Creating your Facebook account is quick and easy. Before signing up on any social media sites, it is recommended that you create an email account that will be used solely for social media, so that an employee's personal or work email account is not tied to or associated with the social media accounts.

You can get a free email account by going to sites such as www.gmail.com or www.yahoo.com.

1. Go to www.facebook.com
2. On the signup form, fill out the following information:
   a. Your name (can be your department name), social media email address, a mobile phone number (to verify the account), password, date of birth (this does not have to be your specific birthdate) and gender.
3. Click on "Sign Up."
4. To finish creating the main account you will need to confirm your email address and/or your phone number.

When you are ready to create your Facebook Page, continue with these steps.

1. Ensure you are logged into Facebook as your department account.
2. Go to www.facebook.com/business/learen/set-up-facebook-page
3. Click on "Create a Page."
4. Choose a Page type.
   a. Enter a category and your Page's name in the "Company Name" box.
   b. Fill out all of the required information.
5. Click on "Get Started" and follow the remaining on-screen instructions.

You will have to customize your Page with a profile picture and cover photo. Please ensure you are following branding guidelines when choosing your imagery. Information on branding can be found here.

To ensure your page has enough content to get noticed and draw viewer traffic, add information to the Page such as completing the "About" section and adding more photos.

To add information to your Page, click on "About" on the left side of the Page. Click on "Page Info." Choose the section you want to edit and add information to and then click on "