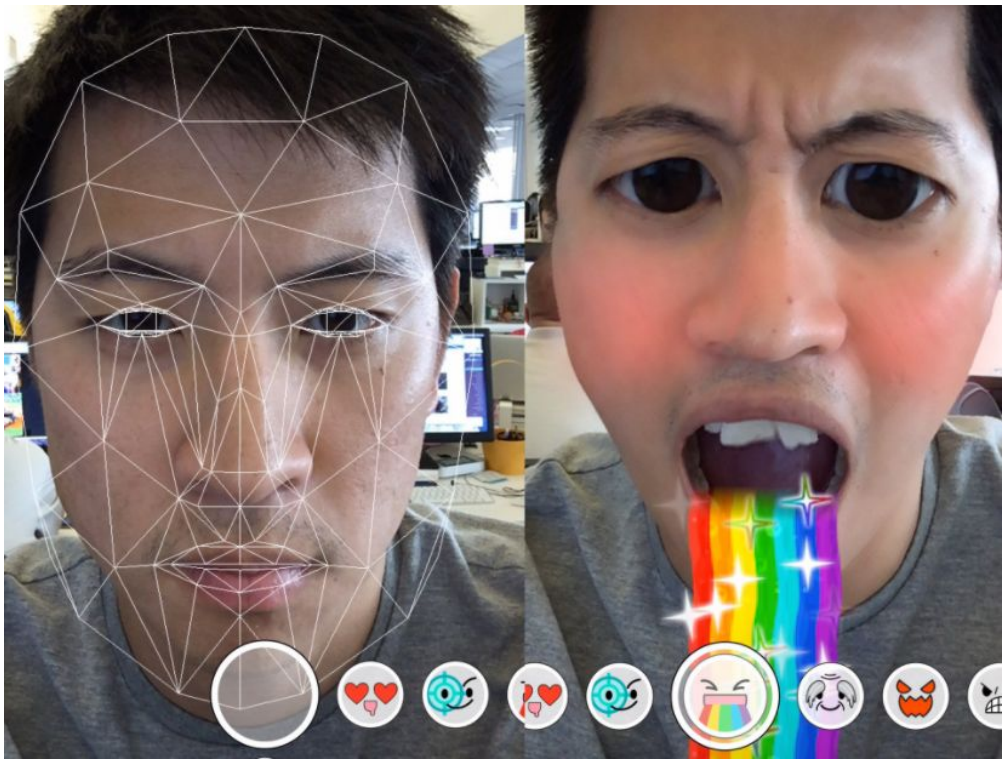


Taking a Selfie on Snapchat

Snapchat has the best filters!

Flip the camera to selfie-mode, tap your face and it will scan your face. Your filter buttons will appear. Let the fun begin!

Hold down the photo button to take a video. Tap the photo button to take a picture. Post it to your story and it will last 24 hours! You can also save it to your memories.



LinkedIn

We are searching for members that would like to help create and maintain the CAHAM LinkedIn Account.

If you are interested please contact anyone one the CAHAM board members.

Download Phone

Apps from iTunes or
Android App Store



App Store



Google play

To browse the App Store on your computer, follow these steps:

1. Open iTunes, then click iTunes Store.
2. Click the More Options icon in the upper-left hand corner of the window.
3. Click Apps .
4. At the top of the screen, click App Store.

Find and download apps or digital content

1. Open the Google Play Store app . Note: you can also go to play.google.com.
2. Search or browse for content.
3. Select an item.
4. Tap Install (for free items) or the item's price.
5. Follow the onscreen instructions to complete the transaction and get the content.

Stay connected with CAHAM

Facebook

Caham, Caham

Instagram

cahamcaham

Snap

Locate your fellow
CAHAM members

LinkedIn

TBD

Website

www.caham.org

Email

cahamca@yahoo.com

We look forward to
connecting with you on
social media!

Please remember
we need your help
locating vendors to
support us for our

**50th CAHAM
Conference!**

