



## *A short guide to social media*



facebook



twitter



linked in

## Why use social media?

Social media is a fantastic way to **stay connected**; to friends and family, to people and organisations, and to the wider social media community.

Currently, over 900 million people use Facebook, and over 500 million people use Twitter, and that's growing!

### So why not get involved?

## Facebook *facebook.com/FriendsElderly*

Facebook is a social networking service that allows you to keep up to date with, and learn more about the people you meet.

- you create a free **account**,
- personalise your own **timeline**,
- add other users you know as **friends**,
- and to share social information with them.

This includes 'posting' to their timelines, sharing photos, instant messaging and much more.

## How to get started

### 1. Sign up

Go to [www.facebook.com](http://www.facebook.com) to sign up for a free account. Fill out your name and email address in the box provided.



## 2. Add a friend

Use the search bar at the top of any Facebook page.



- Type in their name, find the person you know and click on the **Add as Friend** button.
- A **friend request** will be sent to that person.
- Once they confirm that you are friends, they will show up on your list of Facebook friends.

To get started you may want to search for friends through your email account. Type "find friends" into the search bar, enter your email address, and add friends already in your email contact list.

## 3. Fill out your profile

Your **profile** shows your **timeline**, photo albums, **friends**, and all other relevant information about you.

Add as much information about yourself as you wish. You can update this at any time.

Click on your name at the top of the page to view what your friends will see when they look at your profile page.



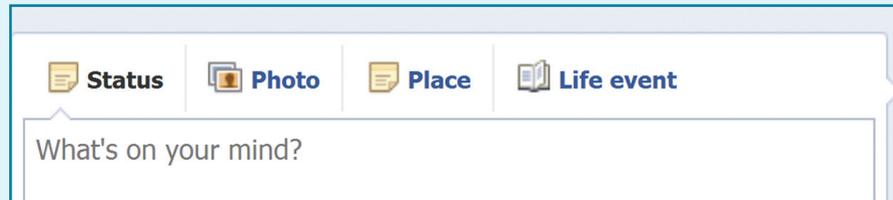
## What you need to know

### People

Every person using Facebook has a:

**User profile** where your friends can see your personal timeline.

**Home page** where you can see what all of your friends are doing.



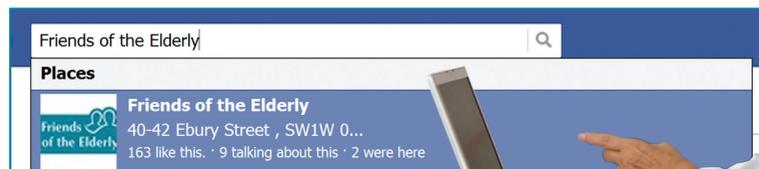
You can tell people what you are doing by typing in the box that asks *“What’s on your mind?”* and then clicking “Share.”

### Friends



**Friends** are users that know each other and choose to interact.

- People can invite each other to be friends by clicking **Add friend** on each other’s Profile.
- This sends a **Friend Request** which notifies the other user.
- People can send you a request to be their friend.
- Your friends can also suggest friends to you.



### Search for the FotE page



### Tagging

A **tag** is a link to a person’s timeline. You can tag people, places or groups in a post. The post will be added to both timelines.

### Networks

People join **networks** based on where they live, where they work, and where they went to school.

### Likes

A **like** is a way to give positive feedback or to connect with causes you care about.

### Groups

A collection of people with a common interest. Anyone can create a **group**, they have their own **pages**.

### Pages

**Pages** are typically used by organizations and businesses that have customers, clients, or fans.

### Private Messaging

You can send **private messages** to other users.

### Facebook Chat

At the bottom of your screen you will find a Facebook Chat screen where you can send instant messages

- Friends with a **●** next to their names are **online**
- Friends with a **📱** next to their name are on their **mobile**
- Friends with no icon next to their names are **offline**



## Twitter @FriendsElderly

Twitter is a real-time information network that connects you to the latest stories, ideas, opinions and news.

You can find people, organisations and topic of interest, and follow the conversations

### How to get started on Twitter

**1. Sign up** for a free account at Twitter.com. Enter your name, and email address

**2. Follow** other users that interest you. They can be friends, organisations, celebrities, or media channels. Do so by searching at the top toolbar.

**3. Check tweets** from your followers that are directed at you. Click '@Connect'



**4. Tweet** If you want to let your followers know what you are doing, click on 'compose new tweet' and type in the 'What's happening' text box.



### What you need to know for Twitter

**Tweet** an update of 140 characters or less, which can include @Mentions to other users, hashtags, external links, or simply regular text

**@Mentions** includes another user in your tweet, and will send the message to that person.

**Hashtags** prefacing a word with a '#' will create a hashtag. A hashtag makes a certain word easily searchable.

**Retweet** allows you to take a tweet from one user and post it yourself, so that all of your followers can see it.

**Lists** users can organise the people they follow into related lists, for easy reference.

**Private Messaging** You can send private messages to other users.

**Trending Topics** A range of subjects which many users across Twitter are talking about simultaneously. Clicking on a Trending Topic in the list will bring up a range of tweets mentioning it.



# Linked in

LinkedIn is the world's largest professional network with over 175 million members. It connects you to your contacts and helps you exchange knowledge, ideas, and opportunities with a broader network of professionals.

1. Establish your professional profile
2. Stay in touch with colleagues and friends
3. Find experts and ideas- answers and groups
4. Explore opportunities- career opportunities, new clients, building your professional reputation.

## Privacy

All social media platforms allow you to select which information you would like to share. Each has its own privacy settings which you are able to alter to make the information more private if you wish. Each has its own agreements on ownership of social media content.

## Join us



*We love sharing new and exciting information with our followers on a regular basis and hope that you will enjoy becoming a part of this growing online community as much as we do.*

**Friends  
of the Elderly**

**Friends of the Elderly**

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