**GET SOCIAL**

**HOW TO POST ON INSTAGRAM**

**Use Instagram’s camera** by tapping the camera icon at the bottom of the screen to take a photo, or select a photo from your phone.

**From the camera**, you can switch the photo grid on and off, switch between the front-facing and back-facing camera, or choose whether or not to use the flash. Tap the shutter button to take a photo, or hit the video icon to record video.

**Once you’ve chosen** a photo, you can add effects from the editing tools at the top of the screen or select a filter from the choices at the bottom of the screen.

**Then you can write a caption** for the photo, tag people in the photo, add it to your Photo Map or share it to Facebook, Twitter, Tumblr or Flickr.

**Use #hashtags and @mentions** when you write a caption. For example, @georgiasouthernuniversity.

**Bonus information**

Mentions let you bring a post to the attention of another user — who will get a notification when you mention him or her in a post — and hashtags will help other Instagram users find your posts, or help you tag or categorize your posts for yourself.

**To tag people** in a photo, tap “Tag People” and tap on someone in the photo. Enter their name or username, and select the correct users from the dropdown menu that appears. If the person you want to tag doesn’t appear in the menu, tap “Search for a person,” for example @georgiasouthernuniversity, to find him or her.

**HOW TO POST ON FACEBOOK**

**Click** the status text box.

**Add a photo** to the post by clicking “Photo/Video” below the text box and then select the photo or video file from your phone or computer.

**To tag a friend** in the post, type @ followed by the first few letters of their name, then click their name in the menu that appears. For example, @georgiasouthernuniversity.

**Click Post.** It’s at the bottom of the status window. Doing so will create your post and add it to your timeline.

**To share a post,** tap the Share button and select the “Share Post Now” option. To add your own message to a share, choose the “Share...” option or “Write Post.”

**HOW TO POST ON LINKEDIN**

**Click on the box** that says “Share an article, photo, video or idea” and then you can do what the box says.

**Share** an article, photo, video or anything on your mind and then click the post button. After you post it, your connections will be able to see what you posted.

**How to Tweet**

1. Type your Tweet into the compose box at the top of your Home timeline, or click the “Tweet” button in the top navigation bar.
2. You can include up to four photos, a GIF or a video in your Tweet.
3. Click the “Tweet” button to post the Tweet to your profile.
4. Use @ to tag another user, and use hashtags so your tweets appear in searches or trending topics. For example, @georgiasouthern or #georgiasouthern.

**How to Retweet (RT)**

A Tweet posted by another user that you share with your followers is known as a Retweet. This is a great way to pass along news and interesting discoveries on Twitter. Hover over the Tweet you’d like to share:

1. Click the “Retweet” button.
2. A pop-up will show you the Tweet you’re about to Retweet.
3. Click the “Retweet” button.
4. The Tweet will then be shared with all of your followers as a Retweet.

**How to Retweet (RT) with a comment**

Hover over the Tweet you’d like to share:

1. Click the “Retweet” button.
2. Add a comment and click “Tweet.”
3. Click the “Tweet” button.
4. The Tweet will then be shared with your followers as a Retweet with comment.