TWTR 101 – Introduction to Twitter

Definitions:

Tweet: A short status update no more than 140 characters in length. Tweets may be undirected or directed at someone. Links to other websites will automatically be shortened.

Retweeting: If you especially like a message someone has tweeted, you can tweet a copy of their tweet.

Direct Message: A private message that is only seen by the sender and recipient. This is also limited to 140 characters.

Hashtag: A hashtag is denoted by a “#” symbol followed by a word or phrase without spaces. These are intended to categorize a tweet by tagging them with a popular catch phrase.

Trending: A topic is trending when it becomes one of the top 10 most discussed topics.

Following: When you follow someone, your Twitter feed will display all of their tweets.

Follower: The other users that are following you.

Twitter feed: The newsfeed you are greeted with when you log into Twitter. It shows the tweets of those you are following. This may also be referred to as Tlist.

Setting Up A Twitter

1. Open up a web browser and go to http://twitter.com and find the sign up box.
2. Enter your full name, email address, and password.
3. Click Sign up for Twitter.
4. The next page will require you to create a username.
5. Confirm that your information is correct and then click “Create my account.”
6. A confirmation email will be sent to your email address that you specified. Before you proceed, you must click the confirmation link in that email.

Making Your First Tweet

1. Once you are logged into Twitter, there will be a box on the upper left hand side of the page. It will say “Compose New Tweet.” You can type a tweet into that box.
2. Under the Tweet box on the left side, there is a camera button for attaching a picture on the left and on the right is a button for attaching your current location to the tweet. Further on right is a number that indicates the characters you have left in your tweet. Click the blue “Tweet” button to post a tweet.
3. If you are wanting to Tweet a message at someone, you will include @theusername somewhere in the tweet. For example, putting @ioakuedu in a tweet would tweet a message at the IOA Twitter account. They will be able to see your message more clearly and be notified if they have notifications on.
Following Someone

1. Find the username of the person that you wish to follow and search for them by typing @theusername into the search box. E.g type @ioakuedu into the search bar. (You can also find users by email address or full name)

2. Click the user you were looking for and you will be taken to their profile. On their profile you can click the follow button to follow them. That means their Tweets will appear on your Twitter feed.
**Unfollowing Someone**

To unfollow someone, follow the same steps above except that you can find the user you want to unfollow by clicking on the left hand pane.

This will bring you to a page of people you follow. Click the user you wish to unfollow and then you will be taken to their profile. Click the blue button that says “Following” and you will unfollow that person.

**Notice:** You will not be able to control the users who follow you unless you make your account private by protecting your tweets.
**Miscellaneous Security Settings**

**Protecting your Tweets**

If you do not wish to reveal your tweets to the entire internet world, you can protect your tweets and people need your permission before they can follow you.

1. To do this, click the gear in the top right hand corner. Then click “Settings.” This takes you to the settings menu.

![Settings Menu](image)

2. Scroll down until you see the Tweet Privacy section, make sure you check the box there to “Protect my tweets.” The setting will stick automatically; there is no confirmation button.

![Tweet Privacy](image)

**Other Settings**

There are other settings on the settings page, I will not go into details but these are brief descriptions.

- **Password** – changes your password
- **Mobile** – activate/deactivate Twitter for text messaging. Also download the Twitter apps for mobile devices.
Email notifications – Just like Facebook, Twitter might send you notifications of certain events on your Twitter. You can enable or disable them here.

Profile – Add information about yourself and pictures. Also link Twitter with Facebook. This will post your Tweet as your Facebook status also.

Design – Change the theme and design of your Twitter profile.

Apps – Control what apps online and on mobile devices can update and access your Twitter.

Widgets – For posting on websites that may show your twitter feed.