

## Other Facebook NOTES



### FACEBOOK APPLICATIONS

Facebook allows third-party developers to create a whole host of applications you may add to your personal and public profiles. These include fun stuff from games to quizzes to more business related applications such as RSS feeds and custom FBML coded tabs. To find a list of these by categories, click on the “Applications” tab on the left side of the News Feed, then click on Applications Directory at the bottom of the page. Browse through applications to find ones you’d like to use/add to your profile.

### NOTIFICATIONS, REQUESTS & MESSAGES

Facebook will send you notifications when your friends are interacting with you on the site. Certain notifications such as friend requests and comments will be sent to your e-mail inbox. These notifications, along with a host of others will also be sent to your Notifications tab on Facebook. The Notifications tab is located in the top left portion of the page and resembles a globe. If you have notifications you haven’t seen yet, a red bubble with the number of notifications available will show up on the tab. Other notifications will pop-up live on your Facebook screen if they occur while you are on the site.

Friend Requests and Inbox Message Notifications will also be found in the top left portion of your Facebook Home page, where you can click on them and take action.

### HANDLING REQUESTS

Oftentimes, you’ll receive a friend request from somebody you either are unsure about, or simply don’t want to add as a friend. There are four ways to handle these requests.

1. **Confirm** – You may confirm the person as a friend. We suggest adding them to a Friend List you have already set up to ensure the correct privacy settings are applied to that person.
2. **Ignore** – Don’t worry. If you choose to ignore a friend request, Facebook will not be the bearer of bad news to the person requesting your friendship. The Friend Request will simply disappear without a peep. However, this potential friend may find your profile and request to be your friend again.
3. **Send Message** – If you are unsure of the identity of the person, you may send them a message asking them to tell you a bit more about themselves and why they want to be your friend. Then you can take action upon their response.
4. **Facebook Friendship Limbo** – Perhaps you’re not sure if you want to add them or ignore them yet. That’s fine. Just let it sit in your requests section until you make up your mind.

The same steps may be taken with invites to Like pages, join groups or play games.

### DE-FRIENDING

Under certain circumstances, you may wish to de-friend another user. You may do this by going to their profile and clicking “Remove from Friends” on the bottom left portion of the page. By doing this, you will remove the friendship connection and only give the de-friended person limited access to your profile. They will also stop appearing in your News Feed.

### BLOCKING

If another user is harassing you or just won’t leave you alone, or if you have other reasons to not let a user know you are on Facebook, you may choose to block them. This may also be done from the bottom left portion of a user’s profile page. By blocking somebody, you are removing all access to your profile, and all your access to their profile. It’s as if you don’t exist to each other on Facebook. If you have a change of heart at a later date, you may choose to unblock a user by accessing your Privacy Settings and clicking on “Block Lists.”

### FACEBOOK MOBILE

It is well-known that a majority of smart phone users (think BlackBerries and iPhones) use applications to update and participate in conversations on Facebook from their phones. But many don’t know they can also use simple text and picture messages from a traditional cell phone to update their Facebook status. Learn all about how to use Facebook from your phone at [www.facebook.com/mobile](http://www.facebook.com/mobile).

### HELP CENTER

We can’t cover everything on Facebook, but try to provide you the best information to get started and effectively use it. For items we didn’t cover, check out Facebook’s Help Center by clicking on “Help” at the bottom of any Facebook Page.

Friend requests, Inbox Messages,  
Notifications tabs

