



Facebook with Screen Reader

Creating a Group in Facebook

If you're a member of a club or group, for example, a book club, cooking club, or workout group, creating a Facebook Group is great way to stay connected. Creating a group lets you alert members of upcoming dates, special events, cancellations, and any other group-related topic.

Creating Your Group

1. Go to your Facebook homepage and select **Groups** in the left pane.
2. Tab to the **Create New Group** button. Then press **Enter**.
3. The new page displays with the cursor in the **Group Name** edit field. Type your group's name.

Group Settings

4. Press the **Tab** key to move to the **Choose Privacy** field. Then select it.

5. A drop-down menu opens containing two privacy choices: **Public** or **Private**. Choose **Private**.

Tip: Public means anyone with internet access can see the group page, posts, and members, while Private means only members of the group can see who's in the group and what they post.

Tip: Once the administrator selects Private, it is permanent. This protects the privacy of the members. If the administrator selects Public, they can change it to Private later. All members are notified of the change in the Privacy status.

6. The next option is the group's status. Select **Visible**.

Tip: Visible means anyone can find the Group. Hidden means that only invited group members can find it.

7. For the **Size** control, select **Small**. (Any group with fewer than 200 members is considered small.)
8. Next is a search field to find the friends you want to invite to the group.

Tip: Facebook provides suggestions, or you can enter the names or email addresses of group members. Each name or email address must be separated by a comma. A person does not have to be a Facebook friend to join your group.

9. Once you've added all the people you want to invite to the group, select the **Create** button at the bottom of the screen.

Adding a Cover Photo

10. Select the **Edit** button in the bottom right corner of the cover image.
11. Four options for choosing a cover photo are listed in the drop-down menu. Move through them using your arrow keys:
 - **Group photos:** Choose from photos that were previously added to your Group from either the **Group's Recent Photos** or **Photo Albums**.
 - **Choose from My Photos:** Choose from photos from your own Facebook account.
 - **Choose from Illustrations:** Facebook provides several illustration samples to use.

- **Upload photos:** Choose from photos saved on your computer.
12. Once you've selected a cover photo, move to **Group Affiliation**. Select the toggle button to display to the group the name of the **Group Administrator**.

Tip: Displaying the name of the Group Administrator helps group members know who is administering the group and who they should contact if they have questions or concerns.
 13. Select the **Save Changes** button.

Group Description

Adding a group description lets others know more about the group.

14. Tab to the **Group Name** and select it to open a dialog box with the cursor in an edit field.
15. Type a brief description of your group. Then select **Save**. You've completed creating your group!

Tip: The description appears in the About heading of your Group page.