
LEVEL	Intermediate (L2)
SECTION	Online Communication & Collaboration (S3)


TABLE OF CONTENTS

Session 1: Skype

Session 2: Skype – Making a video call

Session 3: Facebook

Session 3: Twitter

LEVEL	Intermediate (L2)
SECTION	Online Communication & Collaboration (S3)
SESSIONS	3
OBJECTIVES	Explore Skype as a tool for online communication and collaboration
TOOLS	Skype 

ACTIVITIES **Session 1**
Instructor led demonstration

1- What is Skype?
Skype is a free program that allows you to **talk to friends and family** on your computer or mobile device. You can even talk to each other live over **video chat**. All of this is possible through a technology called voiceover IP, or **VoIP** (pronounced **voyp**), which can transmit your voice over the Internet. Skype uses VoIP to let you make phone calls, video calls, group calls, and more **over the Internet** instead of using traditional phone lines.

How much does it cost?
Many of Skype's most popular features, including voice calling, video calling, and instant messaging, are **completely free** to use. However, using Skype to call **landlines** or **cell phones** does cost money, ranging from a few cents per minute to several dollars per month. To learn more about pricing, visit Skype's [Rates](#) page.

Alternatives to Skype
Skype isn't the only software that can be used to make VoIP and video calls. Check out some of these other options as well.

- Facebook Video Calling
- Google Hangouts
- Apple FaceTime
- Yahoo! Messenger
- FaceFlow
- ooVoo

What do you need to set up Skype?
You may already have everything you need to use Skype. Having a few extra items, like a comfortable headset, can make things easier. Before you start using Skype, it's a good idea to learn about the different equipment options and ensure your device is set up correctly.

Equipment checklist

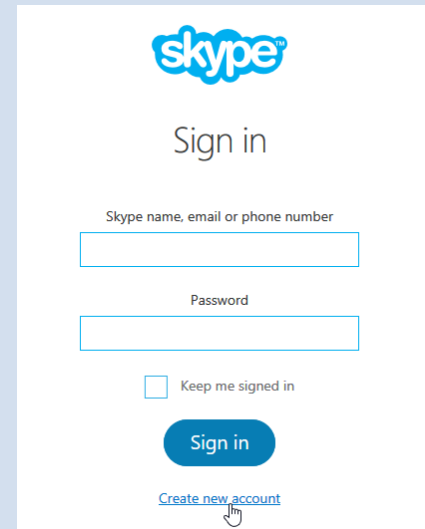
Review the checklist to make sure you have everything you need to use Skype. You'll need:

- **A compatible device:** Skype is available for various devices, including **desktops, laptops,** and mobile devices like **smartphones** and **tablets**.
- **A high-speed Internet connection (DSL, cable, or 3G/4G):** Review [this page](#) from Skype to see if your connection is fast enough for all of the features you want to use.
- **Speakers and a microphone (built-in to your device or separate):** Some people like to use headphones or even a full headset so they can hear and talk to others more clearly.
- **A webcam if you want to make video calls:** Many new computers and mobile devices even come with built-in webcams.

2- Getting started with Skype for Web

It only takes a few minutes to set up Skype for the first time. You'll start by creating an **account** on the website. To create a Skype account:

1- Navigate to <http://web.skype.com> in your web browser, then select **Create new account**.



The image shows the Skype sign-in page. At the top is the Skype logo. Below it is the text "Sign in". There are two input fields: the first is labeled "Skype name, email or phone number" and the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom of the form is a blue "Sign in" button and a link labeled "Create new account" with a mouse cursor pointing to it.

2-The **signup** form will appear. Follow the directions and enter the required information, like your name, birth date, and gender. You'll also need to choose a **user name**, which other people can use to find you on Skype.

3- Review the Skype [terms of service](#) and [privacy policy](#), then select **I agree - Continue**.

Skype Name*
jfillory
Note: only choose a name you have a right to use.

Password* ✓

Repeat password* ✓

Inform me about new products, features, and special offers. You can opt out at any time by visiting your account. You agree that Microsoft can send you automated marketing text messages about Skype to your mobile phone number. You don't need to enable this in order to use Skype.

By email

Enter the characters you see
[New](#) | [Audio](#)

DLYBGLVL

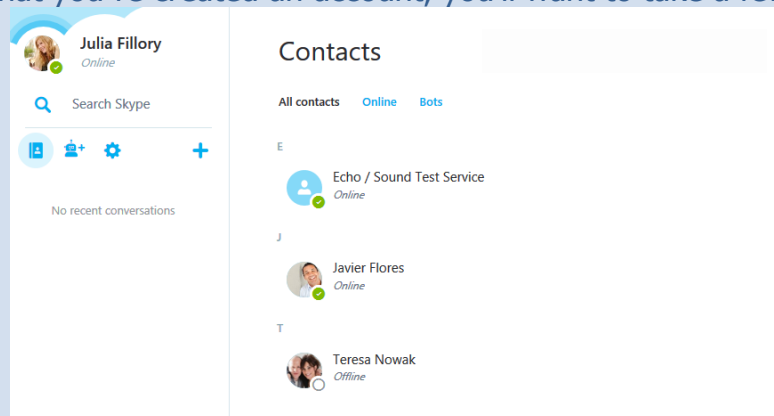
Yes, I have read and I accept the [Skype Terms of Use](#) and the [Skype Privacy Policy](#).

I agree - Continue

4- Your account will be created, and Skype for Web will appear.

Getting to know Skype for Web

Now that you've created an account, you'll want to take a few minutes to become familiar Skype for Web.



Profile

Click here to edit your **profile picture** and account settings.

Online Status

Here, you can set your **online status** to Online, Away, or Offline.

Search Skype

From here, you can **search** for existing contacts or look for other people you may know on Skype.

All Contacts

Click here to view all of your **contacts** on Skype. This option is selected in our example, so the list of contacts is visible on the right.

Chat Bots

From here, you can interact with various **chat bots** on Skype. These simple programs allow you to perform everyday tasks, such as scheduling appointments and making reservations.

Settings

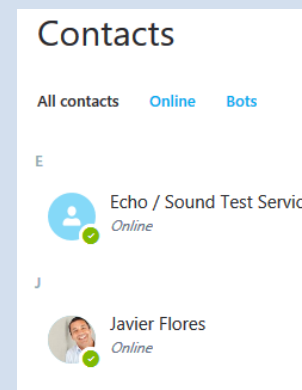
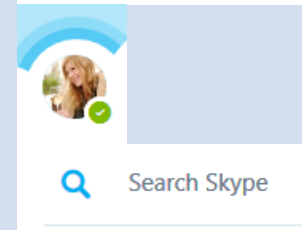
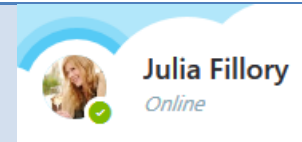
From here, you can modify your **notification settings**, adjust **privacy options**, and more.

New Conversation

Click here to begin a new **instant message** conversation with a contact.

Contact

Simply click a contact to begin a new **voice call**, **video call**, or **chat** with that person.

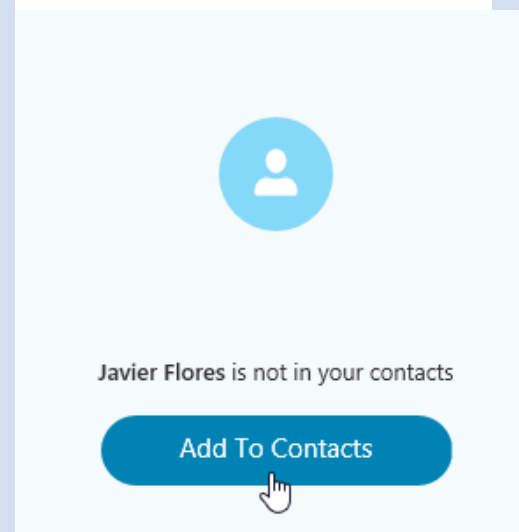
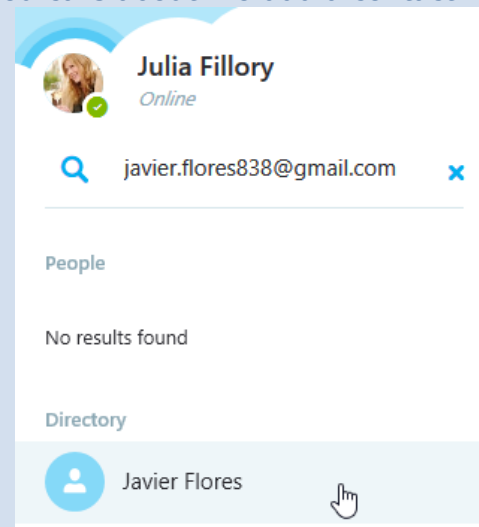


3- Adding contacts

Who do you know on Skype? Maybe friends or family members? It's time to add them to your **contacts**. Adding contacts manually, or importing them from services like **Facebook** or **Outlook**, is the first step toward actually using Skype to call, chat, and video conference with the people you care about. To add a contact:

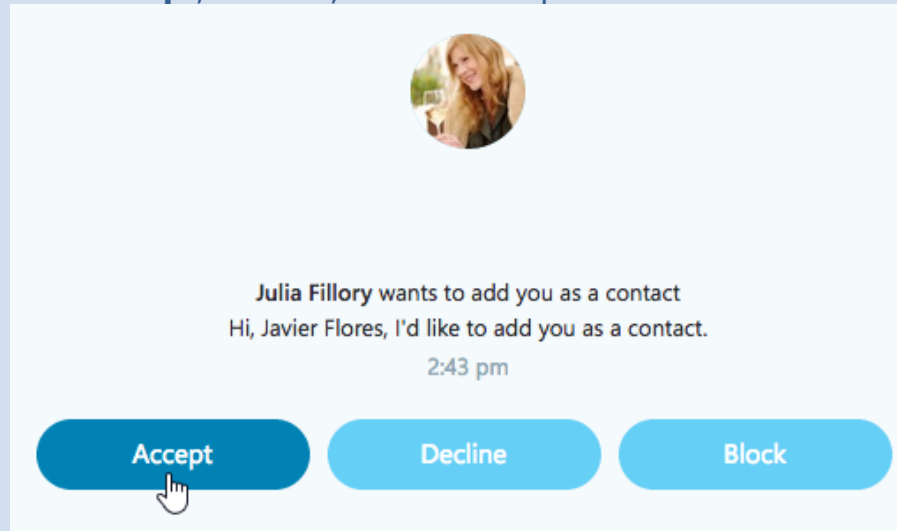
1- Search for someone you know using a **name**, **Skype name**, or **email address** with the search bar, then click any name to see more information.

2- When you find the person you're looking for, click **Add to Contacts** to send a **contact request**.



Accepting contact requests

On Skype, you add contacts to your account—and they add you to theirs—via **contact requests**. When you receive a request, you can **accept**, **decline**, or **block** the person.



4- Making voice calls with Skype

Now that you have Skype set up, it's time to make your first **call**. It's easier than you might think. To start, you need at least one **contact**. Go back to our lesson on adding contacts if you need help finding or adding people you know. Next, you should make a **test call** to make sure the person on the other end will be able to hear you. After that, you'll be ready to take advantage of Skype's voice calling service.

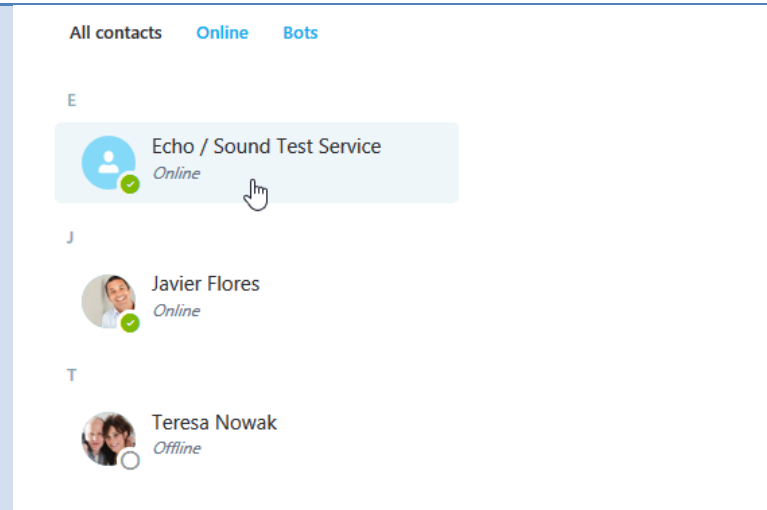
Making a test call

There's an easy way to test your **voice call** settings and equipment before you call anyone on Skype. It's through a special contact—which is actually an automated service that mimics a phone call—named **Skype Test Call** or **Echo/Sound Test Service**. The contact is already on your contacts list. Before you begin, make sure:

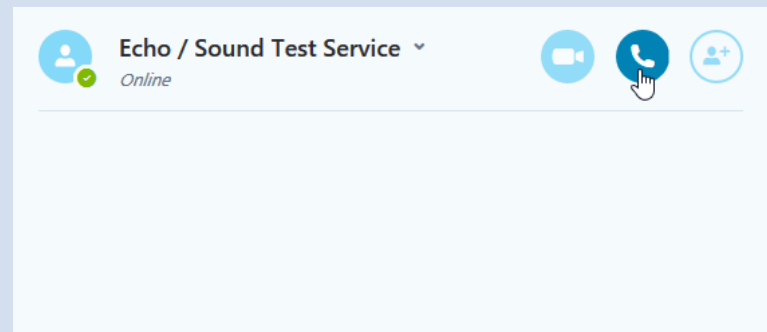
- You're connected to the Internet
- Your **volume** is turned up
- Your **speakers** and **microphone** are plugged in (if they're not already built in to your computer)

To make a test call:

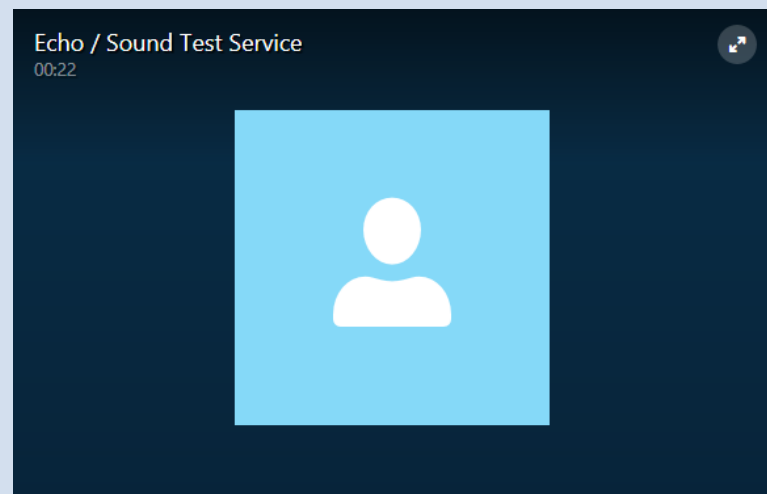
1- Locate and select **Echo/Sound Test Service** in your contacts list.



2- The contact's **information** will appear. Click the **Call** button.



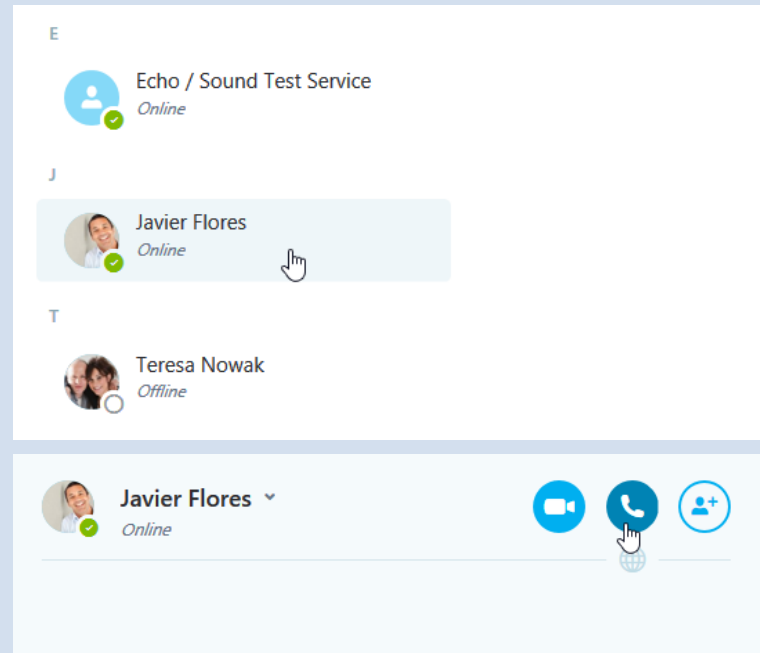
3- The **call window** will open, and the **test call** will begin. Follow the **operator's instructions** to record an audio sample, then wait for it to be **played back** to you. The test call will **hang up** when you're done.



Note: If you **can't connect** to the test call, **can't hear** the operator, or **can't record** an audio sample, you may have a problem with your settings or equipment. To figure out what's wrong, double-check the items listed above step 1, then go to Skype's [Call Quality Guide](#).

To call someone on Skype:

1- Click the person you want to call on the **Contacts** tab.



2- The contact's **information** will appear. Click the **Call** button.

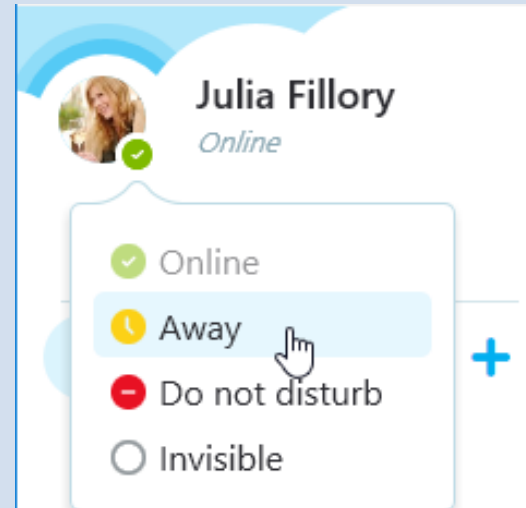
3- The **call window** will appear. You'll hear a ringing sound until the other person answers.

4- Talk as long as you want, then click the **End Call** button when you're ready to hang up.



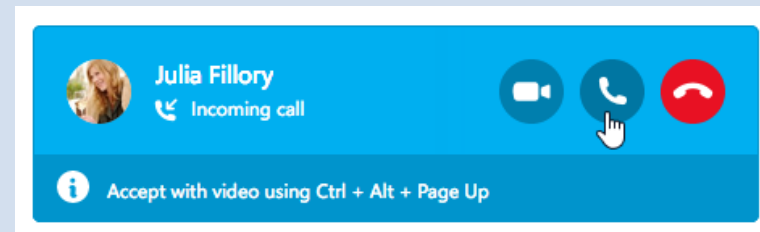
To set your online status:

Soon, you'll not only be making calls on Skype but receiving them as well. It's important to understand your **online status**, and how you—and your contacts—use it to tell when people are available on Skype. Your default status is set to **online** when you sign in to Skype. This tells your contacts that you're available. To change your status, click the **icon** next to your name and choose from the **drop-down menu**.



Answering incoming calls

What do you see when someone calls **you** on Skype? A **pop-up window** that looks like this:



To answer, click the **Answer** button or **Decline** if you're too busy to talk (or don't know the caller). You can also **Answer with video**, allowing the caller to see you on your webcam. You'll learn more about video calling in the next lesson, Making Video Calls with Skype. If you do nothing, the call will keep ringing until the other person hangs up.

Session 1

Students Hands-on Activities

- 1- After creating a Skype account, add every classmate to your contact list
- 2- Make a Skype call to at least two (2) of your classmates from the contact list
- 3- Change your Online Status and see your status from someone else computer

1- Making Video Calls with Skype**Before your first video call**

Are you ready to talk **face to face**? On Skype, **video** calls are easy, whether you have a built-in webcam or one you've purchased separately.

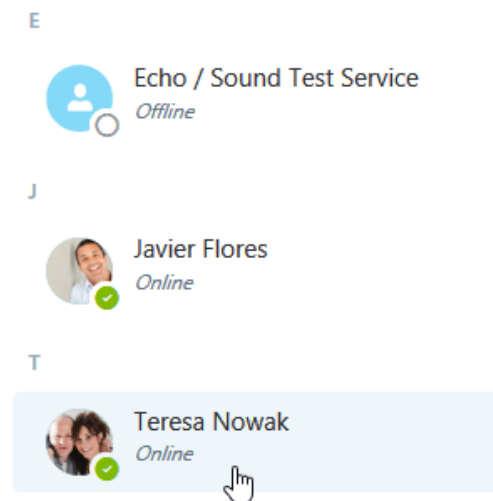
To start, you need at least one **contact**. Next, you'll need to **test your webcam** to make sure the person on the other end will be able to see you. After that, you'll be ready to make video calls one on one or with an entire group.

Before you begin, make sure:

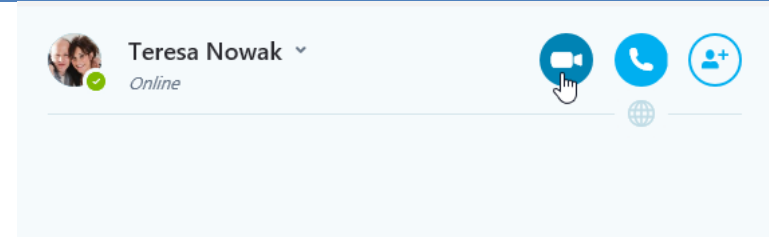
- You're connected to the **Internet**
- Your **volume** is turned up
- Your **speakers** and **microphone** are plugged in (if they're not already built in to your computer)
- Your **webcam** is plugged in (if it's not already built in to your computer)
- You know your basic **voice call** settings are working.

To make a video call:

- 1- Click the person you want to call on the **Contacts** tab.



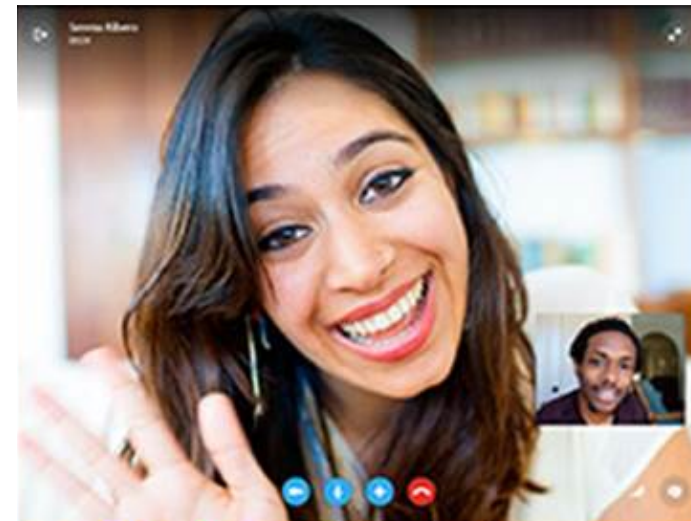
2- The contact's **information** will appear. Click the **Video Call** button.



3- The **call window** will appear. You'll hear a ringing sound until the other person answers. The footage from **your webcam** will appear at the bottom, showing what the other person will see.

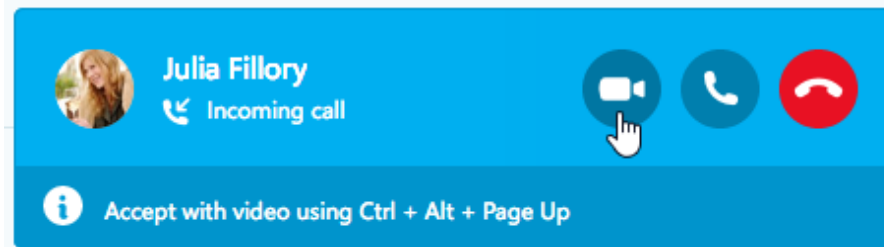
4- The footage from **that person's webcam** will appear at the top. If the contact doesn't have a webcam, or chooses to answer without it, a profile picture will appear instead.

5- Talk as long as you want, then click the **End Call** button when you're ready to hang up.



1.2 Answering incoming video calls

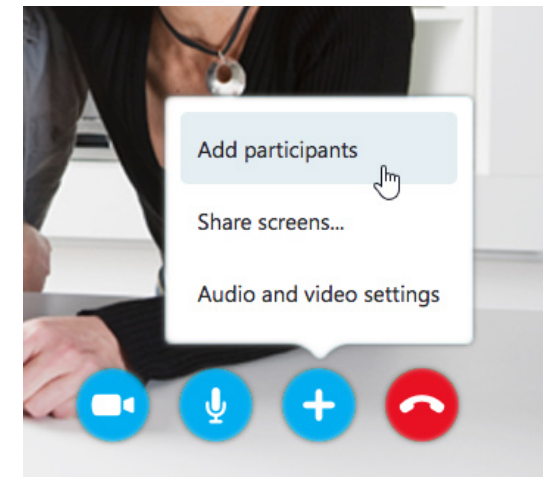
What do you see when someone calls **you** on Skype? A **pop-up window** that looks like this:



To answer with your webcam, just click the **Answer with video** button or **Decline** if you're too busy to talk (or don't know the caller). You can also answer without video by clicking **Answer** so the caller can't see you on your webcam. You can always turn video on or off during the call if you change your mind. If you do nothing, the call will keep ringing until the other person hangs up.

1.3 Group video calling

Group video calling is an easy way to talk with several people at the same time. To add more people to a video call, simply click the **plus button (+)**, then choose **Add participants**.



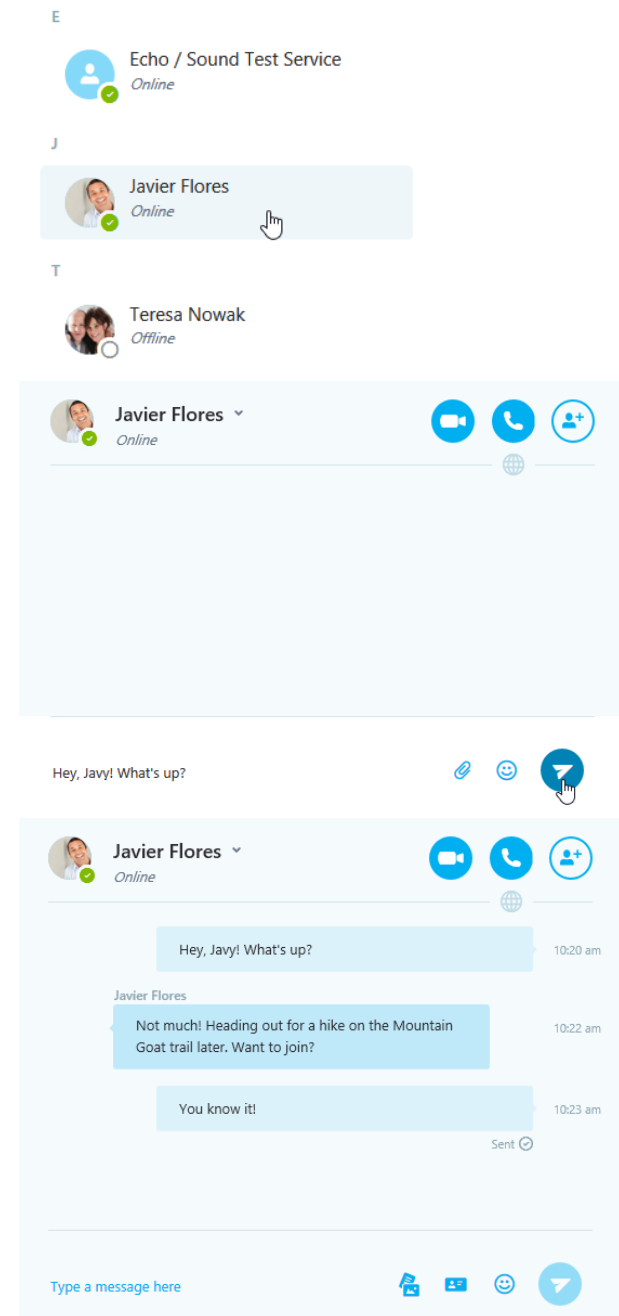
2- Chatting with instant message

Are you ready to **chat**? On Skype, instant messaging—also known as **IM**—lets you send short messages to your contacts so you can chat back and forth in real time. IM is a great alternative to regular Skype calls if you want to ask someone a quick question or simply have a relaxed conversation without picking up the phone. To IM someone on Skype:

1- Select the person you want to message on the **Contacts** tab.

2- The contact's **information** will appear. Type a message inside the **message box**, then click the **Send** button or press **Enter** on your keyboard.

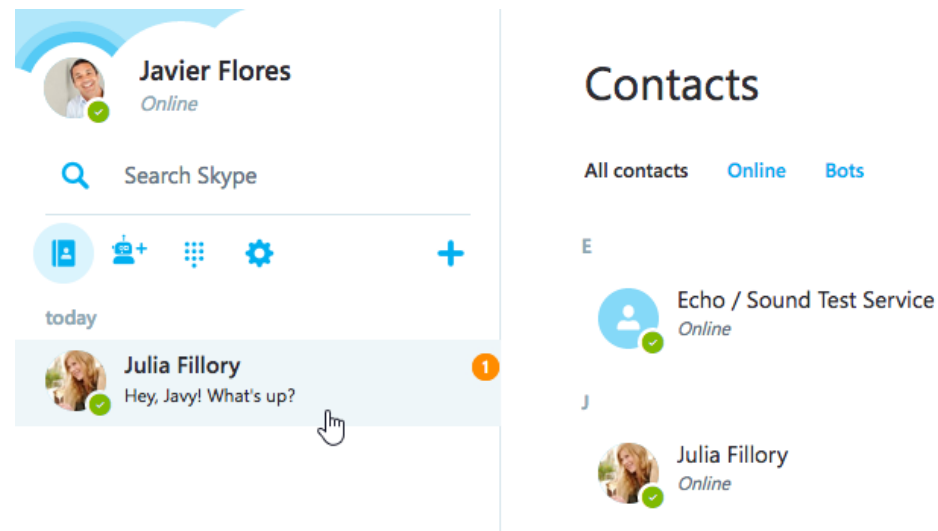
3- The other person will receive the message and can **reply** if online. Your **chat history** will appear above the message box.



Note: You can also IM someone **during a call**. This can be useful if you want to send a phone number, link, or anything else you would normally write down.

2.1 Receiving IMs

When someone sends you an IM on Skype, you'll see a notification in the Contacts tab, as in the example below. Simply click the notification or contact to start chatting.



Students Activities

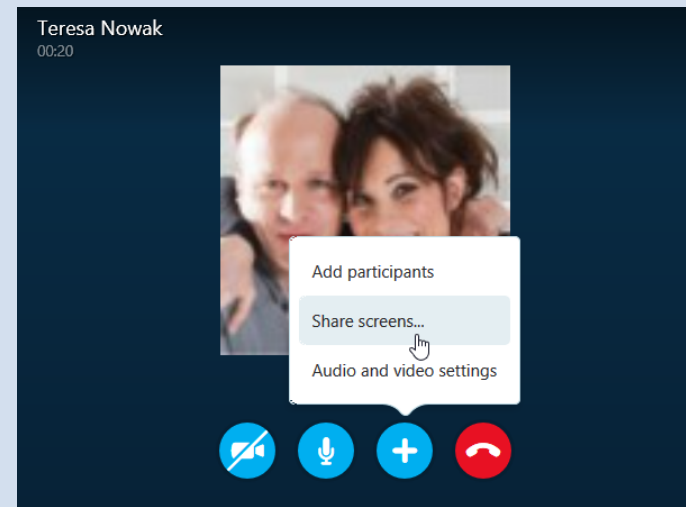
- 1- Add one of your classmates to your contact list
- 2- Make a video call with the classmate and explain what did you do yesterday
- 3- Chat with another classmate on your contact list about your town market

1- Screen Sharing and Sending Files

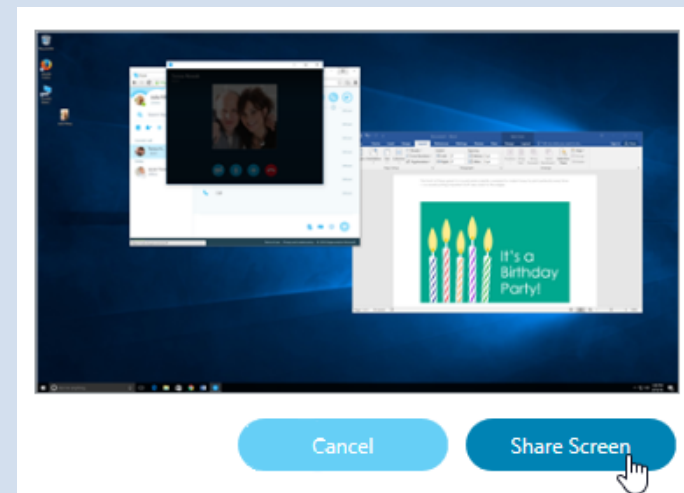
There are many other ways to share with your contacts on Skype. One example is **screen sharing**, a feature that lets you share live video of what's on your computer screen, such as a website or another type of software you're using. This is a great way to demonstrate how to do something or to show another person what you're working on. Another example is **sending files** to your contacts. This feature lets you share many types of files, including documents, photos, presentations, and other things you may have saved to your computer.

To share your screen:

1- During any video or voice call, click the **plus button (+)**, then select **Share screens...**



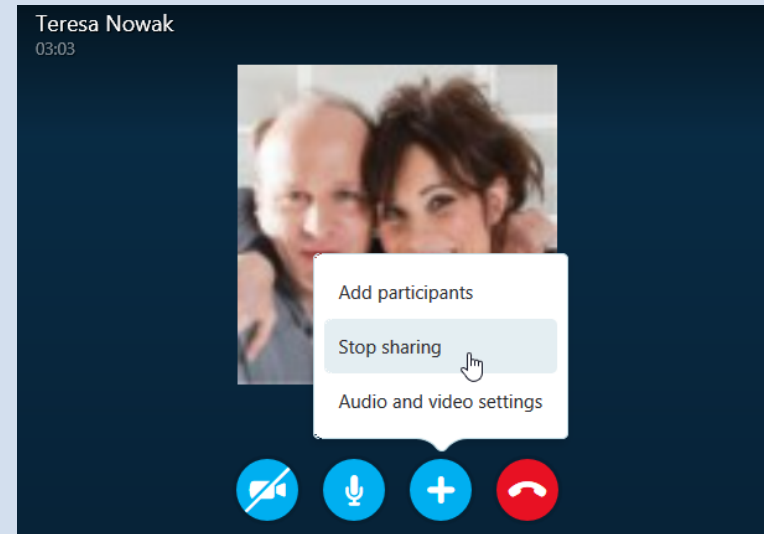
2- A preview of your screen will appear. Select **Share Screen** to continue.



3- The other person will be able to see **live video** of what's on your screen, including your desktop and any

programs you may have open.

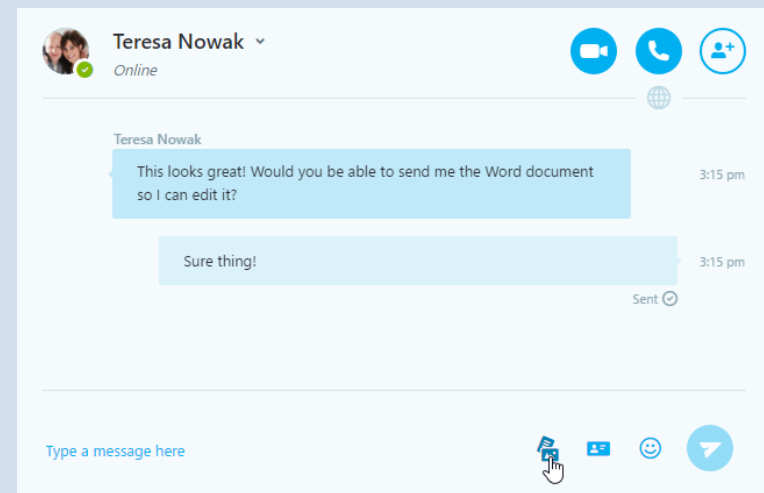
4- To stop sharing your screen, click the **plus button (+)**, then select **Stop sharing**.



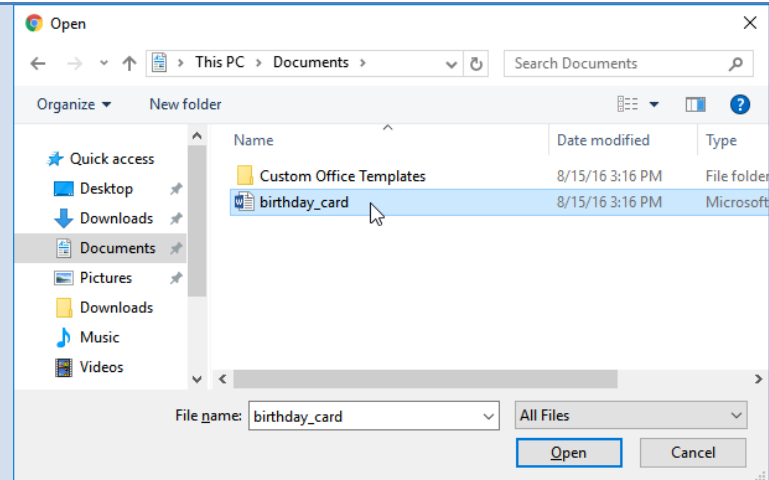
Note: Remember, screen sharing lets the other person see your **entire desktop**, so make sure you don't have anything open that you wouldn't want someone to see.

3.2 To send files on Skype:

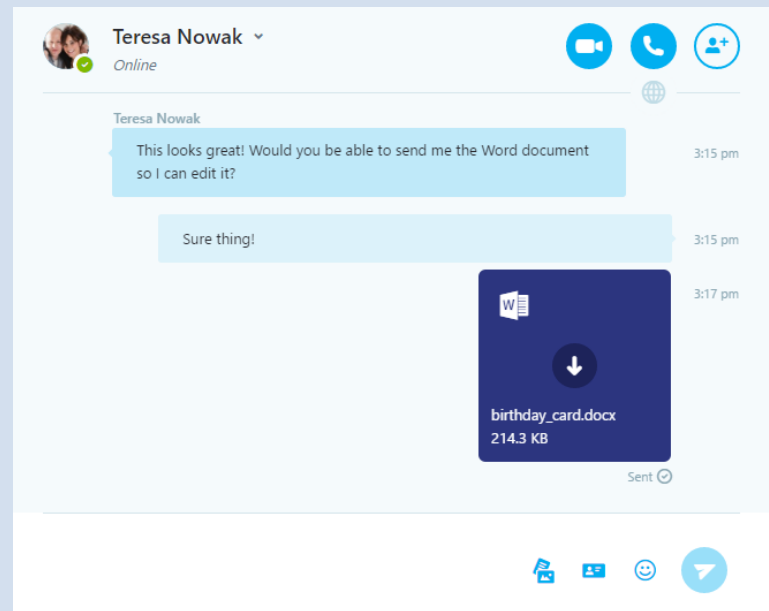
1- During any call or IM, select the **Share Files** button in the message box.



2- **Locate** and **select** the file you want to send, then click **Open**.



3- The file will appear in the message history. Your contact can then **download** the file.



2- Skype calling tips

Now that you know how to make voice and video calls on Skype, it's time to learn how to avoid common communication problems like poor audio quality, webcam mishaps, and other technical issues. Just follow these tips, and keep them in mind every time you use Skype.

2.1 Finding the right spot

Before you sit down to make a call, think about your surroundings. Is there a lot of background noise? Are there people nearby who might overhear you? This is especially important if you like to use Skype from your laptop or mobile device. Here's some advice to help you find the right location.

- **For voice calls**, choose a quiet spot without a lot of background noise. If you're at home or work, watch out for things like the TV, other people talking and moving around, and construction noise outside. If you're in public, avoid busy places like the local coffee shop unless you have a headset with a microphone.
- **For video calls**, also choose a quiet spot that's relatively private. A room in your house or a place at the office would be ideal. Make sure it's well-lit so the other person can see you, and be conscious of what else might be caught on camera.

2.2 Making the call

Have you ever been on a call in which the other person sounded far away? How about a video call where the webcam appeared to be shaking? These are common problems that usually come down to user error, not a technical issue. To make sure the other person can see and hear you clearly, follow these tips:

- **For voice calls**, a headset is foolproof, but don't worry if you don't have one. If you have a separate microphone, all you have to do is place it in front of you and speak clearly into the mic. If you have a built-in microphone, find out where it is on your computer so you don't sound too quiet or far away.
- **For video calls**, follow the advice above, then make sure your webcam is secure and pointing directly at you. This way, it won't shake or accidentally leave you out of the frame. You should also be conscious of eye contact, as well as how to maintain it during important calls—like for a job interview. Instead of watching the screen, **look up** when it's your turn to talk, and speak directly into the camera.

2.3 Solving technical issues

When you experience a technical problem on Skype, the best place to go for help is its website—and specifically its [support homepage](#). There, you can choose a topic or conduct a search related to your problem (for example, **strange sound** or **why do I hear an echo**).

Session 2

Students Hands-on activities

Quiz: At the end of the course, the students should be able to answer the following quiz:

1- Which of the following Skype features are free to use? Check all that apply:

- Video calling
- Group video calling
- Voice calling over Skype
- Calling landline phones

2- Which of the following must be connected (or built-in) to your computer or mobile device to make video calls with Skype? Check all that apply:

- Webcam
- Speakers/Headphones
- Touchpad
- Microphone

3- What does Skype's screen sharing features allow you to do?

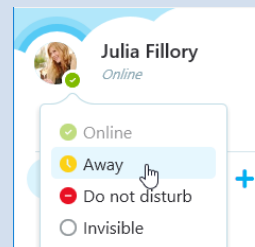
- Expand the Skype window to fill the entire screen
- Take control of another person's computer
- Share live video of what's happening on your computer

4- True or False: Skype is available for most modern devices, such as desktops, laptops, tablets, and smartphones.

- False
- True

5- What Skype setting are we changing in the image below?

- Online status/availability
- Video call settings
- Screen sharing settings
- Voice call settings



Social Media Networks

In this session will know more about the two most popular Social Media Networks:

Facebook 

Twitter 

1- Facebook

Facebook is a **social networking site** that makes it easy for you to **connect and share** with your family and friends online. Originally designed for college students, Facebook was created in 2004 by Mark Zuckerberg while he was enrolled at Harvard University. By 2006, **anyone** over the age of 13 with a valid email address could join Facebook. Today, Facebook is the world's largest social network, with **more than 1 billion users** worldwide.

Why use Facebook?

Have you ever wondered why people like using Facebook? After all, there are already a lot of other ways to communicate online, such as email, instant messaging, and so on. What makes Facebook unique is the ability to **connect and share** with the people you care about at the same time.

For many, having a Facebook account is now an expected part of being online, much like having your own email address. And because Facebook is so popular, other websites have worked to **integrate Facebook**. This means you can use a single Facebook account to sign in to different services across the Web.

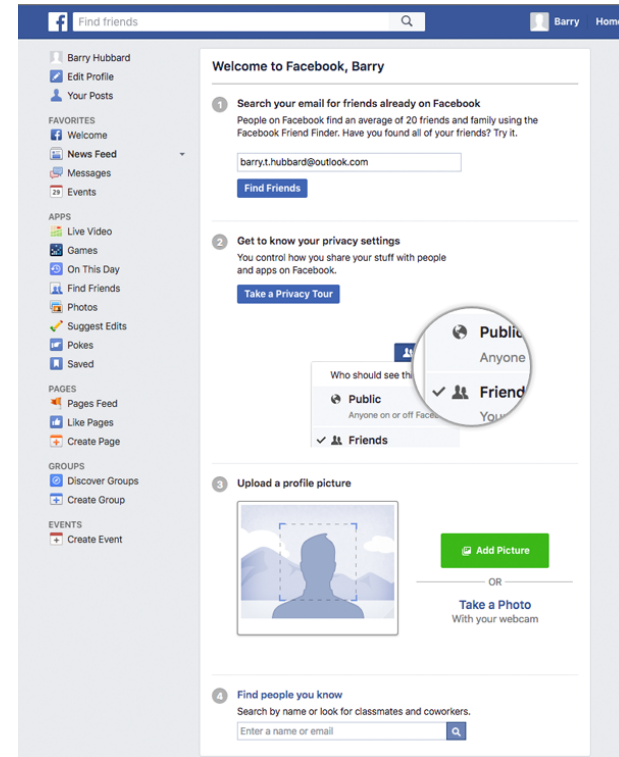
Creating a Facebook Account

Before you can use Facebook, you must **create an account**. Creating a Facebook account is free. All you need to get started is an **email address** and a few minutes of your time.

1- Navigate to www.facebook.com in your web browser.

2- Under the words **Sign Up**, enter your personal information and desired **password**, then click **Sign Up**.

3- The **Welcome to Facebook page** will appear. From here, you'll be able to **search for people you know** on Facebook, learn more about your **privacy settings**, and upload a **profile picture**.



Note: Before you can access all of Facebook's features, you'll need to **confirm your email address**. To do this, sign in to your email account, open the **confirmation message** from Facebook, and click **Confirm Your Account**.



Facebook

Today 10:32 AM

You ↕

🔄 Reply all | ▾

Social updates



Action Required: Confirm Your Facebook Account

Hey Barry,

You recently registered for Facebook. To complete your Facebook registration, please confirm your account.

Confirm Your Account

You may be asked to enter this confirmation code:

58476

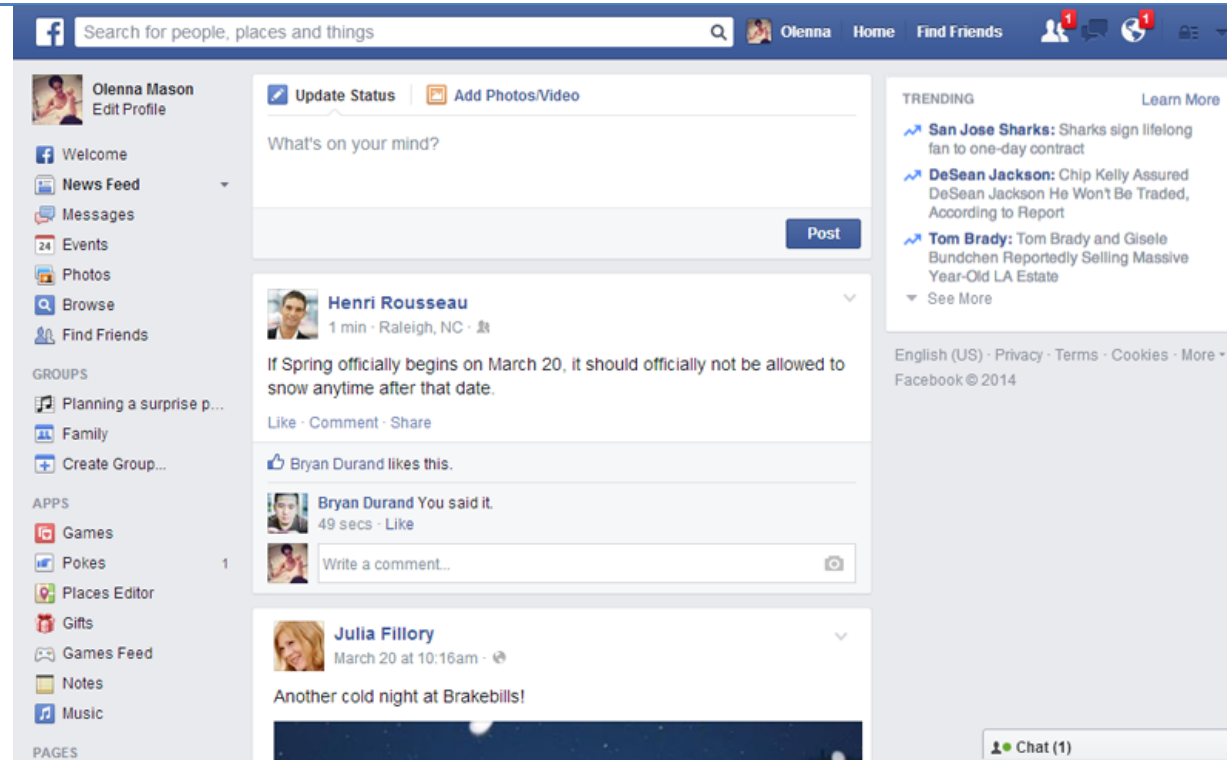
Facebook helps you communicate and stay in touch with all of your friends. Once you join Facebook, you'll be able to share photos, plan events, and more.

Exploring Facebook

Once you create your account, you'll want to spend a little time becoming familiar with the different parts of Facebook, including the **homepage** and the **Timeline**.

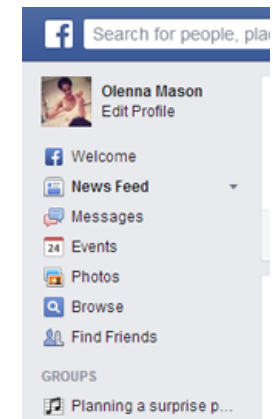
a) The homepage

The **homepage** appears whenever you sign in to Facebook. The homepage displays your **News Feed**, which shows the things your friends have shared on Facebook. The homepage also allows you to navigate to other parts of Facebook, such as your Timeline.



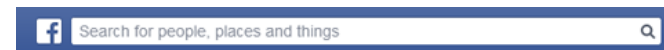
Menu

Here, you can navigate to other parts of Facebook, including your upcoming events, photos, groups, and apps.



Search Bar

You can use the search bar to search for friends, Facebook Pages, Apps, and more.



The Publisher

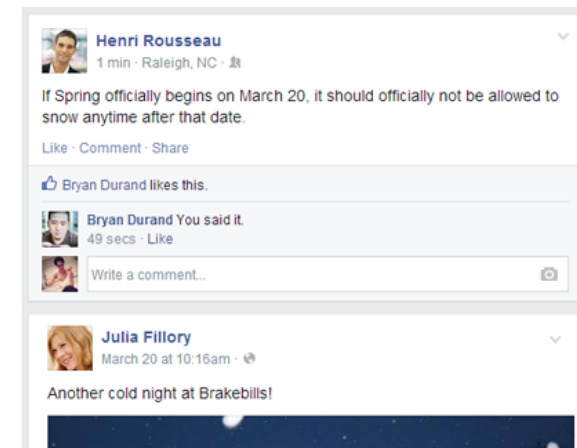
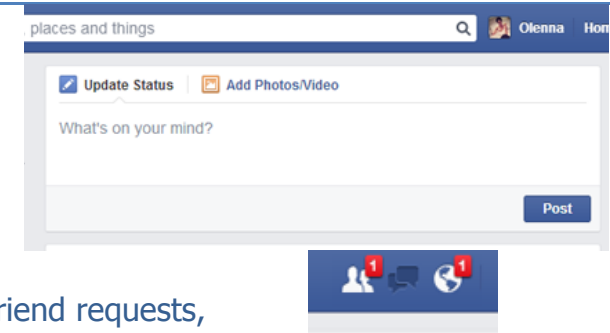
You'll use the Publisher to share things on Facebook. It's easy to share a status update, photos, links, and more. The information you share in the Publisher will be posted on your News feed and Timeline, as well as on your friends' News Feeds.

Recent Activity

Here, you'll be notified about **recent activity** on Facebook, including friend requests, messages, and notifications.

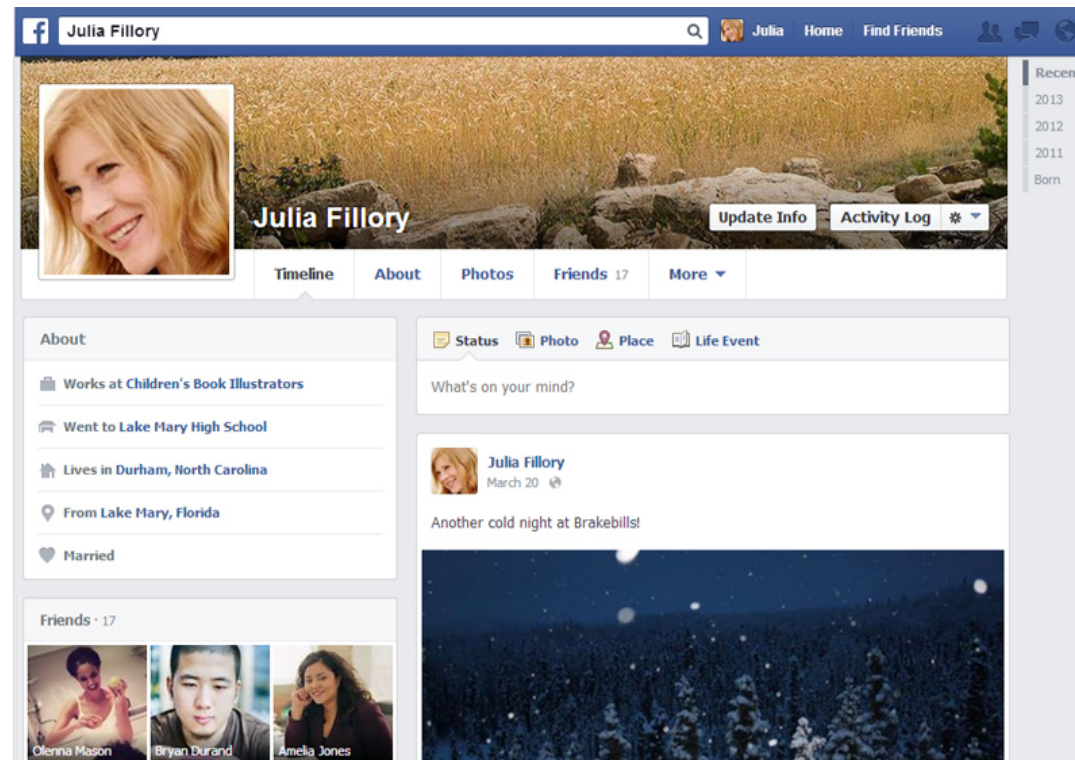
News Feed

The **News Feed** is a stream of posts and updates from your friends and the Facebook Pages you follow.



b) The Timeline

The **Timeline** (also called your **profile page**) is where you'll share information about yourself. Whenever you **post an update**, it appears on your Timeline. Your **friends** can also share posts on your Timeline.



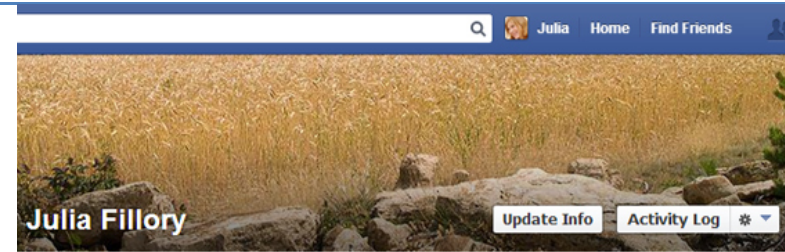
Profile Picture

Your **profile picture** represents you across Facebook. This is the picture your friends will see when you share and comment on Facebook.



Cover Photo

Your **cover photo** is a large picture that is only visible on your Timeline. A cover photo doesn't have to be a picture of you. Instead, you might choose something that expresses your personality or interests.



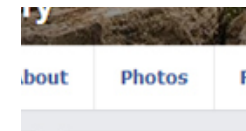
About

From here, you can view and edit your profile information. This is where you'll share details about your work history, relationships, interests, and more.



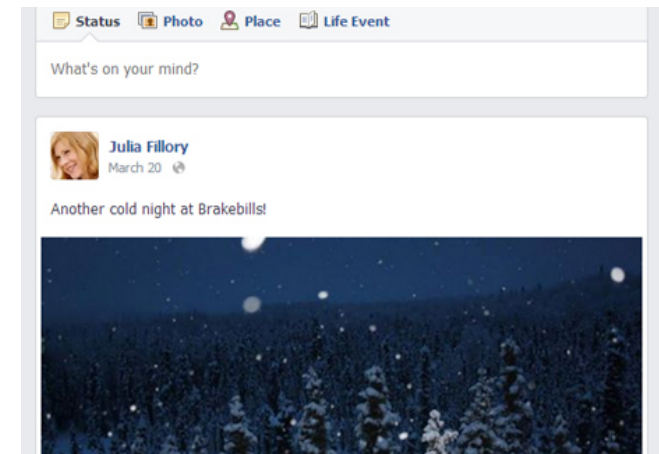
Photos

From here, you can see photos you've shared and photos you've been tagged in by others.



The Timeline

The Timeline includes your **posts** and **activity**, as well as things that your friends have posted on your Timeline.



c) Sharing on Facebook

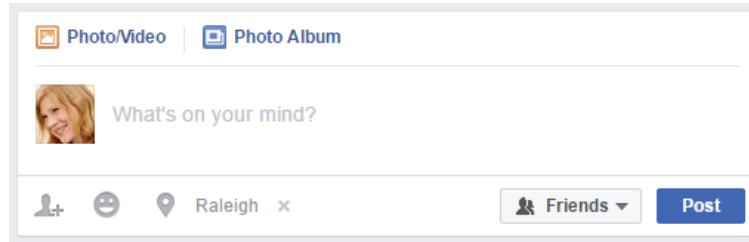
Facebook is all about sharing with your friends. You can share a lot of things, such as **status updates**, **photos**, **links**, and even your **location**. You can also share something directly with your friends by **posting on their Timelines**.

Note: Before you share anything on Facebook, you'll need to think about who you're sharing with.

i) Sharing with the Publisher

You'll use the **Publisher** to share things with your friends. You can access the Publisher in two places:

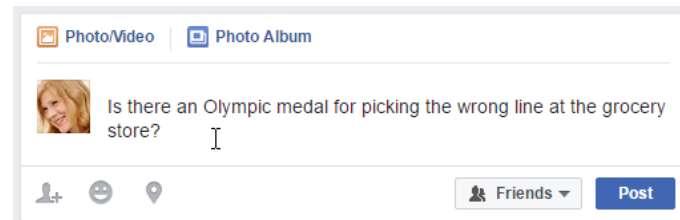
- On your **Timeline**
- At the top of the **News Feed** on your **homepage**



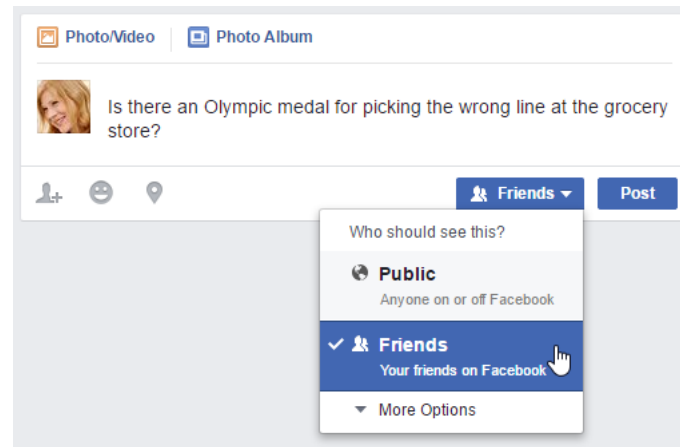
ii) To post a status update:

One of the most common things people share on Facebook is a **status update**—a short text-based post your friends can read and comment on. When you post a status update, it will appear on your Timeline, as well as on your friends' News Feeds.

1- **Type** your status update in the **Publisher** on the **News Feed** or your **Timeline**.



2- Check the **audience selector** to make sure you're sharing the post with the desired audience. In this example, we only want to share with our **friends** on Facebook, so we'll leave this unchanged.

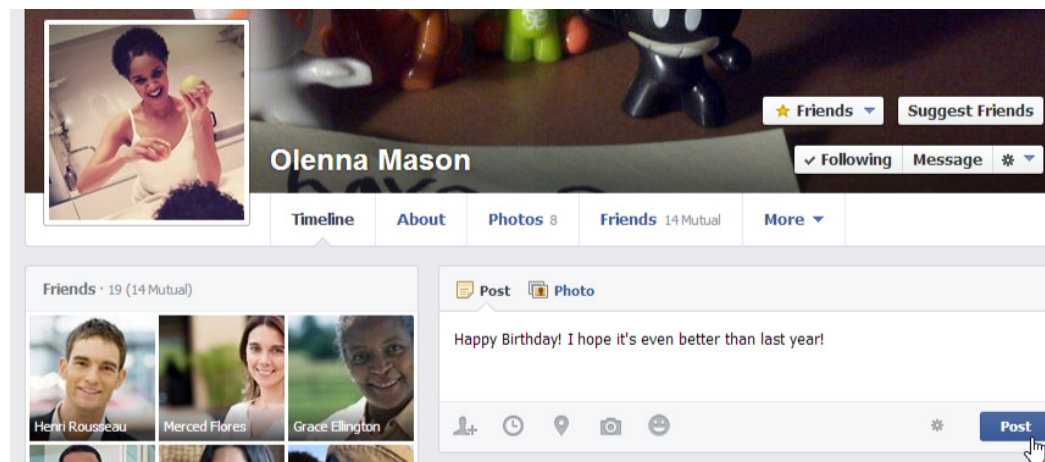


3- Click **Post**. The status update will appear on your Timeline, on your News Feed, and on your friends' News Feeds.



iii) Posting on a friend's Timeline

If you want to share something with a friend, you can post it directly on that friend's Timeline. To do this, simply use the Publisher located on your friend's Timeline.

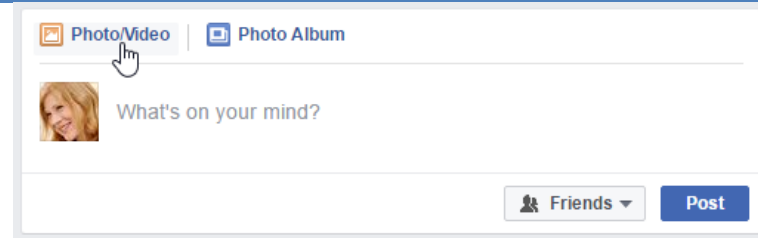


iv) More types of sharing

Facebook allows you to share much more than just status updates. For example, you can share:

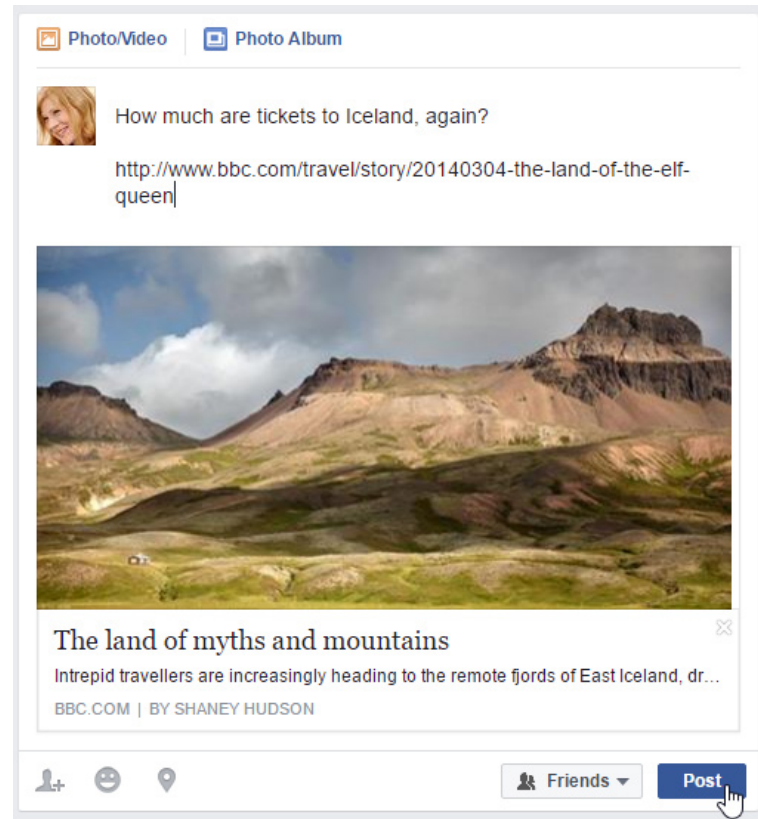
Photos

It's easy to share your **photos** on Facebook. Just click **Photo/Video** in the Publisher. You can then **upload** a photo from your computer, or upload several pictures at once to create a **photo album**.



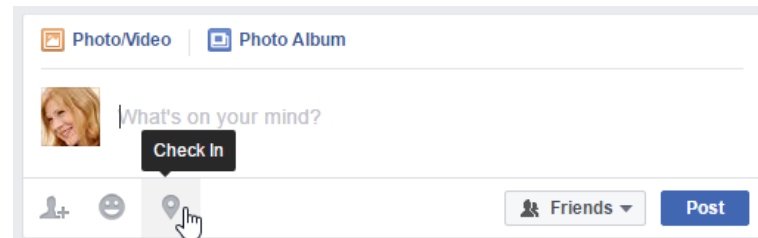
Links

You can **share a link** to an article on the Web by typing or pasting the link into the Publisher.



Location

You can share your **physical location** by clicking the **Location** button in the Publisher. You can then choose your current location from a list of nearby places.

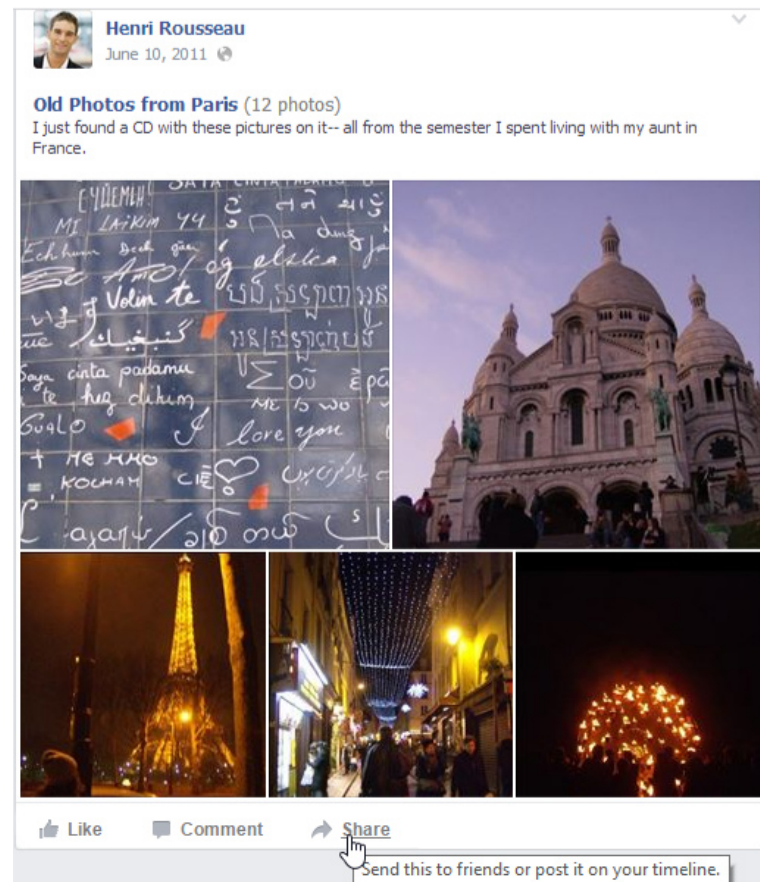


v) Comments

Whenever your friends share on Facebook, you can leave a **comment** about their posts. Your friends will be able to see whenever you comment on something, as will the friends of the person who originally shared the post. To leave a comment, simply type it in the comment box below a post, then press **Enter** on your keyboard.

Resharing friends' posts

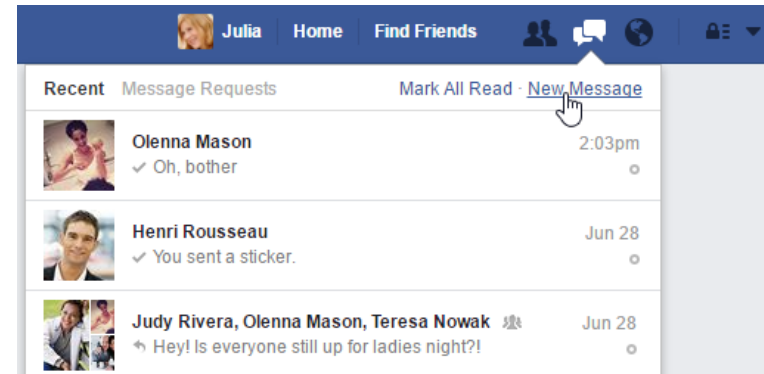
Facebook makes it easy **reshare** the things your friends post. Just click **Share** at the bottom of a post to share it with your other friends.



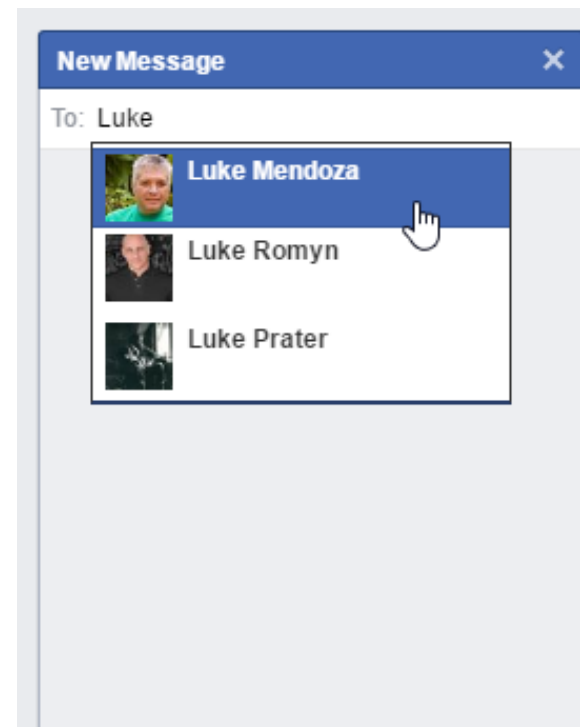
d) Facebook Messages

Messages work just like chats, but they allow you to send private messages to friends who are **offline**—that is, friends who **aren't currently signed in** to Facebook. In this sense, messages are similar to a traditional email service.

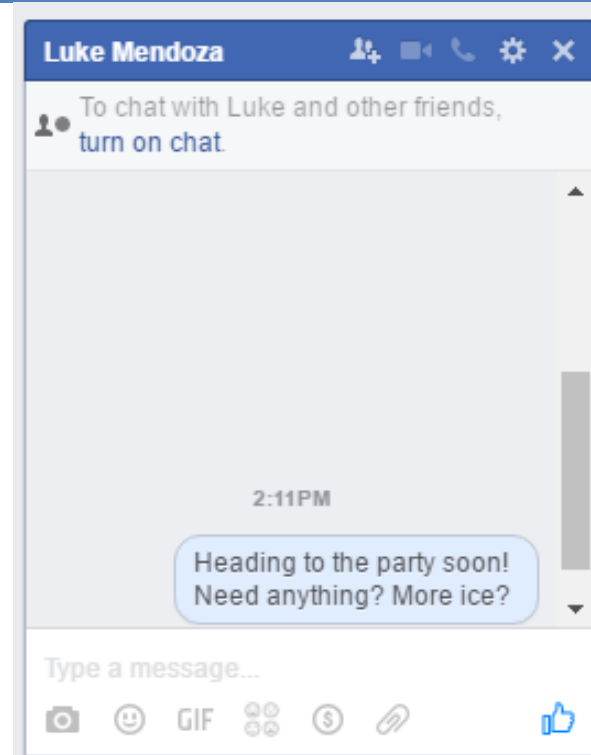
1- Locate and select the **Messages** icon at the top of the screen, then select **New Message**.



2- A message window will appear. Type the **name** of the person you want to message, and a list of suggested friends will appear as you type. You can click a suggestion to add a friend to the message.



3- Type your message. When you're done, press **Enter** to send it.



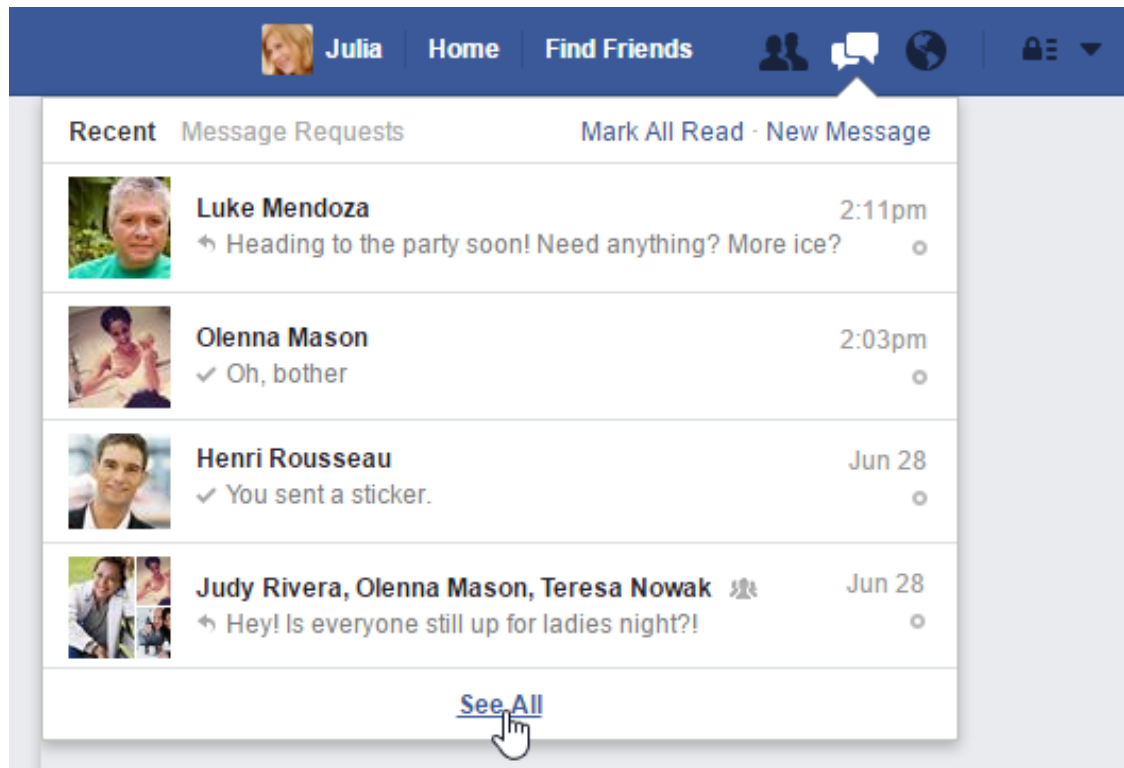
You can also send messages to your friends directly from their **Timelines**. Simply click the **Message** button on a friend's Timeline to start a new message.



The Inbox

The inbox is where you'll read **all of your private communication** on Facebook, including your **chat conversation history**. Whenever you receive a new message or chat, it will appear in your **inbox**. From here, it's easy to **read, manage, and delete** your messages and chats.

To access your **inbox**, click the **Messages** icon, then select **See All**. The inbox will appear.



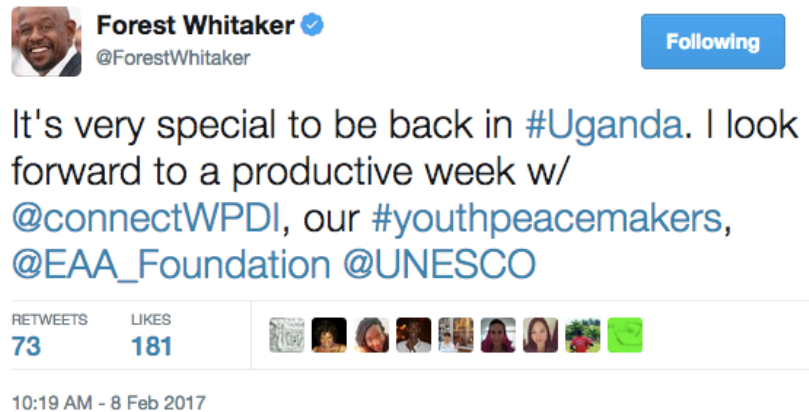
Activity:

- 1- Using the Search Bar in Facebook, search for "Whitaker Peace & Development Initiative". You are supposed to find the page like the one below
- 2- Click on the "Like" button to follow the activities of the initiative
- 3- Post a message on the group timeline
- 4- Write a message to the Whitaker Peace & Development Initiative using Facebook Message

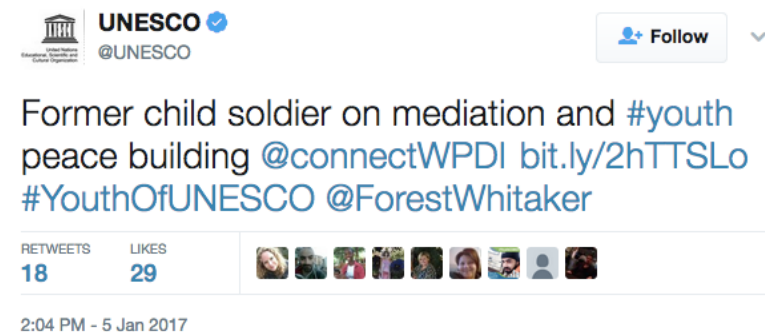
The screenshot displays the Facebook profile of the Whitaker Peace & Development Initiative. The profile picture is a logo consisting of three overlapping, curved lines in shades of green and blue. The page name is "Whitaker Peace & Development Initiative" with a verified badge and the handle "@WhitakerPeace". Below the name is a navigation menu with options: Home, About, Photos, Reviews, Likes, Videos, and Posts. A "Create a Page" button is visible at the bottom left of the menu. The main content area shows a grid of 12 photos depicting various community events, including group photos, classroom settings, and people engaged in activities. Below the grid are interaction buttons: "Liked", "Following", "Share", and "Message". A "Donate" button is also present. The "Featured For You" section includes a photo of two young boys at a desk, a map showing the location of the organization, and text indicating it is a non-profit organization in Los Angeles, California, with a 4.6-star rating. A "Invite friends to like this Page" button is also visible.

2- Twitter

Twitter is a social networking website that's designed for finding and sharing **short updates**. In fact, each post—or **tweet** as they're called on Twitter—is limited to just 140 individual characters (letters, spaces, and punctuation marks). That's not even long enough to include the first two sentences of this paragraph! Here is an example of a tweet:



Tweets are so short that you might wonder why people bother posting them in the first place. But that's actually a big part of what makes Twitter so popular: It's easy to quickly share what's happening in your world or follow along with a popular topic in real time. Take a look at a few of the other example tweets below to help you get a sense of how people share and interact on Twitter:



The Security Council agrees that women are key to peace & security. @UN_Women explains how & why here: unwo.men/L74s307WVsD. Via @UN



RETWEETS 49
LIKES 65



5:35 AM - 16 Jan 2017

#DisasterReduction is a big part of #education for sustainable development teaching. Check out our student guide on.unesco.org/1sFMjcc



A Student's Guide to Disaster Risk Reduction

STAY SAFE AND BE PREPARED

RETWEETS 84
LIKES 80



2:28 PM - 13 Oct 2016 from Paris, France

2.1 Creating a Twitter account

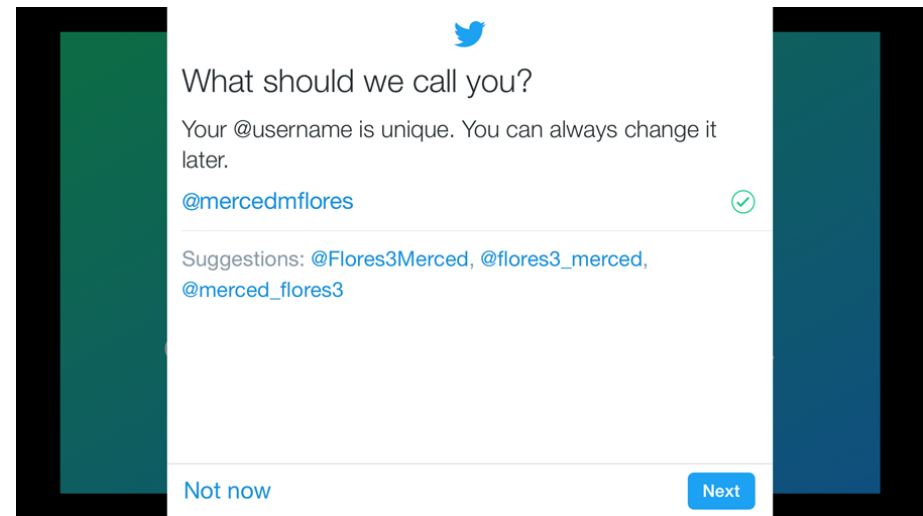
If you want to post your own updates to Twitter, you'll need to create an account. There are two ways to do this:

- If you're using a desktop or laptop computer, go to www.twitter.com in your web browser.
- If you're using a mobile device, like a smartphone or tablet, download the [Twitter app](#).

Whichever option you choose, you'll want to select **Sign up** and follow the instructions on the screen. The account creation process is straightforward enough, but here are some things you'll want to consider when signing up.

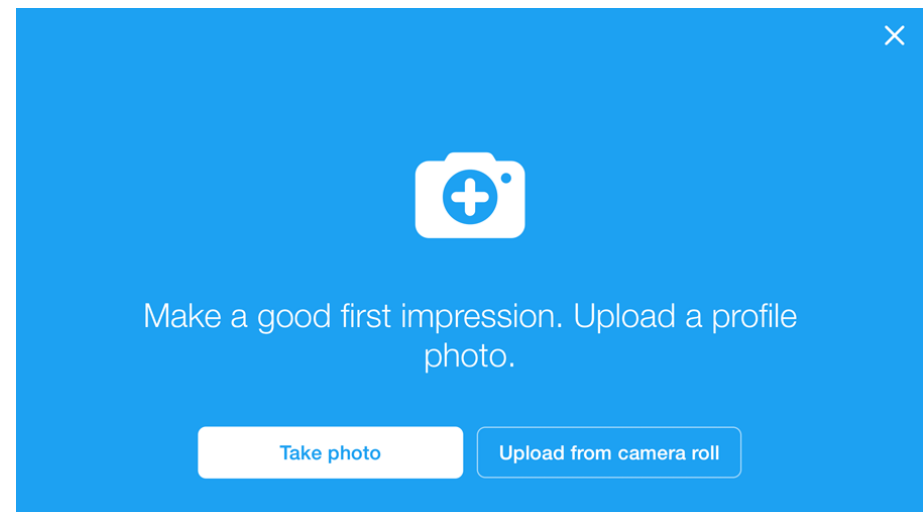
a) Choose a unique user name

Your **user name**, also known as your **Twitter handle**, is an important part of your identity on Twitter. This is how people will recognize and connect with you, so it's important to choose something unique. And if the user name you want is already taken, Twitter can usually suggest an alternative that's pretty close.



b) Add a profile and header photo

Like your user name, it's a good idea to add a profile photo when creating your account. This will make it easier for people to recognize you on Twitter. You can also add a header image to give your profile a more distinct look. But if you choose to skip this step during the sign up process, don't worry—you can always add these later.



That's it!

You've just created your very own account. You're ready to start using Twitter!



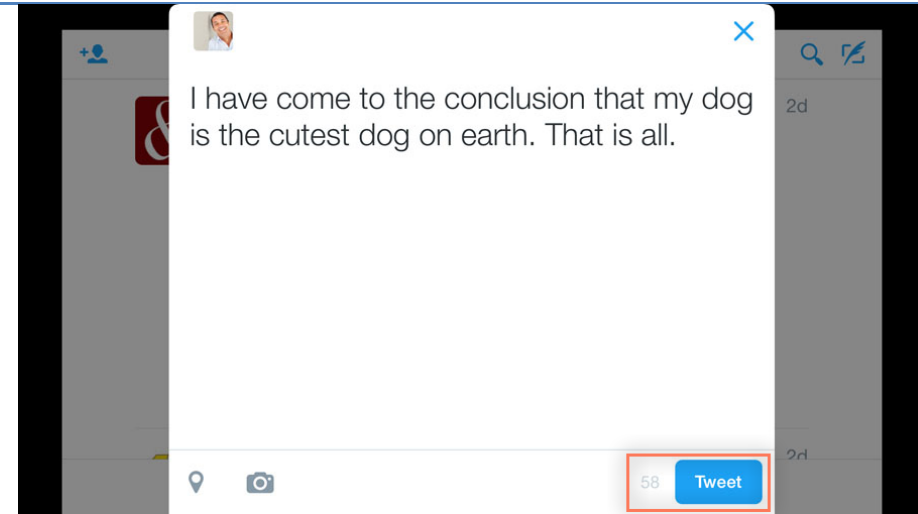
2.2 How to tweet

There are many ways to use Twitter. Some users might never post their own updates (which are called **tweets**), choosing instead to follow updates from other users. But many people do enjoy tweeting about what's going on in their world and joining a bigger conversation.

1- To post a tweet, select the **New Tweet** button near the top of the screen.



2- The tweet box will appear. You can type what you want to post, then select **Tweet**. Keep in mind that posts on Twitter are limited to 140 characters. The counter will tell you how many characters you have left as you type.

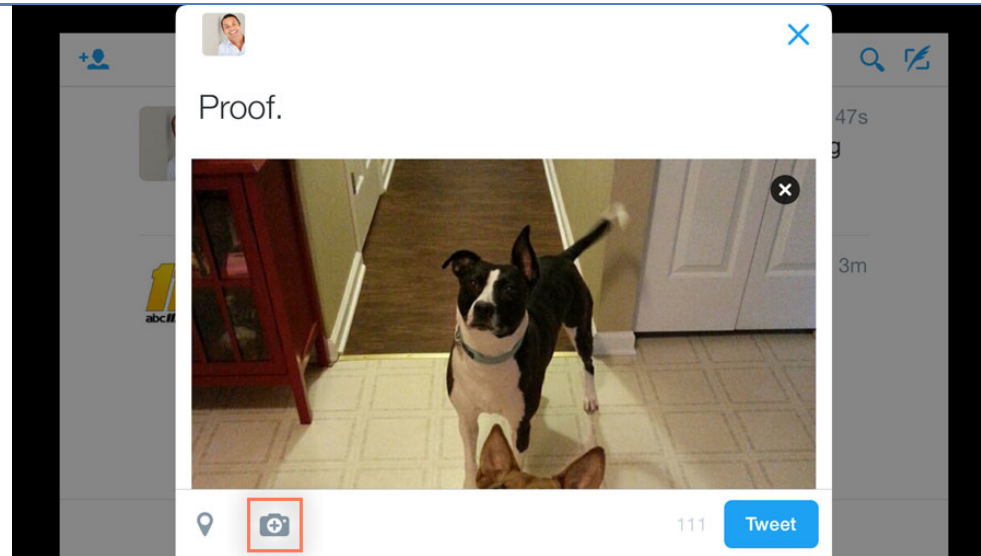


3- The tweet will be shared publicly, along with anyone who follows you on Twitter. It'll also appear at the top of your timeline.



Posting other stuff to Twitter

Tweets aren't limited to text. For example, you can include a **photo** with your tweet. To do this, select the New Tweet button, then choose the **camera icon**. You can post a photo you already have or take a new one with your device's camera.



You can also use Twitter to **share links** to different websites. To do this, you'll copy and paste the link (also known as a URL) into your tweet. Anyone who follows you on Twitter can then select the link to open that page. And because links are usually pretty long, Twitter will automatically shorten the number of characters a link uses, so you can still include your own comments with the post.



Retweeting other posts

If you want to share a tweet from someone else, select the **Retweet** button below any tweet. The post will be shared with everyone who follows you on Twitter, even if they don't follow the original user who posted it.


Liking Other Posts

If you like a tweet from someone, you can always show that you by clicking on the **Heart** button it.

 **WPDI**
@connectWPDI Following

Our #youthpeacemaker Monday Collins sharing his story of tolerance and dialogue experienced in Karamajong #Uganda



LIKES
2 

1:10 PM - 26 Oct 2016

   2

 **WPDI**
@connectWPDI Following

Our #youthpeacemaker Monday Collins sharing his story of tolerance and dialogue experienced in Karamajong #Uganda



LIKES
2 

1:10 PM - 26 Oct 2016

   2

2.3 What is a hashtag?

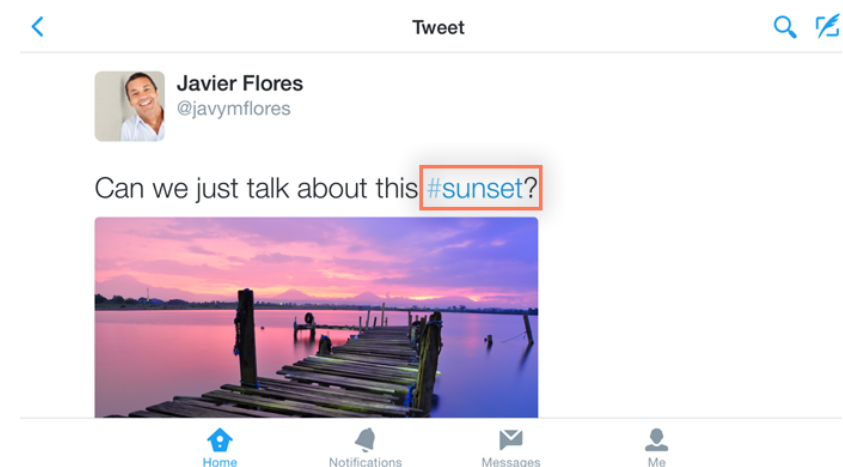
Hashtags are a really important part of Twitter. But what exactly *is* a hashtag? Simply put, a hashtag is any word or phrase included in a tweet that starts with a **hashtag symbol (#)**, which you may also know as the pound sign or number symbol.

So why do people do this? When you include a hashtag in a tweet, you're basically **categorizing** that post. And if you select a hashtag, you'll see other posts that have used it. This is an easy way to see what's happening on Twitter and follow along with popular topics.

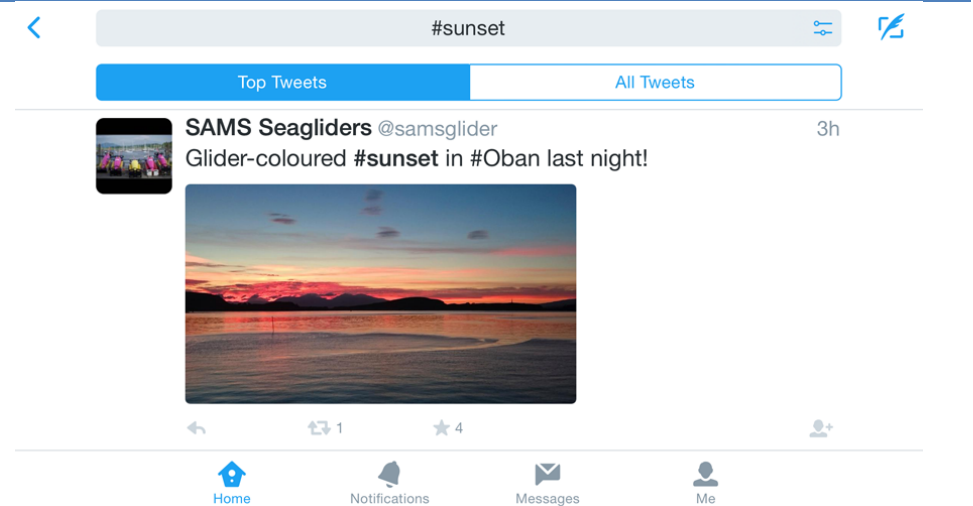
Using hashtags

1- To use a hashtag, simply insert the hashtag symbol (#) before any word or phrase when writing a tweet. In the example below, we're using the **#sunset** hashtag.

2- After you've posted the tweet, you can **select the hashtag** to see other posts that use it.



3- Tweets that use the same hashtag will appear.



Note: If you want to use multiple words in a hashtag, do not include any spaces. For example, if you wrote **#beach sunrise**, only **#beach** would be counted as a hashtag. Instead, you'll want to format it like this: **#beachsunrise**.

2.4 Following and connecting on Twitter

Twitter is about more than just sharing your own updates. It also allows you to follow tweets from other users so you can see what's happening right now and connect with people who are important to you.

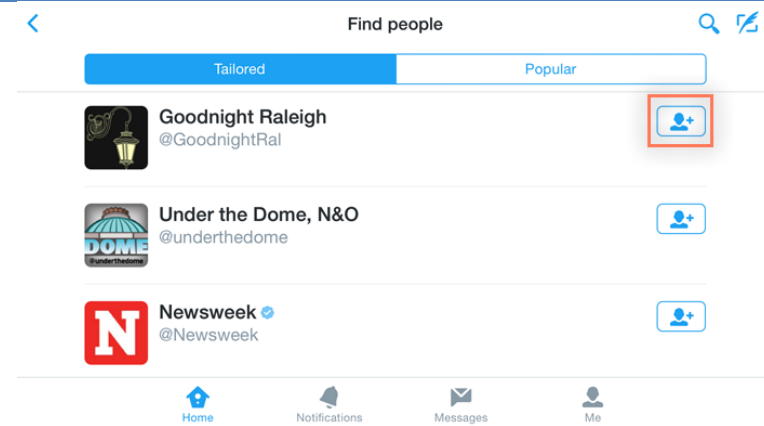
a) Finding people to follow

When you start following someone, that person's tweets will appear in your timeline. This is a great way to get updates about things as they happen.

1- If you're using Twitter on a mobile device, select the **Follow** button. If you're using Twitter on a desktop web browser, locate and select **View All**.



2- A list of suggested accounts to follow will appear. Just select the **Follow** button to start following an account. If you change your mind, select it again to **unfollow** that user.



b) Starting a conversation

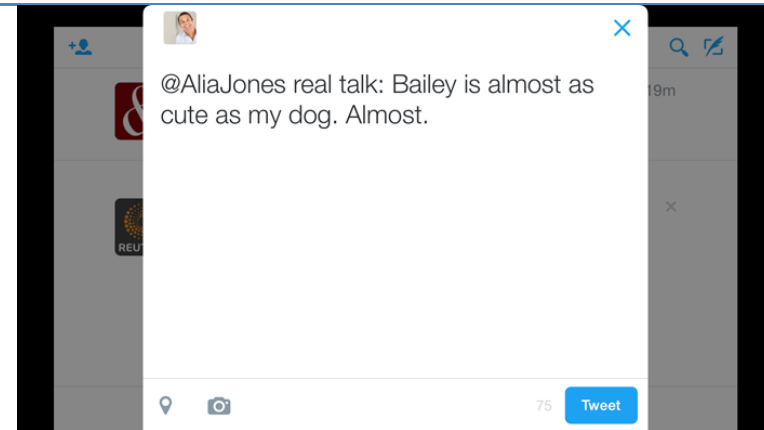
If you want to connect with other people more directly, you can **mention them** in a tweet. This is also referred to as **starting a conversation** or **tweeting at** someone.

1- Select the **New Tweet** button.



2- The tweet box will appear. Type the **at symbol** (@), followed by the **user name** of the person you want to mention in your tweet. In our example, we'll type **@AliaJones**.

3- Type the rest of your post and select **Tweet**.



4- When you tweet at someone like this, that person will receive a notification and can choose to respond. By the same token, you can select the **Reply** button to respond whenever someone tweets at you.



Activity:

1- Start following the following people:



2- Chose one tweet of the people that you just followed and retweet it

3- Start a conversation with each of the people that you just followed

4- Like as many tweets as you can find