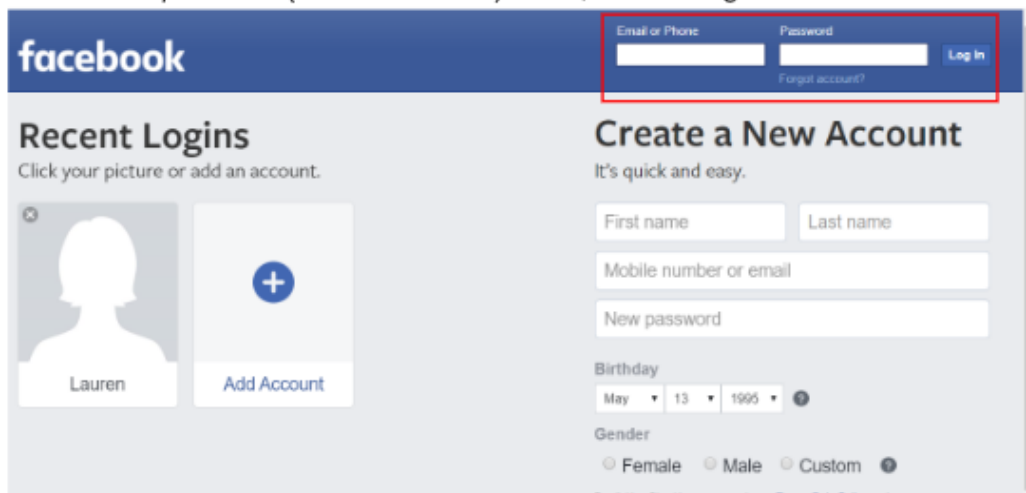


Creating a Group Page on Facebook on Computer

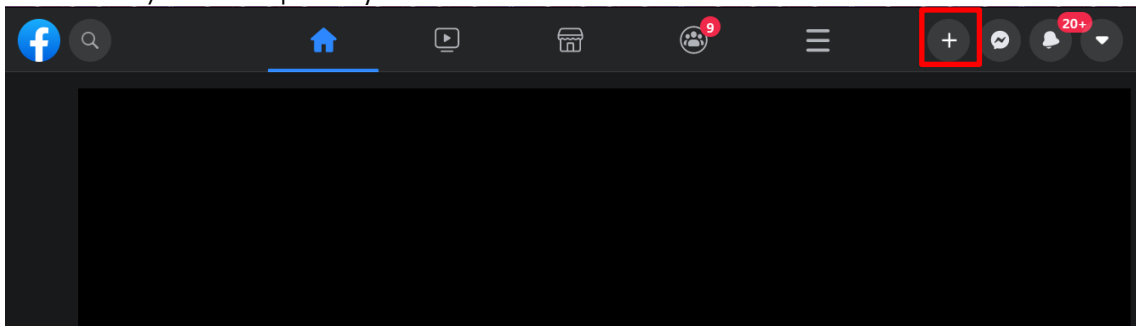
1. Click on your internet browser to pull up a webpage. It may look like one of the following:



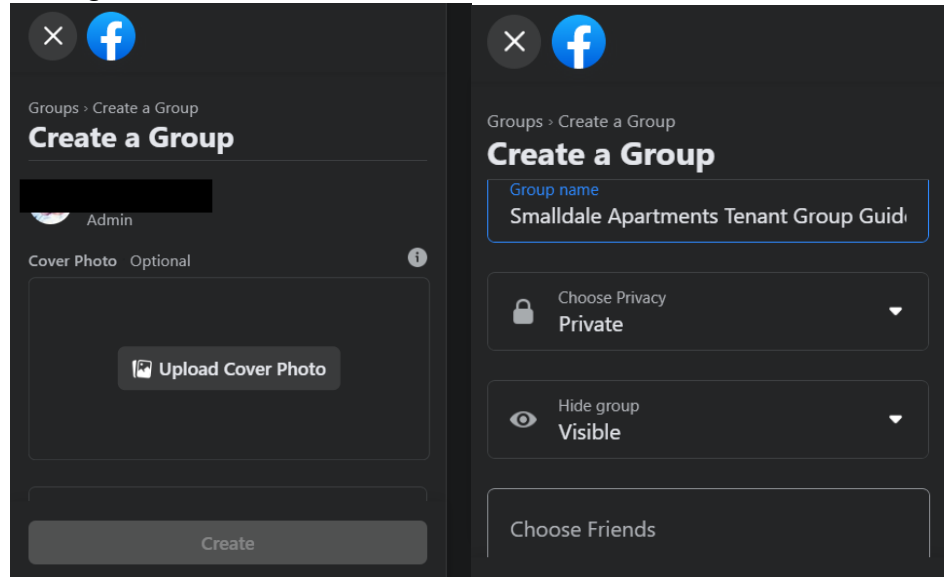
2. In the search bar at the top of the page, type www.facebook.com and press enter. You will then be prompted to login to your Facebook account. Enter your email or phone number and password (in red box below). Then, click the login button.



3. Next, click the "+" button (in red box below) to create something new. Then, click on the "Group" option. (NOTE: This is the NEW Facebook layout in dark mode. For now, you can switch to the classic version and toggle on and off dark mode on your computer.)



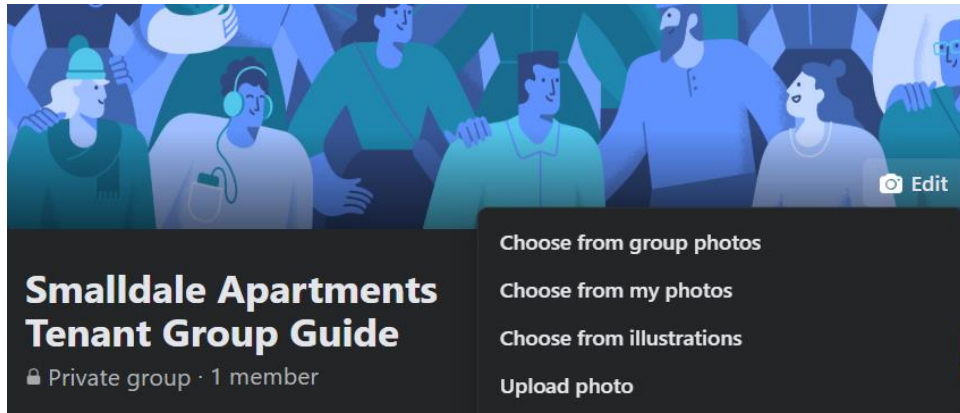
4. Next, enter information about your group. You will see where you can enter it on the left side of the screen. For your group name, enter your building name tenant group. For example, "Smalldale Apartments Tenant Group Guide." Then, add other folks in your tenant group by searching their names in the "Add Some People" box. Keep the privacy settings to only allow members in the group to see and post things on your page. If you would like this page to be visible to everyone, keep the "Hide Group" settings to visible. If you would only like those that you invite to the group (through the add some people option) to see the group, change this to "Hidden".



5. Next, you have several options.
 - a. Edit your group photo
 - b. Share Content and Hold Discussions
 - c. Go live
 - d. Plan events
 - e. Invite additional members

Edit Your Group Photo

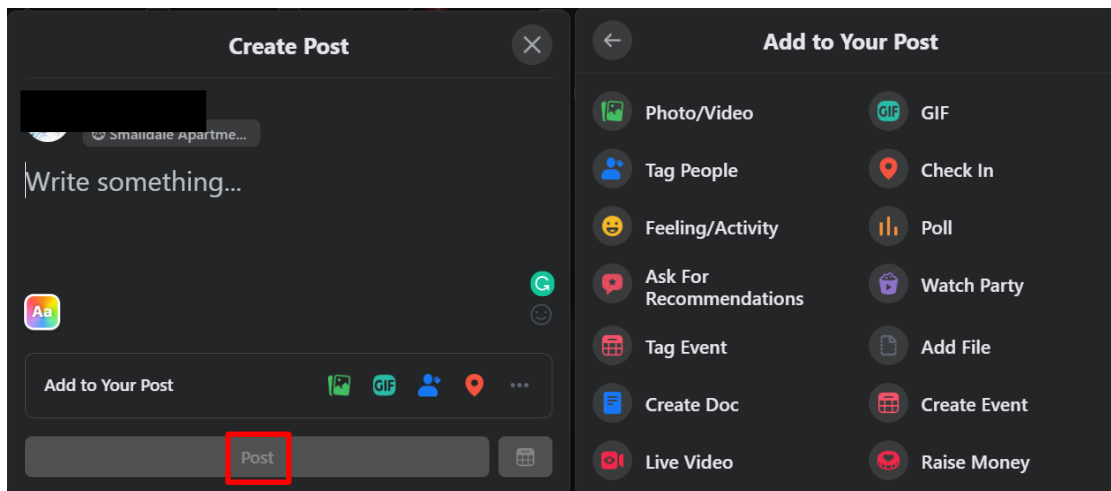
You can edit your group by adding a cover photo. Click "Upload photo" or choose a photo previously uploaded to the group by clicking "Choose photo". You can choose photos from the group or illustration.



Share Content and Hold Discussions

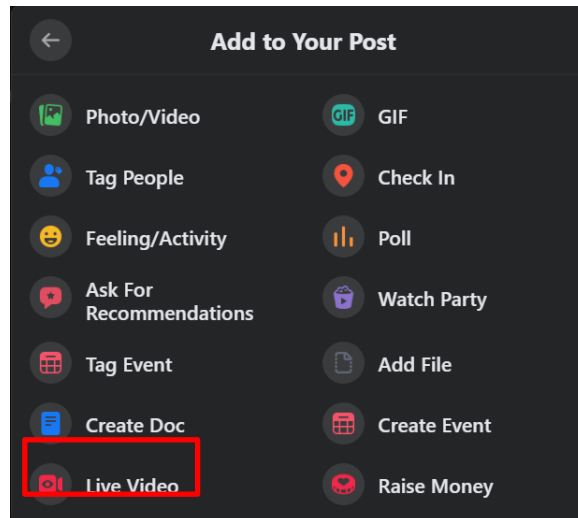
By creating posts in the “Write something” box, these posts will be viewable by everyone in your group.

Within the “Write Something” box, you have several options. You could post just text to prompt discussion or provide updates, upload a photo or video, or create a poll to gauge the group’s opinion on a certain topic. When you’re ready to post it to your group, click the “Post” button (in red box below).

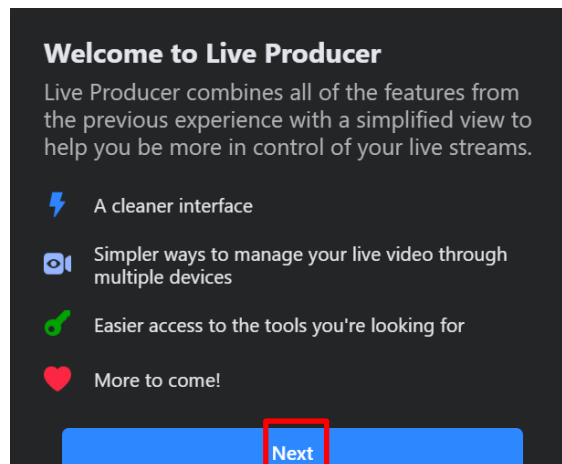


Go Live

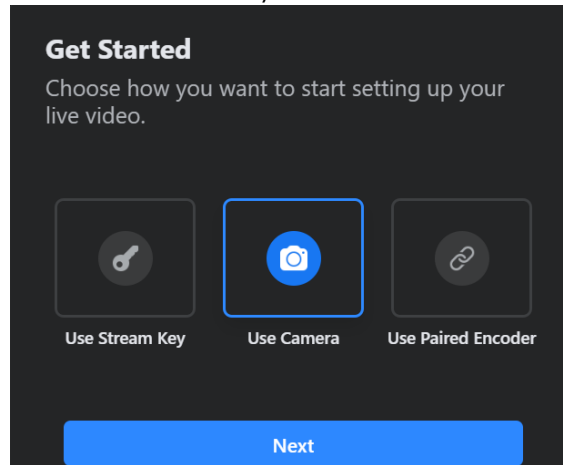
Going live on Facebook means you can share a video in real time to your followers. To do this, click the “Live Video” option (in red box below).



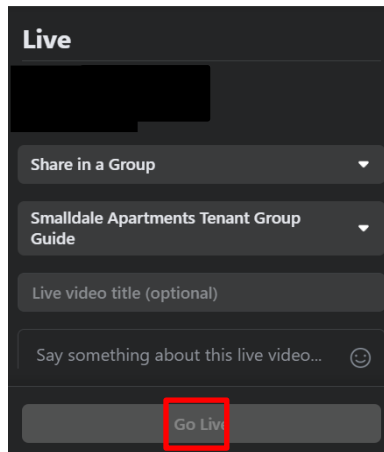
Next, you will have to allow Facebook to use your microphone and camera. Click “Allow” when asked. Then, click “Next”. After that, you’ll see a pop-up welcoming you to Live Producer.



Click "Use Camera" when asked how you want to start setting up your live video.

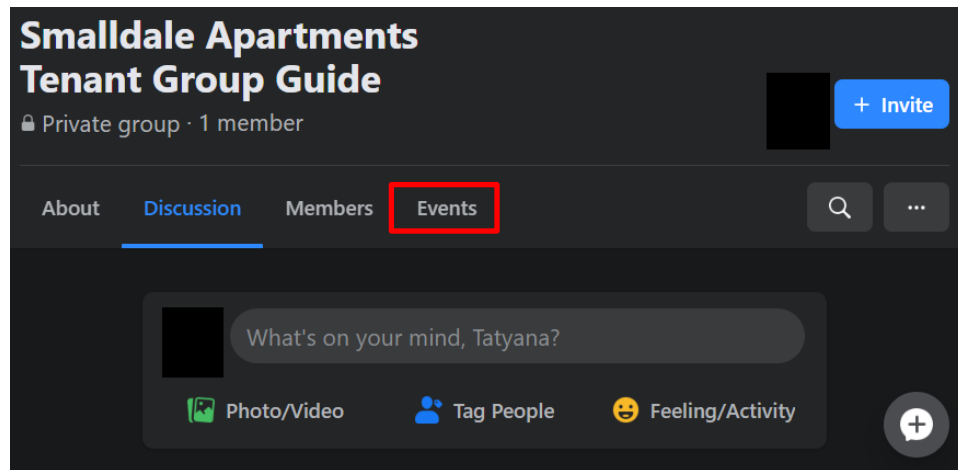


Next, you will add more details about your Live Stream. First, decide where you will live stream. If you would like all of your friends to see your stream, leave the red box as "Share to Your Timeline". If you would only like to share to your specific group, change to "Share to Group". Then, add a title and short description about your video. After all information is entered, click "Go Live" and your camera and microphone will start live streaming.

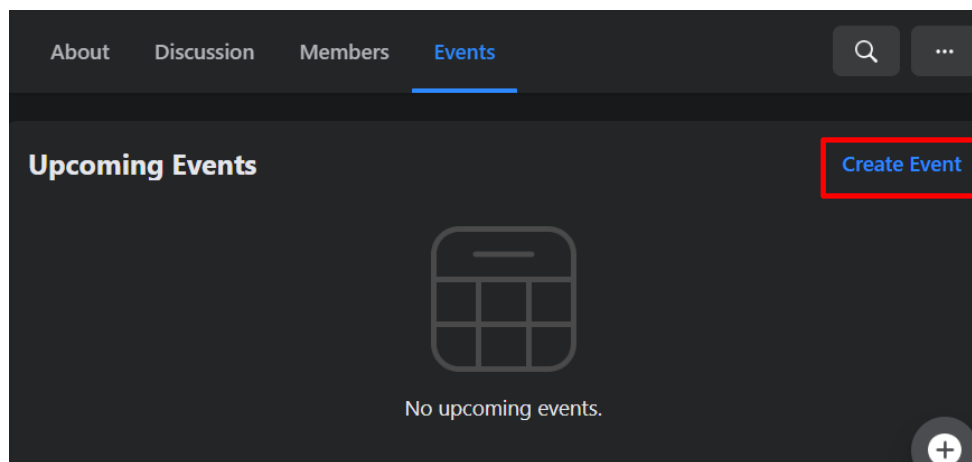


Plan Events

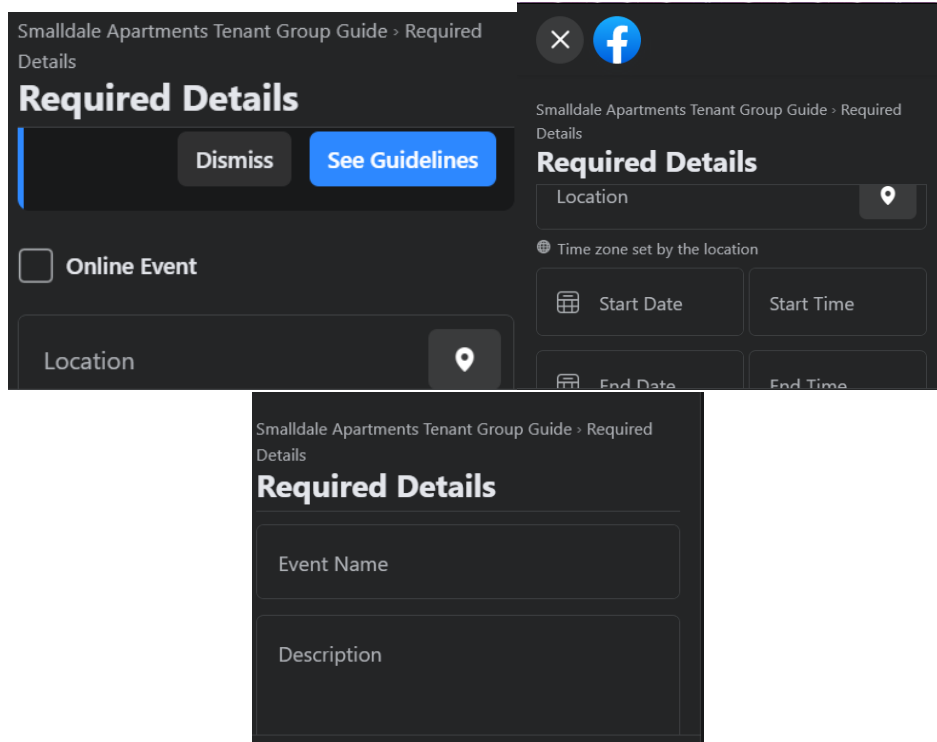
To plan an event, first click the “Events” tab.



Next, click the “Create Event” button.



You will then enter more information about your event. Include a name of the event, a location (or check “Online event” if you plan to meet virtually), and add a description. Be sure the “Invite all members of Group” is checked so everyone in your group gets a notification. When finished, click the “Create” button.



Add Additional Members

To add additional members, go to the "Invite Members" section and type the names off members you would like to add. After that, hit invite and you're done.

