

How to Create a Facebook Group

1. Find "Add Group" From your "home page" on Facebook go to the Groups section on the left side menu & find "Add Group". ...
2. Click "Create New Group" ...
3. Name Your Group. ...
4. Add Members. ...
5. Choose Privacy Setting. ...
6. Click Create. ...
7. Choose an Icon. ...
8. Complete "About" Section.

How to Create a Facebook Group

1. Find "Add Group"

From your "[home page](#)" on Facebook go to the Groups section on the left side menu & find "Add Group".

The number of things you have in your Favourites will determine how far down you have to scroll to see this.



Once you get there, it will look like this:

For an even quicker way simply go here: <https://www.facebook.com/addgroup>

2. Click "Create New Group"

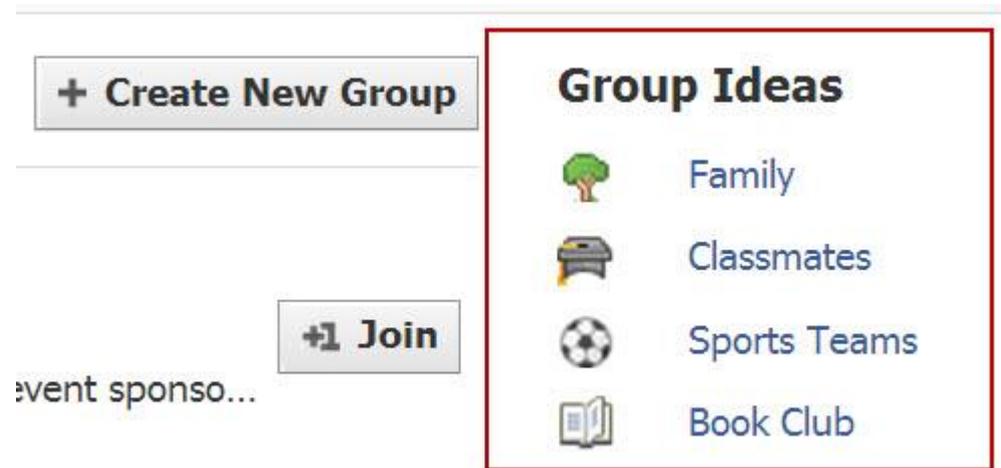
You'll be taken to a page that displays the option to create a group as well as showing you some suggested groups to join.



To begin the process of creating a group click "Create New Group".

>> Facebook also offers an alternate way to create a new group

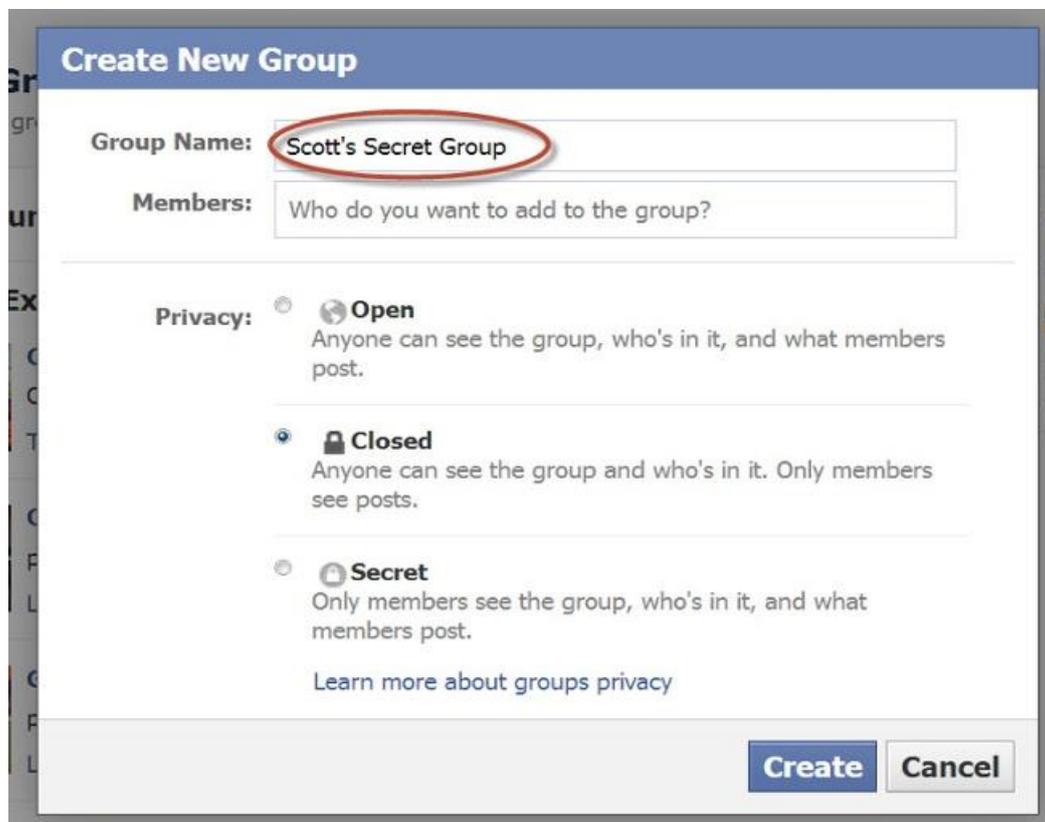
Right of the "Create New Group" button you'll notice options to choose "Group Ideas":



By clicking on one of these selections (Family, Classmates, Sports Teams or Book Club), you're immediately taken to the create screen -- just like if you clicked "Create New Group".

3. Name Your Group

You will now see this lightbox:



The first thing you need to do is give your group a name -- I'm naming my group "Scott Secret Group".

This name can be whatever you want & you can change it later. But try to make the group name memorable & searchable -- so people can find it.

4. Add Members

Facebook does something odd here -- and out of order, in my opinion.

You're actually required to add at least 1 friend to the group before you can create it. If you don't you get the error message below:



The screenshot shows the 'Create New Group' form on Facebook. At the top is a blue header with the text 'Create New Group'. Below it is a red-bordered error message box that says 'Please choose friends to add to your group.' Underneath the error message are two input fields. The first is labeled 'Group Name:' and contains the text 'Scott's Secret Group'. The second is labeled 'Members:' and contains the placeholder text 'Who do you want to add to the group?'.

So in order to create your group, you'll need to add at least 1 friend to the group.

5. Choose Privacy Setting

You'll now need to decide what privacy setting you want your group to have.

This is probably the most important choice you'll make while creating your group -- as there are some limits to changing down the road.



The screenshot shows the 'Privacy' settings for a Facebook group. It lists three options: 'Open', 'Closed', and 'Secret'. The 'Closed' option is selected. Below the 'Secret' option is a link that says 'Learn more about groups privacy'.

If you have fewer than 250 members you'll be able to change the settings as you see fit.

But as soon as your groups grows to over 250 members, you can only change an Open group to Closed or Secret -- and a Closed group to Secret.

You won't be able to change the privacy again after this.

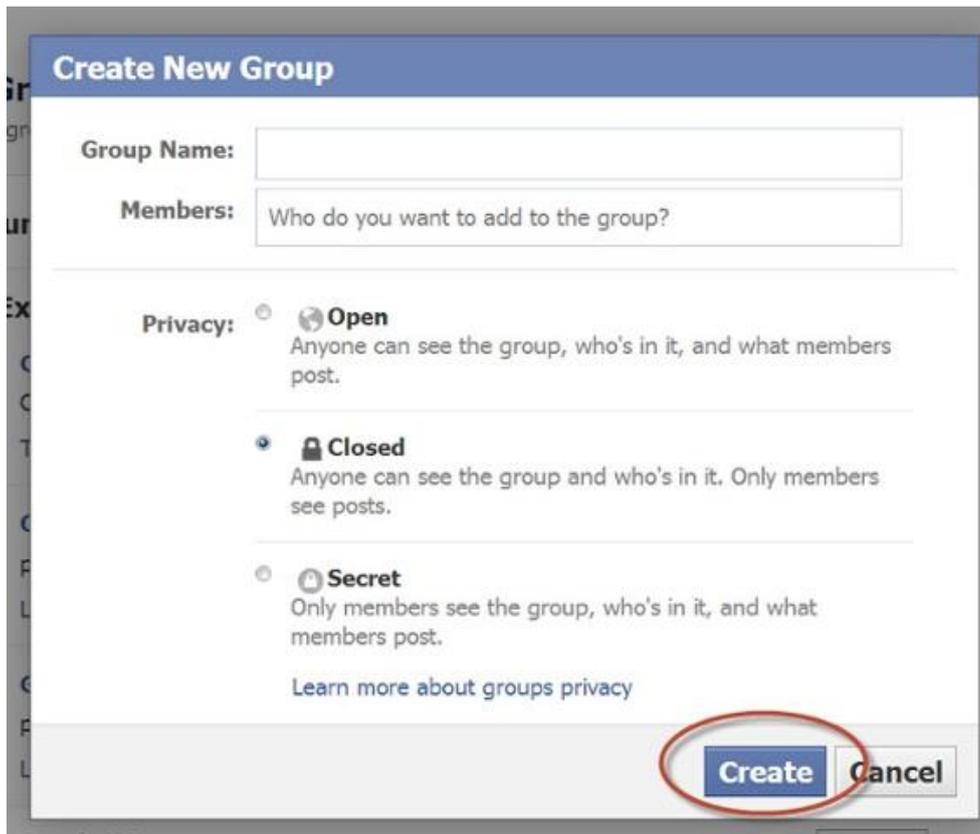
There can be confusion about what privacy setting a group should have -- Open, Closed or Secret.

It's fairly self explanatory as seen above -- but here's another great graphic from Facebook to break it down:

	Open	Closed	Secret
Who can join?	Anyone can join or be added by a member	Anyone can ask to join or be added	Anyone, but they have to be added
Who can see the group name and who's in it?	Anyone	Anyone	Only members
Who can see posts in the group?	Anyone	Only members	Only members
Who can find the group in search?	Anyone	Anyone	Only members
Who can see stories about the group on Facebook (like in News Feed and search)?	Anyone	Anyone	Only members

6. Click Create

After you choose your privacy setting, click the "Create" button as you've seen in previous images:

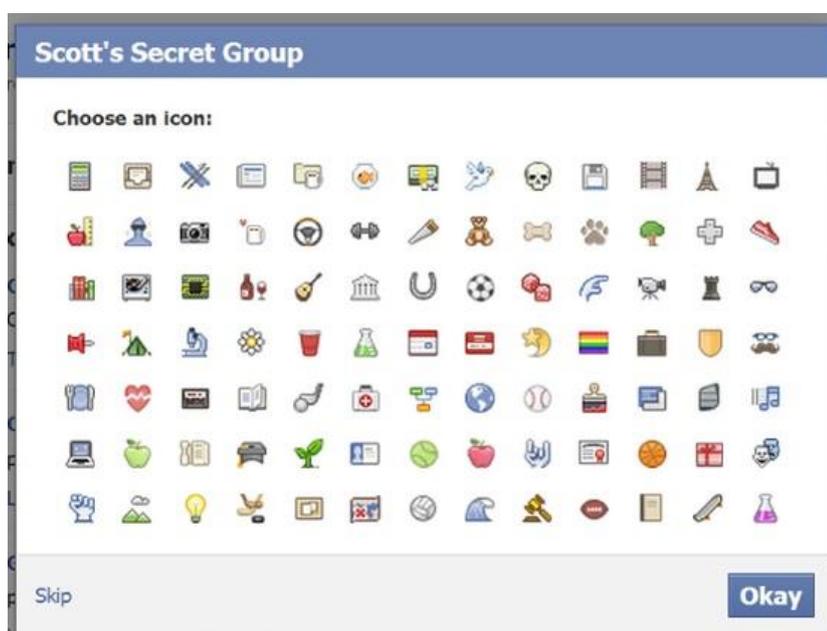


7. Choose an Icon

Facebook will now give you the option to choose from a wide array of creative graphics for your icon/avatar.

This is completely up to you and bears no significance as far as Facebook is concerned.

But if you've created many groups or have multiple groups in your favourites, you'll want to choose an icon you can easily identify.



Your group is now officially created!

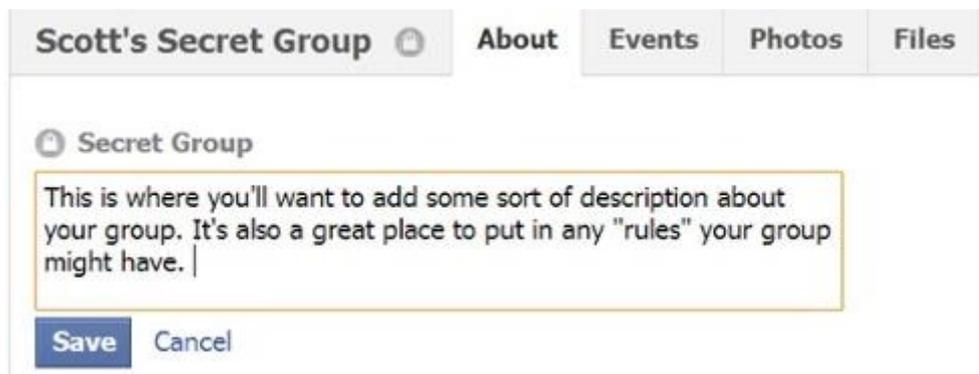
There are, however, a few more items you can customize.

8. Complete "About" Section

Your about section is important for 2 reasons:

- Gives prospective members an idea what your group is about
- Can display any "rules" you may have about the group

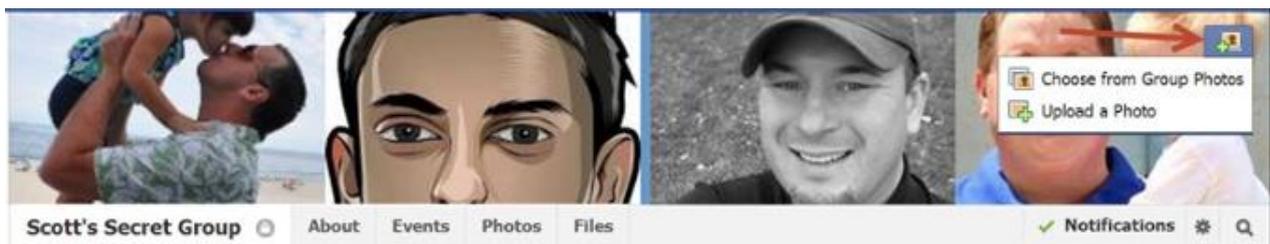
So fill it out as you see fit -- seeing as this is YOUR group.



9. Choose Group Image Setting

You're given the 3 options here:

1. use images from group members (will show a maximum of the last 8 active members)
2. use a photo already in the group
3. upload a photo



Here's an example of an uploaded photo from our "[Post Planner Experts](#)" group:

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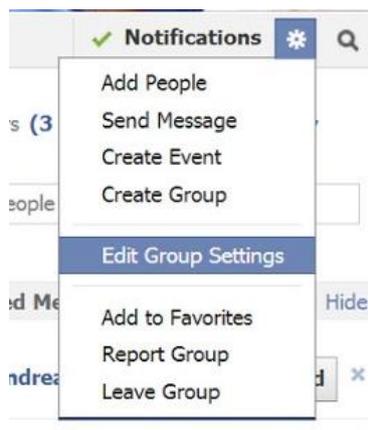


**Keep in mind the dimensions for this cover photo are different from those on your personal Timeline or business Timeline -- they are 801 x 250 pixels.*

10. Edit Group Settings

Next you'll want to edit the group settings.

You do this by clicking on the gear icon & then clicking "Edit Group Settings":



Once on the edit page, you'll have many options to change:

Scott's Secret Group ⊙ **About** Events Photos Files ✓ Notifications ⚙ 🔍

Group Name: 💡

Privacy: **Open**
Anyone can see the group, who's in it, and what members post.

Closed
Anyone can see the group and who's in it. Only members see posts.

Secret
Only members see the group, who's in it, and what members post.

Membership Approval: Any member can add or approve members.
 Any member can add members, but an admin must approve them.

Group Address:

Description:

Potential members see the description if privacy is set to open or closed.

Posting Permissions: Only members can post in this group.
 Only administrators can post to the group.

Post Approval: All group posts must be approved by an admin.

Items you can change:

- Group Icon
- Group Name
- Privacy Settings
- Membership Approval -- Do you want to let anyone add members or should only you be able to?
- Set a Group Address -- Here you'll have a chance to give the group a custom URL as well as an email address where people could email the group directly

Group Name: 💡

Set Up Group Web and Email Address

Enter a name that will become the email and web address for your group:

Emails sent to this address will go to all group members. If you want people to find your group, give them the web address: facebook.com/groups/.

- When you're done you'll see this:

Group Address: Scotts.Secret.Group@groups.facebook.com
<https://www.facebook.com/groups/Scotts.Secret.Group/>

- Change your Description
- Change Posting Permissions -- Here you can decide if only admins can post or if members can as well
- Post Approval -- You can require that all posts be approved by an admin before going live

Once you're done & happy with the settings, click "Save".

You're Group is Ready to Go!

You've now successfully created a Facebook Group! Congrats!

Now you can post updates inside the groups -- and so can members (if you've allowed it).

A Few Group Features to Point Out

Notifications- As an admin you should probably turn the notifications on to receive all updates when anyone posts -- just in case someone spams the group & you want to respond quickly:



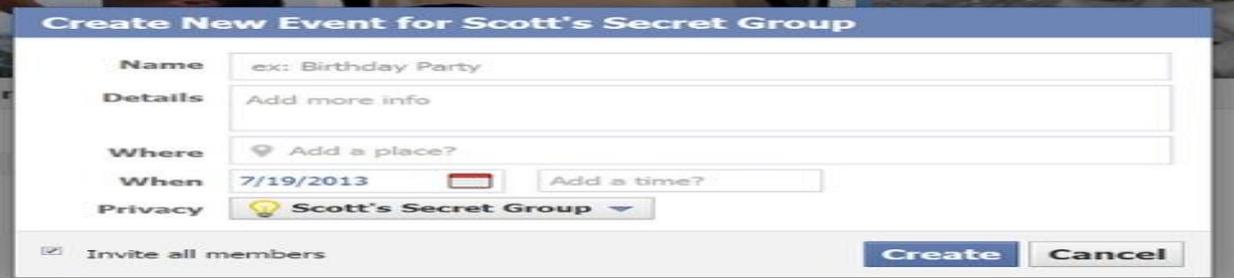
Messages/Chat- One of the great things about groups is you can initiate a group chat/message with either all members of a group or select members.

This is especially useful when you have an announcement to make or need to quickly collaborate on an item/issue:



Events- A feature probably not used often enough in Groups is Events. Inside the group you can create events that only members can see & RSVP for.

Just click on the "Events" tab & then "Create Event" & the lightbox below will load to create your event.



The image shows a lightbox titled "Create New Event for Scott's Secret Group". It contains the following fields and options:

- Name:** ex: Birthday Party
- Details:** Add more info
- Where:** Add a place?
- When:** 7/19/2013, Add a time?
- Privacy:** Scott's Secret Group
- Invite all members
- Create** button
- Cancel** button

Files- Inside groups you can share files of any kind as well as create Documents which group members can add to & collaborate on.

Think of this as your own little workspace within Facebook -- or perhaps a replacement for apps like Basecamp or Dropbox.

Now that you've read this post, hopefully you can now successfully create a group on your own.