# How To: Set Up Your Own Class Facebook Group:

**Step 1:** Open Facebook

**Step 2:** Click + located at the top right of Facebook and select Group

**Step 3:** Enter your group name

**Step 4:** Choose the privacy option

- If you choose "Visible" anyone on Facebook can find the Group.
- If you choose "Hidden" only members can find the Group. Members need to be invited to join the Group by the Group administrator.
- Public Groups cannot be hidden. They are visible by default.
- Private Groups can be hidden.

**Step 5:** Add people by name to your group

**Step 6:** Click Create.

**Step 7:** Now that you have created your group, you can personalize it by uploading a cover photo and adding a description.

**Step 8:** Click into Settings on the left-hand side of the page and choose your membership preferences and group settings

**FACEBOOK GROUP TIPS AND TRICKS:**

- Use your class list to search for your classmates on Facebook
- Post messages to engage your class and encourage them to add the classmates they have kept in contact with to the group
- Share memories and photos of your time at U of G

**PLANNING A CLASS NEWSLETTER?**

- Include your Facebook Group link in your newsletter to encourage classmates to connect with you online
- Use this as an opportunity to stay connected with your peers