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Organizing your friends in FACEBOOK.

1. Logged into Facebook.
2. Upper right hand corner > Account drop down
3. Edit friends
4. Create list – On right, above search friends.
5. Enter the name and select which friends you want in this list.
6. Create several Lists. Make sure one is an exclusionary group.

7. Go to your edit friends and hover your mouse over the list and group your friends. You can group them in more than one group.
8. When you post you can use the security setting to tailor your message to your audience.

Want to know how to do something in Facebook? Search your questions in Google.

Setting Privacy settings

1. Logged into Facebook.
2. Upper right hand corner > Account drop down
3. Privacy settings
4. Custom settings
5. Mark “friends only” for every category and mark except for your exclusionary group.

Business Facebook page.

1. Type : Create new FACEBOOK Page in search, inside Facebook.
2. Walk through the wizard.
3. Upper right hand corner > Account drop down
4. Manage pages
5. Click on your new page
6. Suggest your page to your friends. Left hand.
 - a. Once you have 25 likes you can change your user name (aka page name).
7. <http://www.facebook.com/username/> While in facebook type this in the address bar to change your page name.

Find me on Facebook and I will be happy to answer your questions.