

Friending/Grouping/Blocking: A Step by Step Guide

How to Friend

- To begin, select **Find Friends** in the **upper right hand corner** of your Facebook profile
- Here you will find a list of suggested friends based on your current friendships
- Use the **checkboxes on the left hand side** of the page to discover people you know from your hometown, school, employer and more
- Once you have found a user you want to Friend, simply select **Add Friend** and wait for this user to accept your request

How to Group (make Friends lists)

To begin, go to your Facebook **Home** page –

- On the **left hand side** where your **Friends** are listed, select **More**
- On this page, select **Create List** on the **top right hand corner**
- A box will appear that will allow you to choose a name for the list such as 'Best Friends'
- Then choose which friends you would like to be members of your list
- Through the creation of your customised Friend's Lists, you will then be able to restrict your posts or profile to only those you choose in your **Privacy settings** module

How to Block/Unfriend

- First find the user you would like to block and go to their profile page on Facebook
- Select the **gear box** next to message on their cover photo to block or report
- A window will appear that will allow you to
 - ◊ **Block the user**
 - ◊ **Submit a Report**
- Select one that applies

Or use this **quick link** to Block and unfriend



- Go to **privacy shortcuts**
- Click on "How can I stop someone from bothering me"
- Type the person's name in and click block

How to Unfollow

- Click on the box marked ✓ Following
- Click on "Unfollow *Name*" – This hides all of their posts/actions from your newsfeed without the person knowing