

How To Create an *All Things New* Facebook Group



1. Click ▼ in the top right of Facebook and select **Create Group**
2. Select your group preferences, enter your group name, add group members and then choose the privacy setting for your group

	Public	Closed	Secret
Who can join?	Anyone can join or be added or invited by a member	Anyone can ask to join or be added or invited by a member	Anyone, but they have to be added or invited by a member
Who can see the group's name?	Anyone	Anyone	Current and former members
Who can see who's in the group?	Anyone	Anyone	Only current members
Who can see the group description?	Anyone	Anyone	Current and former members
Who can see the group tags?	Anyone	Anyone	Current and former members
Who can see what members post in the group?	Anyone	Only current members	Only current members
Who can find the group in search?	Anyone	Anyone	Current and former members
Who can see stories about the group on Facebook (ex: News Feed and search)?	Anyone	Only current members	Only current members

3. Click **Create**

4. Once you create your group, you **personalize it** by uploading a cover photo and adding a description. To upload a cover photo for the first time:
 - A. Click **Upload Photo** to upload a photo from your computer or click **Choose Photo** to choose from your Facebook photos or your group's photos
 - B. Click **Save Changes**
5. **Add Members** - To add new members to a group:
 - A. Go to the group you want to add members to
 - B. Click **Members** below the group photo
 - C. Click **Add**
 - D. Enter the people you want to add and then click their names to add them to the group

You can also add people by entering their name or email address below **Add Members** in the top right of the group page. For all types of groups—Public, Closed and Secret—group members can add anyone who's a friend of someone in the group.

6. To make someone an admin or moderator of your group:

- A. Go to your group and click **Members**
- B. Click * next to the person you want to make an admin or moderator
- C. Select **Make Admin** or **Make Moderator**

Keep in mind that once you make someone an admin, they'll be able to remove members or admins, add new admins and edit the group description and settings.

For more Frequently Asked Questions about Facebook Groups, go to <http://www.facebook.com/help/1629740080681586>