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# Staying digitally connected

## SOCIAL MEDIA GUIDE



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

We've put together a simple guide on how to use Facebook and Instagram, so you can stay connected.

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### Facebook

More than 1.7 billion people use Facebook – so it's really popular!

If you're looking for a platform where you can chat with loved ones and share life updates, then Facebook is the social media site for you.

#### Setting up

Setting up a Facebook account is simple and stress free.

Visit **[www.Facebook.com](http://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 SMS 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 (SMS) 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 set to start chatting!

## Adding your friends

'Friending' people on Facebook helps you stay connected with people you care about. 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.



**Top tip** – You should only send or accept friend requests from people you know and trust.

## Posting on your news feed

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 news 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.



**Top tip** – Never post personal or revealing information, like your address or bank account details.

## Private messaging

Messaging on Facebook lets you instantly reach people you care about from Facebook chat or Messenger.com on your computer.

To send a direct message on Facebook on a computer, click  at the top right of the screen and select 'New message'.

Start typing a name into the 'To' field, 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, this is called a group chat. Type your message and press enter to send.

You can also message someone by clicking 'Message' at the top of their profile page.

## Instagram

Instagram is another one of the most popular social networking sites. People use it for sharing photos and videos.

If you're looking for a space to share anything visual, then Instagram is the social media site for you.

### Setting up

Just like Facebook, setting up an Instagram account is a straightforward process.

Visit **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 SMS 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 (SMS) 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 set to start posting!

### Following friends

Following friends on Instagram helps you stay in touch with your loved ones.

Following a friend means you will see each other's posts and updates in your Instagram feed.

To find a loved one 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.



**Top tip** – Do you have a particular hobby you love to do? Type this in using the search function to find all the accounts that relate to it!

## Posting on your feed

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. This can be anything from what the photo is, to something a bit more meaningful. Let your mind wander and see where your thoughts take you!



**Top tip** – If your photo or video includes a loved one, make sure to tag them in!

**We're always on hand to support you and your loved ones with your wellbeing and are here to help you, your friends and family stay digitally connected. If you need support or advice please get in contact with us today.**



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