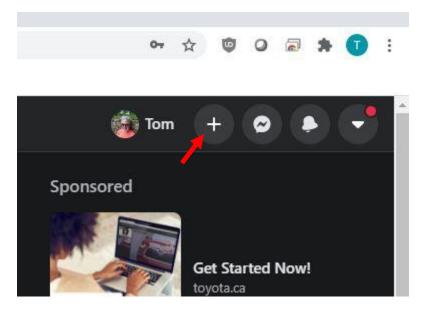
Facebook Chat Room Setup – step by step

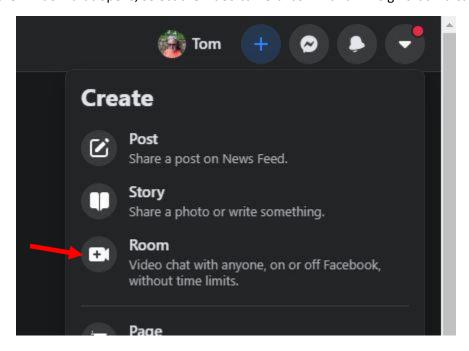
Using these steps, anyone with a Facebook account can use FB Messenger to set up a chat room with anyone else, regardless if whether the other invitees have a Facebook account or not.

- No cost
- No time limit

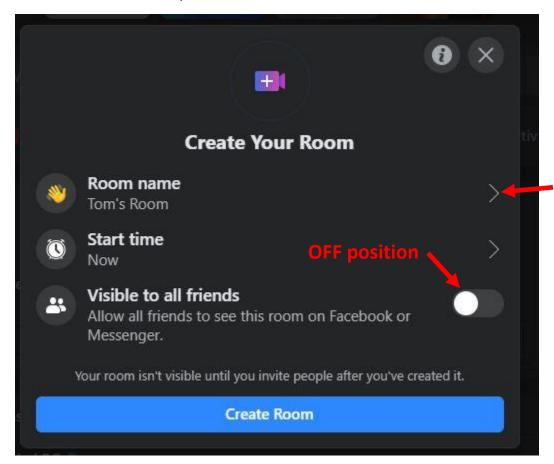
Step 1 – Open Facebook and click on the "+" sign at the top right corner of the screen.



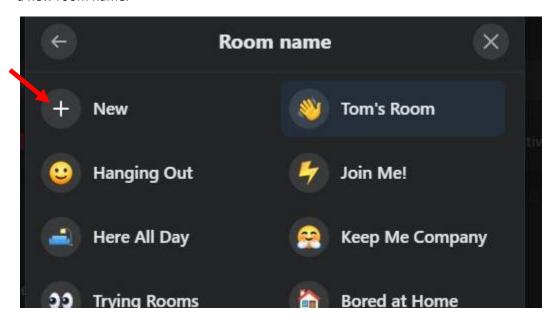
Step 2 – On the window that opens, select the video camera icon with a "+" sign that indicates "Room".



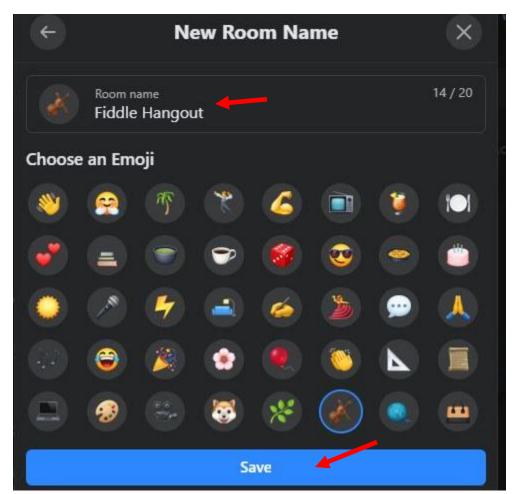
<u>Step 3</u> – You can use the default rom name (in this case, "Tom's Room"), or click on the sideways arrow to create a new room name. If you are using the default room name, make sure the "Visible to all friends" switch is turned to the OFF position as shown below.



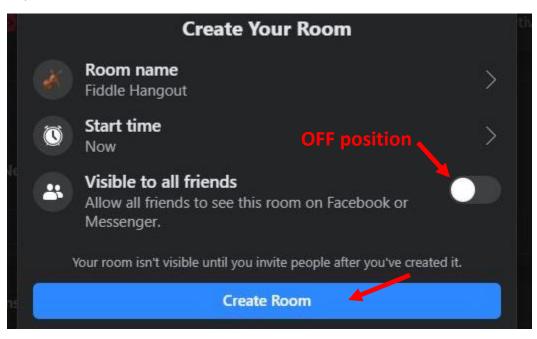
<u>Step 3A</u> – If you selected add a new name, you will see what is below. Click on the "+" to create a new room name.



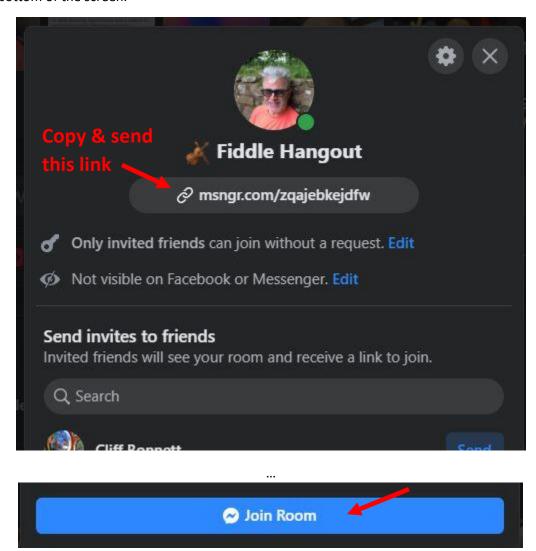
<u>Step 3B</u> - Type in the name you want for the new room name (e.g. Fiddle Hangout" in the sample below). You can even add an emoji if you want. Click on the blue "Save" button when you are done.



<u>Step 4</u> – You will see your new room name. Again, make sure the "Visible to all friends" switch is turned to the OFF position as shown below. Click on the blue "Create Room" button at the bottom.



<u>Step 5</u> – You will see the room title appear as follows, along with a link starting with "msngr.com/xxxx". Copy that link and send it to whomever you want to invite by email. Press the blue "Join Room" button at the bottom of the screen.



<u>Step 6</u> – Your room will appear as shown on the next page below. The three dots icon (top right) will open a settings dialogue where you can access audio and video settings and enter full screen mode.

As your guests arrive by clicking the link you sent them, you will be prompted to let them in. At any time, you can click the icons at the bottom of the page to

- share your screen
- see all participants
- lock the room
- mute all participants
- invite others
- turn your video on and off
- mute and unmute your microphone
- leave the room

