



Division of Forestry & Wildland Fire Management

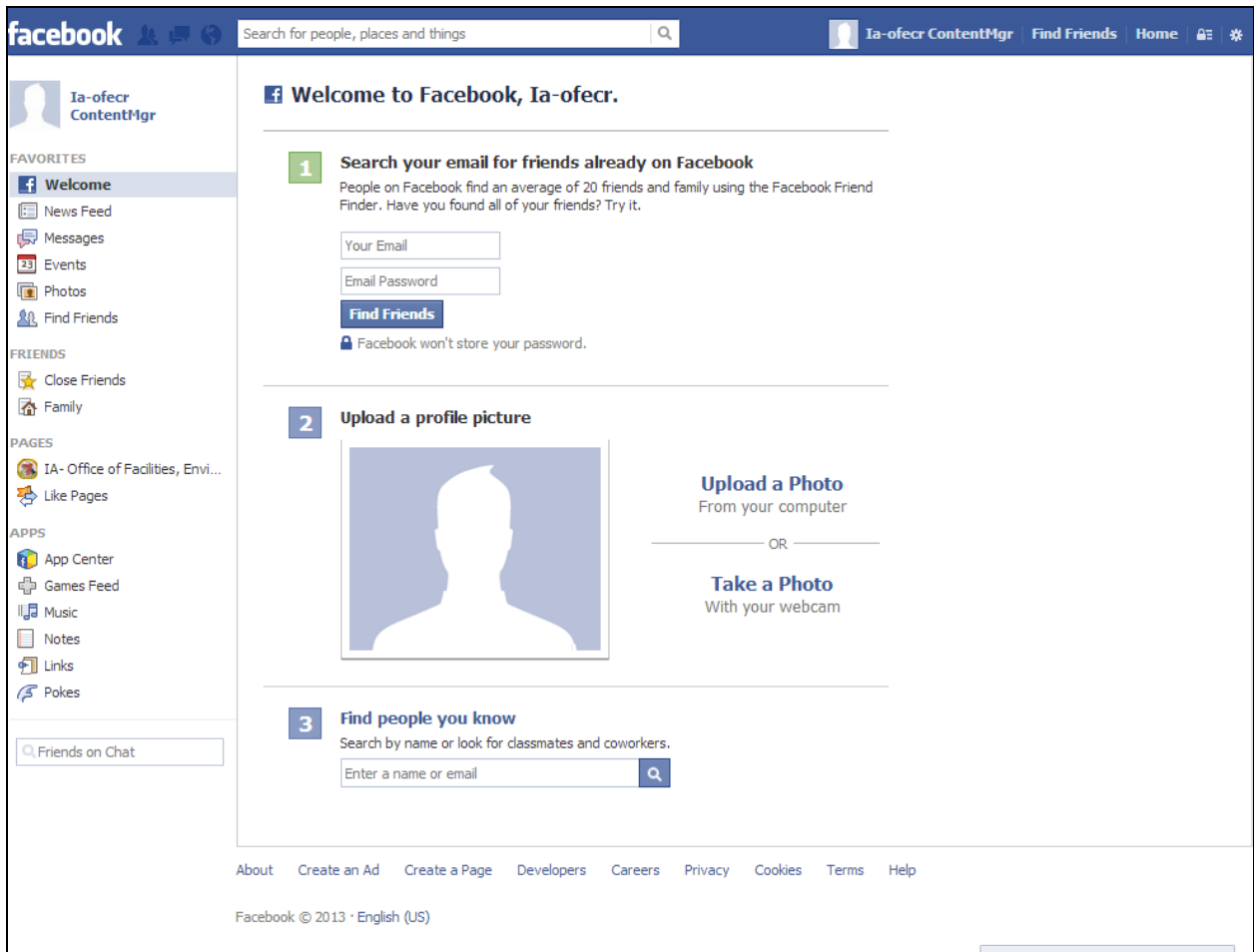
Social Media Instructions

How to Access Your Government Agency Facebook Page

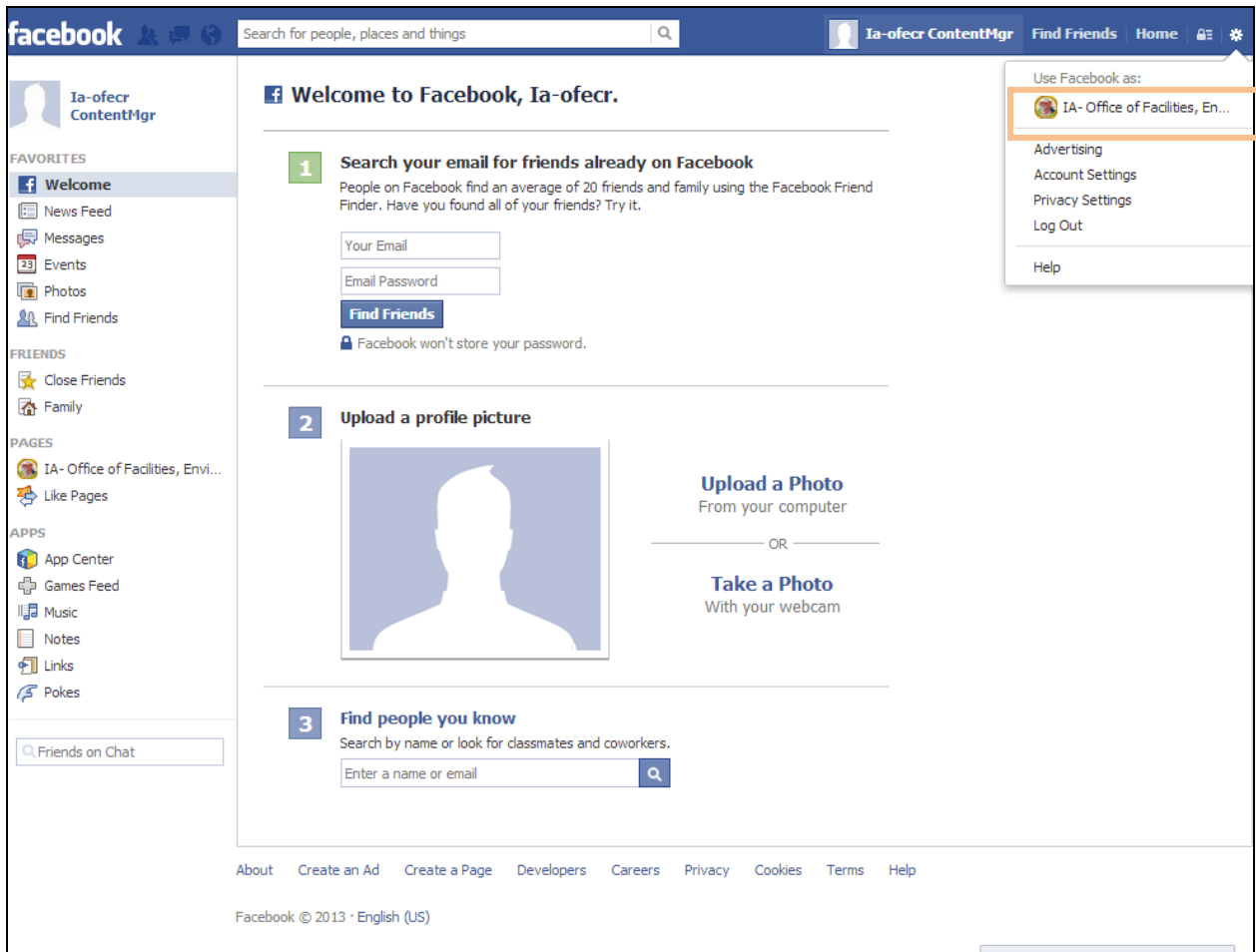
1. Log in to Facebook at <http://www.facebook.com> with the email address and password provided by the BIA Web Team.

The screenshot shows the Facebook homepage. At the top left is the Facebook logo. To the right is the login section with fields for "Email or Phone" and "Password", a "Log In" button, and a "Keep me logged in" checkbox. Below the login section is a promotional banner for "Introducing Graph Search" with a video player showing a child holding a small animal. To the right of the banner is the "Sign Up" section, which includes fields for "First Name", "Last Name", "Your Email", "Re-enter Email", and "New Password". It also has a "Birthday" section with dropdown menus for "Month", "Day", and "Year", and radio buttons for "Female" and "Male". A green "Sign Up" button is at the bottom of the sign-up section. Below the sign-up section is a link that says "Create a Page for a celebrity, band or business." At the bottom of the page, there is a language selection bar and a footer with "Facebook © 2013 · English (US)".

2. Once you are logged in, you will notice that your account is your office abbreviation followed by “Content Mgr.” In this case, it reads “Ia-ofecr Content Mgr”. This is your Admin account. This account was created so that you could easily access and manage your official office account. No posts, status updates or “Likes” should occur from this page.



3. In order to access your “official” government page, click on the furthest icon to the top right of the page (looks like a wheel). Under the “Use Facebook as” is your official government page. In this case, “IA – Office of Facilities, En...” Click on the office page link.



4. You are now using your official office page. This is the page you will use to post updates about your office and provide information to the public. You can also share posts from the other Indian Affairs offices as well as other government pages. If you need assistance, the Web Team can help you in getting comfortable using your page.



Admin Panel

Edit Page

Notifications

See All

Messages



You have no new notifications

Share something on your Page

You are now using Facebook as IA- Office of Facilities, Environmental and Cultural Resources

You can get notifications about activity on your page, see stories from the pages you like in your news feed, and interact with other pages as your page.

Do not show again

Start Tour

Close

Messages option in your admin settings.

New Likes

See All

Insights

Page Tips



No new likes



Once 30 people like your Page, you'll get access to insights about your activity.

0 likes



Build Your Audience

Try these different ways to get more people to like your Page:

Invite Email Contacts



Add a Cover

IA- Office of Facilities, Environmental and Cultural Resources



Be the first person to like this.

+ Create an Event



Create Page

Now



Add a Cover

IA- Office of Facilities, Environmental and Cultural Resources



Be the first person to like this.

Government Organization

The office is responsible for the management and administration of Indian Affairs facilities management and construction, environmental management, safety and risk management, and cultural resources management programs.



Photos

About

Highlights

Status

Photo / Video

Offer, Event +

What's on your mind?

Share

Activity Recent

IA- Office of Facilities, Environmental and Cultural Resources joined Facebook.



Joined Facebook

+ Create an Event

5. In order to go back to your Admin page, click the wheel icon at the top right of the page. Under “Use Facebook as” click on the link of your Admin page.



6. When you are not using your account, the Web Team recommends that you log out.

