

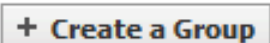


Facebook Instructions

1. Email J.D. Ross at Hamilton jdross@hamilton.edu to request your class's unique Hamilton College graphic logo. Once received, save it to your computer.
2. Next, go to www.facebook.com. If you are a member, log-in. If you are not a member, create a (free) account* and log-in.
3. Check to see if your class already has a Facebook group by visiting the "Hamilton College" *organization* page: <http://www.facebook.com/HamiltonCollege> and looking in the left column under "Hamilton Alumni on Facebook" to review the existing class groups.
4. While on that page, if you have not already done so, please click "Like"  to join this primary Hamilton College group.
5. If you discovered that your class already has a group, contact one of the group administrators and ask if s/he would add you as an officer, so that you have permission to "message all members."
6. If your class does not have a group, create one by clicking on the Groups button  Groups (look on the left side of your home page, near News Feed, Messages, Events...)
7. Once the Groups page loads, click on the create button at the top of the page  and complete the form:

Step 1: Group Info

- a. **Group Name:** Hamilton College Class of XXXX
- b. **Network:** Leave as “Global (Available to all of Facebook)”
- c. **Description:** Alumni of Hamilton College (Clinton, NY) Class of XXXX
- d. **Group Type:** Select Category of “Student Group” and Type of “Alumni Groups”
- e. **Recent News:** Make sure to join the “all-alumni” Hamilton group as well:
<http://www.facebook.com/HamiltonCollege>
- f. **Office:** (Not required to be completed)
- g. **Email:** (Not required to be completed)
- h. **Website:** www.hamilton.edu
- i. **Street:** 198 College Hill Road
- j. **City/Town:** Clinton, NY

8. **Step 2: Customize**

- a. Keep default boxes checked settings.
 - b. Under “Access,” select “This group is closed.”
For more details on group privacy, visit
<http://www.facebook.com/help/?search=discussion#!/help/?page=982>
 - c. Click on the “Save” button.
9. You will be prompted to either “Publish” news of your new group to your profile page or to “Skip” that step.
10. You will now be prompted to “Invite Friends” to your new group. If you are already connected to classmates on Facebook, select them and send the invitation to join the group. If not, but you have individual email addresses for classmates, you may “Invite People via Email” by typing or

(or, copying and then pasting in – recommended) individual classmates’ email addresses, separated by commas, and pressing send.

11. To add your class’s logo (jpg emailed to you from J.D. Ross), go to your group’s home page and hover over the large question mark.

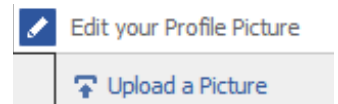


a. A “Change Picture” graphic will appear.

b. Click on this and select “Upload a Picture”



c. Now locate the jpg from J.D. and upload it.



Congratulations, you’ve now created a Facebook group!

12. Over time, classmates may request to join the group. If you did not already invite them (per the previous step), you will need to approve them as members. To do so, click on the “Members” tab (which is to the left of the “Invite” tab you used in the previous step), then click on “Requested” and approve classmates to join. If in doubt, please consult the on-line Alumni Directory or the Alumni Office before approving their request to join the group.

13. You will want to communicate with members of your group at key times throughout the year (call for class notes, close of fiscal year for annual fund reminders, updates on Reunion plans, etc.). Note that depending upon classmates’ individual Facebook notification settings, they may receive instant notification of your message or only discover the message the next time they log on to

Facebook.

For help or more details on any of these methods, visit Facebook's HELP page: www.facebook.com/help

a. "Message all members"

This allows you to send an email through Facebook to members' Facebook Inbox.

b. Post a message to the group's "Wall"

c. "Start a Discussion"

14. You may also choose to upload "Photos" or create an "Event" (such as your reunion weekend). For more information about Posting Content To a Group, visit <http://www.facebook.com/help/?search=discussion#!/help/?page=827>

* If new to Facebook, you may want to review their default privacy settings and adjust according to your level of comfort. For guidance, you may choose to Google "Facebook privacy" and/or consult one of these pages:

<http://www.allfacebook.com/2009/02/facebook-privacy/>

<http://librarianbyday.net/2010/04/protect-your-privacy-opt-out-of-facebooks-new-instant-personalization-yes-you-have-to-opt-out/>