

How to Find and Join a Middlebury Facebook Group

Alumni and Parent Programs

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Index

- [Disclaimer](#)
 - [Getting Started](#)
 - [If you are NOT already a member of Facebook](#)
 - [Once you have a Facebook account](#)
 - [Become a Fan of Middlebury](#)
 - [Join a Regional Group](#)
 - [Join a Class Year Group](#)
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Disclaimer

It is important to note that while the Middlebury College Alumni office leverages the features of this social networking tool, we are not responsible for the changes, desirable or undesirable, which Facebook implements. We will do our best to advise our constituents on best practices and please feel free to contact us (alumni@middlebury.edu) with any questions.

Getting Started

- Click on this link <http://go.middlebury.edu/facebook>. This will direct you to the official Middlebury Fan Page on Facebook.
 - You will be prompted to **Sign Up** or **Login** (if you were already logged into Facebook or if you have your password information saved on Facebook you will already be logged in)
 - If you are already a member of Facebook please skip down to the [Once you have a Facebook account](#) section.
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If you are NOT already a member of Facebook and need to Sign Up

- Click on the **Sign Up** button in the upper left hand area of the page



- You will be redirected to a sign up screen where you will be asked to fill out the following fields – all fields are required in order to sign up:
 - **Full Name** – your name as you would like it to appear on your profile
 - **Your Email** – the email address you want to use to log into facebook and to receive alerts from facebook
 - **New Password** – for logging into facebook
 - **I am** – your gender
 - **Birthday** – please note that you can hide your birthday from appearing on your profile
- After filling in all the fields please click on **Sign Up**
- Complete the Security Check screen that appears by deciphering and filling out the morphed words that appear in the white box (This is to prevent spammers and “robots” from getting access to the Facebook system).
- Click **Sign Up**
- You will see a confirmation screen telling you an email has been sent to your email address for final registration confirmation
- Open up that email account and find the email from facebook (may take a few minutes for the email to arrive in your inbox)

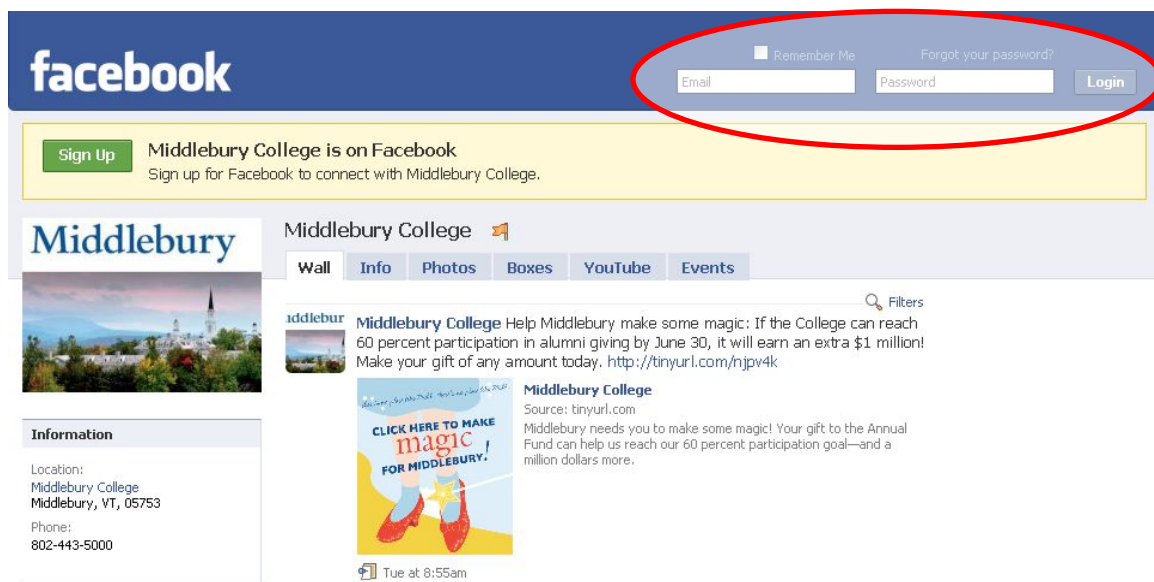
- Open the email and click on the link provided to complete your registration.

Please note that your Facebook account has now been completed and you do not need to do anything further to join Facebook - the Facebook **Friend Finder** screen that appears with the title **Find Friends Already on Facebook** is optional and we strongly advise ignoring these options (close the window). You can always access the friend finder and other options later but please note that this application has the ability to scan your email address book and send an automated message to all of your contacts who are on Facebook. This is completely optional but the more invasive nature of this feature has prompted us to advise our users against using it, especially if you have a mix of professional and social contacts in your address book.

- Now that you have a Facebook navigate back to the main Middlebury fan page (<http://go.middlebury.edu/facebook>).

Once you have a Facebook account

- Log in to your account by entering the appropriate information in the top right hand corner and clicking on the **Login** button.

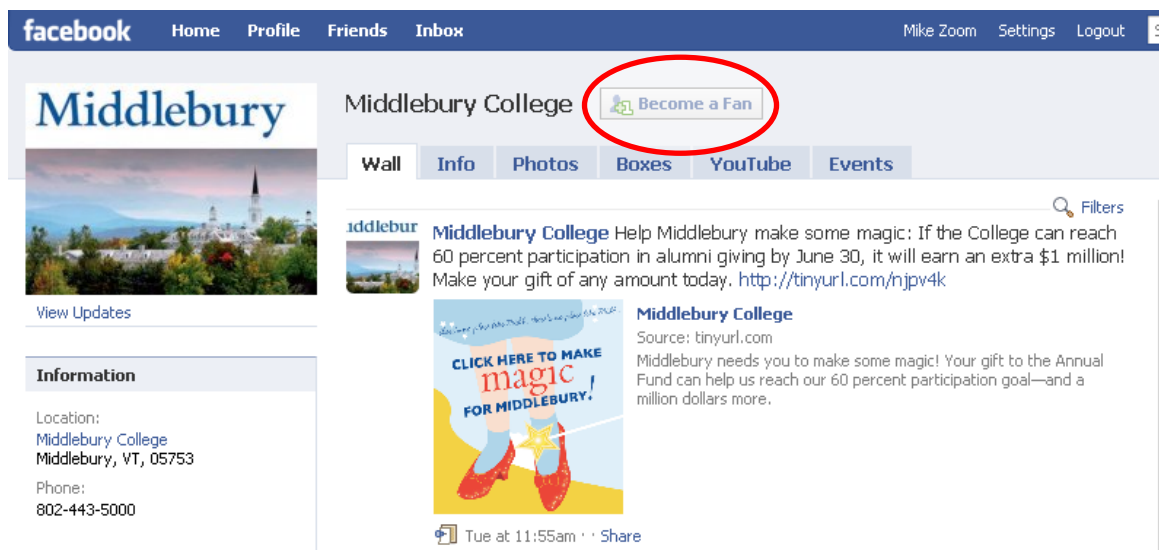


The screenshot shows the Facebook login interface. At the top, the Facebook logo is on the left. On the right, there is a login form with a "Remember Me" checkbox, a "Forgot your password?" link, an "Email" input field, a "Password" input field, and a "Login" button. This entire login area is circled in red. Below the login area is a yellow banner that says "Middlebury College is on Facebook" and "Sign up for Facebook to connect with Middlebury College." Below that is the Middlebury College profile page. The profile name is "Middlebury College" with a verified badge. There are tabs for "Wall", "Info", "Photos", "Boxes", "YouTube", and "Events". The main content area shows a post from Middlebury College with a picture of a building and a text post that says "Middlebury College Help Middlebury make some magic: If the College can reach 60 percent participation in alumni giving by June 30, it will earn an extra \$1 million! Make your gift of any amount today. http://tinyurl.com/njpw4k". There is also a small graphic that says "CLICK HERE TO MAKE magic FOR MIDDLEBURY!" with a red ribbon. The post is timestamped "Tue at 8:55am".

- When you have logged in the email address you have associated with facebook will appear in the top right corner and you will have the option to **Logout** as opposed to **Login**.
 - Now that you are logged in you can start joining some groups!
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Become a Fan of Middlebury

- The first thing we advise is that you become a fan of the Middlebury College! On the Fan Page (<http://go.middlebury.edu/facebook>) click on **Become a Fan** at the top of the screen.



The screenshot shows the Facebook interface for the Middlebury College fan page. At the top, the navigation bar includes 'facebook', 'Home', 'Profile', 'Friends', 'Inbox', and user options 'Mike Zoom', 'Settings', and 'Logout'. The page header features the 'Middlebury' logo and the text 'Middlebury College' with a 'Become a Fan' button circled in red. Below the header are tabs for 'Wall', 'Info', 'Photos', 'Boxes', 'YouTube', and 'Events'. The main content area displays a post from Middlebury College with a promotional message about alumni giving and a link to a fundraising page. A graphic for the campaign is also visible, featuring a red high-heeled shoe and the text 'CLICK HERE TO MAKE magic FOR MIDDLEBURY!'. The left sidebar contains an 'Information' section with details about the college's location and phone number.

- The fan page is your central hub for Middlebury’s social networking world featuring Middlebury news, photos, videos, events, links to regional and class year groups, links to affinity fan pages and so much more.
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Join a Regional Chapter Group

- Connect with Middlebury alumni in your area and stay up to date on the latest local Middlebury events by joining a regional group.
- On the left hand side of the fan page (scroll down a little) there is a list of all of our Chapters and Regional Facebook Groups.

- Click on the appropriate group and you will be directed to that group's page.
- Click on the **Join this Group** prompt in the upper right hand area of the page (see diagram below):

The screenshot shows the Facebook interface for the 'Middlebury Alumni Vermont' group. The top navigation bar includes 'facebook', 'Home', 'Profile', 'Friends', 'Inbox', and user options 'Muchadei M. Le ZVo Zvoma', 'Settings', and 'Logout'. The group header shows the name 'Middlebury Alumni Vermont' and 'Global'. The 'Basic Info' section includes 'Type: Student Groups - Alumni Groups' and a description: 'This group is intended as an online gathering place for all Middlebury alumni living in and around Vermont. Please feel free to post pictures, use the wall, and discussion boards for all things Middlebury related.' The 'Contact Info' section lists 'Email: alumni@middlebury.edu', 'Website: http://www.middlebury.edu/alumni', and 'Office: Middlebury College'. The 'Members' section shows 'Displaying 8 of 260 members' and a 'See All' link. On the right side, there is a 'New Discussion Board' section with a 'Join this Group' button circled in red, and a 'Share' button. Below that is the 'Group Type' section, which states 'This is an open group. Anyone can join and invite others to join.' and an 'Admins' section listing 'Jon Cormier (creator)'.

Join a Class Year Group

- Connect with your classmates all over the world, reminisce on Middlebury days, share exciting news and find out about upcoming reunions by joining a class year group.
- On the left hand side of the fan page (scroll down a little) there is a list of all of our Class Year Facebook Groups.
- Click on the appropriate group and you will be directed to that group's page.
- Click on the **Join this Group** prompt in the upper right hand area of the page.

The screenshot shows the Facebook interface for the 'Middlebury College Class of 1990' group. The top navigation bar includes 'facebook', 'Home', 'Profile', 'Friends', 'Inbox', and user options 'Mike Zoom', 'Settings', and 'Logout'. The group header shows the name 'Middlebury College Class of 1990' and 'Global'. The 'Basic Info' section includes 'Type: Student Groups - Alumni Groups' and a description: 'For Middlebury Alumni from the class of 1990. To keep in touch with one another and the College. To share ideas, news, and events. And to talk about and plan upcoming reunions.' The 'Contact Info' section lists 'Email: alumni@middlebury.edu' and 'Website: http://www.middlebury.edu/alumni'. The 'Members' section is partially visible. On the right side, there is a 'Join this Group' button circled in red, and a 'Share' button. Below that is the 'Group Type' section, which states 'This is an open group. Anyone can join and invite others to join.' and an 'Admins' section listing 'Jon Cormier'.