Getting started on Twitter
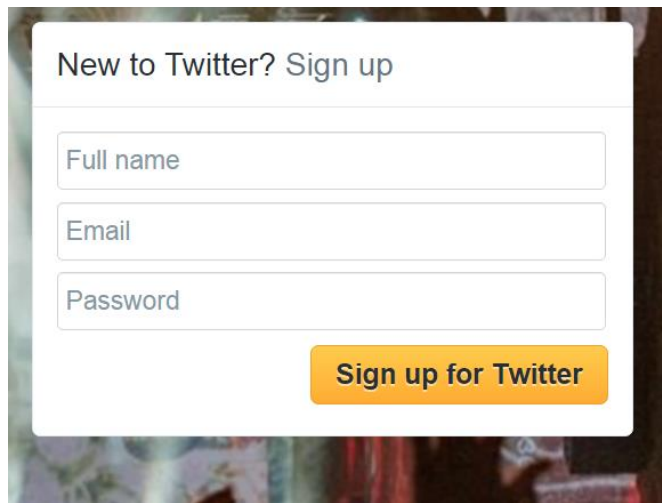If you are new to Twitter, this should get you up and running quickly.

1. **Set up your account.** Go to https://twitter.com to get started.

   Enter your name, email, and a password. Click **Sign up**.

   You will now be taken through the set up steps. You'll be prompted to connect your mobile with your Twitter account. This is optional and can be done at set up or later.

   You'll need to set up a username. You can use your real name if you want to if it is available. If it is not, you can try using a middle initial or prefacing it with something to make it unique. Once you have created your username you click on the **Create my account** button and you have a fully working Twitter account.

   Next, Twitter will assist you in getting started. It will give you the opportunity to follow a few friends, popular people, or brands; and will also give you the opportunity to add a photo to your profile. You can opt out of these steps for now if you wish (you'll be able to make any of the changes later). Simply click the **Skip this step** option.

   Twitter will also give you a chance to see if some of your friends are on Twitter by checking your online address book. Again you can skip this if you want to and search for and add friends later.

2. **Update your settings**
   Make sure you are on your Twitter home page – (you get to your home page by clicking on **your name**)
   Click on your account icon / name at the top of the screen and then click on Settings. Set the time zone.
   There are many other settings options – for example you can control what you get emailed). These settings can be completed or updated at any time.
   If you make any changes, Click the **Save Changes** button

3. **Update your profile**
   Click on your name to get back to the home page.
   Click on

You can now add or change your profile photo or your header photo; add a short biography (up to 160 characters); include your location, website, birthday and theme colour. You do not have to complete any of this but if you do not have a photo or a bio you may be flagged as a possible spammer.
When you are finished, click the **Save Changes** button.

4. **Follow Surbitonbirds**
 Add Surbitonbirds to the people / groups that you follow
Go to https://twitter.com/surbitonbirds (you can search for Surbiton Bird Club using Twitter search to get to this page)

Click

Following someone means you've chosen to subscribe to their Twitter updates. When you follow someone, every time they post a new message, it will appear on your Twitter home page timeline – so, once you have started following Surbitonbirds all the Tweets that the group posts will appear on your Twitter home page.

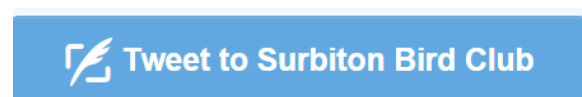5. **Now you can start tweeting**
To send your first tweet, click on the Tweet logo

Or, click on **What's happening**.
Simply type in your message (maximum number of characters is 140). You can click on the camera logo to add a photo to your tweet if you want to.

If you want to send a tweet to Surbiton Bird Club. Go to https://twitter.com/surbitonbirds, click

Then type in your message and add any photos. Your message will appear in the Surbiton Bird Club's home page timeline and also on the Club's website.

6. **Reply to a tweet**
If you want to reply to a tweet – click on the reply button on the tweet that you want to reply to.
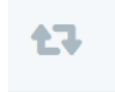
Tips

Adding people you want to follow
Search for friends, family, and groups that you want to follow using the search box at the top of the home page. Once you have found someone you would like to follow click on their name and then click the **Follow** button. You can stop following anyone at any time.

Retweets
A Retweet is a re-posting of someone else's Tweet. Twitter's Retweet feature helps you and others quickly share that Tweet with all of your followers.
If you want to send a retweet – click on the retweet button on the tweet that you want to retweet

Hashtags
People use the hashtag symbol # before a relevant keyword or phrase (no spaces) in their Tweet to categorize those Tweets and help them show more easily in Twitter Search. Clicking on a hashtagged word in any message shows you all other Tweets marked with that keyword.

Disabling followers
If you are not happy with someone who is following you, you can mute or block their account. If you mute an account of a follower, the account holder can still send you Tweets but you will not see them in your timeline. If you block the account of a follower, they will not be able to follow you or view your Tweets when logged-in. To access these options. Go the profile page of the user you want to mute or block and click the gear icon (below), then select the required action.

Twitter safety tips
- Never give out your real address, or any personal details - Remember on Twitter everything you say can be open to the world
- Never give out your password - Also be extra careful when you sign into Twitter through other websites. (Some are scams trying to find out your log-in details!)
- Think before you Tweet! - Anyone can see what you say unless you make your profile private
- Don't Follow people you don't know - This can help protect you against Direct Message spam. You can still talk publicly using @replies.

More information about Twitter
This brief guide is designed to get you started and tell you the basics. There is a lot of information about all aspects of Twitter use in the Twitter help centre at:
https://support.twitter.com/