



GENEVA PUBLIC LIBRARY DISTRICT

127 James Street, Geneva, IL 60134
Ph: 630-232-0780 Fax: 630-232-0881

Advanced Facebook
Ellen Anderson
Geneva Public Library District



Tagging: You can alert/ notify someone that you have mentioned them in a post by “tagging them”. When you tag someone, you create a link to their profile. The post you tag the person in may also be added to that person’s Timeline.

Unfollow: Stop seeing a profile’s posts but stay Friends.

Privacy: Get to your Privacy under Settings. Change who can see your posts, who can contact you and who can look you up.

Hide a Post: Change at any time who can see a post on your Timeline by going to the post and clicking the gear icon.

Creating a list of Friends: Create a list of Friends to easily share a post or use this list to completely exclude people from seeing a post.

Groups: Facebook Groups make it easy to connect with specific sets of people, like family, teammates or coworkers. Groups are dedicated spaces where you can share updates, photos or documents and message other group members.

Pages: Pages are for businesses, brands and organizations to share their stories and connect with people.

Blocking: You can block someone to unfriend them and prevent them from starting conversations with you or seeing things you post on your profile.

Notifications: You'll receive a notification in an email message and on your Home page whenever someone interacts with you on Facebook.