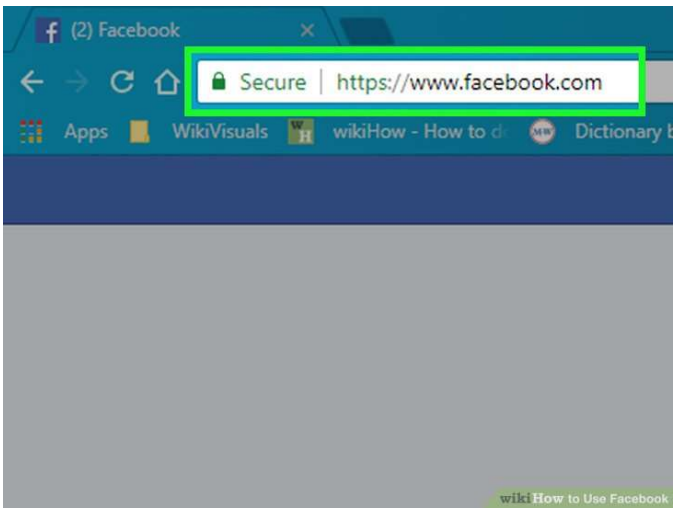
How to Use Facebook

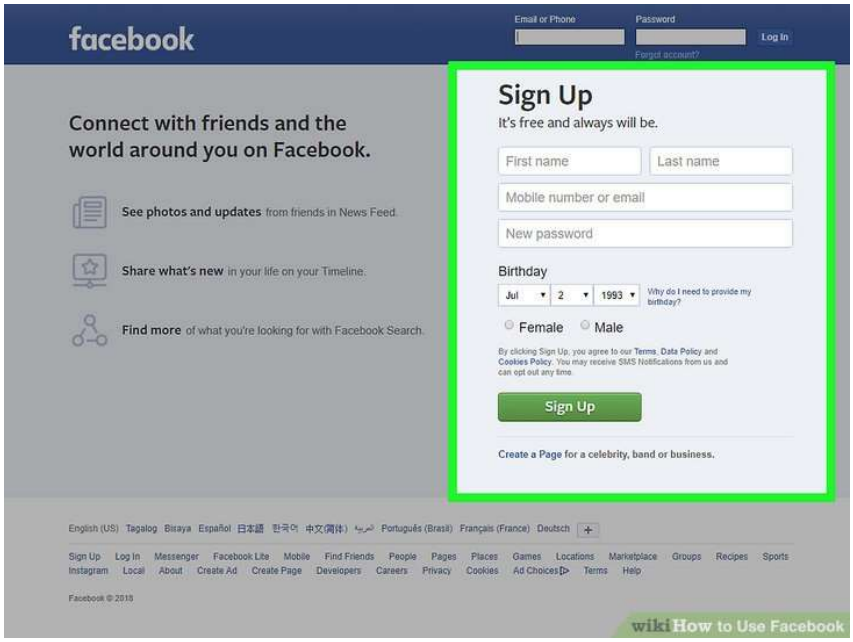
1. Getting Started

1

Open Facebook. Go to https://www.facebook.com/ in your computer's web browser, or tap the Facebook app icon if you're on mobile. This will bring you to the Facebook login page if you aren't currently logged into a Facebook account.

- If you haven't yet downloaded the Facebook app for your iPhone or Android, you can do so for free.





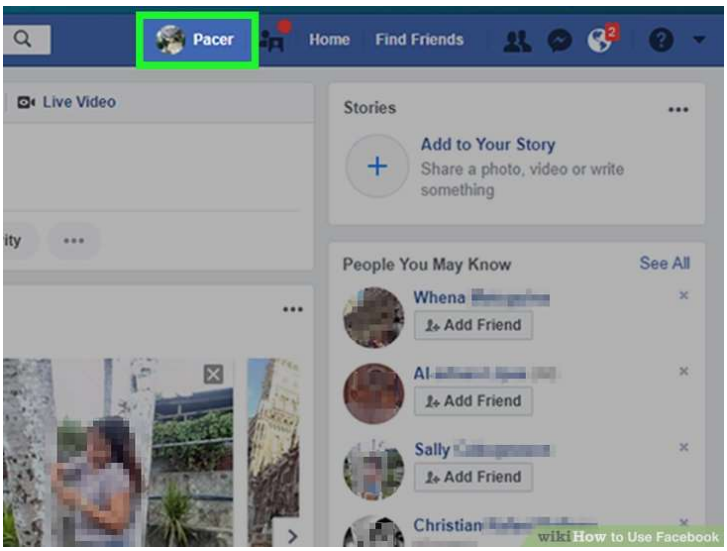
2

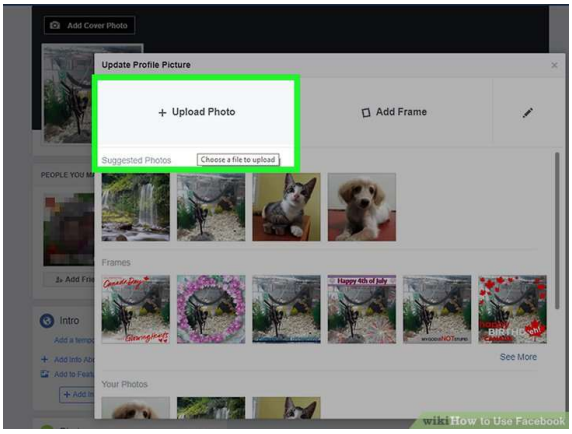
Create a Facebook account. You can do this both on the desktop version of Facebook and in the Facebook mobile app.

3

Go to your Facebook page. This will differ slightly depending on whether you are using a computer or a mobile item (e.g., a smartphone):

- *Desktop* - Click the tab with your name on it in the upper-right side of the window.
- *Mobile* - Tap ☰ in the lower- or upper-right corner of the screen, and then tap your name at the top of the resulting menu.





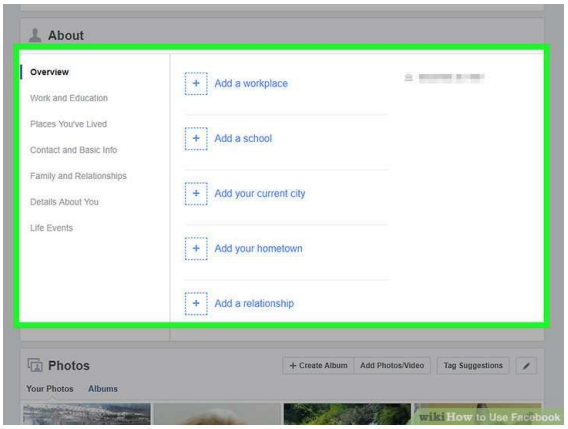
4

Add a profile picture. You can add a picture of yourself (or anything else) to your profile so that other users can identify you:

- *Desktop* - Click **Add Photo** in the upper-left side of your Facebook profile, click **Upload Photo**, select a photo from your computer, and click **Open**.
- *Mobile* - Tap the square profile picture icon at the top of the page, tap **Select Profile Picture**, tap a photo that you want to use, and tap **Use**.
- You can also add a photo to the top of your Facebook profile by clicking or tapping **Add Cover Photo**, clicking **Upload Photo** (desktop) or tapping **Change Cover Photo** (mobile), and selecting a photo from your computer or mobile platform.

5

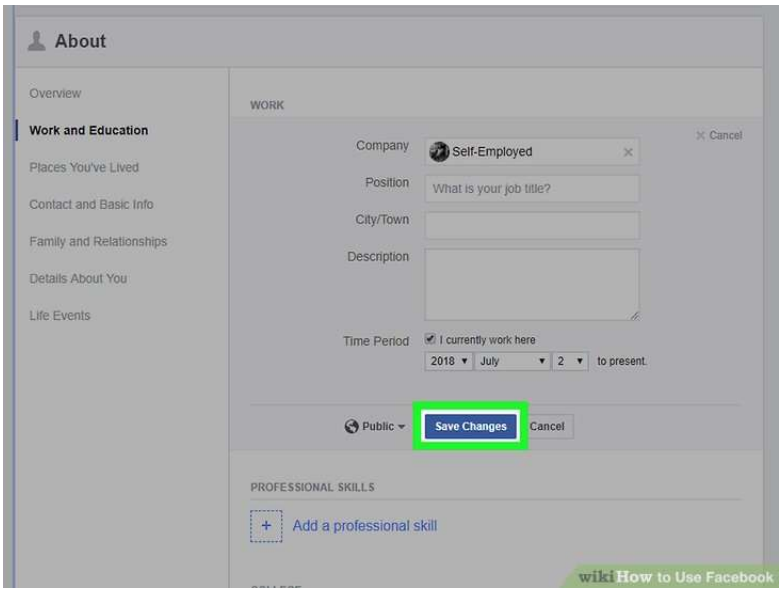
Edit your account information. If you didn't add certain information while setting up your Facebook account (or you want to remove some of the stuff that you did add), you can do so from your profile page:



- *Desktop* - Click **About** below your cover photo area, click a subject below the "About" heading on the left side of the page (e.g., **Places You've Lived**), hover your mouse over an item and click **Edit** when it appears, and edit the item.
- *Mobile* - Scroll down and tap **About** just above the "What's on your mind?" text box, tap the "Edit" pencil icon to the right of an item, tap the **Edit** option, and edit the item.

6

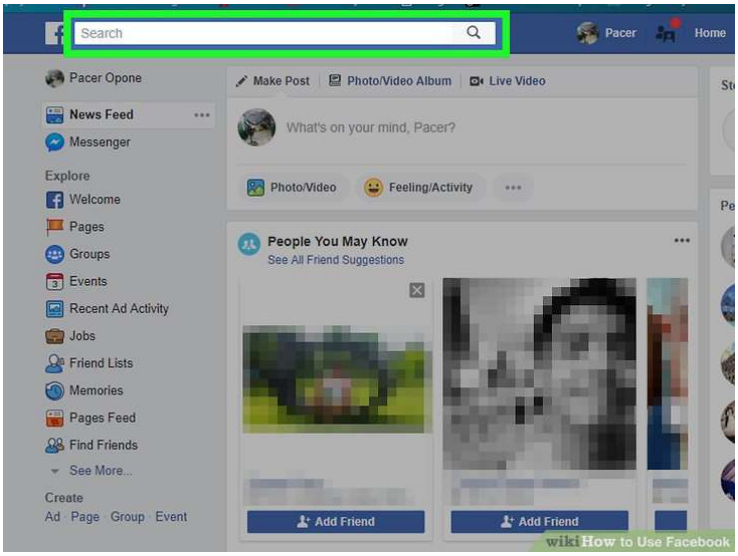
- **Save any changes.** Click or tap **Save** on the page on which you made your changes to save them and apply them to your profile. Now that you have set up your Facebook account, it is time to add some friends.

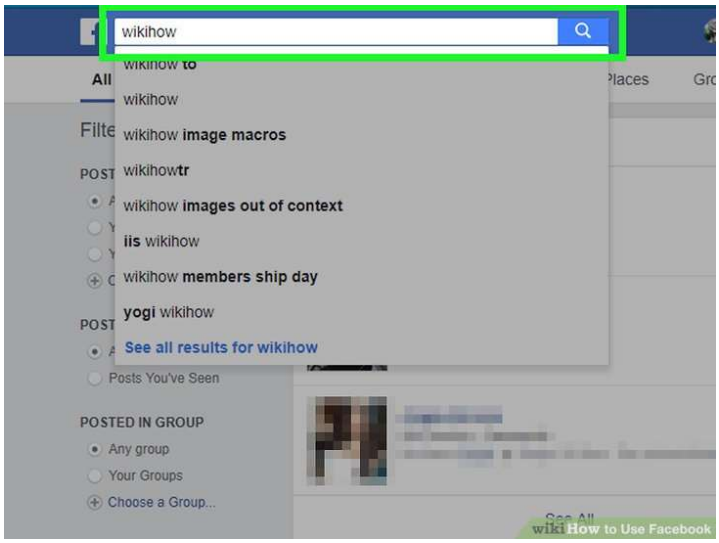


2. Adding Friends

1

Select the search bar. Click or tap the search bar that's at the top of the page or screen. This will place your cursor in the search bar, and your on-screen keyboard will appear if you're on mobile.





2

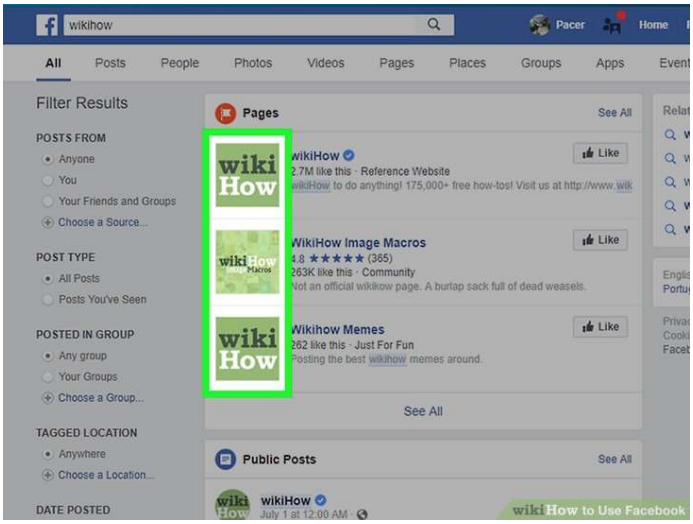
Enter a friend's name. Type in the name of a person whom you want to add as a friend on Facebook, then click or tap the name that you just typed when it appears below the text box.

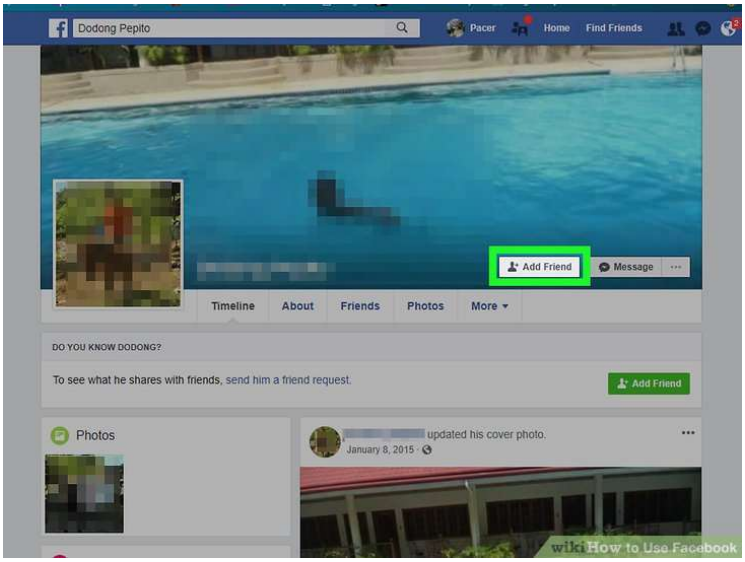
- You can also press ↵ Enter or tap **Search** as soon as you're done typing to search.

3

Select your friend. Once you find the profile for the friend in question, click their profile picture to open their public profile page.

- Skip this step on mobile.





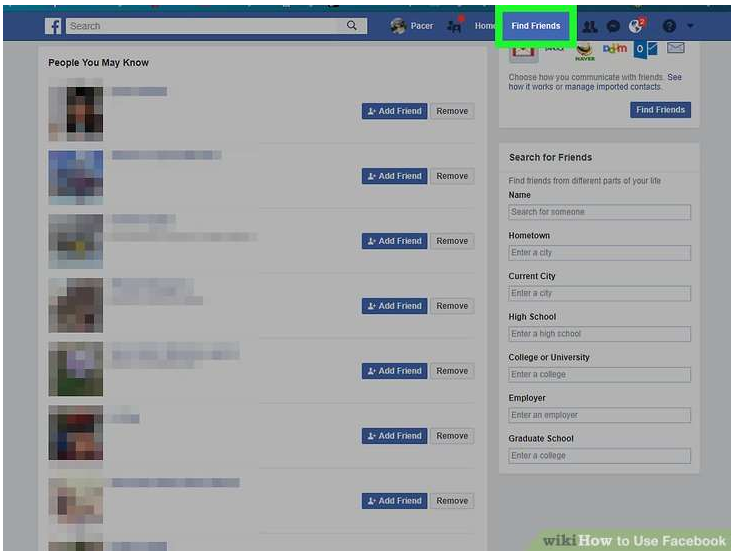
4

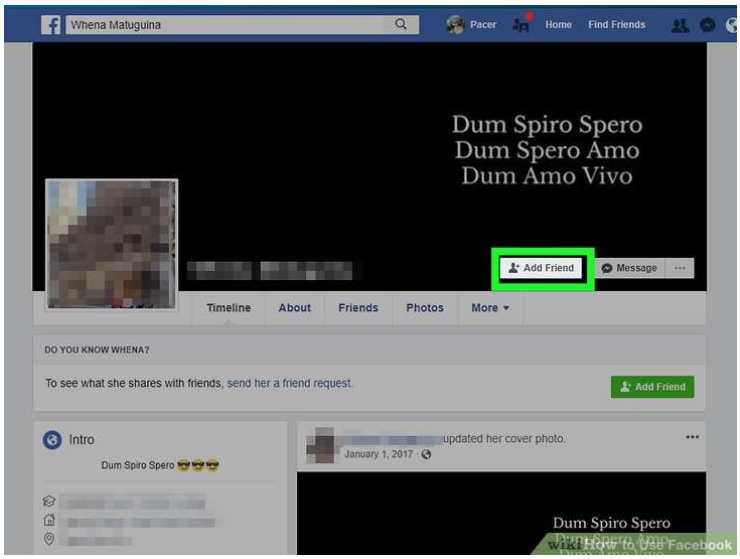
Click or tap Add Friend. It is near the top of the page (desktop) or to the right of the friend's name (mobile). Doing so will send a friend request to the person; if they accept it, you will be able to see their Facebook profile and posts.

5

Use Facebook's suggested friends. Facebook will come up with a list of recommended friends for you. This is most relevant when you have added a few friends already, but you can view suggested friends at any time:

- *Desktop* - Click your name tab, click **Friends** below the cover photo, click **+ Find Friends**, and click **Add Friend** next to each friend whom you want to add.
- *Mobile* - Tap ☰, tap **Friends**, tap the **Suggestions** tab, and tap **Add Friend** next to each friend whom you want to add.

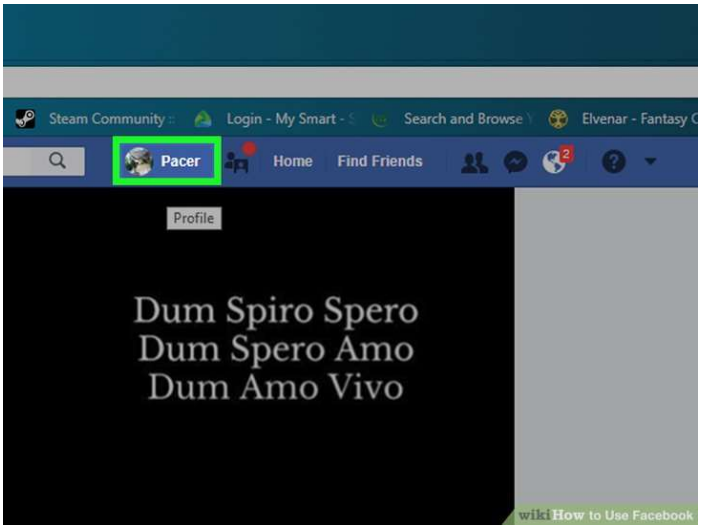




6

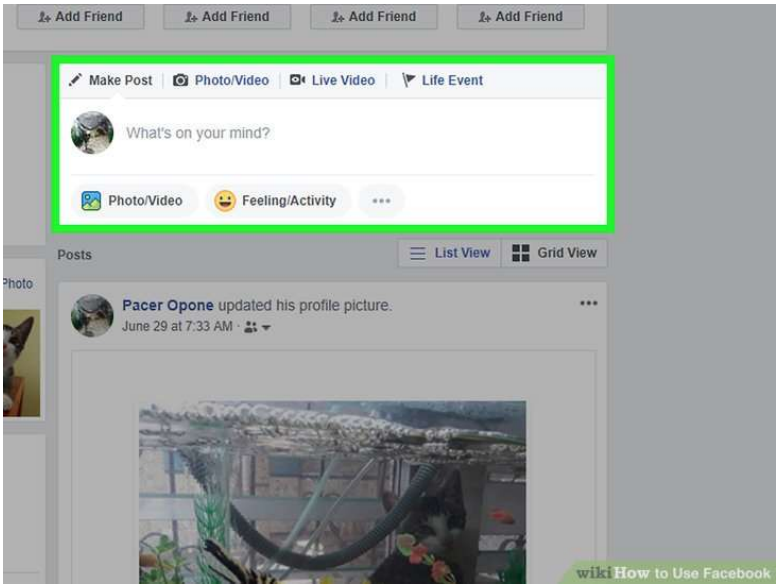
Add more friends. Facebook is at its best when you have several friends with whom you can connect, so feel free to search for as many friends as you like. Once you have added a sufficient number of friends, you can move on to posting information.

3. Making Posts on Desktop



1

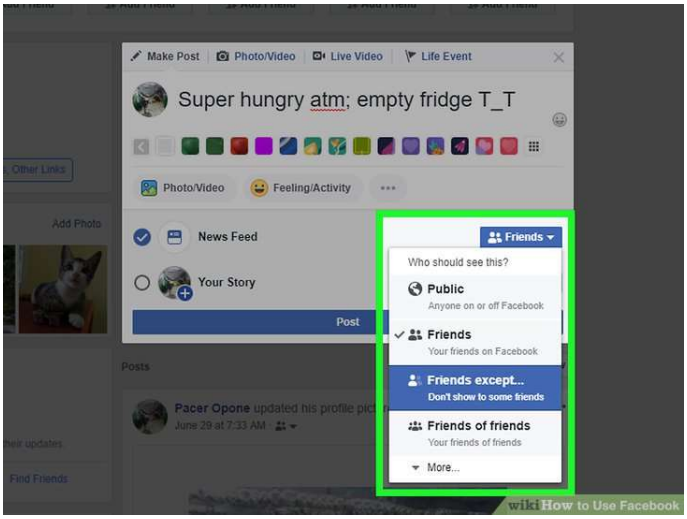
Go back to your profile. Click your name tab in the upper-right corner of the Facebook window to do so.



2

Click the status text box. This text box, which usually has "What's on your mind?" written in it, is in the middle of the page, just below the cover photo and list of tabs. Doing so opens the status text box.

3

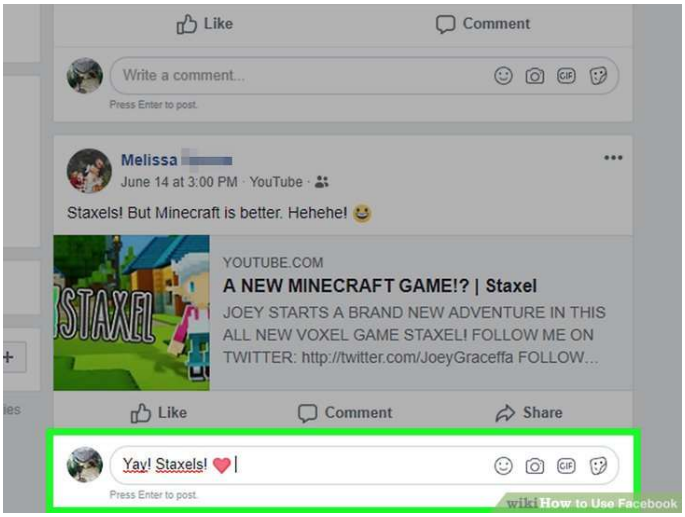


Create your post. The basis of any status is text, which you can add by typing into the status box, but you may want to add other elements to your post as well:

- You can add a photo to the post by clicking **Photo/Video** below the text box and then selecting the proper photo or video file from your 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.
- You can also check into a location by clicking **Check in** below the text box and then entering an address.

4

Change your post's privacy if desired. By default, your posts will only be available for your friends to see, but you can change this by clicking the **Friends** drop-down box to the left of the **Post** button and then clicking a different privacy setting.



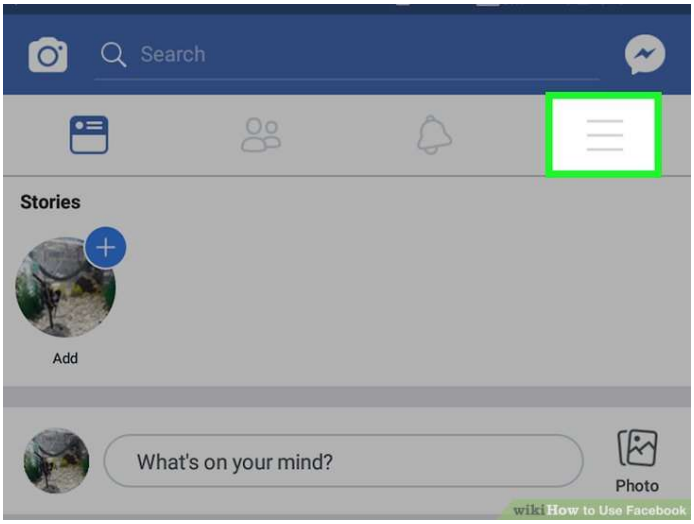
5

Click Post. It is at the bottom of the status window. Doing so will create your post and add it to your profile page.

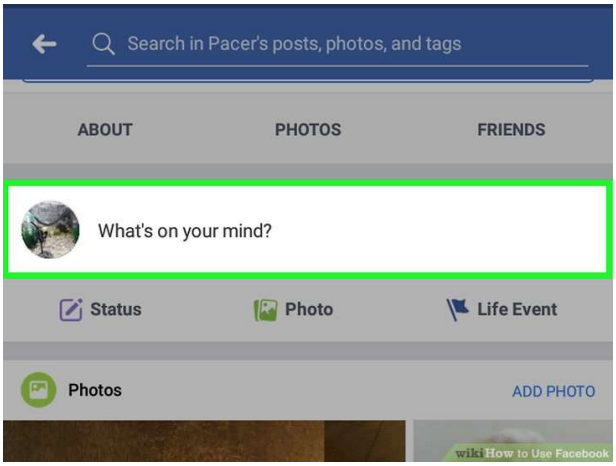
6

Comment on other people's posts. If you are friends with someone, you can click **Comment** below a post that they make and then enter a comment to add below their original post.

- Any friends who see your content will see this post in their News Feed pages as well.



4. Making Posts on Mobile



1

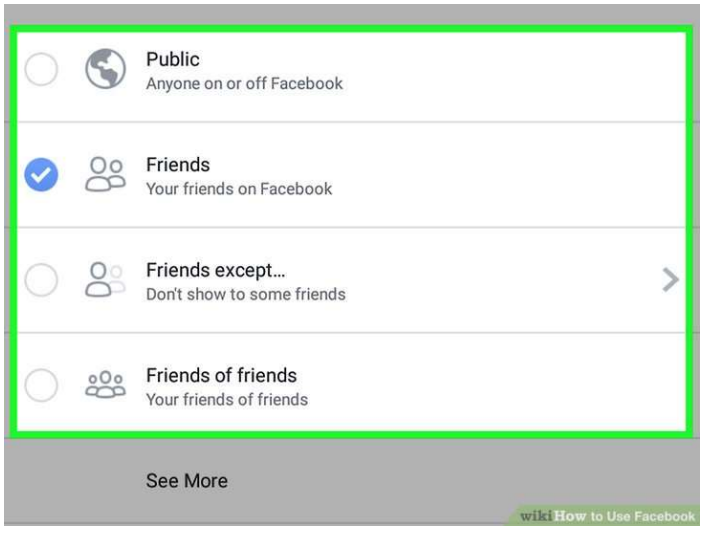
- **Go back to your profile.** Tap ☰ in the lower- or upper-right corner of the screen, and then tap your name at the top of the resulting menu.

2

Scroll down and tap the status box. It is below the section of tabs that are under your profile picture. Doing so opens the Status text box and brings up your mobile platforms on-screen keyboard.

3

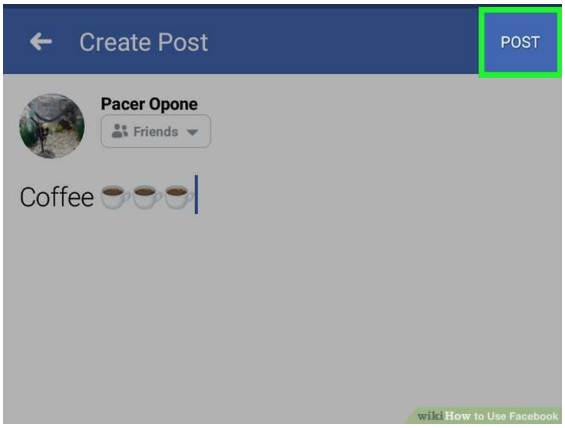
Create your post. The basis of any status is text, which you can add by typing into the status box, but you may want to add other elements to your post as well:

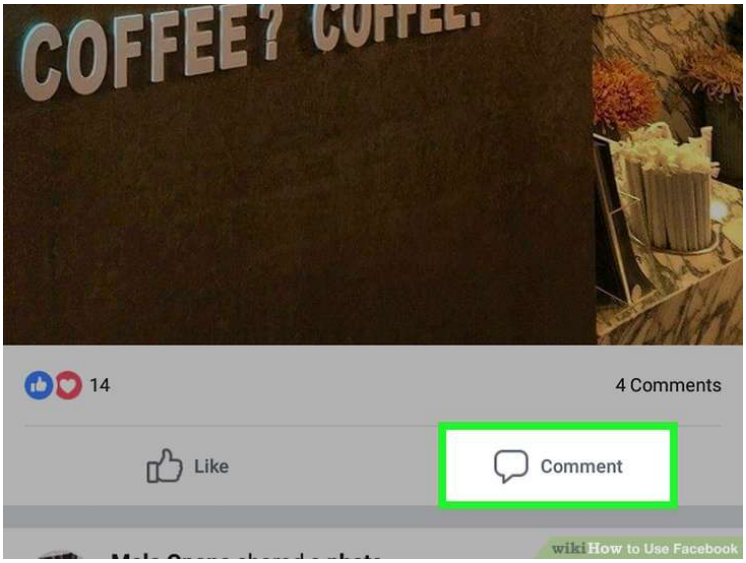


- You can add a photo to the post by tapping **Photo/Video** below the text box and then selecting the proper photo or video file.
- To tag a friend in the post, type `@` followed by the first few letters of their name, then tap their name in the menu that appears.
- You can also check into a location by tapping **Check in** below the text box and then entering an address.

4

Change your post's privacy if desired. By default, your posts will only be available for your friends to see, but you can change this by tapping the **Friends** drop-down box in the upper-left side of the text area and then tapping a new privacy setting (e.g., **Public** or **Only me**) and tapping **Done**.





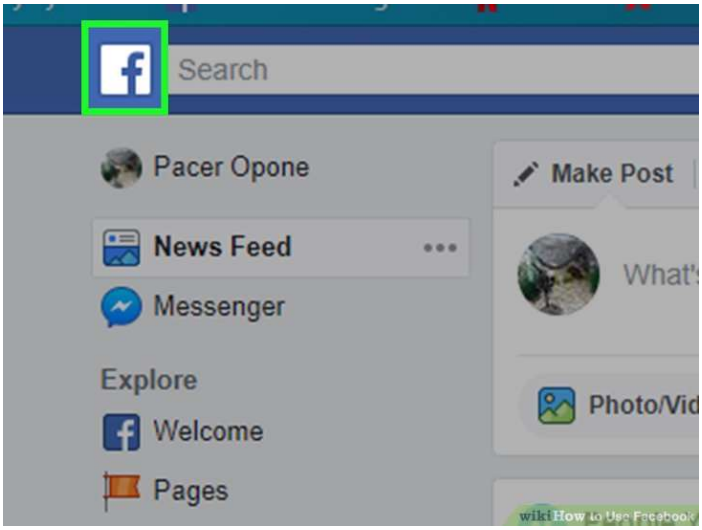
5

Tap Share. It's in the top-right corner of the screen. Doing so will create your post and add it to your profile page.

6

Comment on other people's posts. If you are friends with someone, you can tap **Comment** below a post that they make and then enter a comment to add below their original post.

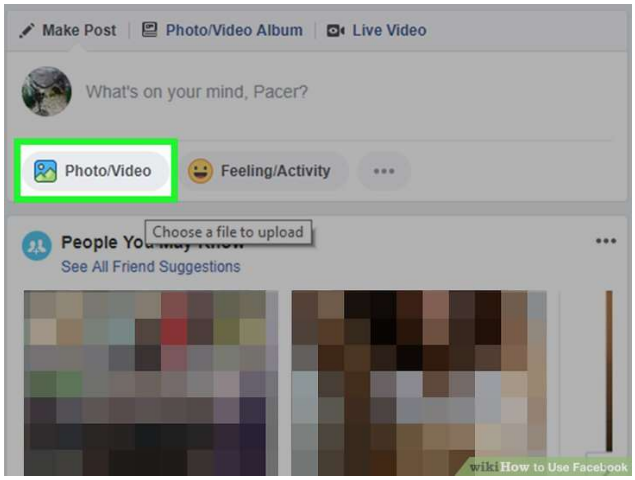
- Any friends who see your content will see this post in their News Feed pages as well.

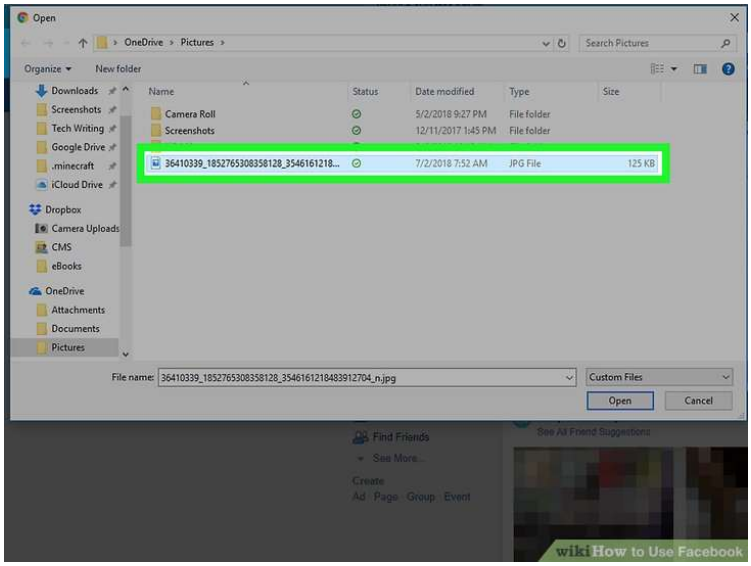


5. Uploading Photos and Videos on Desktop

1

Go to the News Feed. Click the **f** icon in the upper-left side of the Facebook page to do so.





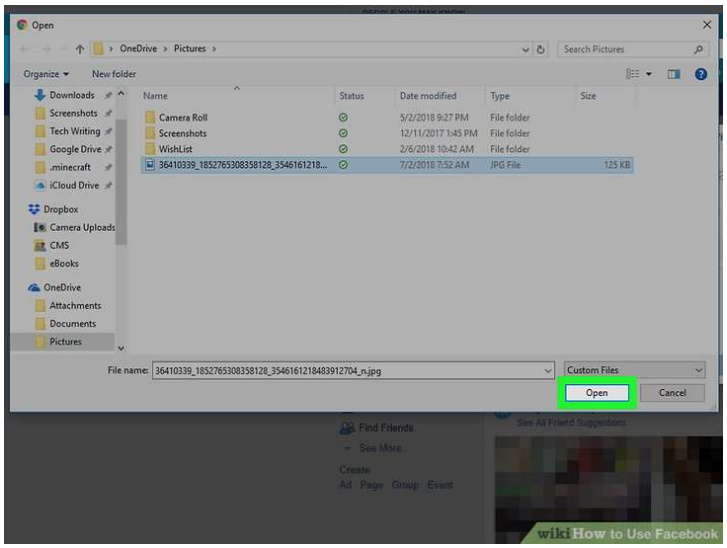
2

Click Photo/Video. You will find this green-and-white icon near the top of the News Feed.

3

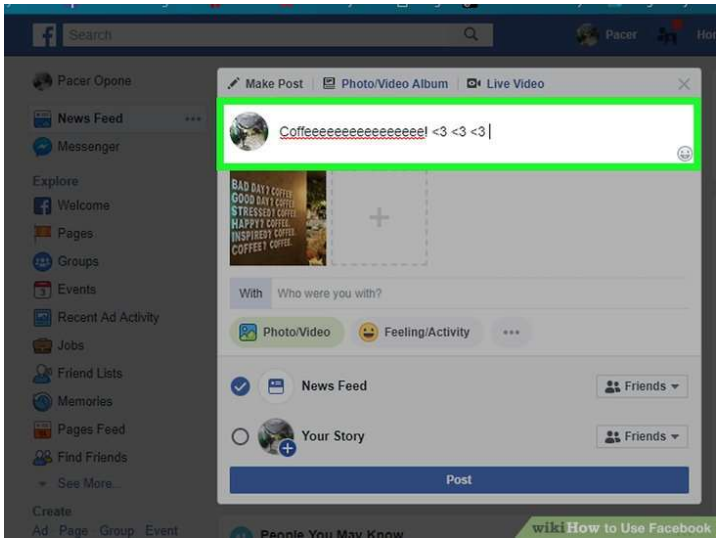
Select a photo or video from your computer. In the File Explorer (Windows) or Finder (Mac) window that opens, go to the location of the picture that you want to upload, and then click it once.

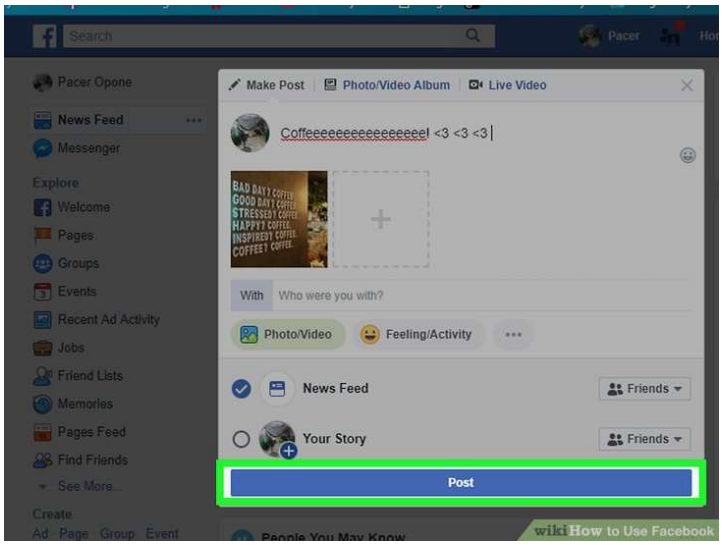
- To select multiple photos or videos at once, hold down Ctrl (Windows) or ⌘ Command (Mac) while clicking each photo/video you want to upload.



4

Click Open. It's in the bottom-right corner of the window. Your image(s) and/or video(s) will upload to Facebook.





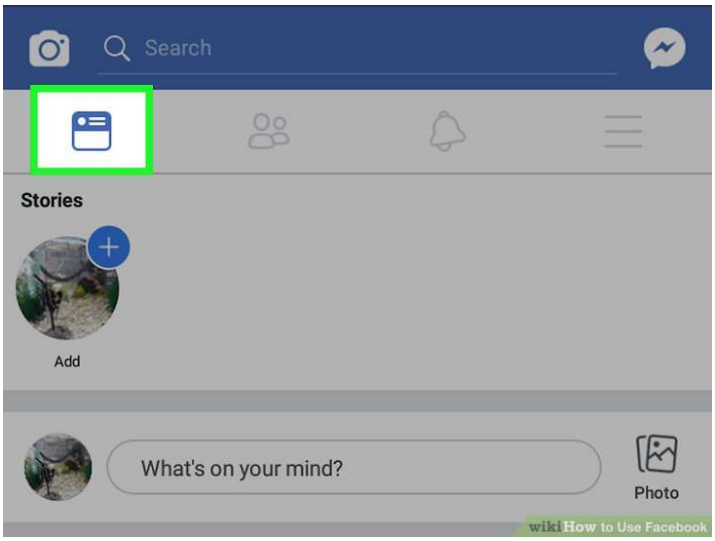
5

Add text to your post if you like. While unnecessary, you can add text to your post by clicking the "Say something about..." text box above the photo(s)/video(s) and typing in your text.

6

Click Post. It's at the bottom of the status box. Doing so will create your post and add it to your profile page.

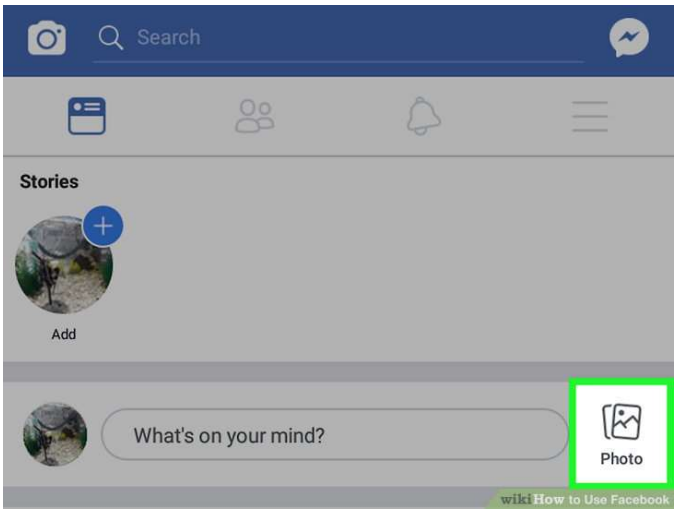
- Any friends who see your content will see this post in their News Feed pages as well.

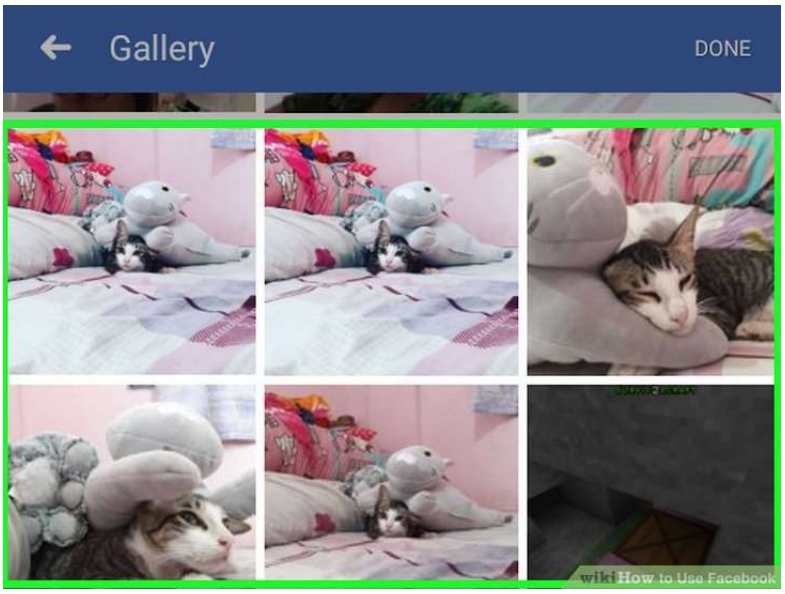


6. Uploading Photos and Videos on Mobile

1

Go to the News Feed. Tap twice the square "News Feed" icon in the bottom-left (iPhone) or top-left (Android) corner of the screen.





2

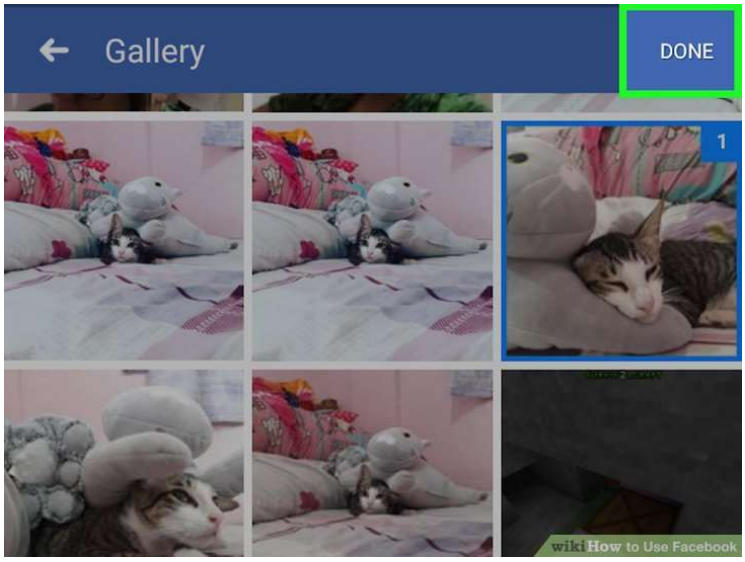
Tap Photo. It is near the top of the News Feed page. Doing so opens a list of your phones (or tablet's) photos and videos.

- On Android, the **Photo** option is in the upper-right side of the News Feed page.

3

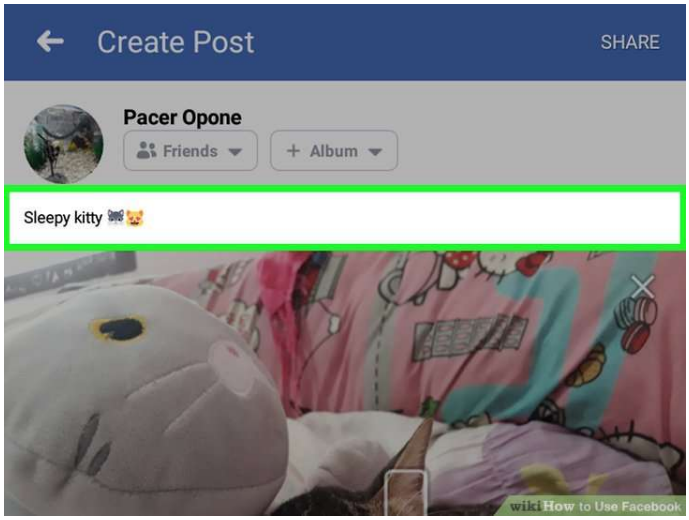
Select a photo or video. Tap the item that you want to upload to Facebook to do so.

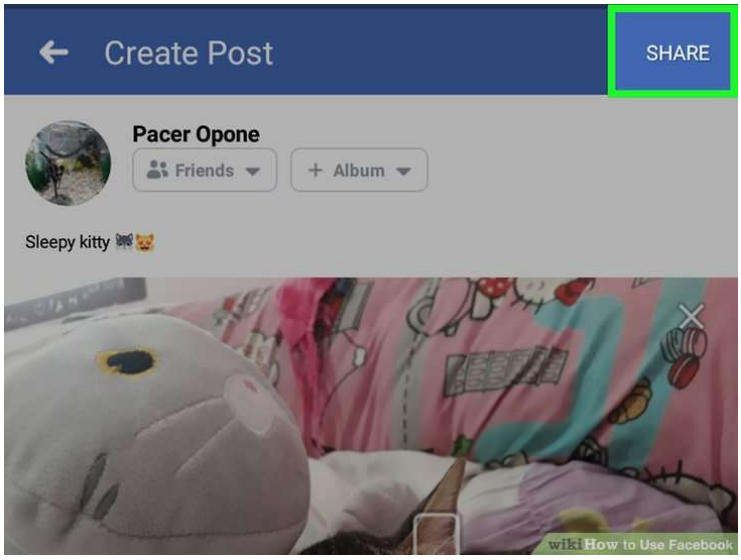
- To select more than one photo or video at a time, tap each video/photo that you want to upload.



4

Tap Done. It is in the top-right corner of the screen. Your photo(s)/video(s) will begin uploading to Facebook.



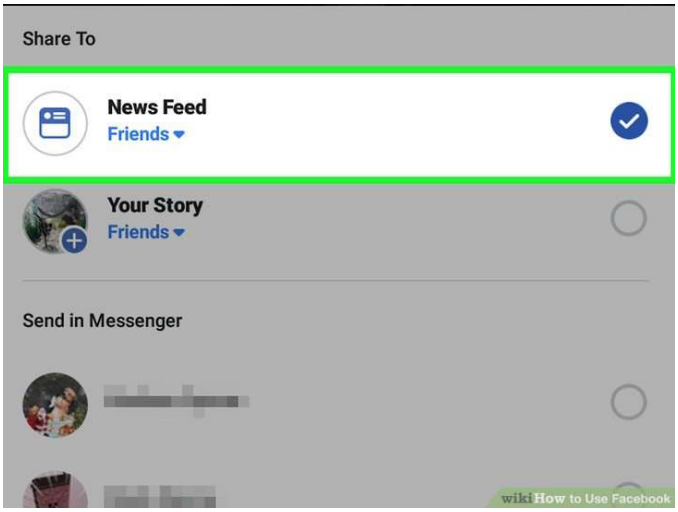


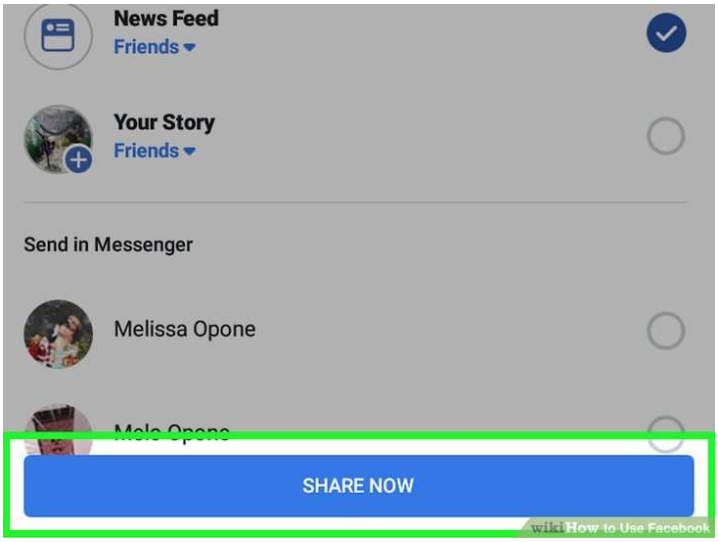
5

Add text to your post if you like. While unnecessary, you can add text to your post by tapping the text box above your photos and typing in your text.

6

Tap Share. It's in the top-right corner of the screen.





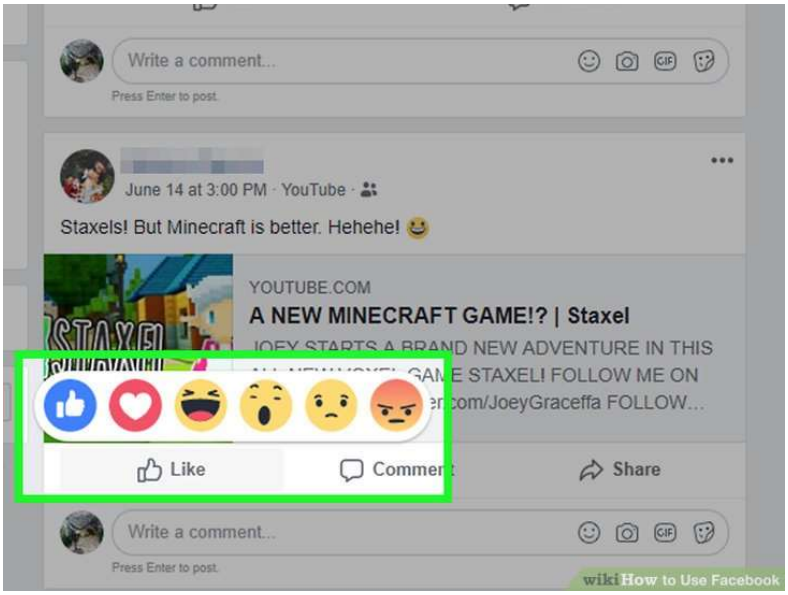
7

Tap the "News Feed" checkbox. You will see this in a pop-up window at the bottom of the screen. This ensures that your post will go straight to your profile and News Feed.

8

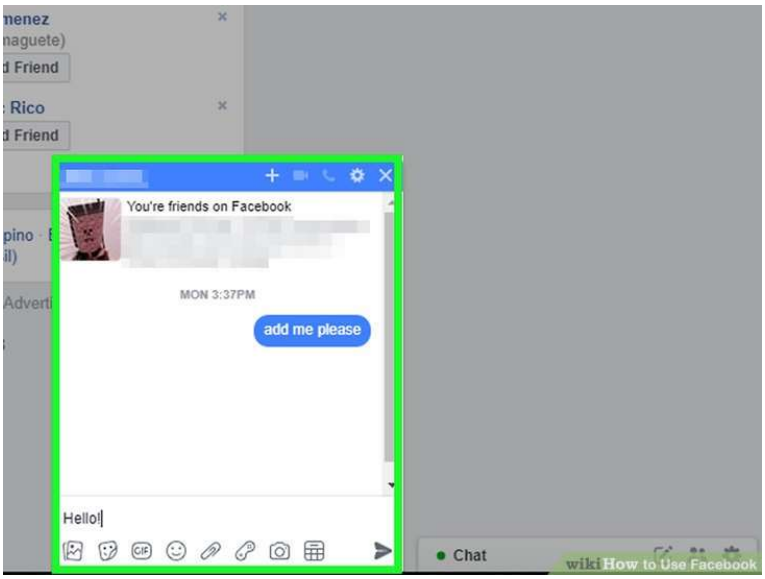
Tap Share Now. It's at the bottom of the screen. Doing so will create your post and add it to your profile page.

- Any friends who see your content will see this post in their News Feed pages as well.



7. Doing More with Facebook

1

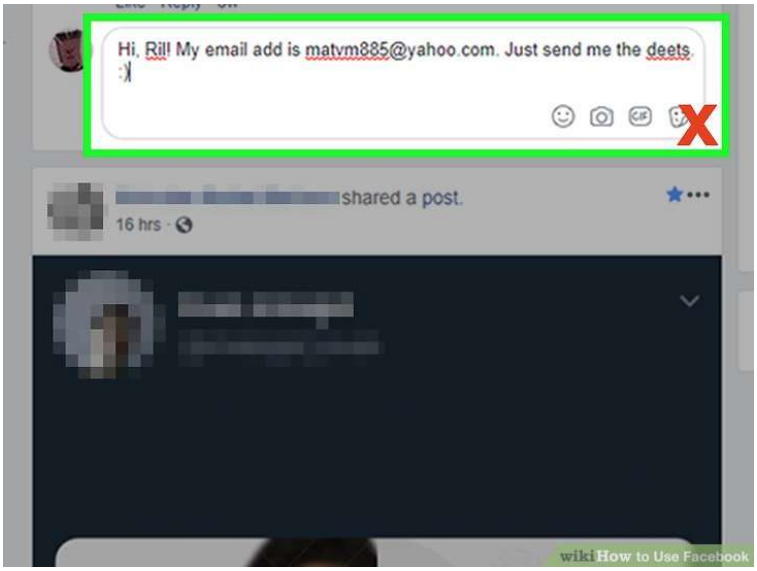


Like your friends' posts. "Liking" posts is a way of interacting with your friends' content in order to show your appreciation for it. There are also several reactions that you can use in addition to the standard "thumbs-up" icon one sees on Facebook.

2

Add GIFs to Facebook. GIFs, which are animated images, can be added both to your Facebook posts and to your comments.

- Facebook includes a large database of GIF reactions specifically for comments.



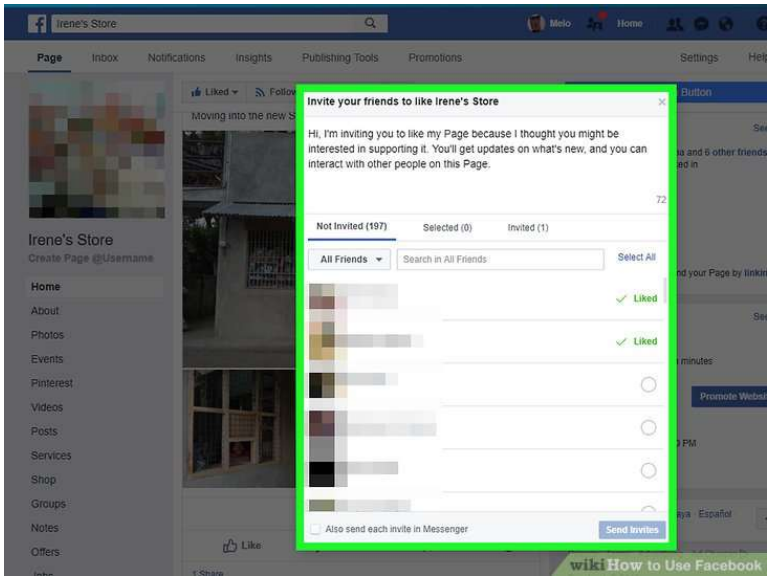
3

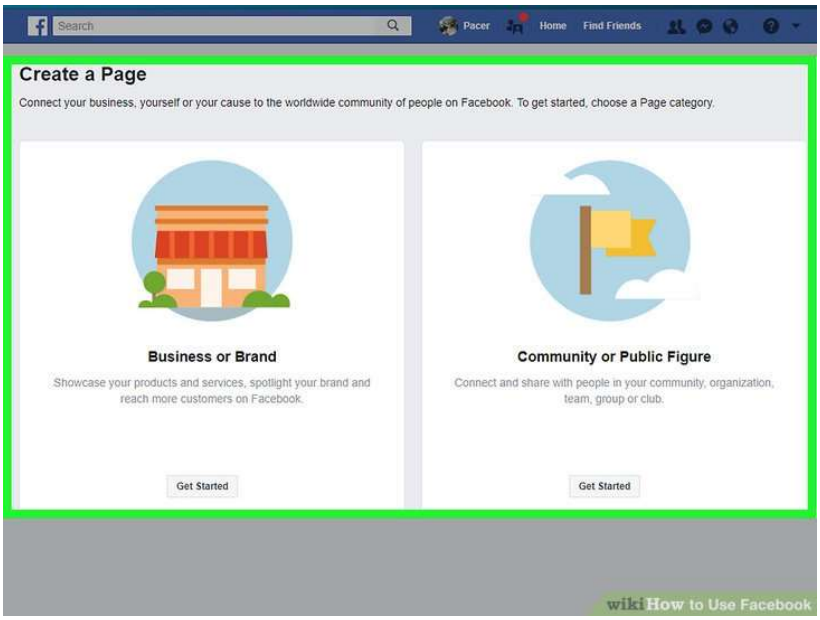
Chat with your friends. Facebook has a built-in chat feature that you can use to keep in touch with your other Facebook friends.

- You can also install the Facebook Messenger app for your iPhone or Android if you want to chat with Facebook friends on your mobile item.

4

Treat other people well and stay safe. Remember not to give out personal information to strangers, and make sure you treat everyone with the courtesy and respect they deserve.



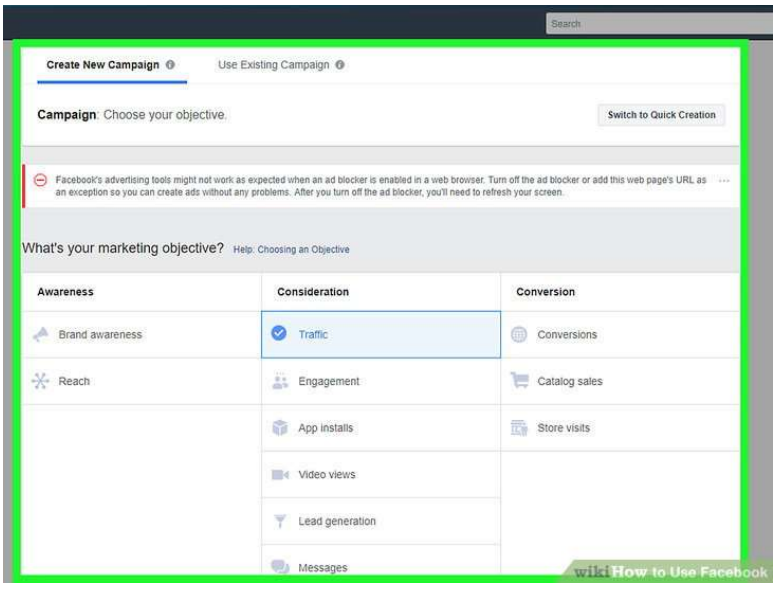


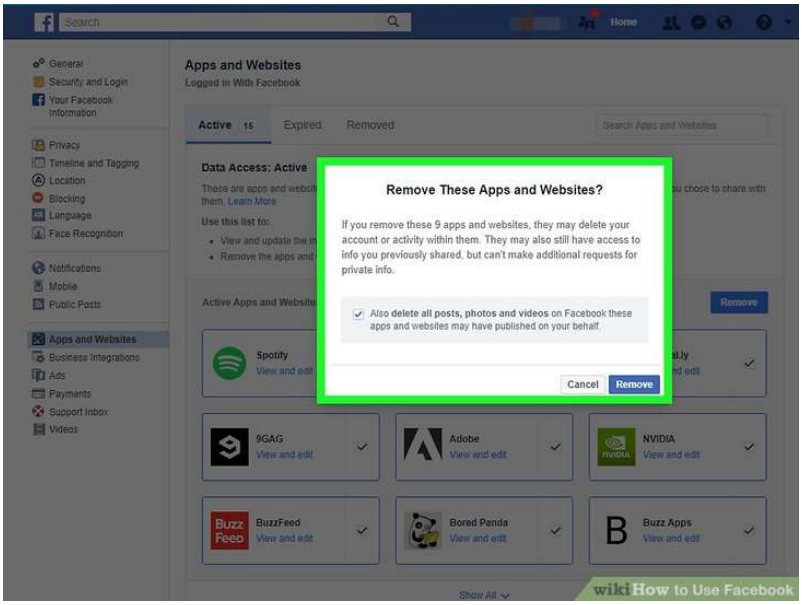
5

Create a Facebook page. Facebook pages are non-personal pages dedicated to a theme, location, or concept. You can use Facebook pages for anything from artist appreciation to business, and you can create as many free pages as you like.

6

Get fans for your Facebook business page. If you have a Facebook page for your business, organization, art, or anything else, you can employ some practices to gain more fans, which in turn leads to more exposure for your work.





7

Advertise on Facebook. Facebook is a powerful tool that you can use to advertise your business to millions of potential customers, and the first step in doing so is creating a set of ads.

- Keep in mind that Facebook advertising is not as popular as it used to be; if you have another platform on which you can advertise, it might be better to try out your ads there instead.

8

Prevent Facebook tracking. If you are worried about Facebook tracking your activity, you are not alone. Thankfully, you can cut down on the amount of data that Facebook has about you in order to limit its tracking.

Community Q&A

- **Question**

If I set my Facebook to "public," can everyone see my posts?

Community Answer

Yes, everyone can see your posts, even if you are not friends.

- **Question**

How do I send a Facebook reply to just one person?

Community Answer

If you are in Chat, click on a person's name and a window box will appear prompting you to type a message. If you are in Messenger, go to your Contacts and select a person. You will have a chat head open from which you can message only that person.

- **Question**

How can I delete a photo I already posted?

Community Answer

There should be a small, downward-pointing arrow in the upper right corner of the post. Click it, and there should be a dropdown menu. Simply click "delete."

2 Simple Ways to Make a New Twitter Account

A beginner's guide to creating a personal X, formerly known as Twitter, account on desktop or mobile

- **Using a Computer**
- **Using the Mobile App**
- **Expert Q&A**
- **Tips**

Do you want to sign up for an X, formerly known as Twitter, account but don't know where to start? Whether this is your first account or you want to make a second, private account, you'll be able to do so in just a few minutes. You can use your email or phone number to create an account. This can be done from a web browser or the X mobile app. This wikiHow will show you how to sign up for X using your computer, iPhone, or Android.

Things You Should Know

- You'll need an email address or phone number to sign up for an X account.
- Go https://twitter.com/i/flow/signup in a web browser. Enter a name, number/email, and date of birth to begin.
- On the mobile app, tap "Create account," then enter a name, number/email, and date of birth to begin.

Method 1

Using a Computer

1 **Go https://twitter.com/i/flow/signup in your web browser.** You can also go to https://twitter.com and click **Sign up** at the bottom of the page.[1]

2 **Click Create account.** This will begin the account creation process.

- You can also select **Sign up with Google** or **Sign up with Apple** to login with those accounts instead.

3 **Enter a name.** This can be a display name, pseudonym, or your real name.

4 **Enter your phone number.** If you'd rather use an email, click **Use email instead** in blue underneath the **Phone** field. The field will change accordingly.

- If the phone number or email address is already being used, you'll see a warning.

5 **Enter your birthday and click Next.** This won't be shown on your profile unless you change your privacy settings. Click **Month**, **Day**, and **Year** to select the appropriate date.

6 **Check or uncheck user tracking and click Next.** X uses this data to customize your experience.

- Check the box to allow tracking, or uncheck the box to disable it.

7 **Confirm your information.** You'll see fields with **Name**, **Email**, and **Date of birth**. They should have a green checkmark arrow next to them.

- If you see a red **x**, revise the information in the field.

8 **Click Sign up.** This is the blue button at the bottom.

9 **Enter the verification code and click Next.** If you used your phone number, you'll receive a text with your code. If you used an email address, you'll receive an email with your code.

10 **Enter a password and click Next.** As with all passwords, make sure to create a secure password that you can remember.

11 **Upload a profile picture (optional).** Click the camera icon to upload a picture from your computer or click **Skip for now** to do it later.

12 **Enter a username.** X will automatically generate a username based on your information. You can enter your own, or click **Skip for now** to use the generated username.

- If you entered your own, click **Next**.

13 **Personalize your X.** You'll need to complete these steps or skip them so X can personalize your dashboard.

- Allow notifications (optional). You can click **Allow notifications** to stay up-to-date on activity, or click **Skip for now** to set it later.
- Select three topics of interest from the list, then click **Next**.
- Follow at least one X user from the list, then click **Next**.
- You'll be taken to your X feed. You can now use X to send Tweets or connect with others.
-

Method 2

Using the Mobile App

1 **Open the X app.** X is available for iOS in the App Store and for Android in the Google Play Store.

2 **Tap Create account.** You can also tap **Continue with Google** or **Continue with Apple** to login with those accounts instead.

- If you're already logged into an account, you can create another account without logging out.
  - Tap your profile picture in the top-left corner.
  - Tap the person+ icon in the top-right of the panel.
  - Tap **Create a new account**.

3 **Enter a name.** This can be a display name, pseudonym, or your real name.

4 **Enter your phone number or email address.** When you tap the box, you'll be prompted to enter your phone number. Tap **Use email instead** above your keyboard to enter an email address.

- If the phone number or email address is already being used, you'll see a warning.

5 **Enter your birthday and tap Next.** This won't be shown on your profile unless you change your privacy settings. Tap **Month**, **Day**, and **Year** to select the appropriate date.

6 **Check or uncheck user tracking and tap Next.** X uses this data to customize your experience.

- Toggle the box on to allow tracking, or toggle the box off to disable it.

7 **Confirm your information.** You'll see fields with **Name**, **Email**, and **Date of birth**. They should have a green checkmark arrow next to them.

- If you see a red **x**, revise the information in the field.

8 **Tap Sign up.** This is the blue button at the bottom.

9 **Enter the verification code and tap Next.** If you used your phone number, you'll receive a text with your code. If you used an email address, you'll receive an email with your code.

10 **Enter a password and tap Next.** Make sure to use a strong password.

11 **Upload a profile picture (optional).** Click the camera icon to upload a picture from your device or click **Skip for now** to do it later.

12 **Enter a username.** X will automatically generate a username based on your information. You can enter your own, or tap **Skip for now** to use the generated username.

- If you entered your own, tap **Next**.

13 **Personalize your X.** You'll need to complete these steps or skip them so X can personalize your dashboard.

- Allow contacts (optional). Tap **Continue** to receive the pop-up menu. Tap **OK** to allow X to access your contacts or **Don't Allow** to decline.
- Select three topics of interest from the list, then tap **Next**.
- Follow at least one X user from the list, then tap **Next**.
- You'll be taken to your X feed. You can now use X on your mobile device.

Expert Q&A

- **Question**

What is a good username for a business?

Expert Answer

Use your business's name as your Twitter username. If that name isn't available, add an underscore, or try shortening parts of your business profile.

How do I choose a good Twitter handle?

Expert Answer

Keep your username as close to your real name as possible if you'd like to maintain your own personal brand and identity. If you'd rather stay anonymous, create a handle based on your passions, interests, or something else unique to you.

What information do they ask for when you sign up for Twitter?

Expert Answer

When you log into Twitter and press "Sign Up," you have to give them either a phone number or an email, as well as your date of birth.

How to Tweet

METHODS

On Desktop

On Mobile

OTHER SECTIONS

Tips and Warnings

Related Articles

References

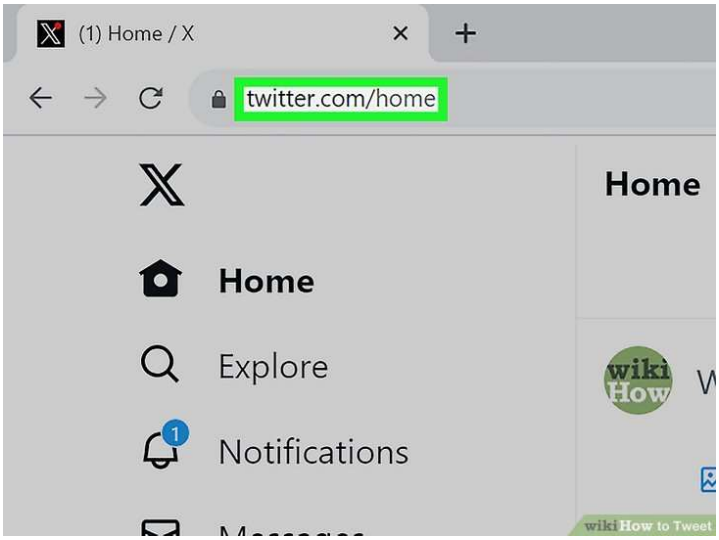
This How to teaches you how to create a tweet on X, the site formerly known as Twitter. You can use both the X website on a computer and the X app on a smartphone (or tablet) to create a tweet; though you must have an X account before you can create your first tweet.

Method 1 On Desktop

1

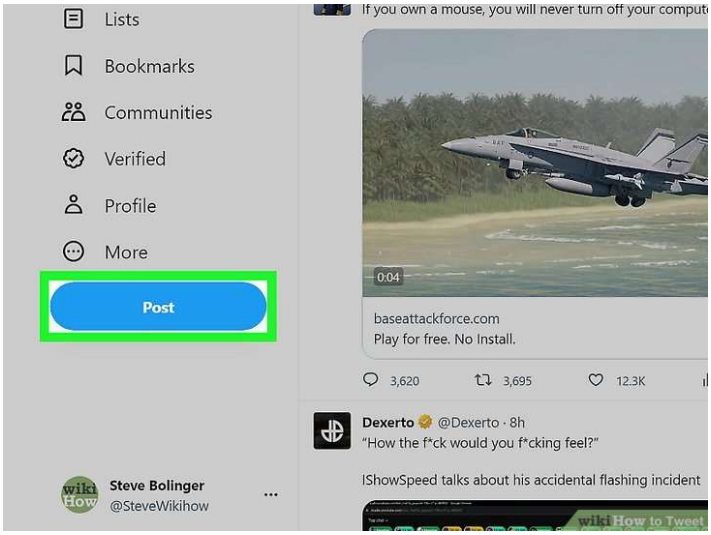
Open X. Go to https://www.twitter.com/ in your computer's web browser. This will open your X feed if you're logged into your account.

- If you aren't logged into your account, enter your email address (or username) and password in the upper-right corner of the page, then click **Log in**.



2

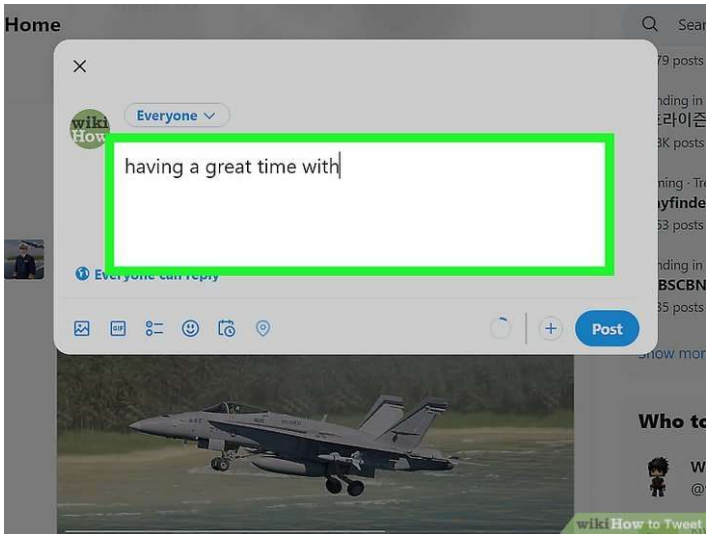
Click Tweet. It's a button in the upper-right corner of the page. Doing so opens the Compose new Tweet box in the middle of the window.



3

Enter your tweet's text. Type in the message you want to tweet.

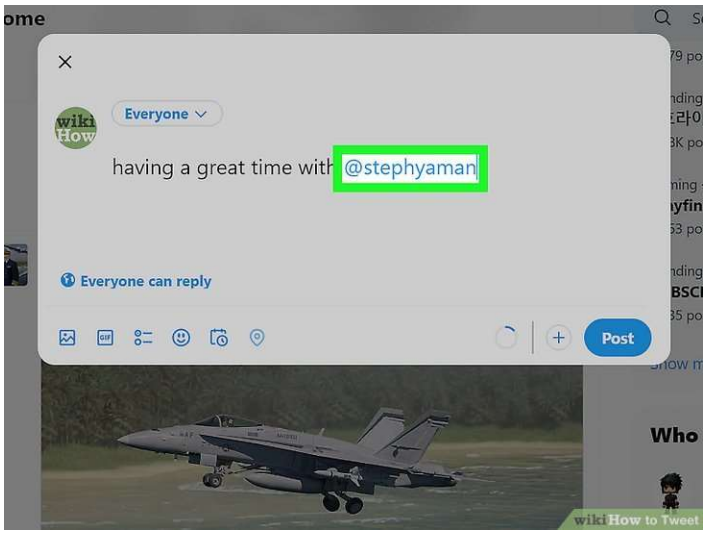
- You can type up to 280 characters' worth of text (including spaces) into the Compose new Tweet box.



4

Tag someone in your tweet if necessary. To tag another X account, type the @ symbol and a few letters of their name or username; this will prompt a drop-down menu from which you can select the proper person.

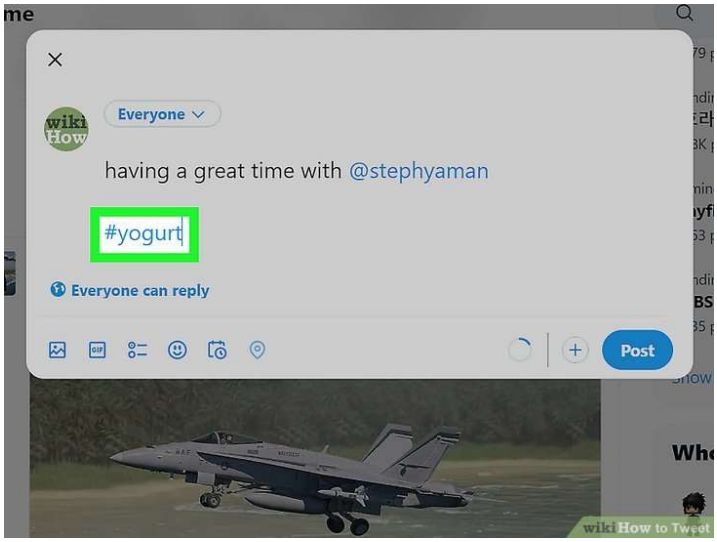
- Tagging someone in a tweet will notify them once you post the tweet.



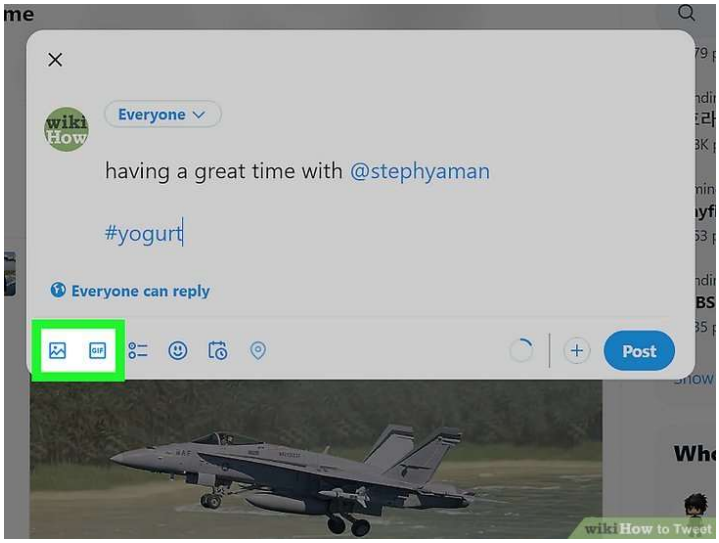
5

Use a hashtag. You can add a hashtag, which groups your tweet with other tweets that have used the same hashtag, by typing a pound (#) sign and then typing a word or phrase with no spaces or punctuation after the pound sign.

- For example, typing in "#yogurt" would add the "yogurt" hashtag to your tweet, allowing anyone who looks up the "yogurt" hashtag to potentially find your tweet.
- You can use as many different hashtags as your character limit will allow.



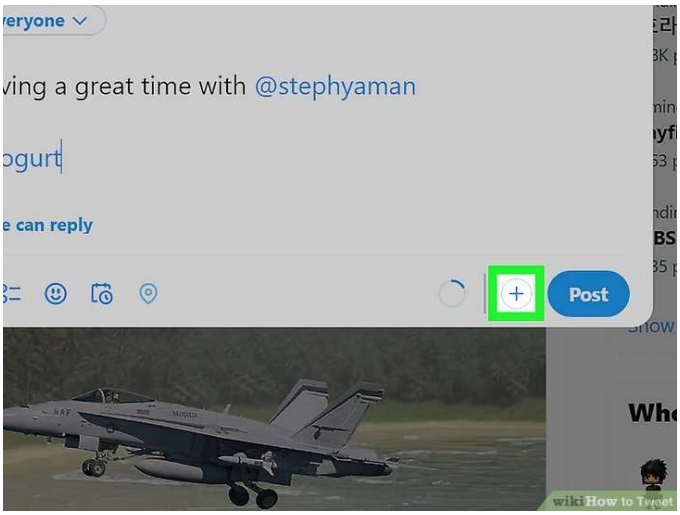
6



Add a visual to your tweet if you like. You can add photos, a video, or a GIF to your tweet:

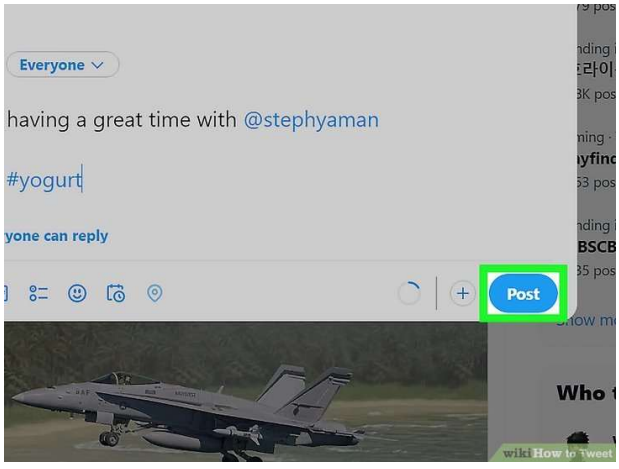
- *Photo* or *Video* — Click the mountain-shaped icon in the bottom-left corner of the Compose new Tweet box, then select up to four photos or one video from your computer and click **Open**.
- *GIF* — Click **GIF** at the bottom of the Compose new Tweet box, select a category of GIF (or type a word into the search box), and click the GIF you want to use to add it to your tweet.

7



- **Add another tweet to create a thread if desired.** If you run out of characters and want to add another tweet as an extension of your first one, click the + icon in the lower-right corner of the Compose new Tweet box and then add your tweet's text, images, and tags as needed.

8

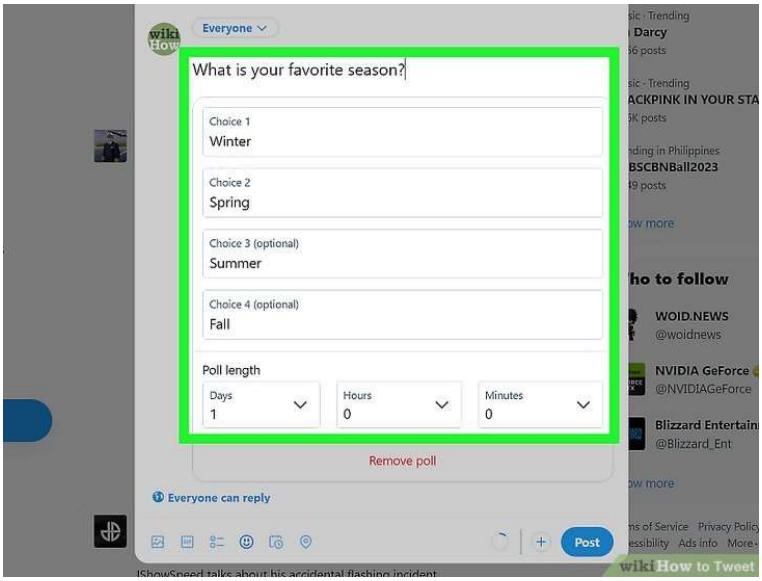


Click Tweet. It's in the bottom-right corner of the Compose new Tweet box. Doing so will post your tweet to your profile.

- You can pin the tweet to the top of your profile by clicking the ⌄ icon in the top-right corner of the tweet and then clicking **Pin to your profile page** in the resulting drop-down menu.
- This button will say **Tweet all** if you're tweeting more than one post at once.

9

Tweet out a poll. If you want to create a poll to which your X followers can respond, do the following:



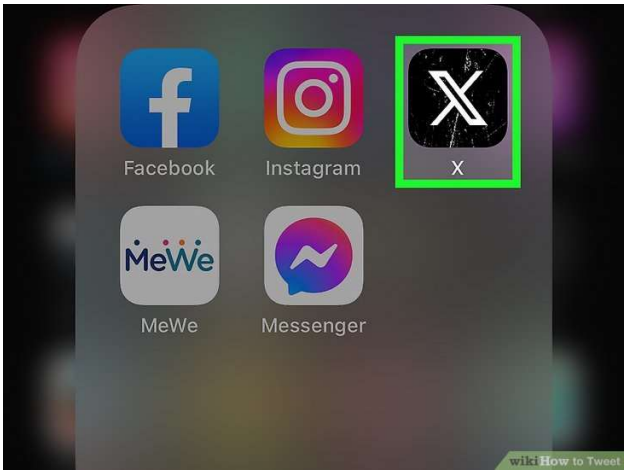
- Click **Tweet** in the upper-right side of the page.
- Add your question to the tweet box's main text box.
- Click the bar graph-shaped "Poll" icon.
- Add poll choices in the "Choice 1" and "Choice 2" text fields. You can add more choices by clicking the **Add a choice** link.
- Set a time limit by clicking 1 day and then selecting your preferred time limit.
- Click **Tweet**.

Method 2 On Mobile

1

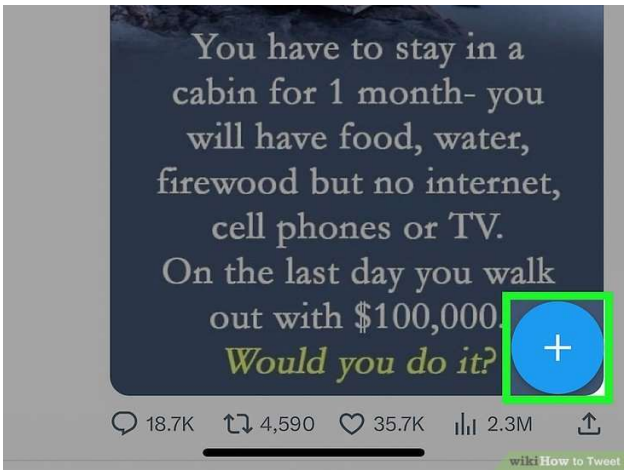
Open X. Tap the X platform app icon, which resembles a white X on a black background. Doing so opens your X feed if you're logged in.

- If you aren't logged in, enter your X username (or email address) and password before proceeding.



2

Tap the "Tweet" icon. It's a feather-shaped button that's in either the top-right corner of the screen (iPhone) or the bottom-right corner of the screen (Android). Doing so brings up a tweet box and your on-screen keyboard.



3

Enter your tweet's text. Type in the message you want to tweet.

- You can type up to 280 characters' worth of text (including spaces) into the text box.

4

Tag someone in your tweet if necessary. To tag another X account, type the @ symbol and a few letters of their name or username; this will prompt a drop-down menu from which you can select the proper person.

- Tagging someone in a tweet will notify them once you post the tweet.

5

Use a hashtag. You can add a hashtag, which groups your tweet with other tweets that have used the same hashtag, by typing a pound (#) sign and then typing a word or phrase with no spaces or punctuation after the pound sign.

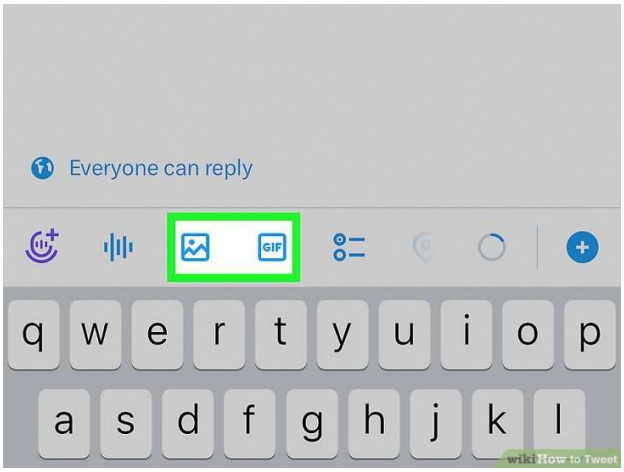
- For example, typing in "#banana" would add the "banana" hashtag to your tweet, allowing anyone who looks up the "banana" hashtag to potentially find your tweet.

- You can use as many different hashtags as your character limit will allow.

6

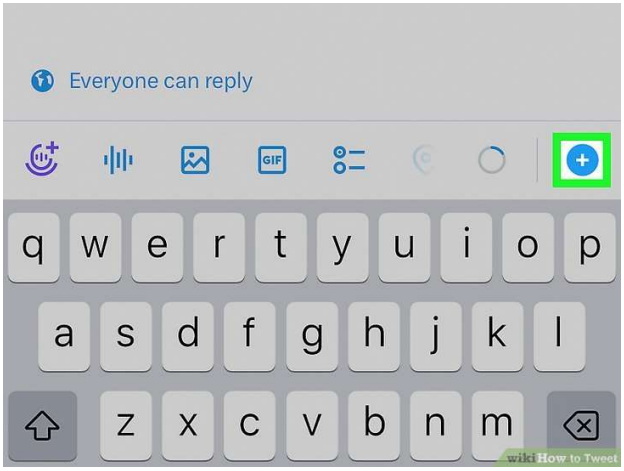
Add a visual to your tweet if you like. You can add photos, a video, or a GIF to your tweet:

- *Photo* or *Video* — Tap the mountain-shaped icon in the bottom-left corner of the tweet box, then select up to four photos (or one video) and tap **Add** or **DONE**. On Android, you'll have to add photos one at a time.
- *GIF* — Tap **GIF** at the bottom of the tweet box, select a category of GIF (or type a word into the search box), and tap the GIF you want to use to add it to your tweet.



7

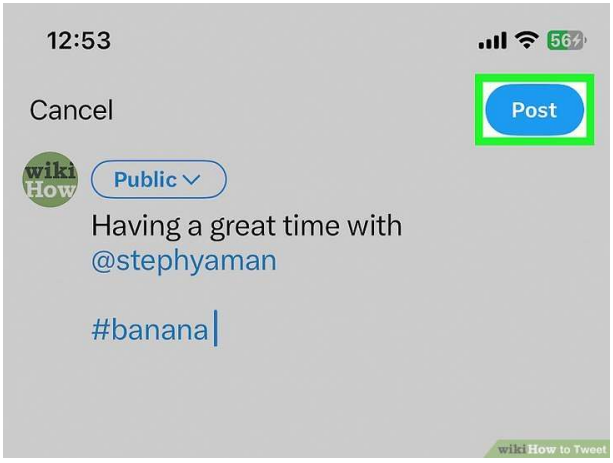
Add another tweet to create a thread if desired. If you run out of characters and want to add another tweet as an extension of your first one, tap the + icon in the lower-right corner of the tweet box and then add your tweet's text, images, and tags as needed.



8

Tap Tweet. It's in the top-right corner of the screen. This will post the tweet to your profile.

- This button will say **Tweet all** if you're tweeting more than one post at once.
- You can pin the posted tweet by tapping the ⌄ icon in the top-right corner of the tweet and then tapping **Pin to your profile** in the menu that appears.



9

Tweet out a poll. If you want to create a poll to which your X followers can respond, do the following:

- Tap the "Tweet" icon.
- Enter your question in the tweet box's text box.
- Add a choice text box by tapping the + icon to the right of the "Choice 2" box. You can add one more by tapping + next to "Choice 3" (optional).
- Type your choice titles into the choice text boxes.
- Set a poll length by tapping the **1-day** option and then selecting a preferred poll length.
- Tap **Tweet**.

Tips

- Tweets can include *one* of the following: up to four photos, one GIF, or one video.
- If you have to go on a vacation or be out of office for a long period, you can schedule tweets using various tweet-scheduling services.

Warnings

You cannot add two photos and a GIF, multiple GIFs, or multiple videos to one tweet.

References

https://help.twitter.com/en/using-twitter/how-to-tweet

How to Retweet

METHODS

Using X/Twitter on a Phone or Tablet

Using X/Twitter on a Computer

Retweeting is a great way to share your favorite tweets with your followers on X, the social media site formerly known as Twitter. When retweeting an existing tweet, you will have the option of adding your own comment, as well as a GIF, a video clip, or up to four photos. This How to teaches you how to retweet in the X mobile app and at Twitter.com.

Quick Steps

1. Open the **Twitter/X** app.
2. Find the tweet you want to share.
3. Tap the two squared arrows icon at the bottom of the tweet.
4. Tap **Retweet** or **Retweet with comment**.

Method 1

Using X/Twitter on a Phone or Tablet

1

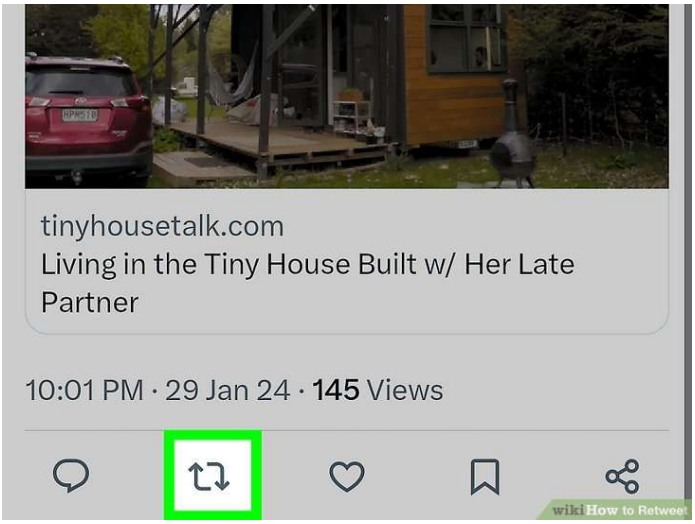
Open X on your Android, iPhone, or iPad. It is the black-and-white X icon, which you will usually find on the home screen, in the app drawer, or by searching.

2 **Scroll to the tweet you want to share with your followers.** You can retweet tweets from your feed, your mentions, or from your own profile.

- Tap the house icon at the bottom-left corner to access your feed (the people you follow).
- To view your mentions, tap the bell icon at the bottom, and then tap **MENTIONS** at the top-right corner.

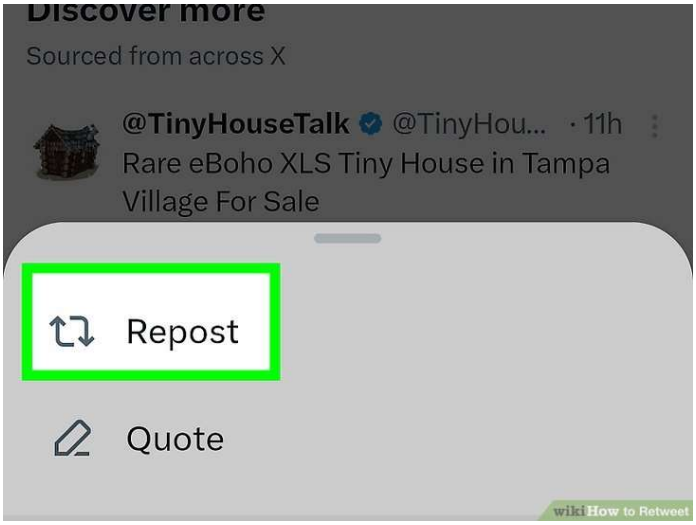
3 **Tap the two squared arrows below the tweet.** This is the retweet icon, which is the second icon from the left under the tweet. A couple of options will appear.

- If the tweet is from a private account, the retweet icon will be grayed-out and you will not be able to share the tweet.



4 **Tap a retweet option.** Once you select an option, the tweet will appear in your followers' feeds, as well as on your own profile as a retweet. You have two options for retweeting:

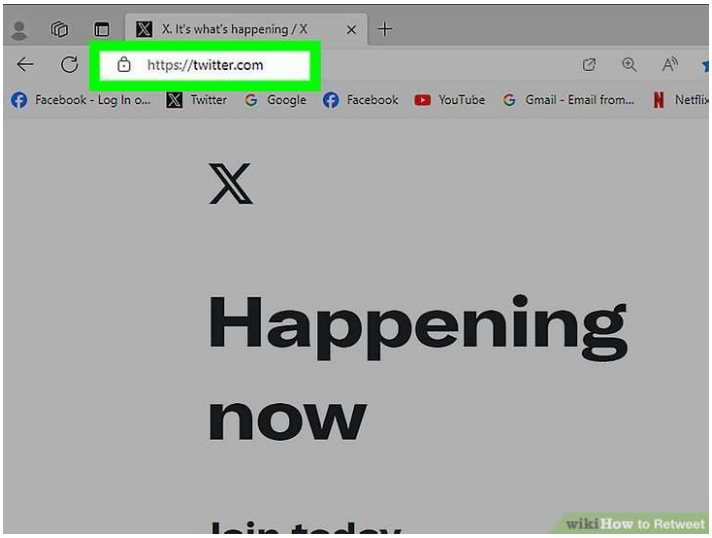
- Tap **Retweet** if you want to automatically share the tweet with your followers without adding your own comments.
- Tap **Retweet with comment** if you want to add your own thoughts (280 characters or less), up to four images, or a video.



After adding your content, tap **Retweet** at the top-right to send the tweet.

Using X/Twitter on a Computer

1 **Go to https://www.twitter.com.** If you are not already signed in to X, enter your login details to sign in now.



2 **Locate the tweet you want to retweet.** You can share tweets from your feed, in your mentions, and ones you have sent yourself.

- Click **Home** in the menu on the left side of X to view your feed.
- Click **Profile** to view your own tweets.
- To view your mentions, click **Notifications** in the left panel, and then click **Mentions** above the tweets.

3 **Click two squared arrows below the tweet.** This is the retweet icon, and it is the second icon in the row below the tweet itself. Two options will appear.

- If the tweet displays a padlock icon, you will not be able to retweet it, as the user's profile is set to private.

4 **Select a retweet option.** Once you select an option, the tweet will appear in your followers' feeds, as well as on your own profile as a retweet. You have two options for retweeting:

- Click **Retweet** to automatically share the tweet with your followers. As soon as you click this option, the color of the retweet icon will turn green or blue, depending on your color scheme.
- Click **Retweet with comment** if you would like attach your own thoughts to the tweet (up to 280 characters). You can also add up to 4 images, a GIF, or a video if you would like. After adding your content, click **Retweet** at the bottom to share it with your followers.

Community Q&A

- **Question**

How can I read retweets?

Go to the profile whose tweets you would like to read. That person's tweets and retweets will be on that page.

- **Question**

Can I send a tweet to someone who does not follow me?

Yes, just mention them on your Tweet.

- **Question** **How can I edit a tweet?**

You cannot edit Tweets.

Tips

- If the text you want to add to the retweet exceeds 280 characters, you can abbreviate it by changing "and" to "&" and "to" to "2", etc. However, be wary of making any changes that alter the meaning of the tweet, or of omitting important details.
- Some programs (e.g. X Pro, formerly Tweet Deck) have different retweeting methods and tools.

References

1. https://help.twitter.com/en/using-twitter/how-to-retweet
2. https://developer.twitter.com/en/docs/basics/counting-characters