

How to Join a Middlebury Facebook Regional Group

Alumni and Parent Programs

Updated June 9, 2009

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.

- Click on the link the Alumni Office provided in an email to join a Middlebury facebook group OR the link on the main Middlebury Facebook fan page (<http://go.middlebury.edu/facebook>) and the appropriate region page will appear on your screen (e.g. Middlebury Alumni Vermont).

If you are already have a Facebook account:

- Log in to your facebook 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 for the 'Middlebury Alumni Vermont' group. The login fields (Email and Password) and the 'Login' button are circled in red. Below the login area is a 'Sign Up' button and a description of the group.

facebook Remember Me [Forgot your password?](#)
Email

Sign Up Sign up for Facebook to join Middlebury Alumni Vermont.

Middlebury Alumni Vermont
Global

Basic Info
Type: Student Groups - Alumni Groups
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.

Contact Info
Email: alumni@middlebury.edu
Website: <http://www.middlebury.edu/alumni>
Office: Middlebury College

Middlebury

Group Type
This is an open group. Anyone can join and invite others to join.

Admins
■ Jon (creator)
■ Kathy

- 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**.
- After logging in you will be able to join the group by clicking on the **Join this Group** prompt in the upper right hand area of the page (see diagram below):

facebook Home Profile Friends Inbox Muchadei M. Le ZVo Zvoma Settings Logout

Middlebury Alumni Vermont
Global

Basic Info
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Contact Info
Email: alumni@middlebury.edu
Website: http://www.middlebury.edu/alumni
Office: Middlebury College

Members
Displaying 8 of 260 members See All

view Discussion Board
Join this Group
Share +

Group Type
This is an open group. Anyone can join and invite others to join.

Admins
Jon Cormier (creator)

If you are NOT already a member of facebook:

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

facebook Remember Me Forgot your password? Email Login

Sign Up Sign up for Facebook to join Middlebury Alumni Vermont.

Middlebury Alumni Vermont
Global

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Admins
Jon (creator)
Kathy

- 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 account find the email the Alumni Office sent you OR navigate to the main Middlebury fan page (<http://go.middlebury.edu/facebook>) and click on the link to the group you would like to join.
- Follow the steps above for joining a group when you already have a facebook account.