How to Create a New Facebook Group
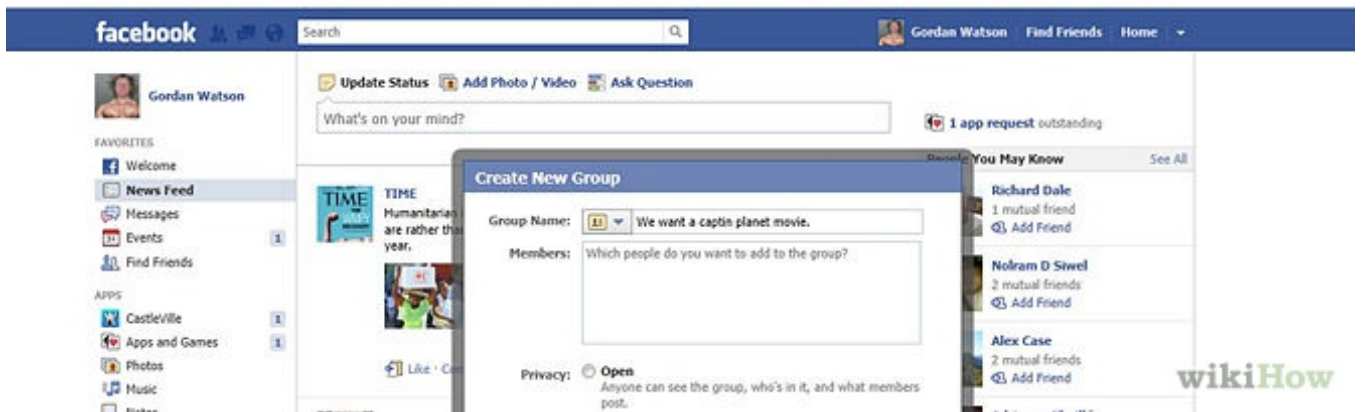
1. **Login** to Facebook or create an account if you don't have one yet.

2. **Click "Create a group" at the top of that page.**

3. **Give your group a name.** Make sure the name is distinct and simple, if it is too complicated, no one will ever find it and your membership in the group will be limited.

Create New Group

Group Name:

Members: Which

Privacy:
- Open
  Anyone can see the group, who's in it, and what members post.
- Closed
  Anyone can see the group and who's in it. Only members see posts.
- Secret
  Only members see the group, who's in it, and what members post.

Create   Cancel

4. **Invite your friends by selecting them from your current friend list or typing their name into the box that is provided.**

Privacy:
  - ⊙ 🌐 **Open**
    Anyone can see the group, who's in it, and what members post.
  - ○ 🔒 **Closed**
    Anyone can see the group and who's in it. Only members see posts.
  - ⊙ 🕙 **Secret**
    Only members see the group, who's in it, and what members post.

Membership Approval: ⊙ Any member can add or approve members.
  ○ Any member can add members, but an admin must approve them.

Email Address: [Set Up Group Email]

Description:
Enter a concise but informative description.

Potential members see the description if privacy is set to open or closed.

Posting Permissions: ⊙ Only members can post in this group.
  ○ Only administrators can post to the group.

[Save]

5. **Describe your group in the "Description" area.** Be very specific, as keyword searches will match anything you have written in this text box.

Group Name

Privacy

Create Group Email Address

Enter an email address for your group.

[My Awesome Group] @groups.facebook.com

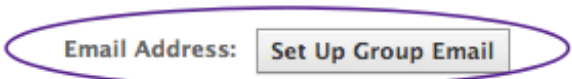Emails sent to this address will go to all group members.

[Create Email] [Cancel]

Membership Approval: ⊙ Any member can add or approve members.
  ○ Any member can add members, but an admin must approve them.

Email Address: [Set Up Group Email]

6. **Fill out the contact information.** You may decide to enter things like street address and telephone number in the description, or you can just set up a Facebook email for your group.

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Email Address: [Set Up Group Email]

7. **Choose your privacy settings.** By creating an open group, anybody on Facebook will be allowed to see posts and join the group. A closed group will allow only invited members to see posts or join, but anyone on Facebook will be able to search the group. A private group means that only those invited will see the group, including all its members and posts.

  ○ You can also take this time to choose the membership approval and posting permission options.

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Only members see the group, who's in it, and what members post.

Membership Approval: ◉ Any member can add or approve members.
○ Any member can add members, but an admin must approve them.

Email Address: [Set Up Group Email]

Description: [   ]

Potential members see the description if privacy is set to open or closed.

Posting Permissions: ◉ Only members can post in this group.
○ Only administrators can post to the group.

[Save]

8. **Click "Save".**

9. **Roll over the top bar of the group.** Click on the image of a Photo in the top right and choose "Upload photo." .

Tips

- Only fill out personal information if you are SURE you want the group to see personal information - like your street address.