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TWITTER ACCOUNT

1.0 HOW TO CREATE A TWITTER ACCOUNT

1.1 ON DESKTOP/LAPTOP COMPUTER

1. Open the twitter website. Go to: <https://twitter.com> on your computer browser. (Internet Explorer, Mozilla, Opera Mini, Safari and others)
2. There is a blue button in the middle section of the page written “**Sign Up**”. Click on it and it will take you to the twitter sign-up page.
3. The Page has a form: Create your account form:
 - Enter your **Name** in the Name field-The name you choose can be your real name, name of your organization or any other
 - Enter your **Phone number** in the Phone field.
 - ❖ If you wish to use your email address instead of your phone, Click the “**Use email instead**” link below the Phone field, then enter your valid email address
4. On the upper-right side of the page there is Button:” Click Next”
Click on it.
5. On the resulting page, click “Sign up” button, located in the middle of the page.

6. This will take you to a page asking you to verify your phone number. (If you choose Email address in the create your account page, you skip this step) otherwise do the following:

- Click ok when you are prompted to
- Check your phone for a message from twitter
- Enter the six-digit code in the message into the text box on twitter page
- Click 'Next' to continue

7. You will be taken to a "You'll need a password" text field. Enter/Type your preferred password and click "Next" to continue

8. The resulting page will be about Selecting your interest. You can scroll through the list of topics in which you are interested in and choose them or you can click "Skip for now" button located at the upper-right corner of the page. On doing this, skip the next step

9. On the resulting page just click "Next" button placed on the upper-right corner of the page

10. The resulting page will be asking you to select people to follow. Check (Click) on the box next to each account you would like to follow. If you don't want to follow anyone for now click "Skip for now" button located at the upper right corner of the page and skip next step.

11. Click "Follow" located on the upper right corner of the page. On doing so, will add the selected accounts (in 10 above) to your "Following" tab loading your tweeter feeds.

12. If you used an email address to set up your twitter account

- Open your email address inbox
- Click the email from twitter

- On the email click on the Confirmation Link

Congratulations you have opened twitter account!

1.2 ON MOBILE:



1. Download the twitter app:Go to the App store(for the iPhone) or Google play store(for the Android)
2. After downloading and installing click on/tap the twitter icon on your smartphone screen. This opens up a page with “Get Started” blue button in the middle of the page.
3. Tap on the “Get started” button. Doing so will open up twitter sign up form
 - Enter your **Name** in the Name field-The name you choose can be your real name, name of your organization or any other
 - Enter your **Phone number** in the Phone field.
 - ❖ If you wish to use your email address instead of your phone, Click the “**Use email instead**” link below the Phone field, then enter your valid email address
4. After that tap “Next” button located at the lower-right side of the form. This will take you to a page with terms of service and privacy policy. The page has a “Sign up” Button at the bottom
7. Tap the “Sign up” button. This will result to a page asking you to verify your phone number (If you choose Email address in the create your account page, you skip this step) otherwise do the following:
 - Click ok when you are prompted to
 - Check your phone for a message from twitter

- Enter the six-digit code in the message into the text box on twitter page
- Click 'Next' to continue
 - ❖ If you used an email address to set up your twitter account
- Open your email address inbox
- Click the email from twitter
- On the email click on the Confirmation Link

8. You will be taken to a "You'll need a password" text field. Enter/Type your preferred password (more than 6 characters) and click "Next" to continue

9. The resulting page will ask you if you would like to sync your contacts with twitter(allowing twitter to access your contacts). Tap "sync contacts" if you would like that or click "not now" to skip synchronization of contacts.

10. The resulting page will be about selecting your interest. You can scroll through the list of topics in which you are interested in and choose them or you can click" Skip for now" button located at the upper-right corner of the page. On doing this, skip the next step

9. On the resulting page just click" Next" button placed on the upper-right corner of the page

10. The resulting page will be asking you to select accounts you would like to follow. Tap each recommended account you might want to follow. If you don't want to follow anyone for now click" Skip for now" button and skip next step.

11. Tap "Follow" located on the bottom of the page. On doing so, will add the selected accounts to your "Following" list.

12. This will take you to a page asking whether you may want to allow GPS/Allow notification/allow access to your photos. You may tap "OK" button if you want to allow or simply tap "NOT NOW" button to skip. This is the last step on the set-up. Then you will be taken to your tweeter feeds where you can begin your twitter experience.

- ❖ Once you are in, click/tap on the grey silhouette next to the "tweet" button located at the top right side of your screen and click/tap "Setting and Privacy".at the top from resulting page you can pick the username you like. That will be your twitter username or simply your twitter handle.it will automatically have the @ symbol.
- ❖ Choose a picture to display in your tweeter page, by clicking on the silhouette and go to "profile". Click/tap edit profile. You can add the picture/avatar you like to be in your profile page.
- ❖ At the same place you can write your bio: where you work, live, taglines and others-this is short description that lets people know who you are and what you do among other things.

2.0 HOW TO USE TWITTER


2.1 SOME USEFUL TIPS FOR NEW USERS

- Twitter is public by the way it is made-means your tweets are public and twitter is not about friending is about “following” .You can follow organizations or people you have interest on .There is an option for making your account private, but it will mean people will not see your tweets. Unless you give them permission to
- Tweets show up in the order they occur-New tweets appear at the top pushing the old tweets down
- Tweets can contain links, pics or videos. When tweeting text limitation is set at 280 characters.
- You can search in the top right had box for who you want to follow.
- Twitter will continue to offer suggestion to you on how to follow. On mobile this suggestion will appear on your feed or on the side of the screen on laptop/desktop
- If you are using Mobile .you can tap on “Connect feature” this will offer you suggestions based on your preferences.
- Keep adding and following people there is no limit to this.

2.2 TWEETING

- Once you are inside your account and ready to tweet- Click/tap on the **plus** sign at the bottom of the screen(The plus sign and a feather like symbol are encircled in blue at the bottom of the page)
- Enter/Type what you would like to tweet then hit “**tweet**” button at the top right corner of the screen in mobile. You are done
- If your tweet is more than 280 characters. Type your tweet and hit the plus button located at the bottom right of the screen this will string together a series of tweets where you can make a larger point.
- If you want to **add a photo ,gif or a video** you can do so in the lower bar (appears after clicking the plus sign to compose new tweet).tap on the picture/video/gif icons at the bar and add the appropriate element you want to your tweet. Adding a picture does not use any of your 280 character and you can add a video less than 2:20 minutes in length and 500mb in size
- If you need to tweet Directly to **Direct message (DM)** a person or organization. This message will only be visible to the person(s) directed to. So with your feed page displaying home at the top close to your chosen profile picture.
 - ❖ Tap on the Envelop Image at the bottom right of your screen. This will take you to Compose new tweet page. Tap on the encircled plus sign at the bottom of the screen.
 - ❖ This will take you to “New message” page with a search button at the top. Search or scroll down the

page to pick the person you want to send direct message to:

- ❖ After that tap/click next at the top right side of the screen, this will take you to where you write your tweet normally and send.
- **Hashtags#** are best used for adding to a larger conversation. so you can click on the Hashtags and see what has been tweeted concerning the topic and you can add to the conversations
- **Retweeting(RT)** is re-sending/Reposting someone's tweet, so that it can be shared widely or reach larger audience. to retweet just click/tap at this  Retweet symbol right at the bottom of the tweet you want to retweet. There are two resulting options: One you can just repost the retweet and the other is you can add your comment on the tweet and then repost. at the same place is where you can also like a tweet by tapping/clicking on the heart symbol displayed
- An **@** or a mention is when you include someone's @twittername in the tweet. so that they will be alerted you mentioned them in the tweet
- **Tagging:** This is way of including a person in your tweet, there are two ways:
 - ❖ When you want to tag a person, on the tweet bar area type "@" followed by the twitter user name of the person you would like to tag in the tweet post.

- ❖ Go directly to the person you want to Tag account and select/choose The blue encircled plus sign at the bottom of the page ,compose the Tweet and tweet.

2.3 SCHEDULING TWEETS

- One can schedule a tweet to be posted automatically in a given day/time. In case they don't have time for composing and posting new tweets. This can be achieved by using third party software as ads.twitter.com or [twittimer](https://twittimer.com), [hootsuite](https://hootsuite.com), [buffer](https://buffer.com), [tweetdeck](https://tweetdeck.com) and the like

If you need any assistance on this end kindly reach out to us for assistance:

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