

## How to sign up for a Facebook Account:

1. Go to [www.facebook.com](http://www.facebook.com)
2. On the front page, bottom right hand side, you will see an area directing you to join facebook.
3. Fill in the required fields and facebook will walk you through the set up process. (Note: You do not need to fill in your correct birthday information; facebook is asking to verify you are at least 13 years of age. If you do want to fill it in using your correct birthday, you can choose to hide it from public viewing once you are set up.)
4. The next four steps are optional as well. If you do not wish to add the people they suggest as Facebook Friends, add Friends to Facebook, Fill in Profile Information or to Load a profile picture, just scroll down to the bottom of each page and click "Skip".
5. Now you will be taken to the News Feed Page. Once you join groups and add friends this page will be filled with their recent facebook activities. Right now it will be empty.
6. **Join the Canadian Federation of University Women Facebook Group:**
  - Go to the white bar at the top of the screen (next to the word facebook) that has a little magnifying glass next to it.
  - Type Canadian Federation of University Women
  - A bar will drop down as you start typing, ignore the two suggestions they give you and click on the last option: "See More Options for Canadian federation of university women."
  - The page that loads next will give you suggestions for the search. What you want to click on is the "**Group**" called Canadian Federation of University Women, "Type: Organization." There may be "Pages" for the CFUW or for the Canadian Federation of University Women, but not the actual group where information is posted.
7. Search old friends, people from the CFUW, family and other organizations you are interested in to learn more about what everyone is doing on facebook.

**The most important step:** Have patience and be willing to make mistakes! Facebook, like any other program will take some time and patience to get used to and to use it properly. Don't worry, just do your best! If you have any problems or questions always give [google.ca](http://google.ca) a try, you aren't the first person to run into problems or have a question, and you can email National Office at [cfuwadvocacy@rogers.com](mailto:cfuwadvocacy@rogers.com), subject: facebook help if you are really stuck.

Good luck and have fun!

## Resources and Information:

### **1. Publications and Information from the Office of the Privacy Commissioner of Canada**

- **Prevent identity theft online**  
[http://www.priv.gc.ca/fs-fi/02\\_05\\_d\\_36\\_e.cfm#contenttop](http://www.priv.gc.ca/fs-fi/02_05_d_36_e.cfm#contenttop)
- **Social Networking and Privacy**  
[http://www.priv.gc.ca/fs-fi/02\\_05\\_d\\_35\\_sn\\_e.cfm#contenttop](http://www.priv.gc.ca/fs-fi/02_05_d_35_sn_e.cfm#contenttop)
- **Social Network Site Privacy: A comparative analysis of six sites**  
[http://priv.gc.ca/information/pub/sub\\_comp\\_200901\\_e.pdf](http://priv.gc.ca/information/pub/sub_comp_200901_e.pdf)

### **2. One last note:**

The best way to protect your privacy is to use your common sense. Don't put any information online that is you wouldn't want friends of friends of friends to see. If it passes that test, go for it. There is no need to be scared of facebook, just be aware.