



Once friends start accepting your invitations, Facebook will suggest people you may know based on mutual friends, the networks you form, your imported contacts and any other information, such as details of your workplace or where you went to school or university.

Manually search for friends

You can also manually look for people to connect with on Facebook using the social network's powerful search tools.

Perform a quick search

- 1 On any Facebook screen, click the Search bar, which contains the words **Find friends**, and type in a request



- 2 As you type, a list of suggestions will appear. Tap Enter on your keyboard and you will see a list of people
- 3 Look down the list and see if you recognize anyone from their image and/or location. If you want to connect, click **Add Friend**
- 4 If you are not sure you have the right person, investigate further. Click the downward arrow and look at their Photos and Interests. Select their Friends to see if you have any in common, or send them a message



Use the Advanced search facility

- 1 If you can't find someone by typing their name (perhaps because they've changed it) or if you want to see how many friends are listed from school, college, university, work or certain locations, click **Find Friends** at the top of the screen

Find Friends

- 2 To the right, you'll see the box **Search for Friends**

...cont'd

- 3 Fill in any of the text-entry boxes

Search for Friends

Find friends from different parts of your life

Name

Home Town

Current location

High School

College or university

Employer

In Easy Steps books for smart learning

University (postgraduate)

- 4 As you do this, a list of suggestions may appear. You can continue typing, or click a suggestion

- 5 Any potential friends associated with your search term will appear to the left of the screen. You can then click **Add Friend** next to anyone you want to connect with, to send an invitation

Searching via the mobile app

We have not yet looked at downloading, installing and using the Facebook apps for smartphones and tablets. But you can also search for friends on these devices.

- 1 Tap the **Search** bar at the top of the app, and start typing a name
- 2 Tap the name of a friend, and select **Add Friend**



Only connect with people that you genuinely know. If you want to become friends with a stranger, perhaps because they are famous or interesting, consider following them instead.



If you find there is no option to add someone as a friend, it may be because their privacy settings only let them accept requests from friends of friends. If this is the case, send them a message and ask them to invite you.