

# SOCIAL MEDIA GUIDE



Social media platforms are an easy, free and convenient way to stay in touch with friends and family.

## facebook®

### **Setting Up**

**Setting up a Facebook account is quick and simple.**

Go to **www.facebook.com**, where you will find a sign up section on the right side of your web page. Enter in your name, email or mobile phone number and your date of birth and click 'Sign Up'. Facebook will then ask you to verify your account by either sending you a text message to the mobile phone number you entered, or an email to the email address you provided. To confirm your mobile number, enter the code you get via text message in the confirm box that shows up when you log in. To confirm your email, click or tap the link in the email you got when you created the account. Once you've confirmed your account, you're ready to go!

### **Adding Your Friends**

Adding a friend means you may see each other's News Feed, Stories and Photos. To add friends, you can search their name using the search bar at the top of your page, or they may show up in the 'people you know' section. Click on to their page, and next to their profile picture it should say 'add friend'. Click this button and a friend request will be sent to them to confirm. You will receive a notification if they accept your request.



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## f Posting

Your news feed is the list of stories in the middle of your home page. Your news feed includes status updates, photos, videos and other activity from people, pages and groups that you follow on Facebook. It will update regularly when people you know post on their own news feeds. To post on your own feed, go on to your home page. At the top of the page, you'll see a white box, with the header 'create post'. Simply type your message in the box and click post. You can also post photos and videos on your news feed by clicking the Photo/Video button, or you can tag in friends by selecting the Tag Friends button and typing in your friend's name.

## Private messaging

To send a private message on Facebook using a computer, click at the top right of the screen and select 'New message'. Start typing a name into the 'To' box, the names of your Facebook friends will appear in a dropdown list. Select the person or people you want to message, you can message more than one person in one conversation if you want. Type your message and press enter to send.

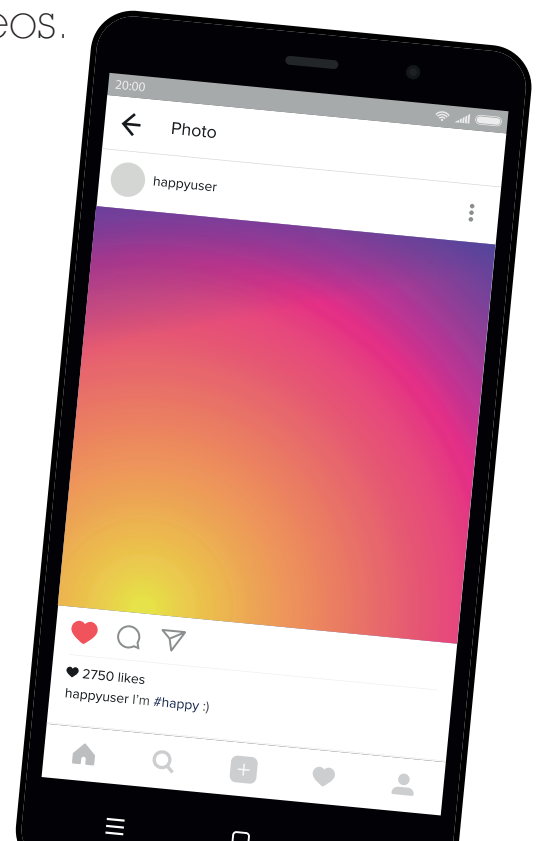


## Instagram

Instagram is a very popular social networking site. People use it for sharing photos and videos.

## Setting up

Go to [www.instagram.com](http://www.instagram.com) and select 'sign up'. You will be asked to enter a mobile telephone number or email address, your name, a username and a password. You can also use your Facebook account to sign up to Instagram, if you have one. Instagram will then ask you to verify your account, and will do this by either sending you an text message to the mobile phone number you entered, or an email to the email address you provided. To confirm your mobile number, enter the code you get via text message in the confirm box that shows up when you log in. To confirm your email, click or tap the link in the email you got when you created the account. Once you've confirmed your account, you're ready to go!



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## Following people

Following friends on Instagram helps you stay in touch, as well as this you can also follow celebrities. Following a friend means you will see each other's posts and updates in your Instagram feed. To find someone on Instagram, you can search their name, or username, using the search bar at the top of your page, or if you're on a mobile phone, the search button at the bottom of your screen. Select their name and Instagram will take you to their profile. Click the blue follow button next to their name to follow them, and a friend request will be sent to them to confirm. You will receive a notification if they accept your request.

## Posting

You are only able to post a photo to your feed on the mobile app version of Instagram. To do this, select the + button from the menu at the bottom of your screen. You can then select a photo from the photos you have stored on your phone, or you can capture an image in the moment by selecting photo. To upload a video, select the video tab. Once you've clicked next, you can then choose to add filters to your images. Instagram has built in filters for you to choose from, or if you're feeling creative you can select 'edit' from the bottom menu and change your own image! Click 'next' to write a caption to accompany your photo.

If you need help or advice please get in contact with us

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