



**Inter Valley Health Plan**  
For health. Not for profit.

# **INTER VALLEY HEALTH PLAN & FACEBOOK**

**How-To**

**Creating a Facebook account is fast and free. Here are the basic steps to creating a user profile. Now you can connect with friends and family like never before.**

## Step 1

Start at the homepage. When you go to Facebook.com, you see a screen that gives you the option to sign in or sign up for a free account. Fill out the form that asks for your full name, email address, a password, gender and your birthday then click the “Sign Up” button. You’ll then have to type in a series of letters and numbers for security check purposes and then click the “Sign Up” button.



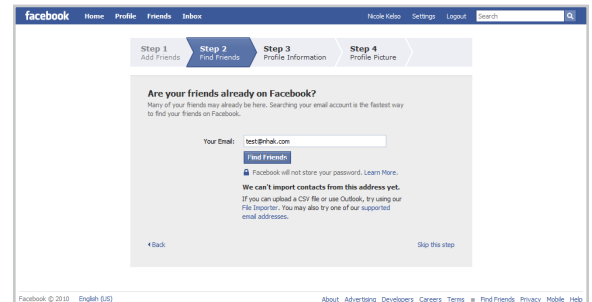
## Step 2

Wait for your confirmation email. Facebook sends this email to confirm your registration. When you get the email, click on the link in the email to confirm that you did in fact register for a Facebook account. You will then be logged into Facebook.



## Step 3

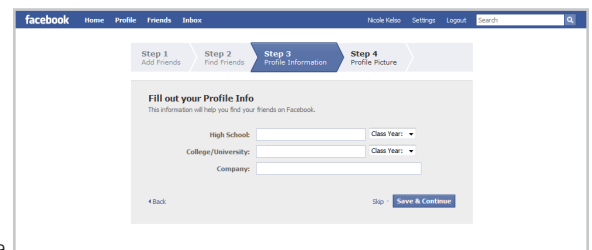
Search for friends and coworkers. When you first set up a Facebook account, you have the opportunity to search your email address book for possible friends and contacts. Type in your email address and password to do a search, or try searching by school or company. You can easily find individuals by searching a high school or college graduating class, email or a specific name.



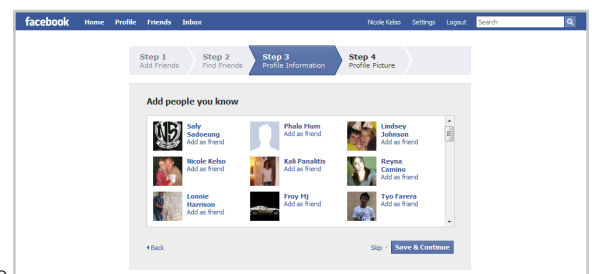
## Step 4

(a) Begin adding some profile information that will help you find other people you might know on Facebook. Enter information about where you worked and where you went to school. (b) From this information Facebook will find people that you might know based on the information you provided. If you do know someone and you would like to add that person as your friend, simple click the “Add as friend” link. You can add a personalize message or send the default request.

4a

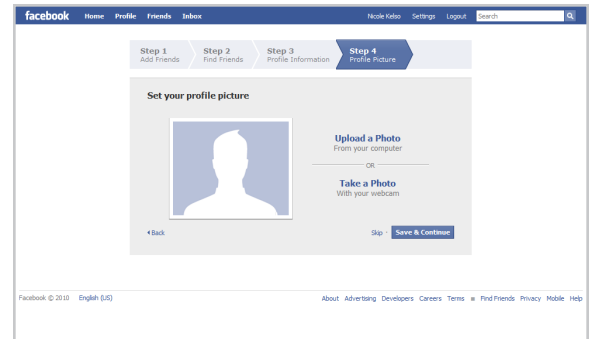


4b



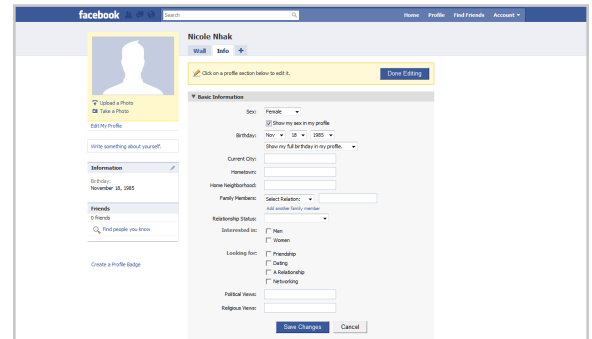
## Step 5

Upload a picture of yourself for your profile picture directly from your computer. This will be the picture that your friends will see next to your status updates and wall postings.



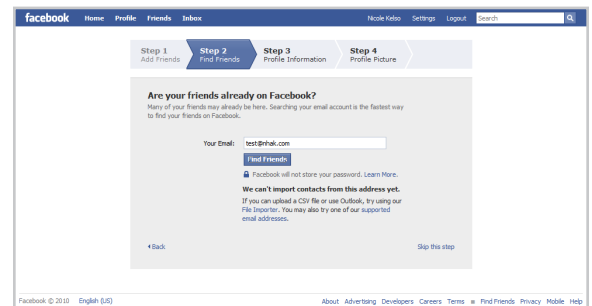
## Step 6

After you submit your profile photo, you will be taken to your profile page where you can add more information about yourself (like your favorite movies, books and TV shows) that your friends and family can look at by click “edit profile”.



## Step 7

You can add more pictures to your profile and create photo albums to share with your friends. Just click the “Photos” tab at the top of your profile and upload photos from there. You can also add a caption to photos.



## ADDITIONAL TIPS

**Wall:** Each Facebook profile has a “wall,” where friends can post comments, links, videos or photos. Since the wall is viewable by all the user’s friends, wall postings are basically a public conversation. Therefore, it is usually best not to write personal messages on your friends’ walls. Instead, you can send a person a private message, which will show up in his or her private inbox, similar to an email.

**Home Page:** Your Facebook home page will display status updates and interesting content from your friends. Share messages and photos with your friends using the Publisher.

**Status Update:** Each profile can post a brief description of the user’s current status that will appear on all their friend’s news feeds in real time. A user may post a status about their upcoming vacation or their latest movie review. These are public and can be commented on by any friend.

**Privacy:** Adjust your privacy settings to control who can see your profile. Click on Settings in the upper right header of your screen. Also adjust who can post on your wall or see your photos.

**Don’t Forget:** Become a fan of Inter Valley Health Plan and stay up to date with us. Simply type *Inter Valley Health Plan* into the search bar at the top and click search, then click *Become a Fan* on the right-hand side.