

## Instructions to access Facebook and NACM

1. Go to the Facebook welcome page: <http://www.facebook.com/> To the right of the screen, you will see a section marked "Sign Up" where you can sign up to get on Facebook.
2. Fill in the blank fields with the information requested: name, age, etc. Click the "Sign Up" button, and then enter the code you see on their security page. Facebook will then send you an email to confirm your account. Once you receive confirmation on a separate email, click on the link on this email and enter your email address and a password.
3. You will now be on the "Getting Started" page. You can edit your account. If any of your friends have been looking for you on Facebook already, you will see an option to accept/confirm this friend. Click "confirm" and go to next step.
4. Facebook will now ask if you want your email account or instant message friend list scanned for already registered friends. You can skip this step or allow, it is your preference.
5. In the next step you can enter your High School, College or other Learning Institutions, as well as your place of employment. Once you enter this information, Facebook will take you to a page displaying Facebook members that have similar information. You are given the option of selecting them as "friend".
6. Once you select your friends from the people shown, you will be taken to a page where you are asked to enter where you live so that Facebook can place you in a Network. The city you enter may not be listed, but you will be given options of cities that they determine may be geographically close to you. Select one and your sign up process is complete. You will be immediately taken to the YOUR Facebook "home" page.
7. After you arrive at your home page, look in the upper right hand corner next to your name. You should find a link called "settings." Click here and select "Privacy Settings" to control who is allowed to see your profile and pictures. Click on the drop down menus to select your desired settings.
8. Congratulations, you have successfully gotten started on Facebook. Now to access NACM on the right hand corner under search type in National Association for Court Management and hit "Join Group."