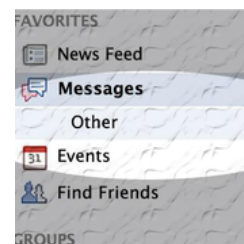


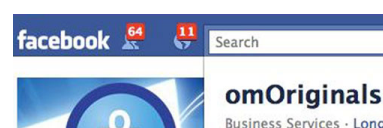
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Hidden Facebooking Tips

Tip #1: Don't rely on the message indicator on the top bar of your Facebook page for all your messages.

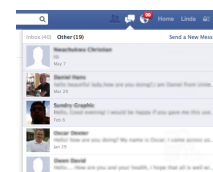
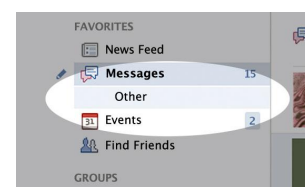


1. Facebook messages are represented two ways
 - a. A number shows in a square when offline on top of the animated heads.
 - b. A number shows next to your message tab in your newsfeed when online.
 - c. This is where your messages are from Facebook friends.



Tip #2: Here is how to find messages in the "other" folder that doesn't give you a numerical notification that you usually get when receiving messages in your message folder.

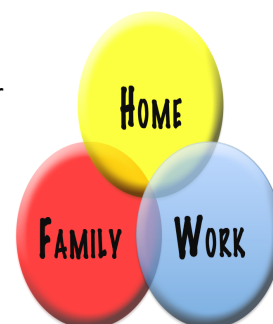
2. Facebook messages in the "other" folder
 - a. Click on the left side of message tab to see the subtab – "other".
 - b. Click on "other" tab to see hidden messages.
 - c. This is where messages end up from people who send you messages but are not yet your Facebook friends.
 - d. Facebook doesn't notify you when you get messages in the "other" folder
 - e. New messages have light blue background – date when received is on the right



Tip #3: Facebook and Privacy

PRIVACY

- a. Hide your friend's list in Facebook. You don't want your friends to see all of your other friends.
- b. Great for people who have different groups of friends and don't want those groups to know about all your friends from a different group (i.e. work vs. personal vs. family friends)
- c. Helps keep your friends' privacy
- d. If two of your friends are also friends with each other, they will be visible as your friends in your timeline.

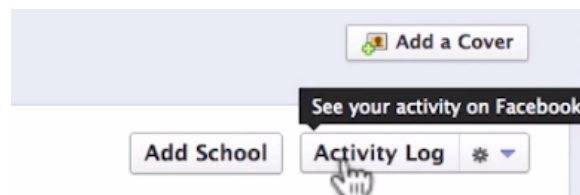
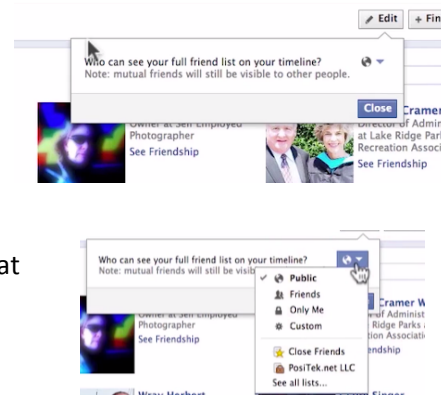


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Hidden Facebooking Tips

Tip #4: How to set up your Facebook Account to make your friend's list private

1. On your Facebook page, go to your timeline by clicking on your name in the top right corner of the screen
2. On your timeline, click on your friend's link (this is right below your photo). You should see all your friends listed in thumbnails
3. Click on the Edit button on the top of the page. You should see a pop-up menu that says, "Who can see your full friend's list on your timeline?"
4. Move to right and hover over the globe. It will show the visibility status of your friend's list. Now you can choose who can see your friend's list.
5. Go back to your timeline by clicking on your name to test how your timeline looks to others. Go to the "activity log" on the right. Click on "view as". Type in a friend's name to see what your profile looks like to your friend.



Tip #5: Filtering your newsfeeds to keep from getting overloaded with status updates

1. On your Facebook page, go to your newsfeed page (home page). (Not your timeline)
2. Hover over the friends' section on the right and wait till "more" pops up. Click on "friends" or "more".
3. Click the "create list" on the right. You can now create a list of friends that you want to see their posts and have a section tab listed on the left.
4. To delete a list – hover over a created list and click on the right "manage list". Click on "delete" and the list will be gone.

