

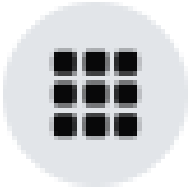

# How to setup a public-facing Facebook page

a step-by-step guide

Updated June 2026

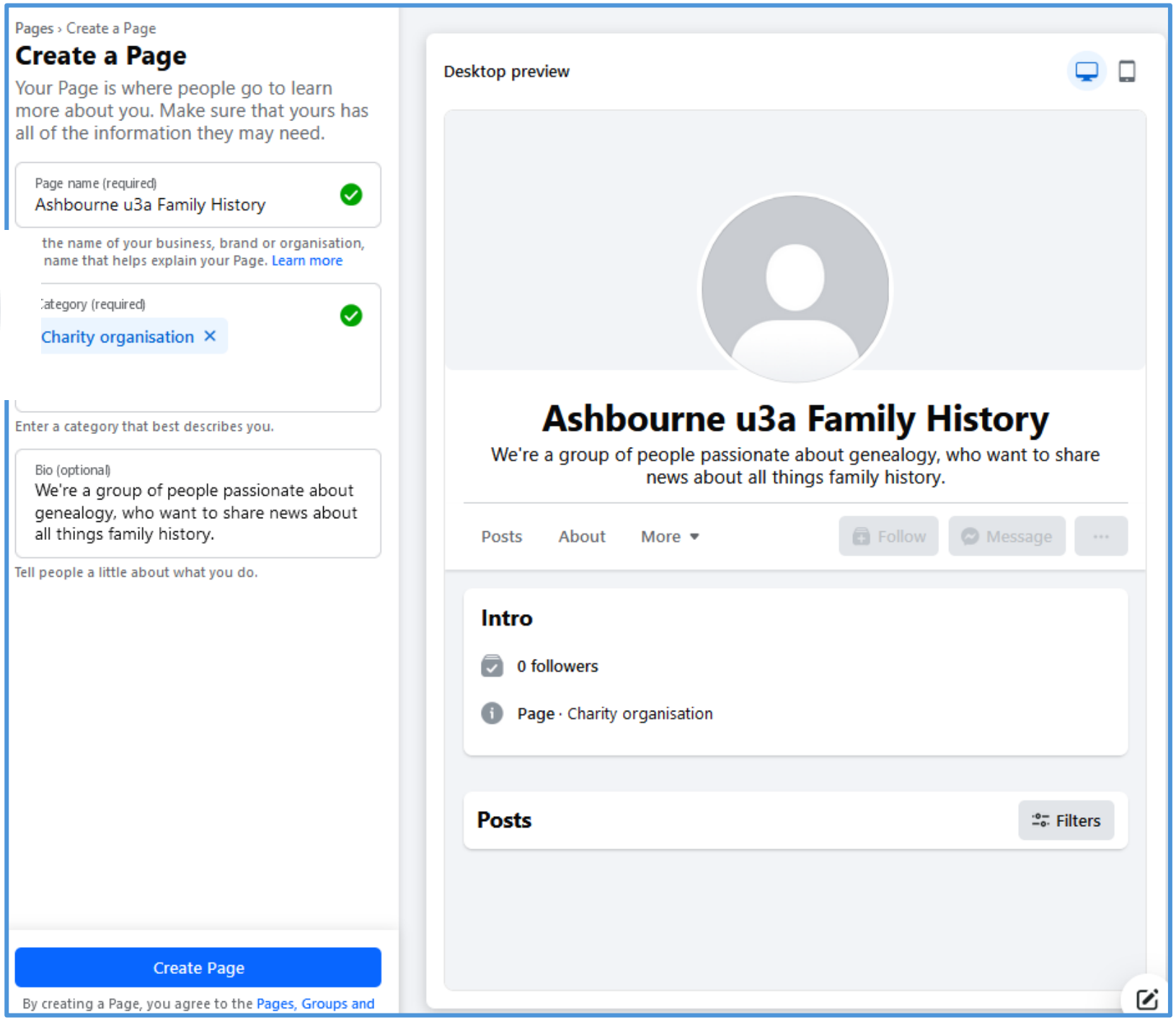
All Facebook activity must begin with a personal account

Click on this icon:



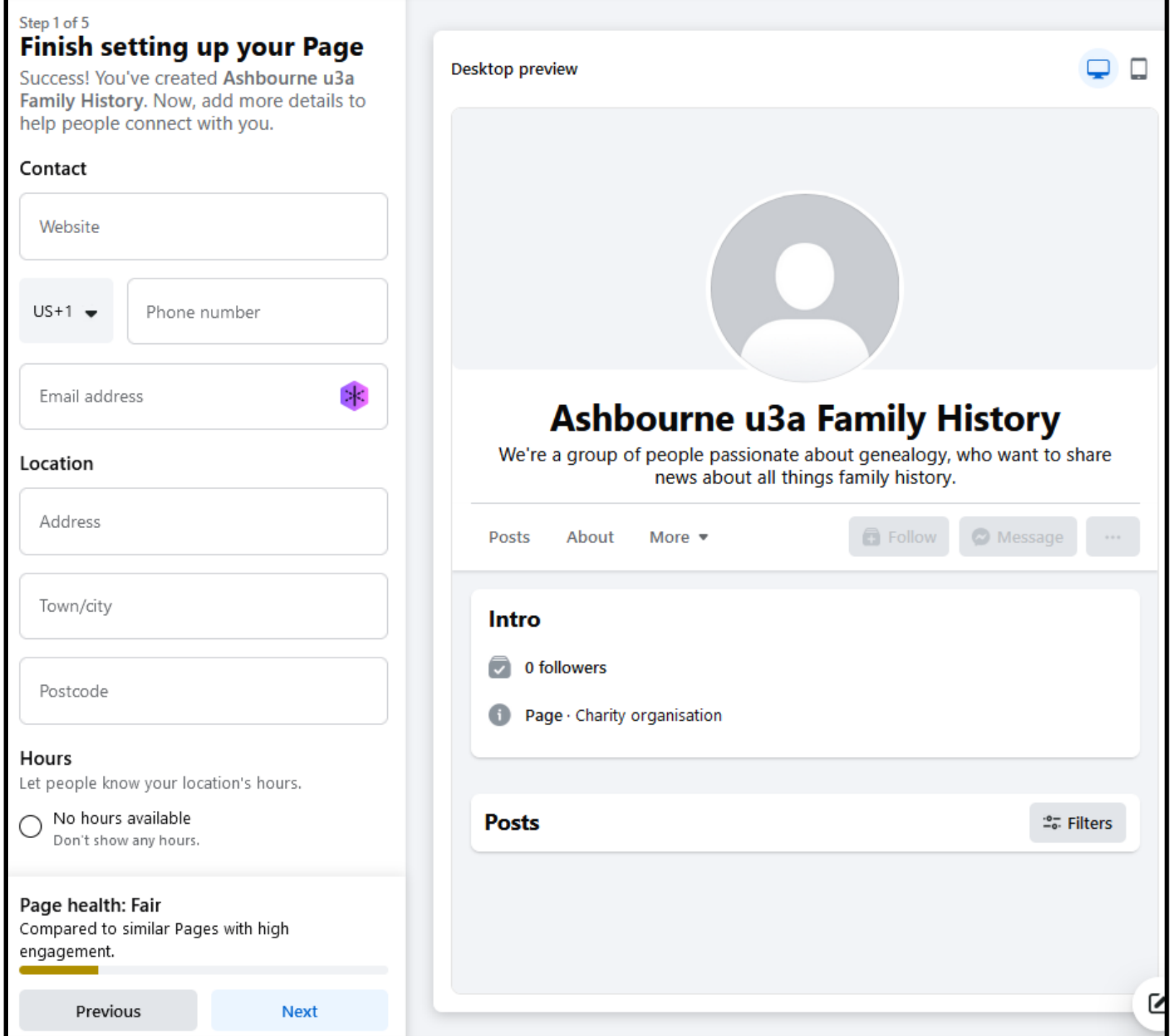
Then ‘Create’ and ‘Page’

I created a new page for our Family History group to demonstrate:



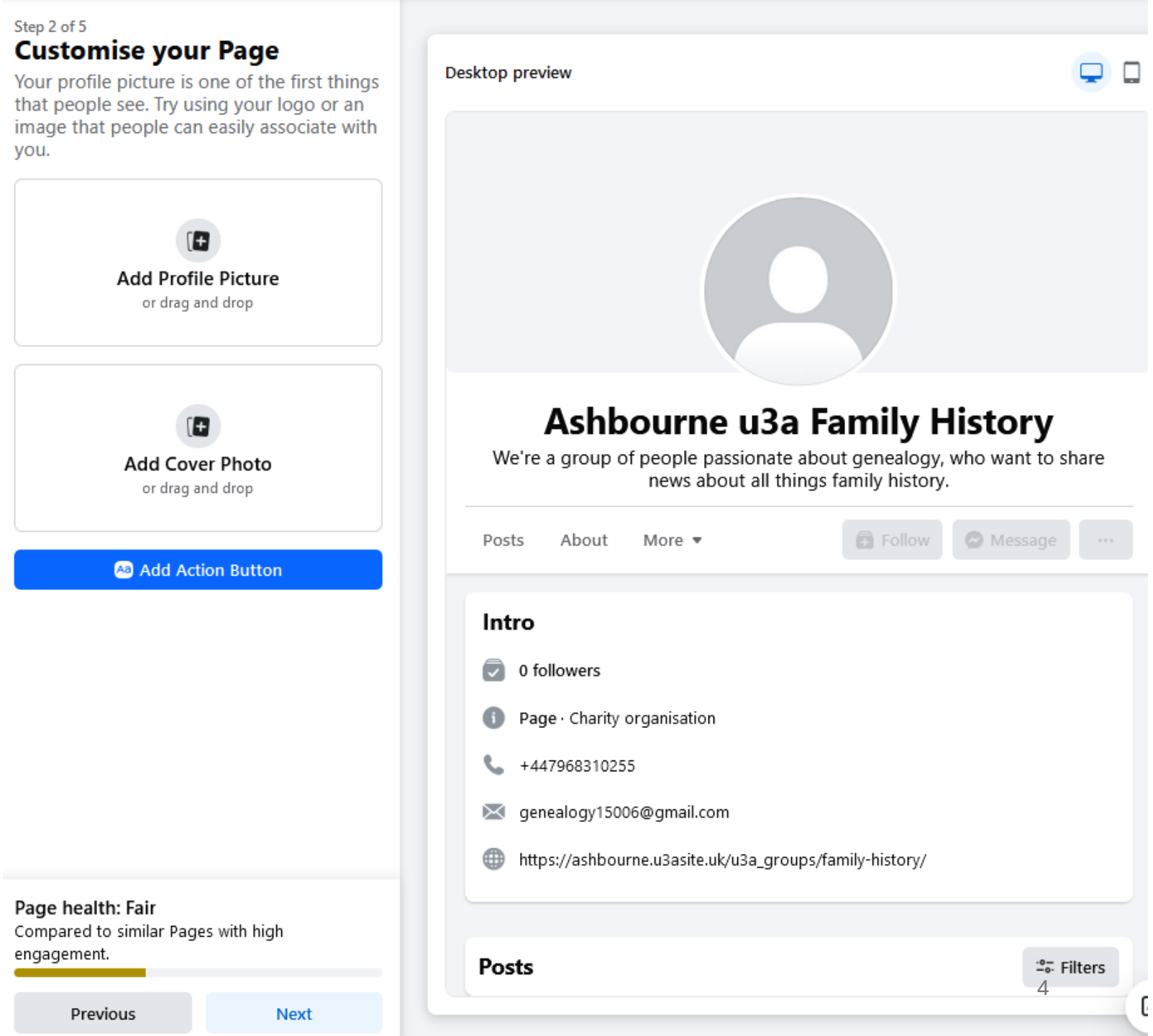
# Step 1

Once you've clicked 'Create page, you get this page:



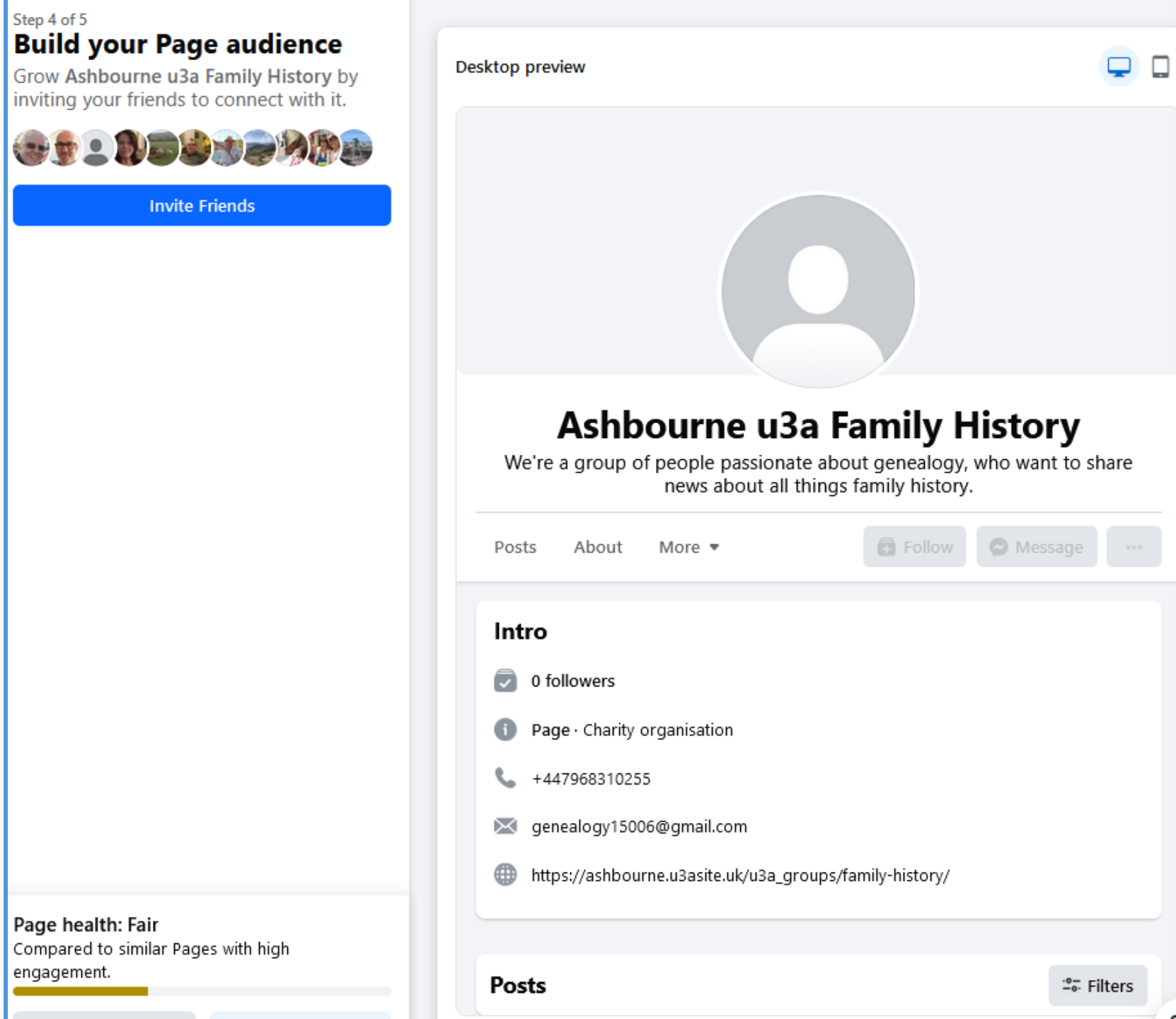
# Step 2

An ‘Action button’ can be WhatsApp or similar – it’s how a potential enquirer will contact you



# Step 4

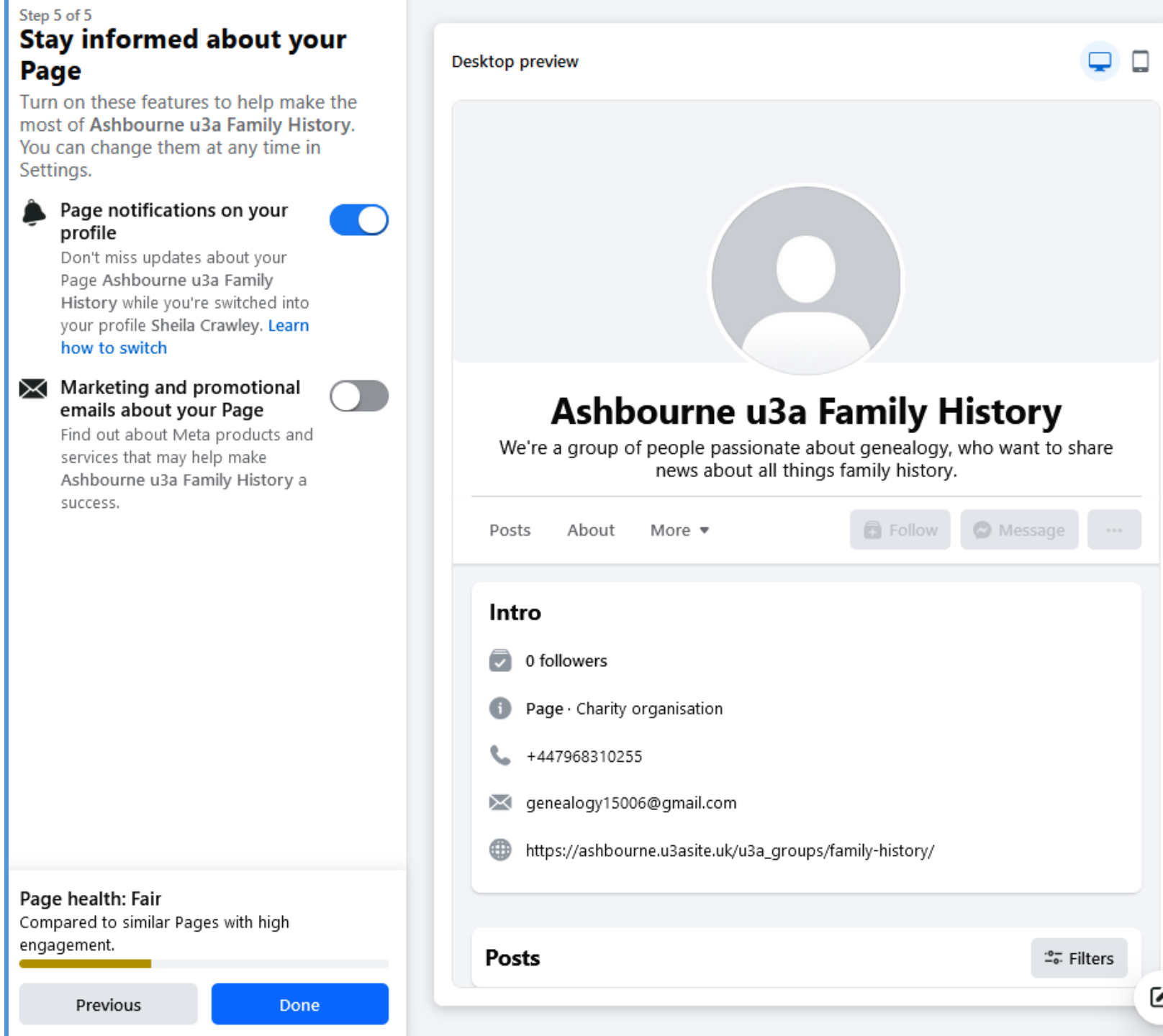
Don’t invite anyone unless you specifically want to do this – we have bever invited anyone at this stage to Ashbourne’s page

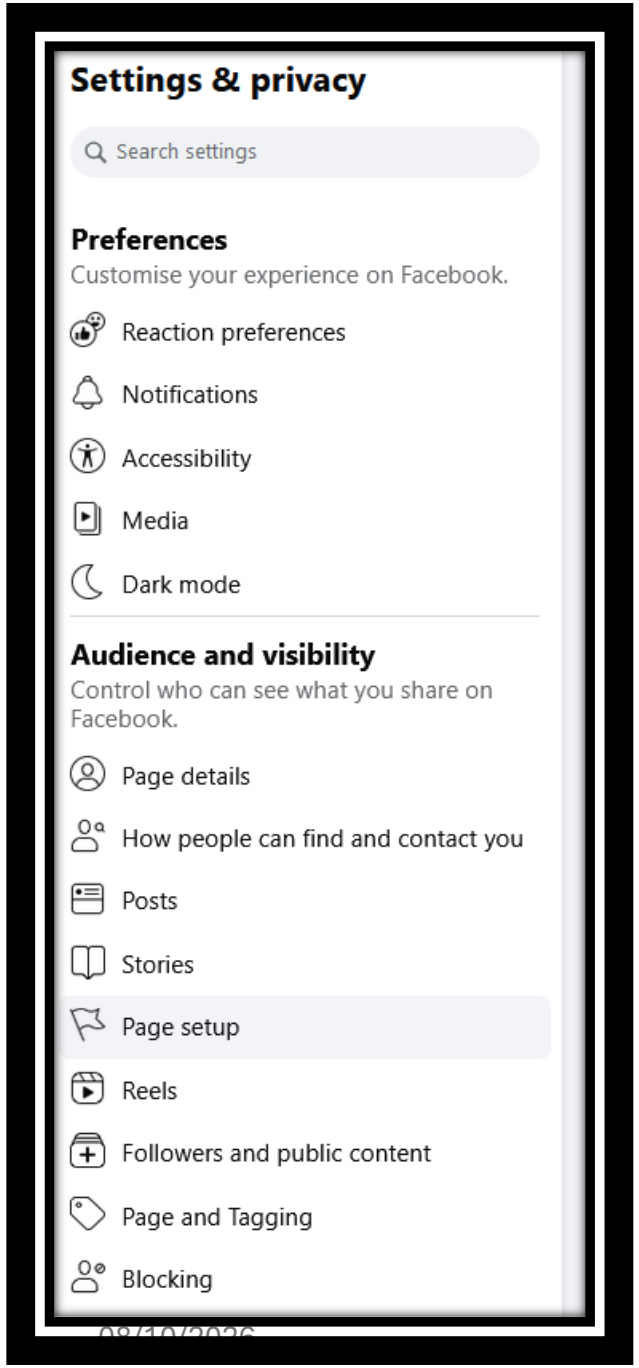


# Step 5

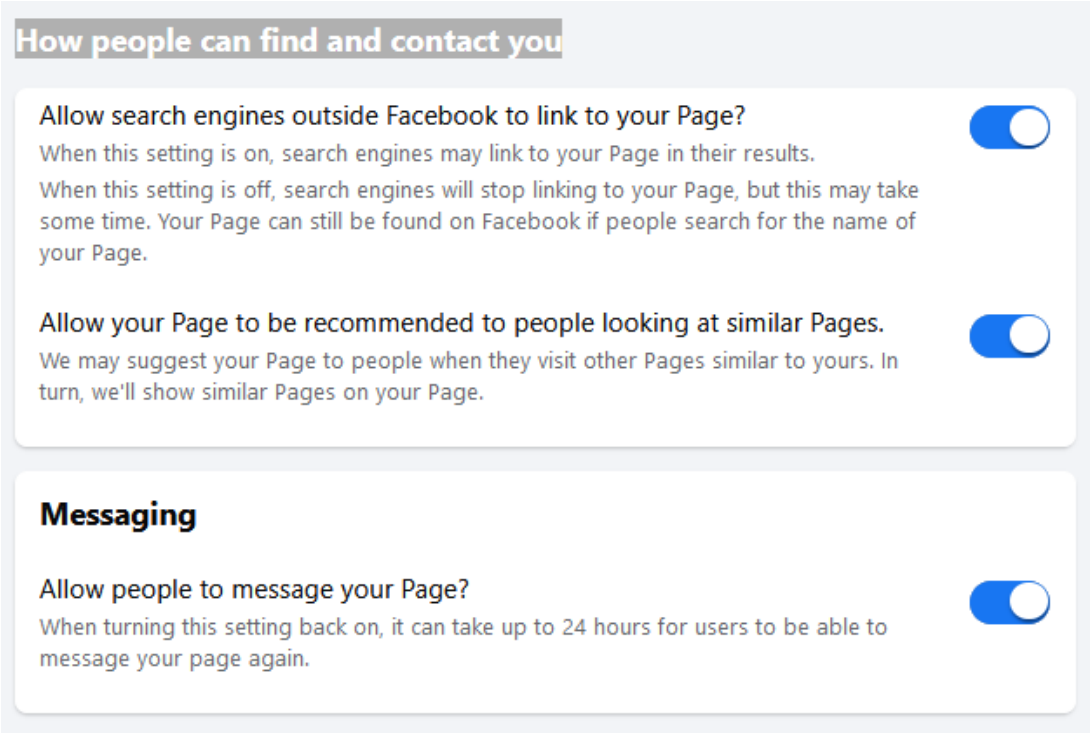
The page owner will need to receive notifications

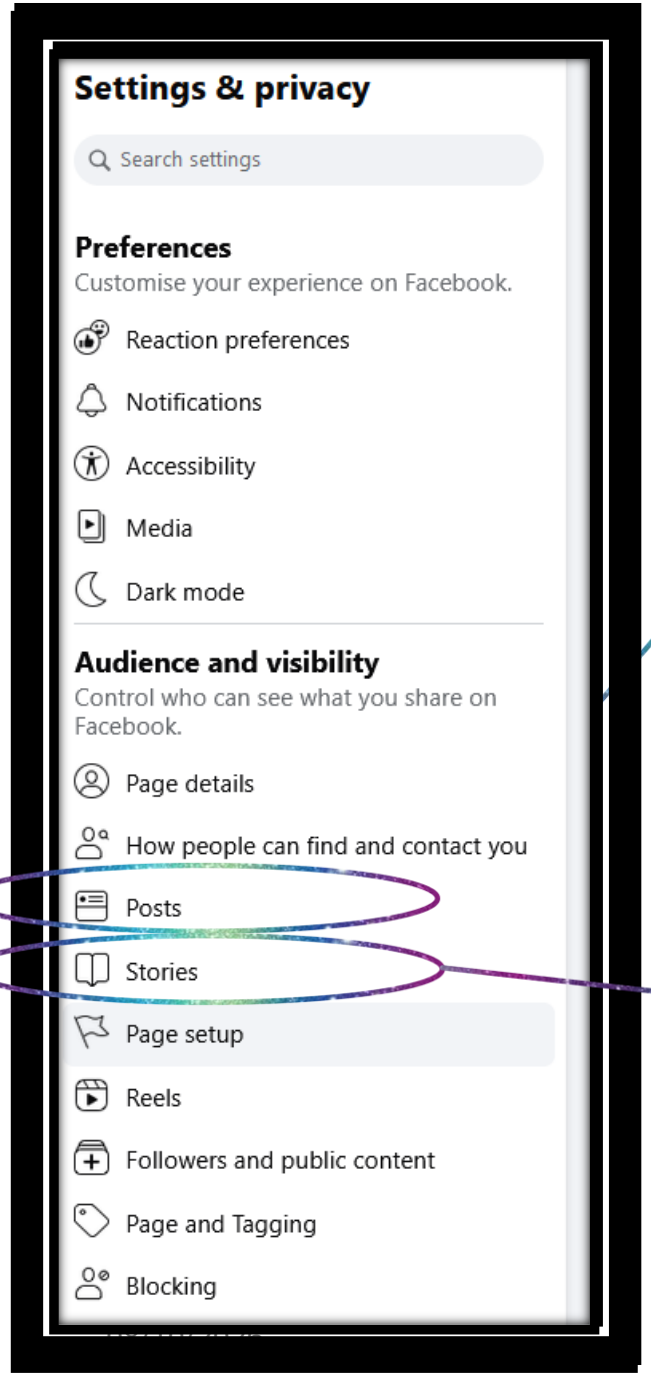
I'd advise against marketing emails, but that's your choice to make

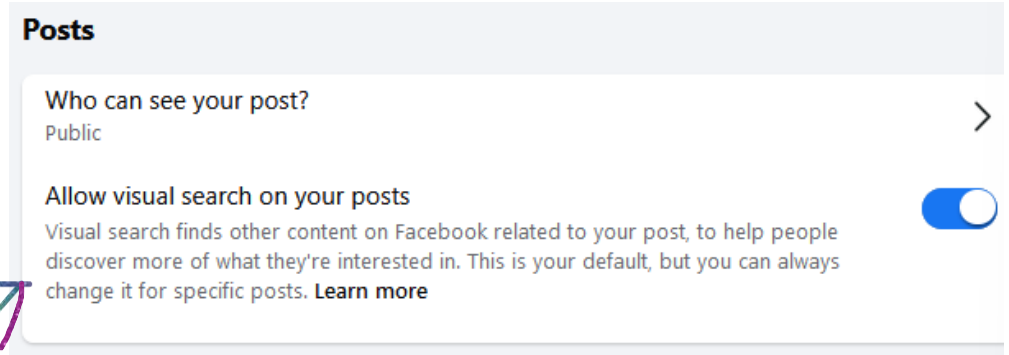


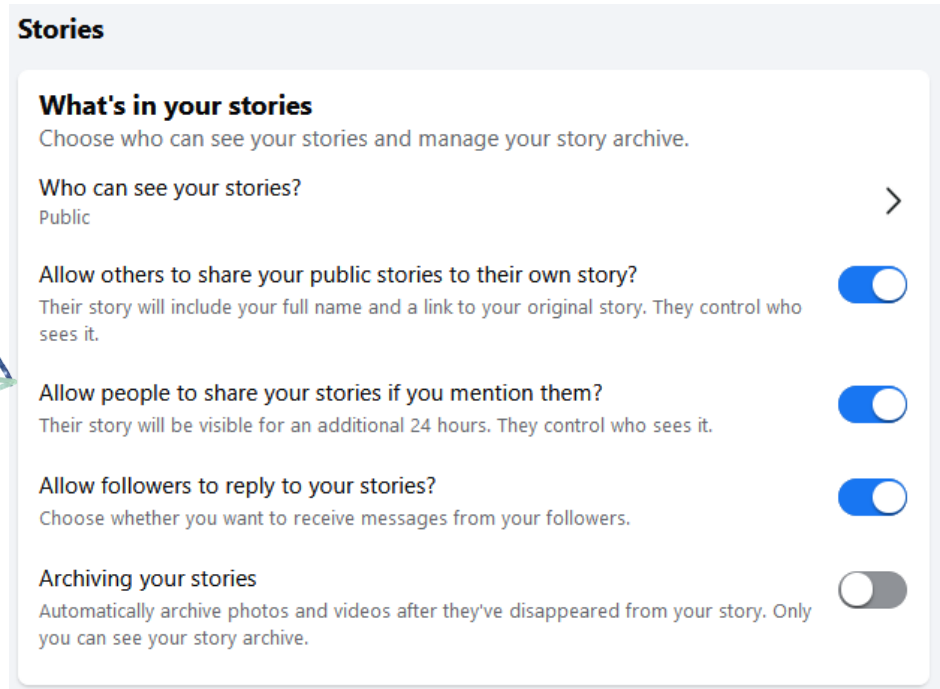


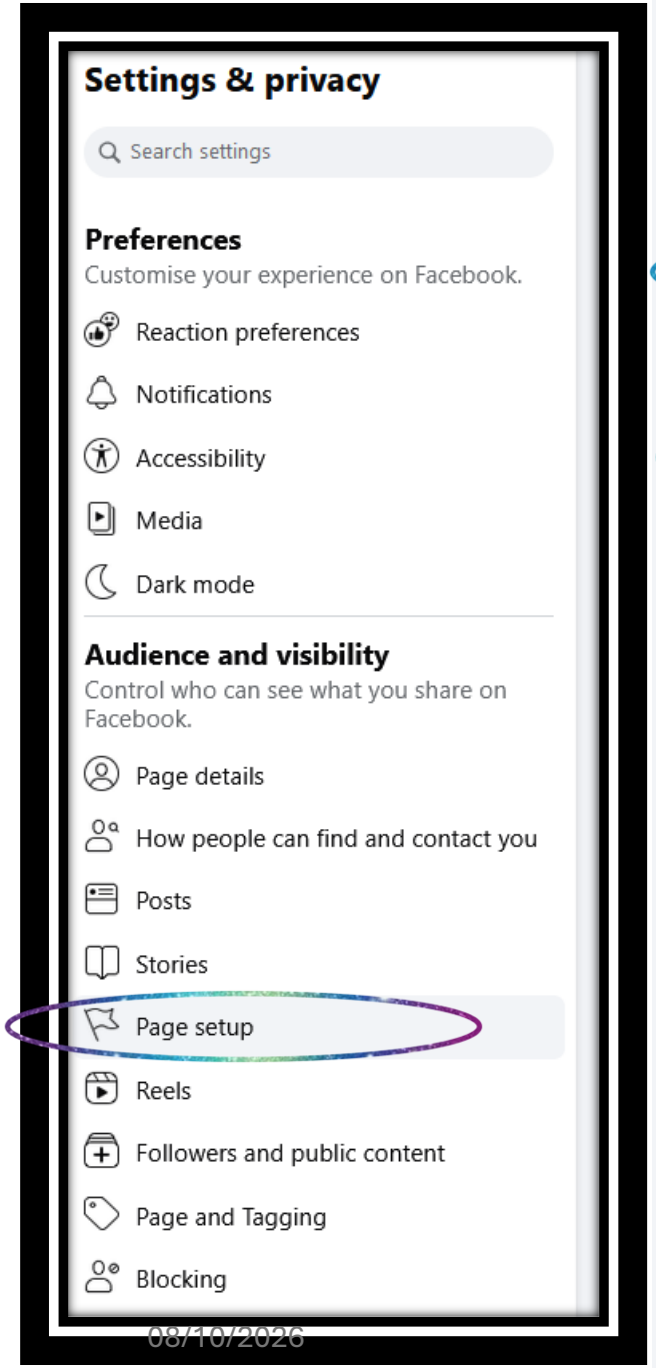

# Then select ‘Settings and Privacy’ in your account profile and go through it systematically from top to bottom

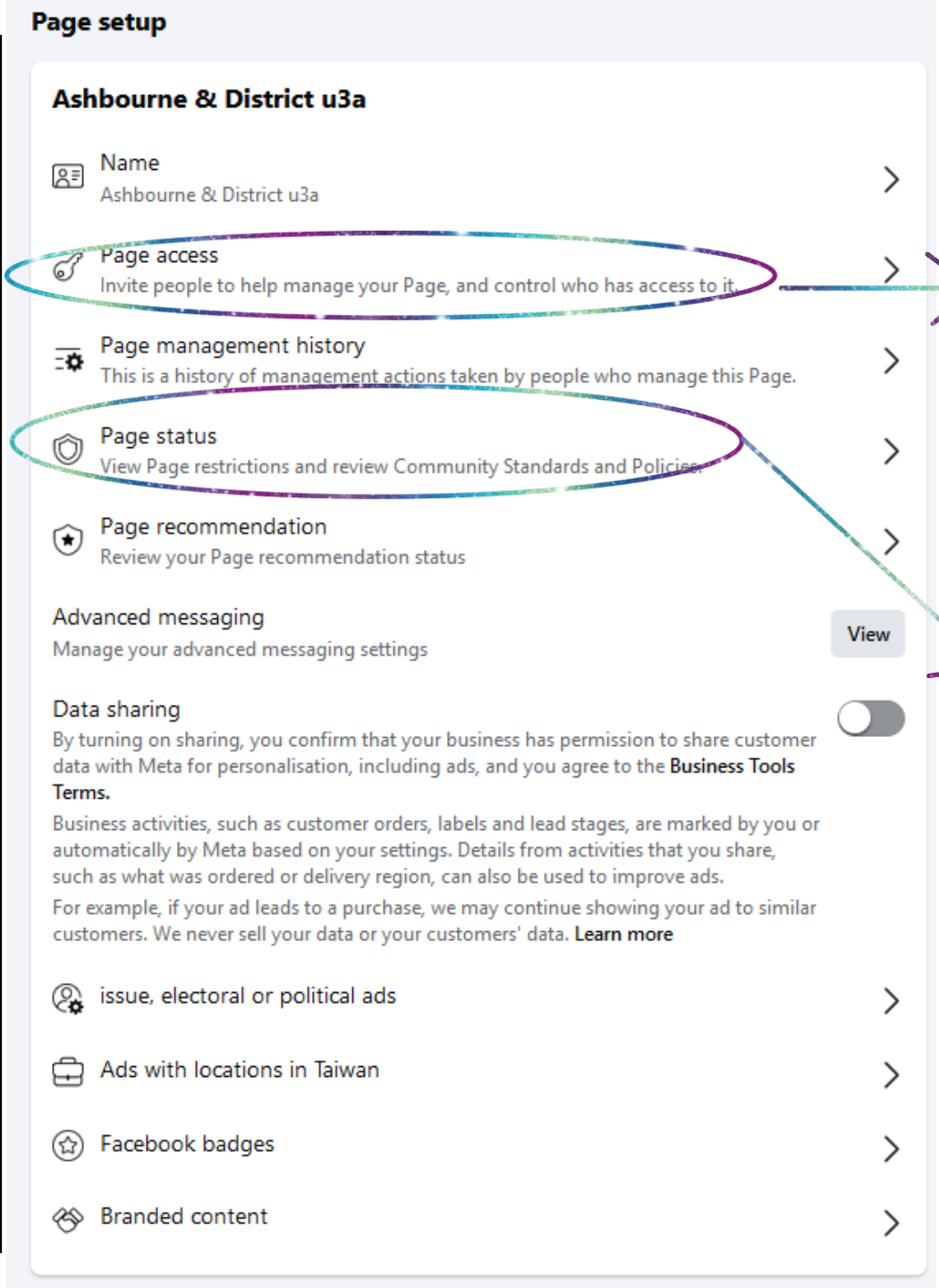


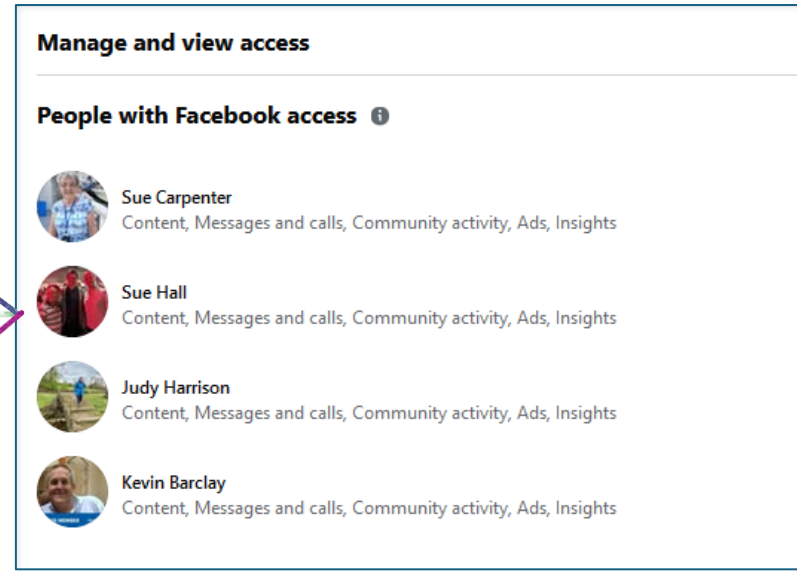

Settings & privacy
Search settings
Preferences
Customise your experience on Facebook.
Reaction preferences
Notifications
Accessibility
Media
Dark mode
Audience and visibility
Control who can see what you share on Facebook.
Page details
How people can find and contact you
Posts
Stories
Page setup
Reels
Followers and public content
Page and Tagging
Blocking

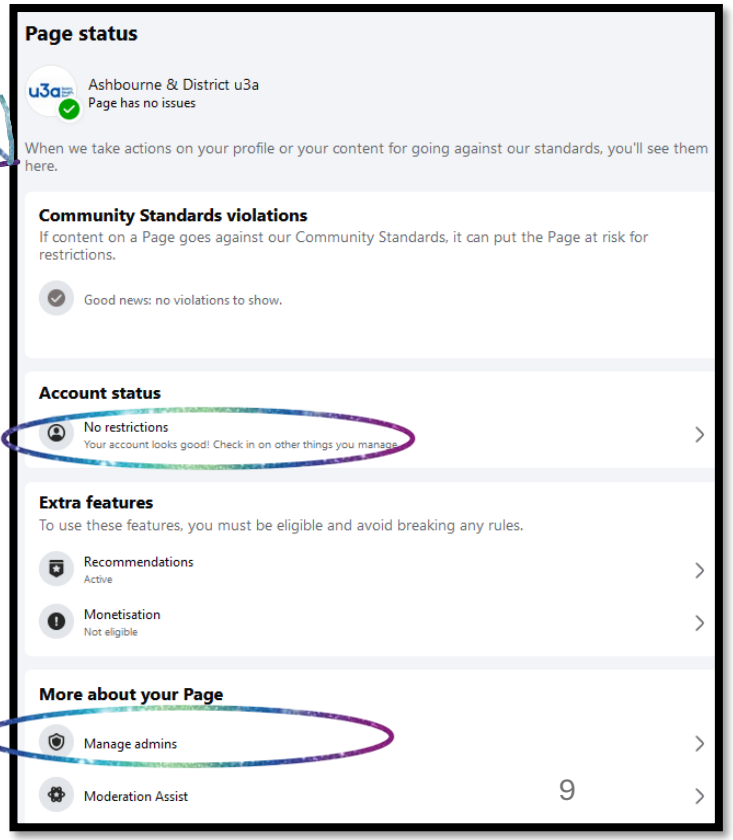

Posts
Who can see your post?
Public
Allow visual search on your posts
Visual search finds other content on Facebook related to your post, to help people discover more of what they're interested in. This is your default, but you can always change it for specific posts. Learn more

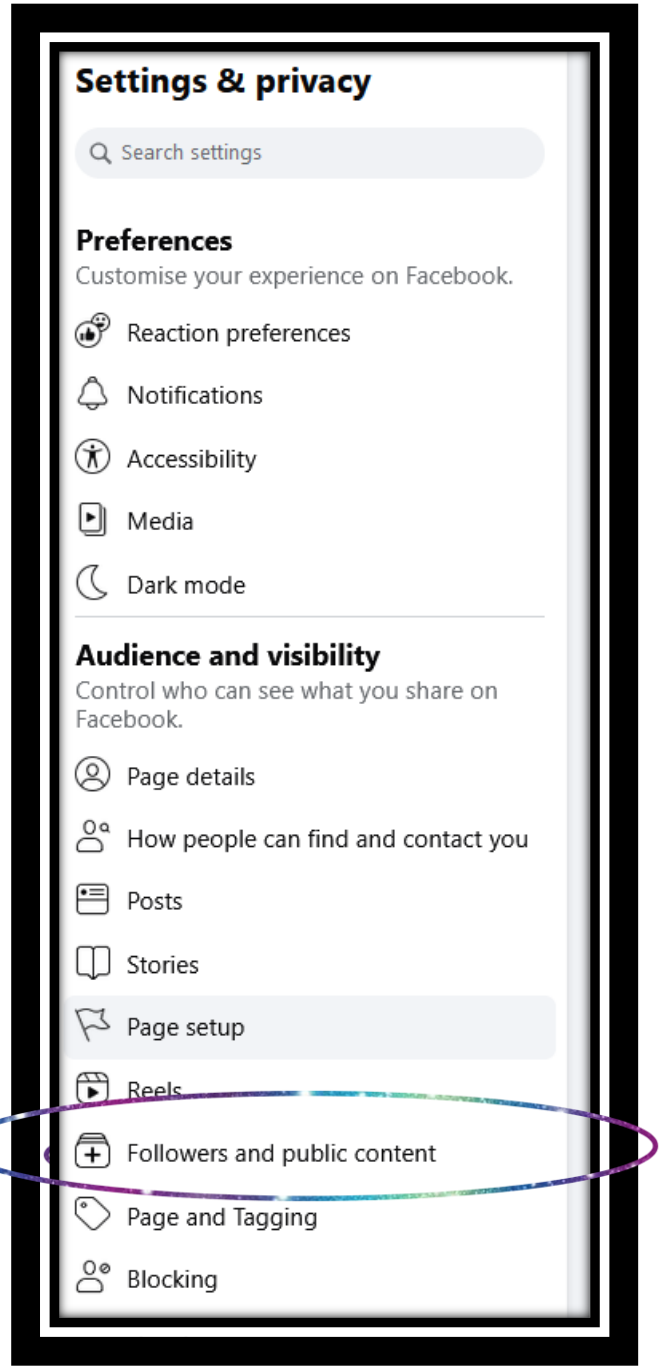

Stories
What's in your stories
Choose who can see your stories and manage your story archive.
Who can see your stories?
Public
Allow others to share your public stories to their own story?
Their story will include your full name and a link to your original story. They control who sees it.
Allow people to share your stories if you mention them?
Their story will be visible for an additional 24 hours. They control who sees it.
Allow followers to reply to your stories?
Choose whether you want to receive messages from your followers.
Archiving your stories
Automatically archive photos and videos after they've disappeared from your story. Only you can see your story archive.


Settings & privacy
Search settings
Preferences
Customise your experience on Facebook.
Reaction preferences
Notifications
Accessibility
Media
Dark mode
Audience and visibility
Control who can see what you share on Facebook.
Page details
How people can find and contact you
Posts
Stories
Page setup
Reels
Followers and public content
Page and Tagging
Blocking


Page setup
Ashbourne & District u3a
Name
Ashbourne & District u3a
Page access
Invite people to help manage your Page, and control who has access to it.
Page management history
This is a history of management actions taken by people who manage this Page.
Page status
View Page restrictions and review Community Standards and Policies.
Page recommendation
Review your Page recommendation status
Advanced messaging
Manage your advanced messaging settings
View
Data sharing
By turning on sharing, you confirm that your business has permission to share customer data with Meta for personalisation, including ads, and you agree to the Business Tools Terms.
Business activities, such as customer orders, labels and lead stages, are marked by you or automatically by Meta based on your settings. Details from activities that you share, such as what was ordered or delivery region, can also be used to improve ads.
For example, if your ad leads to a purchase, we may continue showing your ad to similar customers. We never sell your data or your customers' data. Learn more
issue, electoral or political ads
Ads with locations in Taiwan
Facebook badges
Branded content


Manage and view access
People with Facebook access
Sue Carpenter
Content, Messages and calls, Community activity, Ads, Insights
Sue Hall
Content, Messages and calls, Community activity, Ads, Insights
Judy Harrison
Content, Messages and calls, Community activity, Ads, Insights
Kevin Barclay
Content, Messages and calls, Community activity, Ads, Insights


Page status
Ashbourne & District u3a
Page has no issues
When we take actions on your profile or your content for going against our standards, you'll see them here.
Community Standards violations
If content on a Page goes against our Community Standards, it can put the Page at risk for restrictions.
Good news: no violations to show.
Account status
No restrictions
Your account looks good! Check in on other things you manage.
Extra features
To use these features, you must be eligible and avoid breaking any rules.
Recommendations
Active
Monetisation
Not eligible
More about your Page
Manage admins
Moderation Assist




## Followers and public content

Who can follow my Page
Public

Who can see your followers on your timeline?
Public

Who can see the people, Pages and lists you follow?
Public

Who can comment on your public posts?
Public

Public post notifications
Public

Public Page info
Public

Show most relevant comments first
When comment ranking is turned on, you'll see the most relevant comments for your posts first.

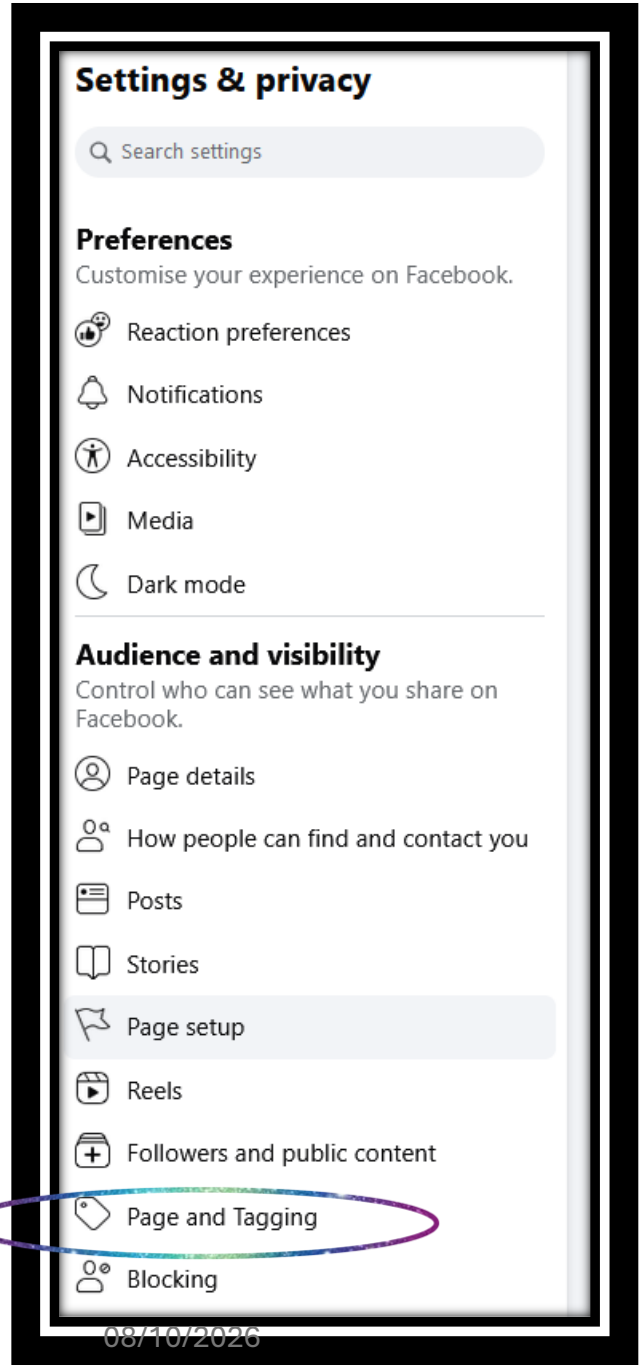
Off-Facebook previews
Enable previews when your public group posts are shared outside of Facebook. Previews may include your username, your profile image and any other content from your original post.

Hide posts and comments with profanity
You can choose to hide posts and comments with profanity from your Page. Facebook will hide most commonly reported offensive words and phrases.
Hidden comments with these words remain visible to the people who wrote them and their friends. For everyone else, they're no longer visible.

Hide comments containing certain words from your Page
Off
Edit

Country restrictions

Age restrictions
Public




## Page and Tagging

### Viewing and sharing

Who can post on your Page?
Everyone

Who can see what others post on your Page?
Everyone

Allow others to share your posts to their story?
If you create a public post, anyone on Facebook can share it to their story. If you tag someone in any post, they can share it to their story. Their story will include your full name and a link to your post, and will be visible for 24 hours. They control who sees it.

Allow others to view and leave reviews on your Page?
Reviews are public, influence your rating and cannot be deleted. You can hide your rating and existing reviews from your Page and keep people from leaving new reviews at any time.

### Tagging and implied mentions

Who can see posts that you're tagged in on your Page?
Everyone

Who can see the Fans tab on your Page?
Public

### Reviewing

Review tags that people add to your posts before the tags appear on Facebook?
Remember: When you approve a tag, the person tagged and their friends may be able to see your post.

Review posts that you're tagged in before the post appears on your Page?
This only controls what's allowed on your Page. Posts you're tagged in still appear in search, News Feed and other places on Facebook.


Like
Comment
Share
One Message.
Many People.
Stronger Community.
Instagram