

Private List in Facebook Quickie Set Up

What is it?

Many people have hundreds of Facebook friends, including family, co-workers, close friends, and acquaintances. If you have a status update you'd like to share with only certain friends, Facebook allows you to make custom friend lists.

Private friend lists in Facebook can be created only via Facebook on the desktop and not via Facebook mobile apps.

When Should We Use It?

Using a private list, you can post an update for specific people, like your co-workers or friends who live near you

What Are Its Pros and Cons?

Pros: Easy, effective, fast, non-technical, free, immediate results.

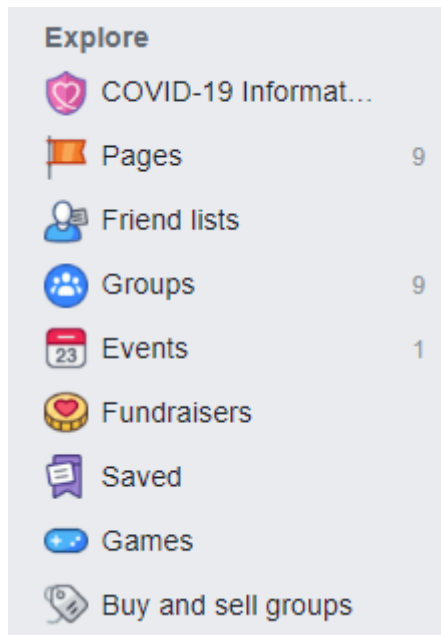
Cons: Don't allow you to get your message out to a lot of people at once or to connect to new users who aren't yet familiar with your brand.

How to Create a New Custom Friend List

1. Sign in to Facebook on your desktop computer.
2. From your News Feed, go to the Explore section on the left and select Friend Lists. If you don't see it, select See More and scroll to find it.

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3. Select Create List.


Friends


+ Create List


See All Friends


 Test

 Healers

 My Tribe

 Friends India

 Acquaintances

 Close friends

 Restricted

4. Name your list, and begin typing names of friends you'd like to add to this list.

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Create New List ✕

Create a list of people so you can easily share with them and see their updates in one place.

List name

Members

Cancel

Create

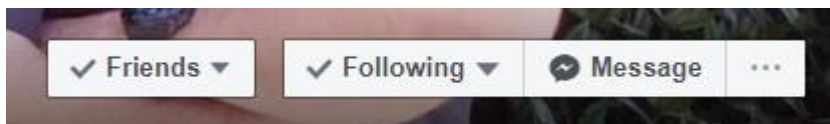
Facebook will automatically suggest friends to add as you begin typing their names.

5. Select Create when you are finished adding friends to this list, and the new friend list will be added to your list of friend lists.

How to Add a Friend to an Existing Friend List

It's easy and quick to add a friend to any existing friend list.

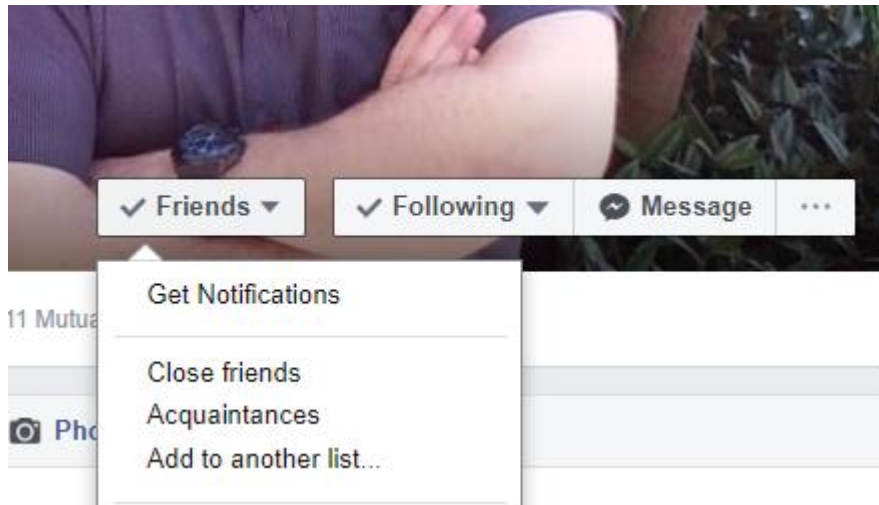
1. Hover your cursor over the friend's name or profile photo thumbnail on one of their posts in your News Feed. This will display the mini profile preview box.
2. Move your cursor so it hovers over the Friends button on their mini profile preview.



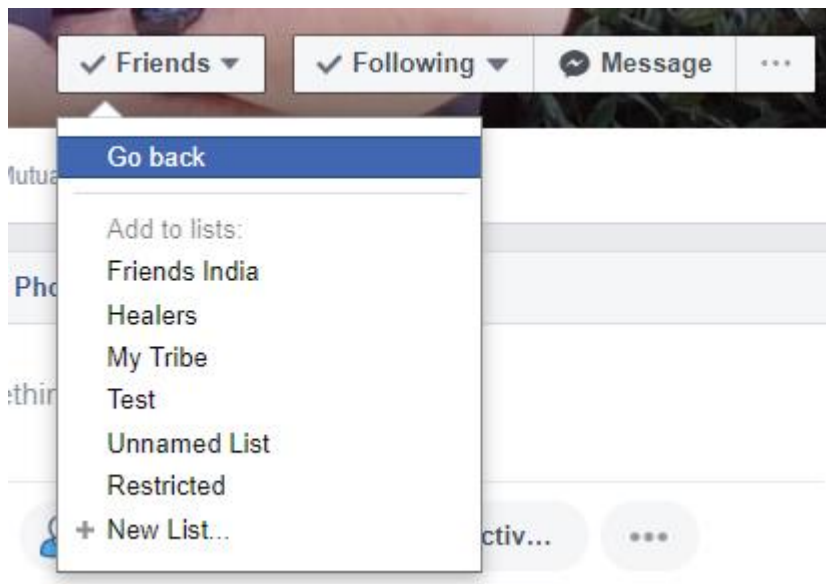
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3. Select Add to another list.

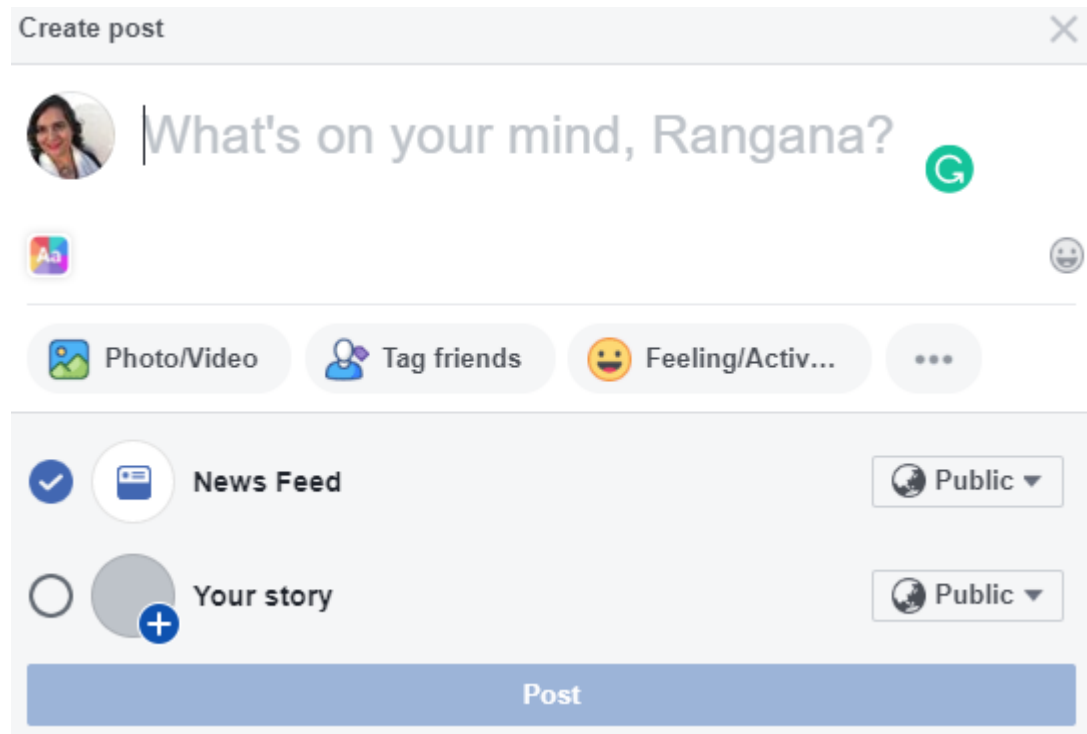


4. A list of your current friend lists will appear; select the list you want to add this friend to.



How to Post to a Private List

1. Create the post you wish to share.

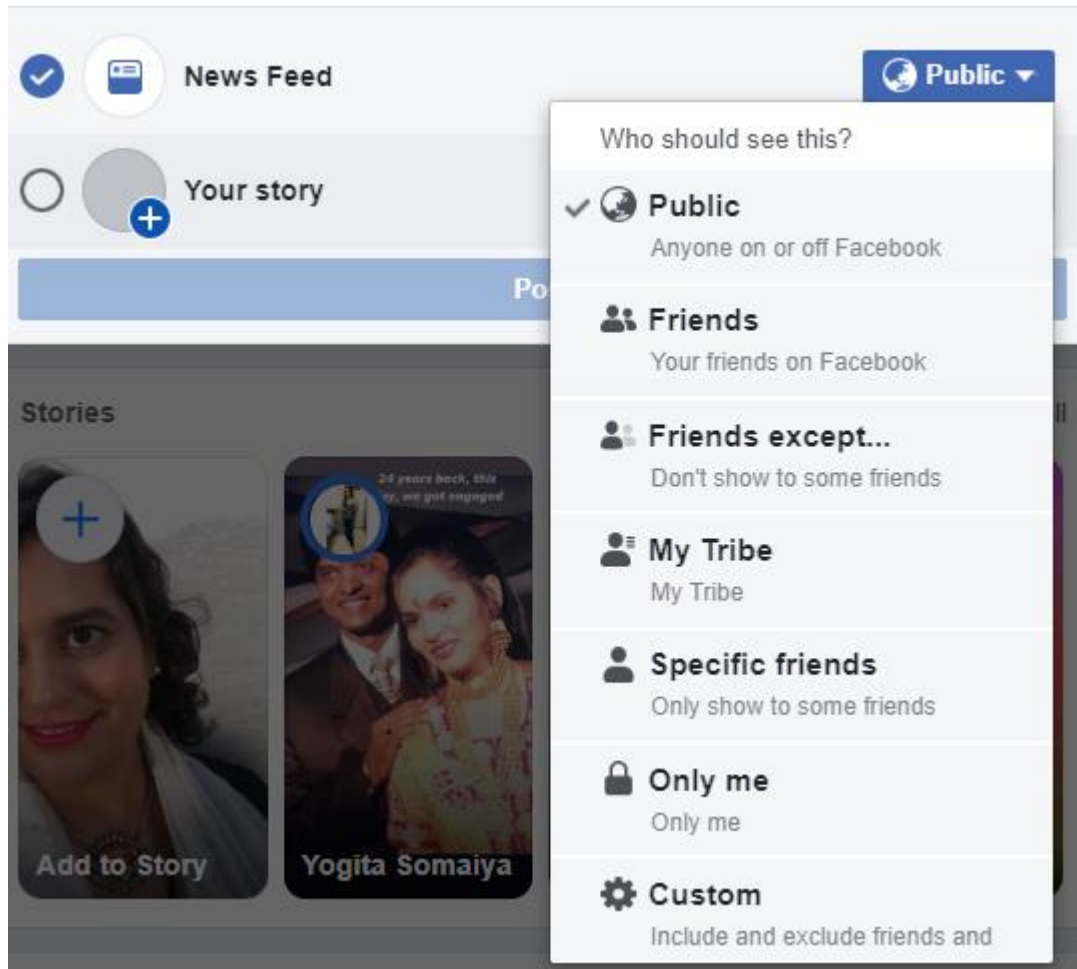


The screenshot shows a 'Create post' dialog box. At the top, there is a title bar 'Create post' with a close button 'X'. Below it is a profile picture of a woman and a text input field containing 'What's on your mind, Rangana?'. To the right of the text is a green circular icon with a white 'G'. Below the text input is a text formatting icon 'Aa' and an emoji icon. Underneath are four buttons: 'Photo/Video', 'Tag friends', 'Feeling/Activ...', and a three-dot menu. At the bottom, there are two radio button options: 'News Feed' (selected) and 'Your story'. To the right of these options are two 'Public' dropdown menus. At the very bottom is a blue 'Post' button.

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2. Click on Public and select Custom.



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3. Type the name of the private list that you created.

Custom privacy ×

+ Share with

These people or lists



× Don't share with

These people or lists

Anyone you include here or have on your restricted list won't be able to see this post unless you tag them. We don't let people know when you choose not to share something with them.

4. Click on Save Changes.

What resources support this method?

- Facebook Profile Quickie Set Up: [more](#)