

Facebook 101

Instructions



What exactly is Facebook?

Facebook is a free online social networking tool that allows you to connect and interact with friends, family, and people who share your interests. Anyone over age 13 can sign up with a valid email address.



How Do I Get Started? www.facebook.com

Signing up is quick and easy too. Provide your name, working email address, birthday and password and you're set. Once you are connected, you will have the option of creating a personal profile. You can say as much or as little about yourself as you want. In fact, with Facebook privacy settings, you can customize how much of your information is available to your extended network.

What's Next?

Possibly the best feature of Facebook is the ability to connect and share. The short tutorial below will provide guideposts on how to start using Facebook tools to do just that. Once you begin to explore the site, you will also come across terms that you may not immediately understand. The glossary at the end of this tutorial will help you to make sense of what we'll affectionately call Facebook-isms.

Make Some Friends

Once you've created your account on Facebook, take a moment to make some friends... or rather, find your friends who have profiles on Facebook. (<http://www.facebook.com/findfriends.php>)

- | Select friends from your webmail address books.
- | Select people you know from your Facebook network.
- | Search for friends by name.
- | Select friends from your instant messenger contact list.
- | Invite friends who are not on Facebook to join.

Let Your Personality Show

Display your interests, passions and talents on your profile for your friends to see. Within your profile, you can post and share photos, videos, notes and links to your favorite sites or blogs. You can also become a fan of Pages that you support and invite your friends to become fans. Now is a great time to become a fan of our Global Care Day page on Facebook.

LyondellBasell Global Care Day

Please mark Saturday, May 16, 2009, on your calendar for the 10th Annual Global Care Day, LyondellBasell's worldwide day of community service. Global Care Day provides volunteer opportunities for our employees, their family members and friends to make a difference in the communities where LyondellBasell operates around the globe.

The new Global Care Day page on Facebook will act as a hub where volunteers, partnering non-profit organizations, neighbors and well-wishers can exchange stories, photos and advice pertaining to Global Care Day.

As a fan of LyondellBasell Global Care Day, you are invited to:

- | Share the Home Page with others
- | Access your site's event page under the Events tab
- | Upload photos or videos
- | Use the Global Care Day Flair gift application to invite and connect with other volunteers
- | Share your thoughts and experiences on Discussion Boards

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FAQ's

Q: How do I become a fan of the Global Care Day page and gift application?

A: After you register on Facebook, visit our page and click the "Become A Fan" link at the top of the page next to the main heading.

Q: When I become a fan, will other fans or the page administrators be able to view my profile and personal information?

A: You have control over who can see your profile, photographs and other personal information. You may change your profile privacy settings by clicking on Settings (in the top right corner of the blue bar) > Privacy Settings > Profile. More information about Facebook and how it protects your privacy is available at <http://www.facebook.com/about.php>.

Q: What are the risks of social networking sites?

A: Most social networking sites maintain strict security standards. However, it is important to understand any information you disclose online is subject any one of the following:

- | Exposure of personal information to identity thieves
- | Infection by viruses, worms, and other malicious programs spread through social sites
- | Victimization by child predators who use social networking sites to find victims
- | Internet stalking and bullying
- | Disclosure of sensitive business information

Facebook Vocabulary

Applications – No, these aren't dull forms to fill out. When you add these fun interactive details/objects to your profile, you communicate your style, personality and interests to friends in your network.

Discussion Board – This is an area where a Page's fans can engage in topic-based dialogue. Usually the topics are questions posed by the Page admin to spark conversation and interaction.

Flair – One of many applications that you can add to your profile to "say" a little about yourself. Flair shows up on your profile as a corkboard, and pieces of flair are buttons you select and add to the board.

Inbox – Much like your email inbox, this is where you can send and receive messages that require a little more privacy than you'd get from a wall post. Inbox messages can only be seen by the sender and the recipient.

News Feed – Think of it as tickertape of your activities on Facebook. When your friends visit your profile, they will be able to see what you've been up to, or what's coming up in your life. Your News Feed won't display personal information about you or information about what profiles, photos or notes you view. In fact, you can control what your News Feed displays by changing your privacy settings.

Pages – Created by companies, organizations, musicians, politicians, etc. Facebook members can become fans of a Page to communicate support for the group, company, etc., and to interact with other members who share their sentiments.

Poke – Let your friends know you're thinking about them without saying a word. When you send a poke, the recipient gets a message telling them that they've been poked. It might sound simple, but it's also a lot of fun!

Profile – This is your personal space on Facebook where your friends can contact you, leave messages, view and interact with your applications.

Status – How are you feeling? What are you doing? Let your friends in on your activities and whereabouts by updating your profile status.

Tag – Whenever you or a friend posts a photo to Facebook, you have the option of "tagging" – identifying – the people you know in the photo, be it yourself, or someone in your immediate group of Facebook friends.

Wall – Your wall may be one of the first features of your Facebook profile that you interact with. This is where your friends can leave you messages (your other friends can read these messages too). To send or receive a more private message, use your Inbox.

