

# How to use Facebook to hold a Crafternoon

## **What is a Room on Facebook?**

A Facebook Room is a drop-in video chat feature from Facebook. It allows you to start a Room which means you are on a video call, others can then join the call by following a link that you share or clicking on the Room in Facebook's timeline. You can do this on the app on a tablet or phone, or from your Facebook account on a laptop or desktop. Below are instructions for both.

If you are setting up a Room for a Crafternoon you will need a Facebook account, but you don't have to have Facebook to join someone's Room so if your guests don't have Facebook they will still be able to join in! Rooms can hold up to 50 people with no time limit.

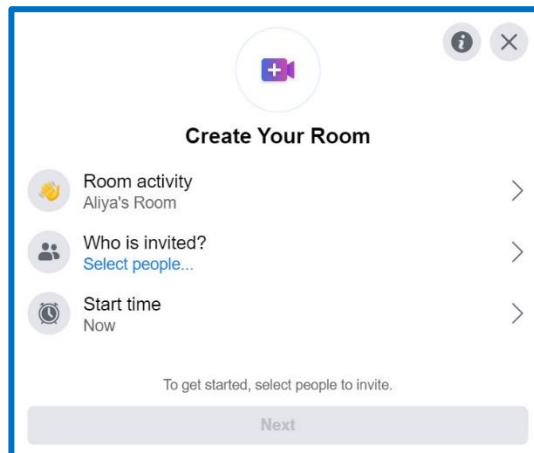


## **Create a Room using the mobile messenger app on tablet or phone**

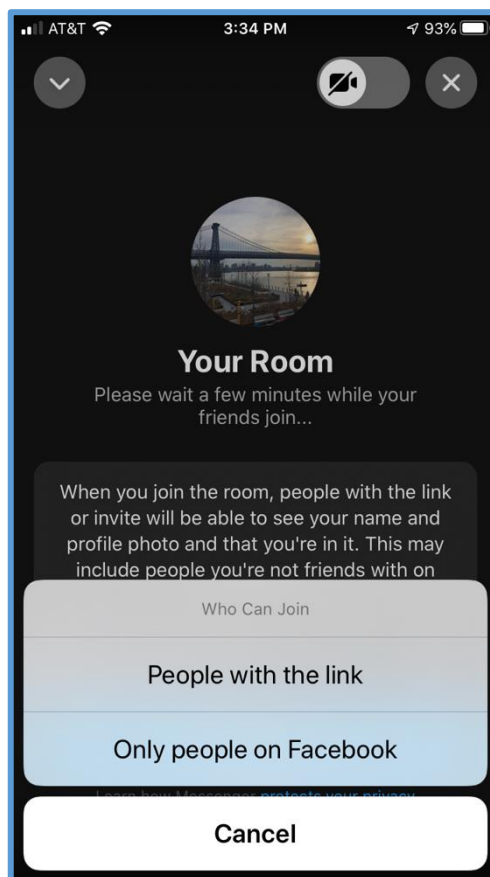
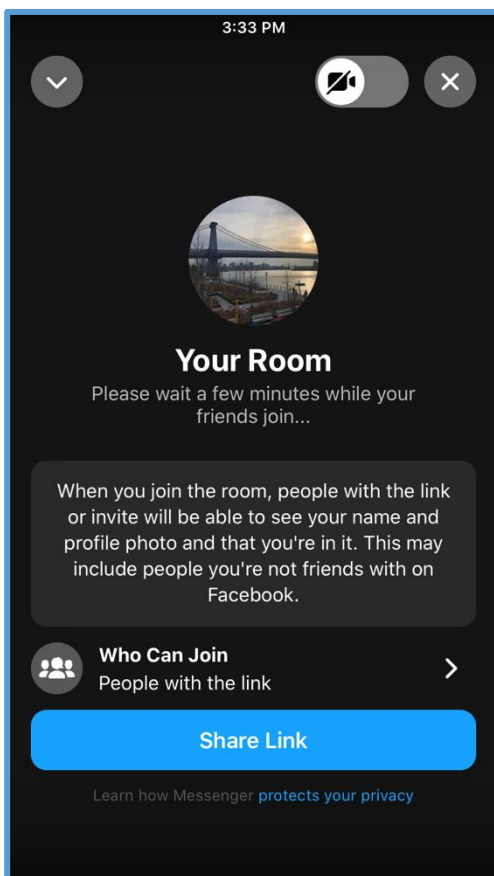
**Step 1:** Launch the Facebook Messenger app on your smart phone or tablet (make sure you have the most up to date version of the app)

**Step 2:** Click on the 'People' tab which is at the bottom-right of the screen.

**Step 3:** Tap 'Create a Room' at the top of the screen, and select the users that you wish to add. (If this is the first time you're creating a room, you'll get a "Try it" button at the bottom of the screen that opens up.)



**Step 4:** On the next screen, you'll be able to adjust who gets to join the call. If you tap "Who Can Join" (on an iPhone) or "Edit" (on an Android) you'll get two options: anyone who has the link or only Facebook users with the link.

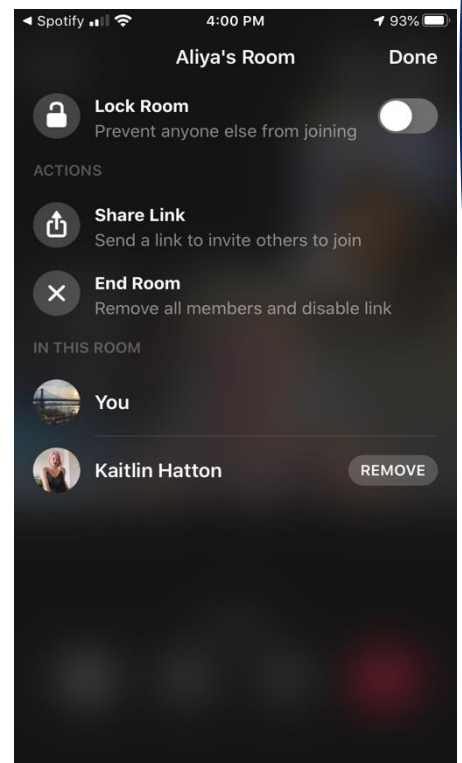
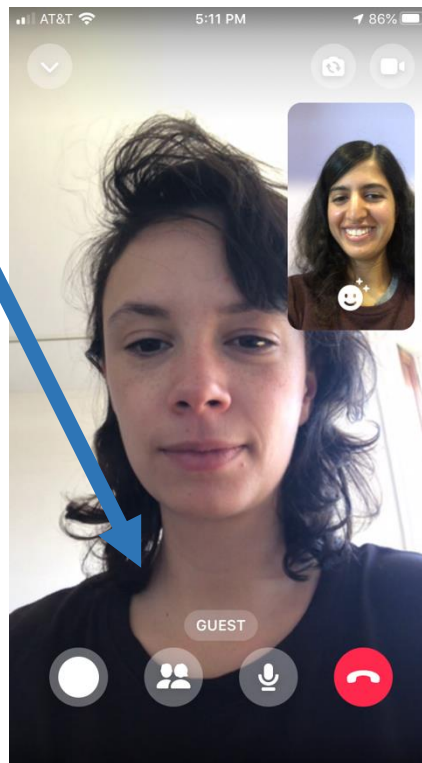


If no one else is in the room and you tap the X in the top right corner, you can decide whether to end the room immediately ("End Room") or to leave the room but get notified when someone joins ("Leave"). If you tap "End Room," you'll have to tap "End Room" in the next window to confirm

**Step 5:** Once your friends join, the room will open. You'll see a set of buttons on the bottom of your screen.

If you click on the button with the "two people" icon, you'll be able to access additional settings for the call.

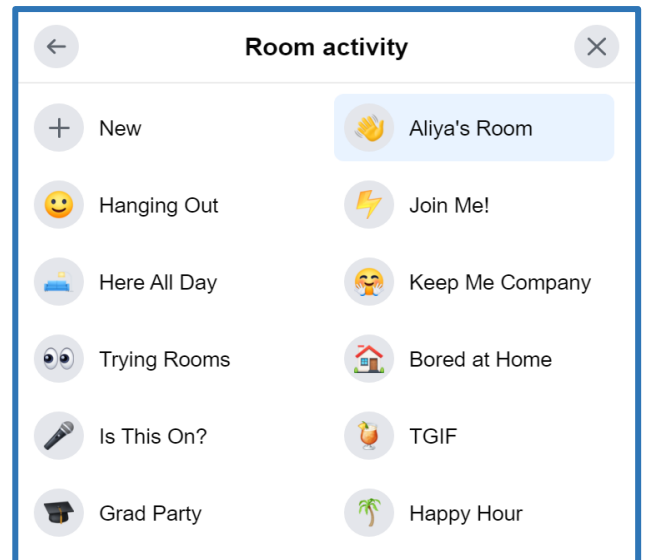
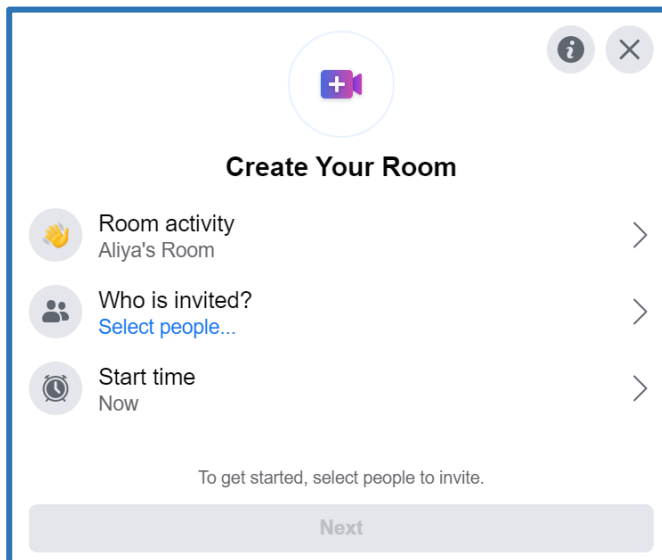
You can click on "Lock Room" to stop others from entering the room, copy a link to send to others, or end the room. To remove participants from the room individually, click "Remove" next to their names.



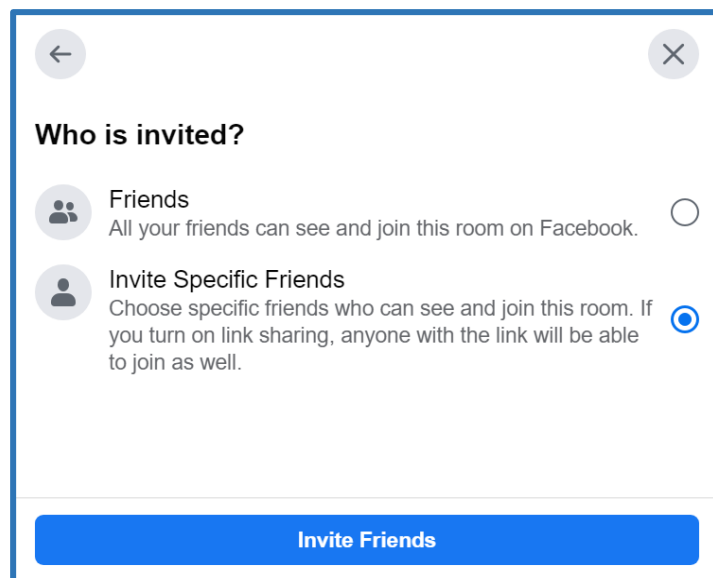
## Create a Room using Facebook on your desktop or laptop computer

**Step 1:** At the top of your News Feed, you'll see a section called "Rooms." You can either click "Create" in the top right corner of that bar or click on the bubble with your profile picture and a plus sign to start your room. A window will pop up, giving you a few options.

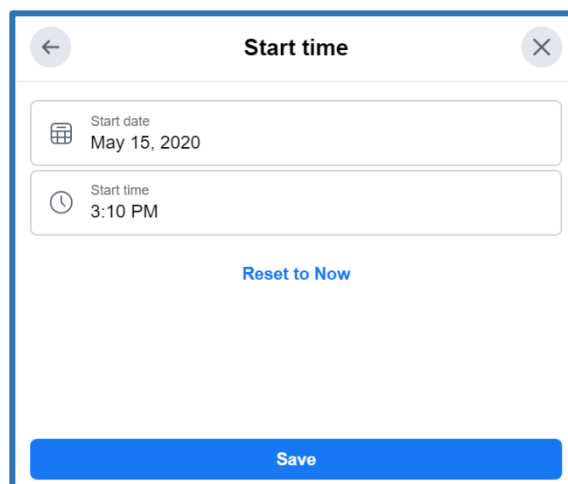
**Step 2:** The first "Room activity" lets you designate a purpose for the room, such as "Hanging Out," "Bored at Home," or "Coffee Chat." By selecting 'New' you can customise your own such as 'Katie's Crafternoon'



**Step 3:** Click on “Who is invited?” to adjust who can join the room. You’ll get two options. The first, “Friends,” automatically lets anyone in your Facebook friends list see your room at the top of their News Feed and join if they wish. The second, “Invite Specific Friends,” lets you select specific friends who can see and join your room. (If you opt for “Invite Specific Friends” and then click on “Invite Friends,” you’ll get a list of your Facebook friends; choose the ones you want to invite. If you then click on the “Skip” button, you’ll be asked if you want the option to allow others to join the room using a link. Click “Turn On” to enable this.)

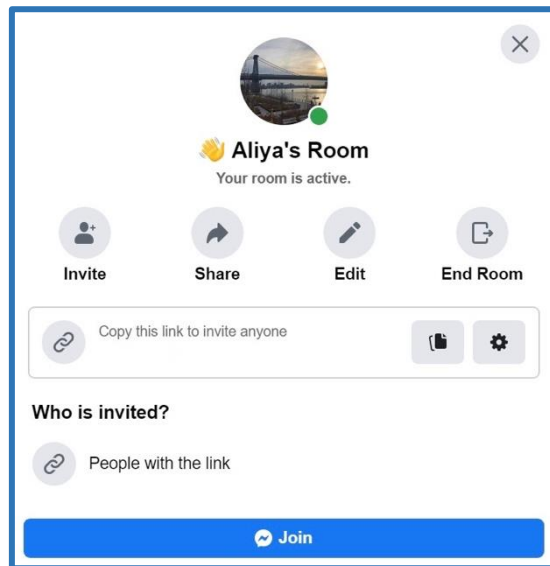


**Step 4:** The third option in the “Create Your Room” window is “Start time,” which allows you to schedule the room for later.



**Step 5:** Once you’re done setting your preferences, click “Create Room” at the bottom of the “Create Your Room” window.

You’ll get a pop-up window with the option to invite people, share, edit, or end the room. There will also be a link you can send to others to let them join the room. Click “Join” at the bottom to enter your room.



**Step 6:** You're finally in the room! You'll see a group of buttons on the bottom of your screen. If you have three or more people on the call, you'll see a button in the top right corner which lets you tile the participants or only see who's talking.

From left to right these allow you to share your screen, see who's on the call, turn your video on or off, turn your microphone on or off, or hang up the call.

