



BASICS

How do I log in to my Facebook account?

1. Make sure no other user is logged in to Facebook on your computer. You can log out another user by selecting "Logout" from the "Account" drop-down menu at the top of any logged-in Facebook page.
2. Enter your e-mail address into the "Email" field at the top of the page at www.facebook.com.
3. Enter your password in the "Password" field.
4. Click the "login" button.

How do I add a friend?

Just use Facebook Search to find the person you know and then click on the "Add as Friend" button to the right of their search listing. A friend request will be sent to that person. Once they confirm that they actually are friends with you, they will show up on your Friends List.

How do I remove or cancel a friend request I made to someone?

Visit the person's profile and click the "Cancel Friend Request" link underneath the profile photo. After you click this, the link will say "Friend Request Canceled" in grey letters.

If I delete a friend request will the sender find out?

No. The friend request will be removed from your list of friendships to confirm, and the sender won't be notified.

How do I unfriend or delete a friend?

If you would like to remove a friend, navigate to the person's profile and click the "Unfriend" link on the left side of their profile, beneath their highlighted friends.



If you choose to unfriend someone, you will be removed from the person's Friends List as well. You will need to repeat the friend confirmation process if you wish to be friends with this person again.

How do I block someone?

There are three ways to block someone:

1. Go to the Block Lists from your Privacy Settings page. Enter the name or email address of the person you want to block in the appropriate field and click "Block."
2. If you cannot find someone using the Person search field, try going to their profile page. You can block them by navigating to the "Report/Block this Person" link at the bottom of their profile page. Once you click this link, check the "Block this person" box and then click "Submit."
3. Lastly, please note that you can block someone through the "Report" link located next to messages in your Inbox.

