

How to add members to our Smooth Sailing Facebook Team page

How to add someone to Facebook Team Page

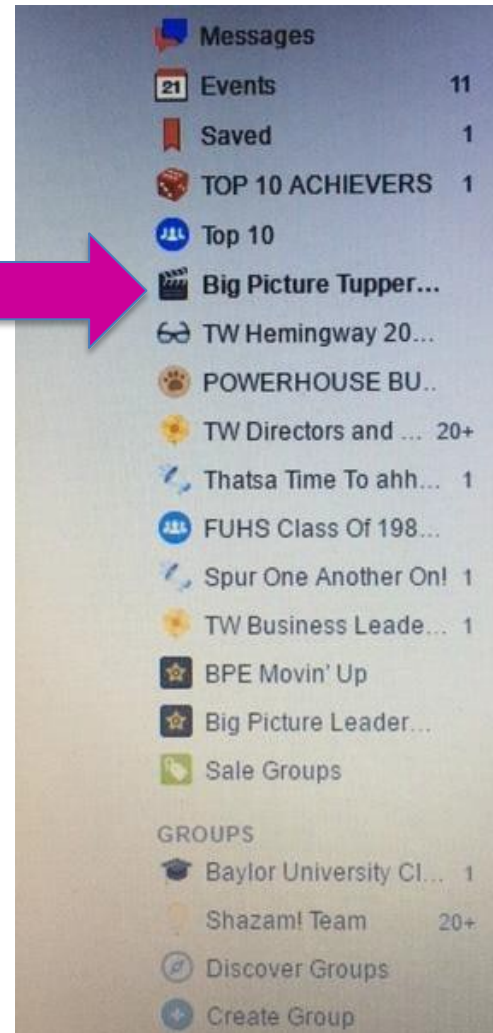
All team members...as you share the opportunity, add your new friend to our group so they can access information and updates.

Please add your new team members to this group by typing their name in the area below the words "ADD MEMBERS" (if you are Facebook Friends with them) OR type in their email address.



Finding Your Groups

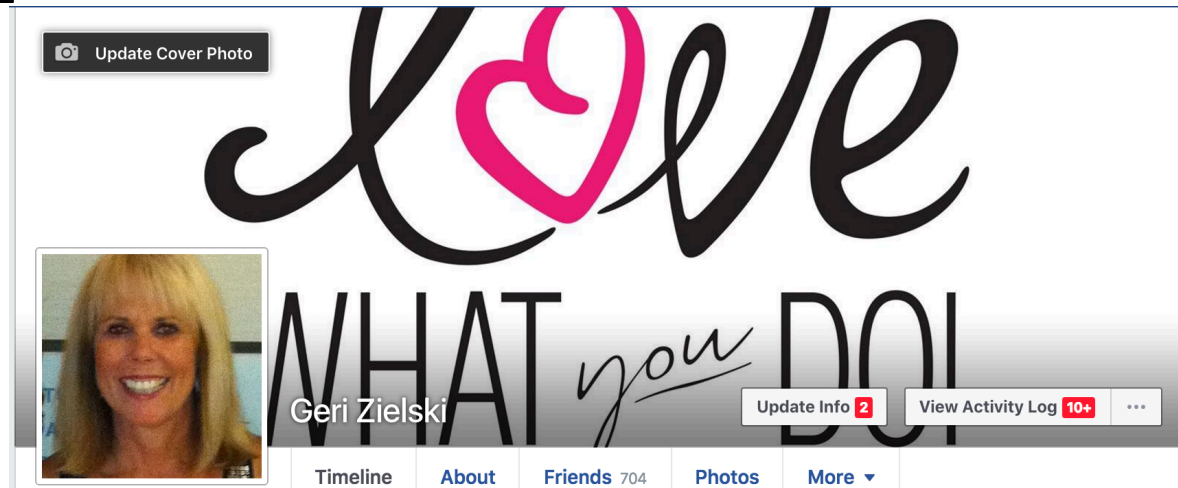
This is a group. You get to your groups by clicking on the group name on the left side-bar.



Posting on Facebook

This is your WALL. You can post on your own. You can also post on others, but only things that you want EVERYONE to see.

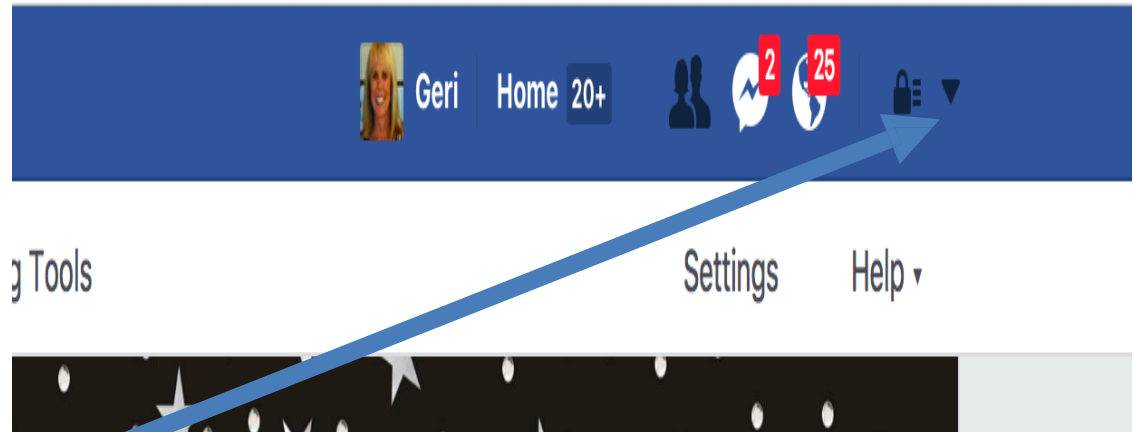
This is your FEED. This is where you can use CPR—comment, post, reply.



- To “tag” someone, type the “@” and then their name. This will notify them that you have mentioned them. Great way to get someone to take notice of something.

**Do you want to eliminate emails about Facebook?
Follow these instructions.**

**Step 1: Click on
the arrow next
to the lock.**



Step 2 Click on “Settings”- This is what you will see!

General Account Settings

Name	Gerzi Zielski	Edit
Username	http://www.facebook.com/geri.zielski	Edit
Contact	Primary: geriz@aol.com	Edit
Ad account contact	geriz@aol.com	Edit
Password	Password last changed over a year ago.	Edit
Networks	No networks.	Edit
Temperature	Fahrenheit	Edit

[Download a copy of your Facebook data.](#)

Step 3: Click on “Notifications”





- General
- Security

- Privacy
- Timeline and Tagging
- Blocking
- Language

- Notifications
- Mobile
- Followers





- Apps
- Ads
- Payments
- Support Inbox
- Videos

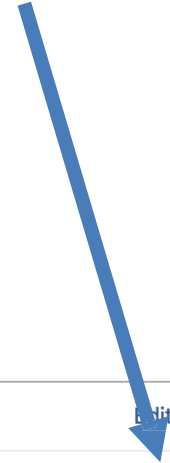
Notifications Settings

 On Facebook	All notifications, all sounds on	Edit
 Email	Only important notifications	Edit
 Desktop and Mobile	Some notifications	Edit
 Text message		Edit

Step 4: Click on “edit” E-mail

Notifications Settings

 On Facebook	All notifications, all sounds on	Edit
 Email	Only important notifications	Edit
 Desktop and Mobile	Some notifications	Edit
 Text message		Edit



Step 5: Choose only security notifications

Notifications Settings



On Facebook

All notifications, all sounds on



Email

To turn off a specific email notification, just click the unsubscribe link at the bottom of the email.

WHAT YOU'LL RECEIVE

- All notifications, except the ones you unsubscribe from
- Important notifications about you or activity you've missed
- Only notifications about your account, security and privacy

NOTIFICATIONS YOU'VE TURNED OFF



Step 6: Turn OFF all notifications to eliminate emails to inform you of these “events”. [Edit](#)



If you'd like to make an exception, you can “turn on” any notification.





Be active on Facebook, and avoid the drama! Check Notifications Check any group that has a “number”. That indicates a new post.

Notifications [Mark All as Read](#) · [More](#) · [Settings](#)

 **Cyndi Barnes and Sherida Brinson** posted in **Sunflower Sales Organization**.
 about an hour ago

 **Laura Buck** and 2 others have birthdays today. Wish them the best!
 about an hour ago

 **Spades Plus: Gayla Griffin** sent you a request.
 11 hours ago