

What's Public and What's Private on Facebook?



PRIVATE

When personal messages must be shared between just two individuals or if you wish to share information with just a select group of people, private modes of communication must be established. Facebook has a couple different methods to allow you to have private conversations with your Facebook Friends.

Chat A built-in instant messaging system allows you to have immediate and private real-time conversations with a Facebook friend, provided you are both on Facebook at the same time. To access the chat function, click on “Chat” in the bottom right portion of your screen at any time. A box will open showing what friends are on Facebook at that particular moment. A full green circle beside a friend’s name means they are available to chat. A half-shaded circle means they are online, but inactive or idle.

- To chat with a friend, click on their name and start typing your message in the box at the bottom of the chat window. Press “Enter” to send your message.
- Use the options button to make yourself “online” (available to chat to others) or “offline” (invisible to others in chat). If you have Friend Lists set up, you may also choose to make yourself “online” or “offline” to particular groups of friends, by clicking on the little slider to the right of each list or group’s name.

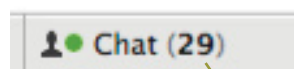
Inbox (Messages) Each user has his/her own inbox on Facebook that is accessible by clicking “messages” on the left side of the News Feed or the Messages icon at the top left on any Facebook page. Click on “New Message” then start typing your friend(s) name(s) in the “To” field. You may send your message to up to 20 friends. If you have Friend Lists set up, you can send messages directly to a group of friends of 20 or fewer by typing the name of the Friend List in the “To” field. Within your message you may also attach videos, photos, links, audio and more! You can also send an Inbox message to a friend by clicking “Send Message” under the profile photo on their profile page.

OTHER PUBLIC/PRIVATE ITEMS TO NOTE:

- When responding to somebody’s post, it is best to respond in the comment section below a post rather than posting a response on the Wall. Same goes for responding to comments on your own posts.
- When you have a more personal response to a public post, it is probably better to send a private message to your friend.
- If you don’t want to comment, but like the post, you can click on “Like” underneath of it to give it a thumbs-up.
- If you accidentally publish something you wish you

hadn’t, it’s OK. It can be deleted. Simply go to your profile and hover your mouse over the post you want to remove, and then click on “Remove” when it shows up to the right of it. It will disappear and you can either republish with your intended post or leave it deleted forever.

- You may delete any post that shows up on your wall whether from you or friends via the same method described above.
- A good rule of thumb is to keep questionable photos off of Facebook. If you choose to post photo content that could put you in a bad light to some of your friends, be sure your settings are so that your photos are only seen by those you want to see them.
- You may also send Inbox messages to those who are not yet friends. Many use this option to describe themselves to people they are trying to friend if they aren’t already close acquaintances.
- You can also limit which friends see your posts by clicking on the lock icon in the Publisher. The default is to share with everybody, even those off of Facebook. Be sure to change your default settings to ensure privacy.



**SEE WHO’S ONLINE —
(LOCATED AT THE BOTTOM
RIGHT OF THE WEBSITE)**



CLICK ON ‘MESSAGES’ ON THE LEFT SIDE OF YOUR HOME PAGE AND COMPOSE A NEW MESSAGE OR CLICK ‘SEND MESSAGE’ UNDER A FRIEND’S PROFILE PHOTO ON THEIR PAGE (FOR MORE PRIVATE MESSAGES)

