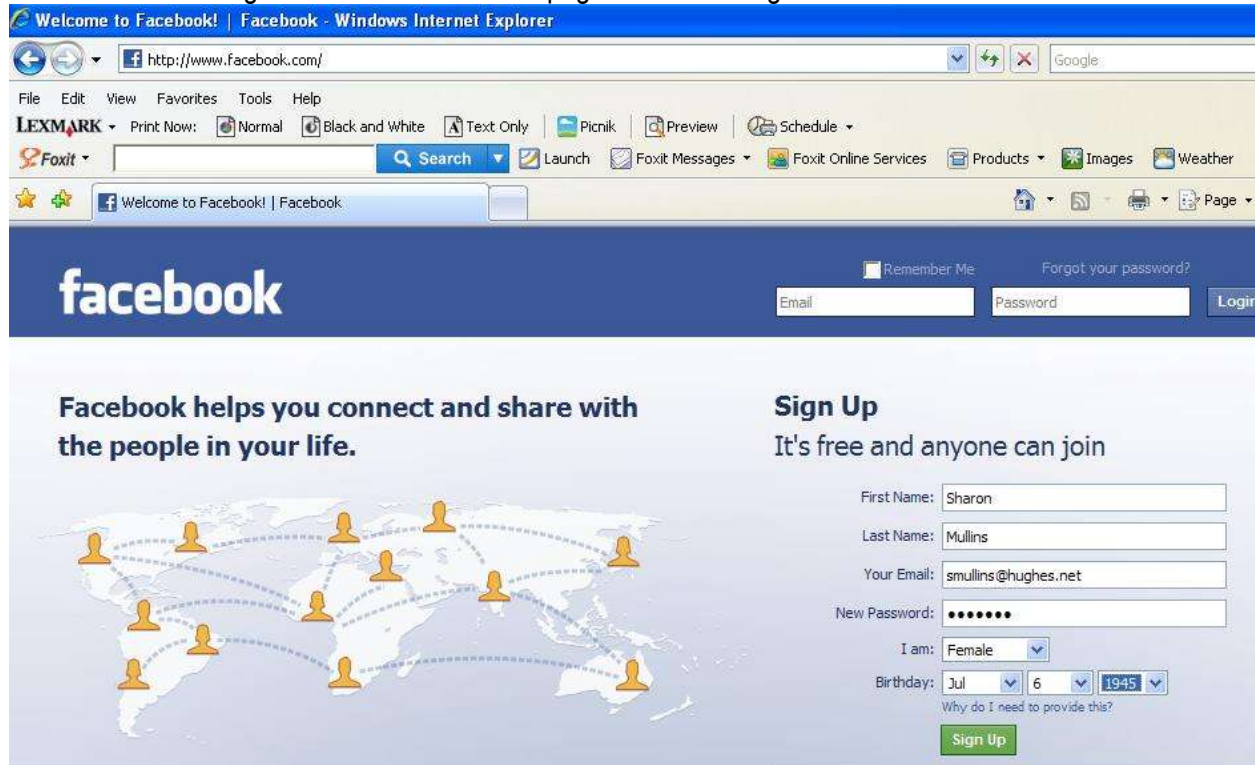


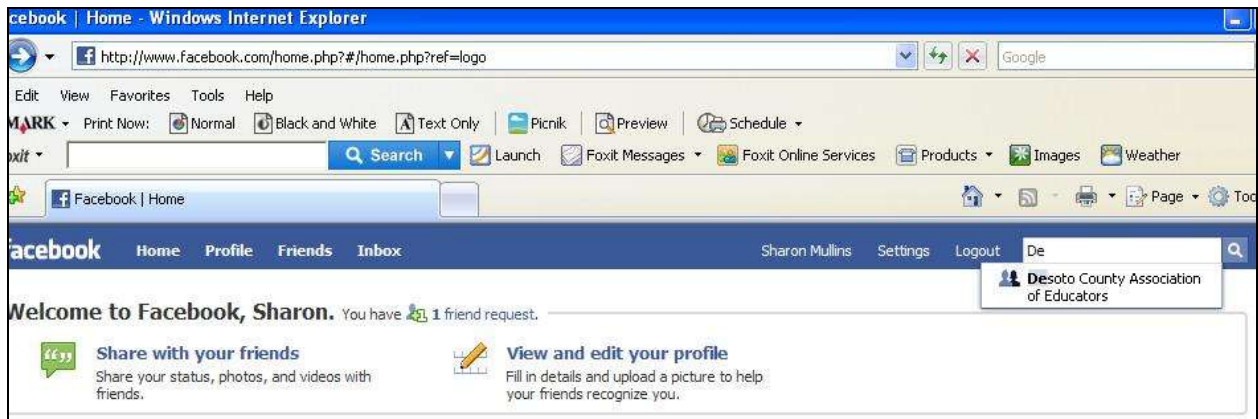
## DCAE FACEBOOK INSTRUCTIONS

**NOTE:** If you are a member of facebook, skip steps 1 and 2.

1. Register for a facebook account. Go to <http://www.facebook.com>. To sign up for facebook, you must complete the basic information (first name, last name, email address, password,sex, birthdate) which is located on the right of the facebook home page. See the image below.



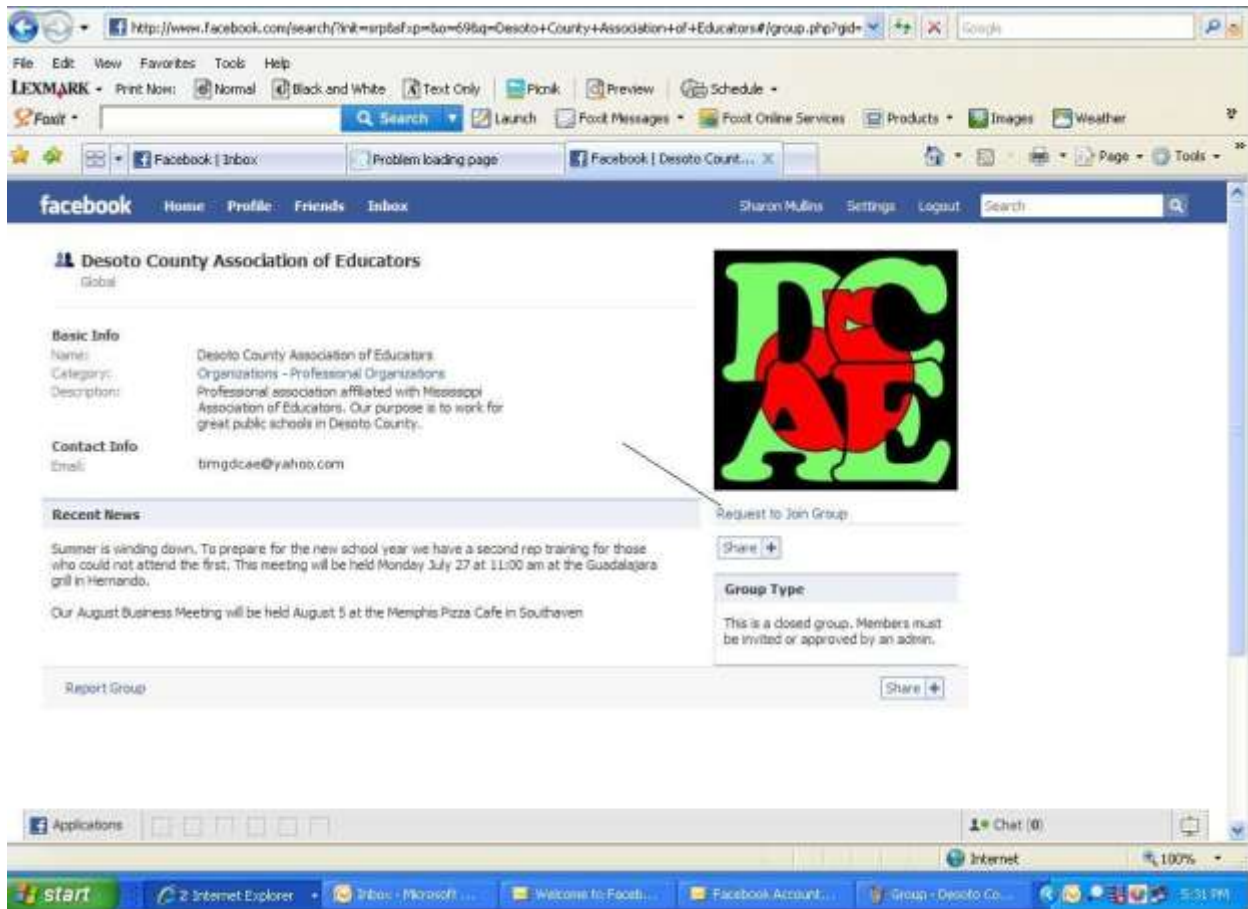
2. After you type in the basic information, you will complete four (4) simple steps.
3. You will receive an email requesting that you to confirm your Facebook account. The email will have a statement that says: *“You recently registered for Facebook. Please confirm your Facebook account by clicking this link.”* Click the link and you will be logged into your facebook account.
4. When you want to register as a member of the DeSoto County Association of Educators group, log into your Facebook account.
5. Locate the search box on your facebook home page.
6. Type **DeSoto County Association of Educators** in the Search Box. Press enter or click the magnifying glass to the right of the Search box. See the image below



- After you have typed, DeSoto County Association of Educators the DCAE logo will appear. See the image below.



- Click **“Request to Join Group”** which is located underneath the DCAE logo. When you click on this link, a message will be sent to Tim Gardner who will reply to your request and grant you permission to be a member of DCAE facebook group. **NOTE:** *Please be cognizant of the fact that it may take a couple of days to respond back to your request.*



9. Tim will respond to your *Request to Join Group*. A confirmation email from Tim will be sent to you. The message will say “*Dear \_\_\_\_\_, Tim has firmned you as a Friend on Facebook.*”

I hope these instructions were helpful and easy to follow. If you have any problems, please contact Tim @ [timgdcae@yahoo.com](mailto:timgdcae@yahoo.com) or email Sharon at [smullins@hughes.net](mailto:smullins@hughes.net).