1. VISIT WWW.TWITTER.COM. Fill in the “New to Twitter? Sign Up” fields. Create a password.

2. CHOOSE YOUR USERNAME. Your username is how you’ll be identified on Twitter. These begin with the “@” sign and are not case-sensitive. Twitter will guide you through finding a unique username. You can change yours in the future, but we suggest using the shortest acceptable version of your real name for now (the shorter the name, the fewer characters it uses up when people mention you in tweets). Finish by clicking “Create My Account.”

3. CREATE YOUR COMMUNITY. Twitter attempts to guide new users through a set-up process, with a focus on celebrity accounts you may have no interest in. We suggest the work-around of simply repointing your browser to https://twitter.com/ to exit the set up and get to work.

   a. BUILD YOUR STREAM. Use the search window to find and follow your colleagues and COMPASS. Begin by adding: @megegilley @COMPASSonline

   b. JOIN THE OCBW 2016 LIST. You can also find each other on the OCBW 2016 list. To join the list as a member, tweet hello to @megegilley and/or email meg.gilley@compassonline.org with your username. You can find other lists of interest by navigating to user profiles and clicking “Lists” under their header next to the ‘Follow’ button. Users create and aggregate lists of people around different topics, so you can often find interesting content through subscribing to lists.

   c. VERIFY YOUR ACCOUNT. Check your email inbox, look for a message titled “Confirm Your Twitter Account!” and follow the embedded link to verify yourself.

4. UPDATE YOUR PROFILE. Click on “Me” in the menu bar at the top.
This page is where you update the details and look of your profile. Click “Edit Profile” on right to fill in your bio, location, and website. Click the blue “+” button in to upload your profile photo (also called an avatar). The best default is a simple headshot. Profile photos need to be 400 x 400 pixels and not more than 100 KB. They can be in .jpg, .gif, or .png formats. Click “Save Changes.”

*Please note that Twitter updates and a variety of factors (including your choice of browser and operating system), may create differences between these instructions and your screen.*

If you have the appetite for more, you can update your background images (size specifications for the header image are 1500 x 500 pixels, 10 MB maximum, in .jpg, .gif, or .png format), start adding to your network, and begin tweeting. You can also tweet at #COMPASSmtg, which will add your tweet to the index of tweets with the COMPASSmtg hashtag.

- The most useful, comprehensive guide for getting started: [https://support.twitter.com/articles/215585](https://support.twitter.com/articles/215585)
MANAGING YOUR TWITTER ACCOUNT USING TWEETDECK

Twitter aggregates tweets from everyone you follow on your home page, but what if you aren’t interested in what everyone is saying all of the time? The COMPASS team uses TweetDeck to help us filter Twitter and find the people we’re particularly interested in, such as the Wilburforce List. TweetDeck provides a lot of options for filtering your tweet stream, from users or @mentions to hashtags or lists.

1. LOGGING IN
   a. Go to the TweetDeck website: https://tweetdeck.twitter.com/, and log in using your Twitter username and password.

   b. If you’d prefer to access TweetDeck via desktop app, you can download it for free from Apple’s App Store.

2. SETTING UP
   a. Create columns. TweetDeck filters tweets into columns according to your specifications. Click “+ Add column” on the left sidebar. For more on creating columns, go here: https://support.twitter.com/articles/20169914/#

   b. Determine your filters. After clicking “+ Add column”, the program will provide you with options for filtering your new column, including pulling all tweets by a specific user or group of users, pulling all @ mentions for a specific user (yourself or someone else), pulling all tweets from a list you subscribe to (such as Wilburforce Fellows), and so on. You can see several columns for different groups (including the Wilburforce Fellows) in the example below.

   ![TweetDeck example](image-url)
3. TWEETING
You can also tweet from within TweetDeck by clicking on the ‘New Tweet’ button at the top of the left sidebar, and can manage your Twitter Account by clicking on ‘Accounts.’ You can create Lists and Collections from within TweetDeck. If you wish to edit your profile, clicking ‘Profile’ and then ‘Edit your profile’ will link you back out to Twitter to make the desired changes.

We look forward to seeing you soon and exploring the world of social media together!