



iDemocracy



Co-funded by the
Erasmus+ Programme
of the European Union

ACTIVITY 6

ID.0.6.1. Use of social networks

Module 0. Digital Skills

This project has been funded with support from the European Commission.

This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Summary

What we will talk about.

- Learn about different social networks.
- Characteristics and utilities of social networks
- How to subscribe and share content on facebook, twitter or zoom.



Social Network



A social network is a website or an application where we can communicate with other people by posting information, comments, messages or images.



Facebook

Facebook is the most popular social network.

On facebook we can contact friends, family and colleagues.

In addition, we can also talk to people living in other countries.



Facebook

Facebook offers a perfect environment to stay connected.

Facebook has different tools to use.

For example, messaging tools, videos,
photos, chat and video calls.



Facebook

You can also be informed of the happenings of friends
though status updates, profile information
and posts.

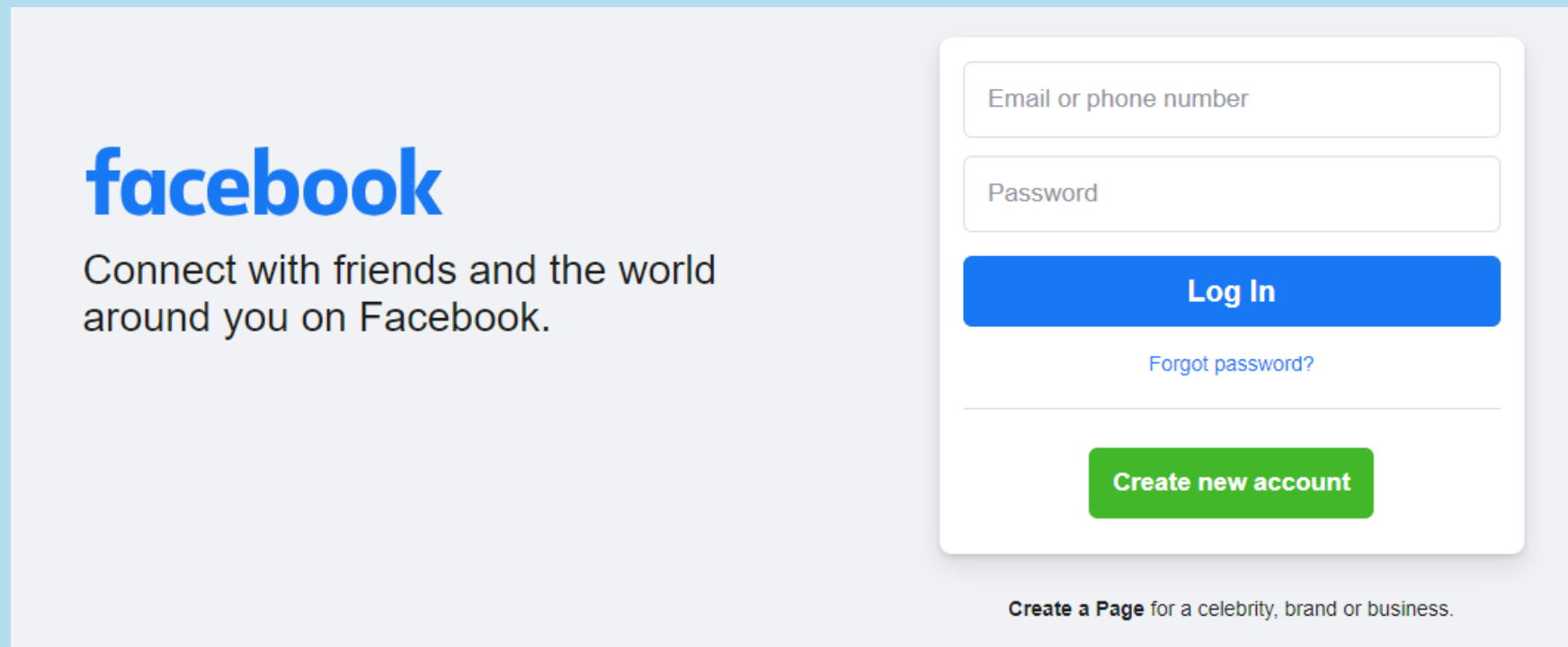


Facebook features

People who use facebook are over 13 years old.

You can click "Like" on posts you like
and follow pages of interest to you.

How to create a Facebook account?

A screenshot of the Facebook login and registration page. On the left, the Facebook logo is displayed in blue, followed by the tagline "Connect with friends and the world around you on Facebook." In the center, there is a white login box with a blue "Log In" button. Above the button are two input fields: "Email or phone number" and "Password". Below the button is a blue link that says "Forgot password?". Below the login box is a green button that says "Create new account". At the bottom of the page, there is a link that says "Create a Page for a celebrity, brand or business."

facebook
Connect with friends and the world around you on Facebook.

Email or phone number

Password

Log In

[Forgot password?](#)

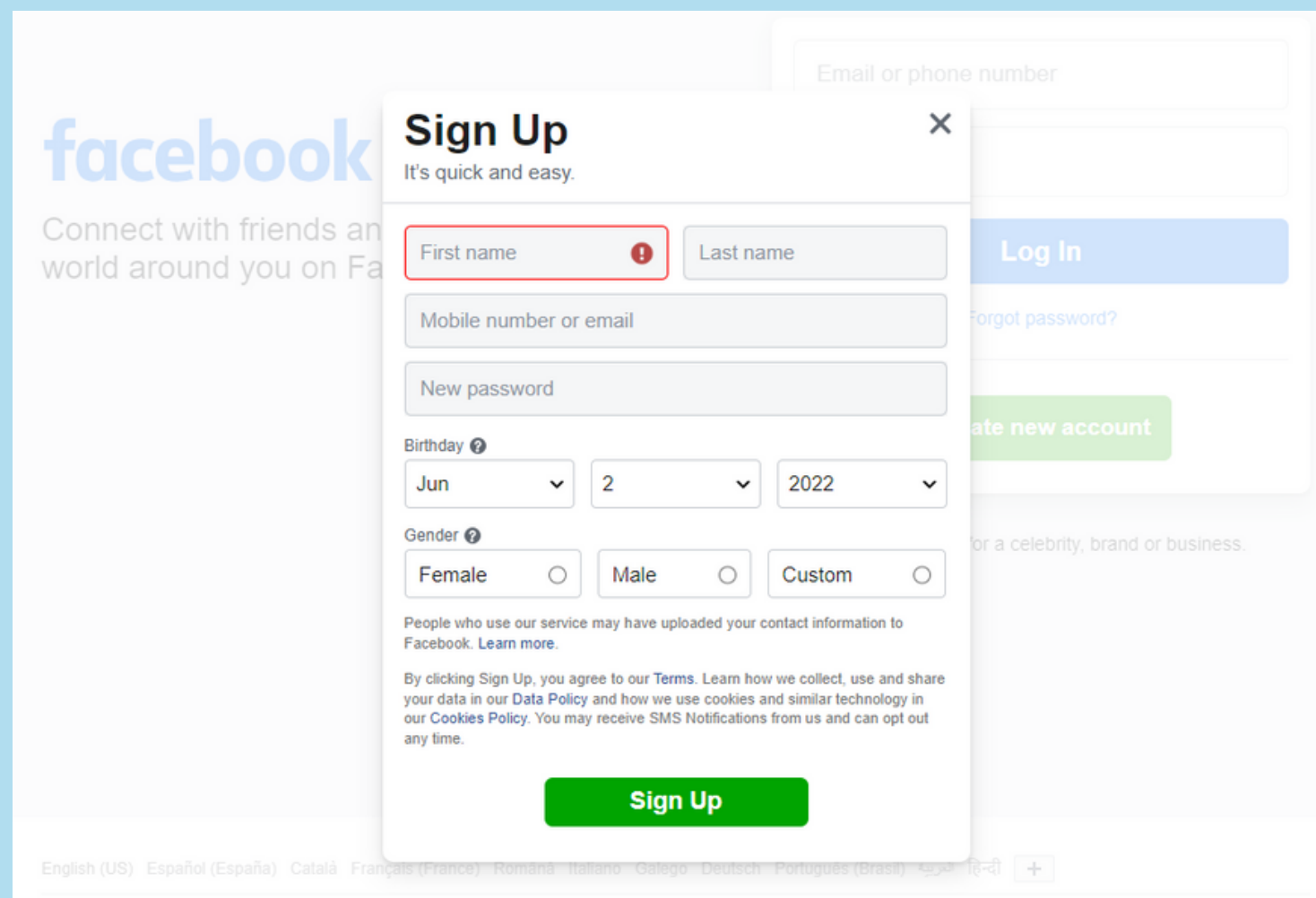
Create new account

[Create a Page](#) for a celebrity, brand or business.

Access on this link
and then click on Register.

www.facebook.com/r.php

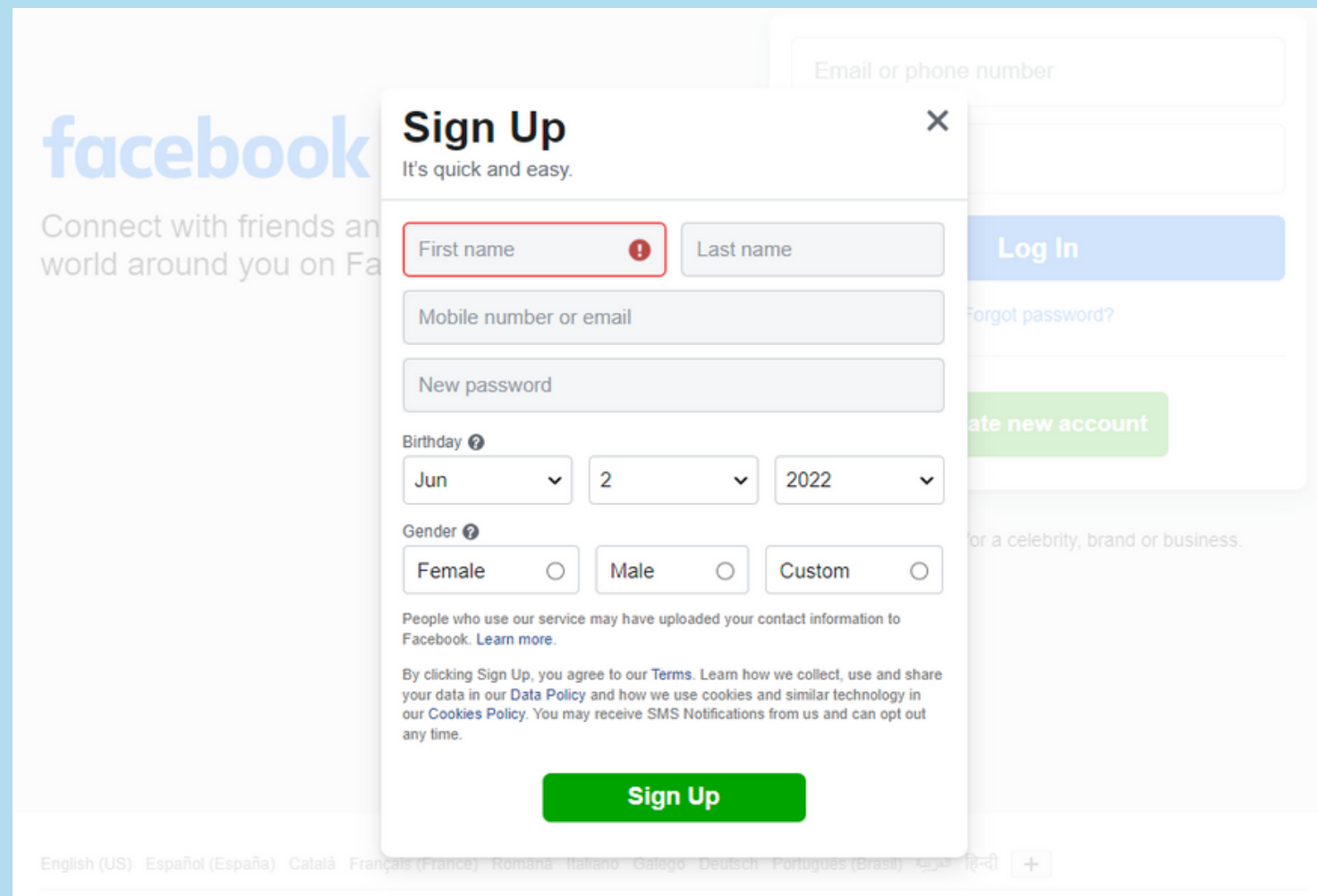
How to create a Facebook account?



The image shows a screenshot of the Facebook Sign Up modal form. The modal is titled "Sign Up" with a close button (X) in the top right corner. Below the title, it says "It's quick and easy." The form contains several input fields: "First name" (highlighted with a red border and an error icon), "Last name", "Mobile number or email", and "New password". Below these fields are dropdown menus for "Birthday" (set to Jun 2, 2022) and "Gender" (with options Female, Male, and Custom). At the bottom of the modal, there is a green "Sign Up" button. The background shows the Facebook login page with the "Log In" button and a "Create new account" link.

Enter your name, surname, email
and password to log in
to your facebook account.

How to create a Facebook account?



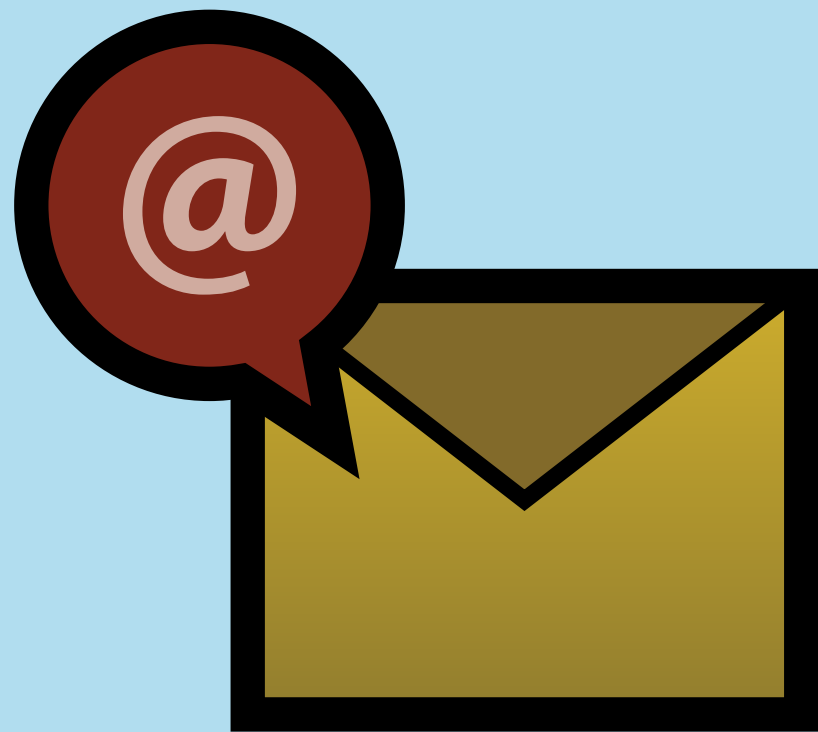
The image shows a screenshot of the Facebook Sign Up modal. The modal is titled "Sign Up" with the subtitle "It's quick and easy." and a close button (X). The form includes the following fields and options:

- Email or phone number:** A text input field at the top.
- Log In:** A blue button to the right of the email field.
- Forgot password?:** A link below the Log In button.
- Create new account:** A green button below the Log In button.
- First name:** A text input field with a red border and an error icon (exclamation mark in a circle).
- Last name:** A text input field.
- Mobile number or email:** A text input field.
- New password:** A text input field.
- Birthday:** Three dropdown menus for month (Jun), day (2), and year (2022).
- Gender:** Three radio button options: Female, Male, and Custom.
- Terms and Conditions:** A paragraph of text explaining the terms of service, with links to "Terms", "Data Policy", and "Cookies Policy".
- Sign Up:** A green button at the bottom of the modal.

At the bottom of the page, there is a language selection bar with options: English (US), Español (España), Català, Français (France), Română, Italiano, Gaeilge, Deutsch, Português (Brasil), العربية, and a plus sign (+).

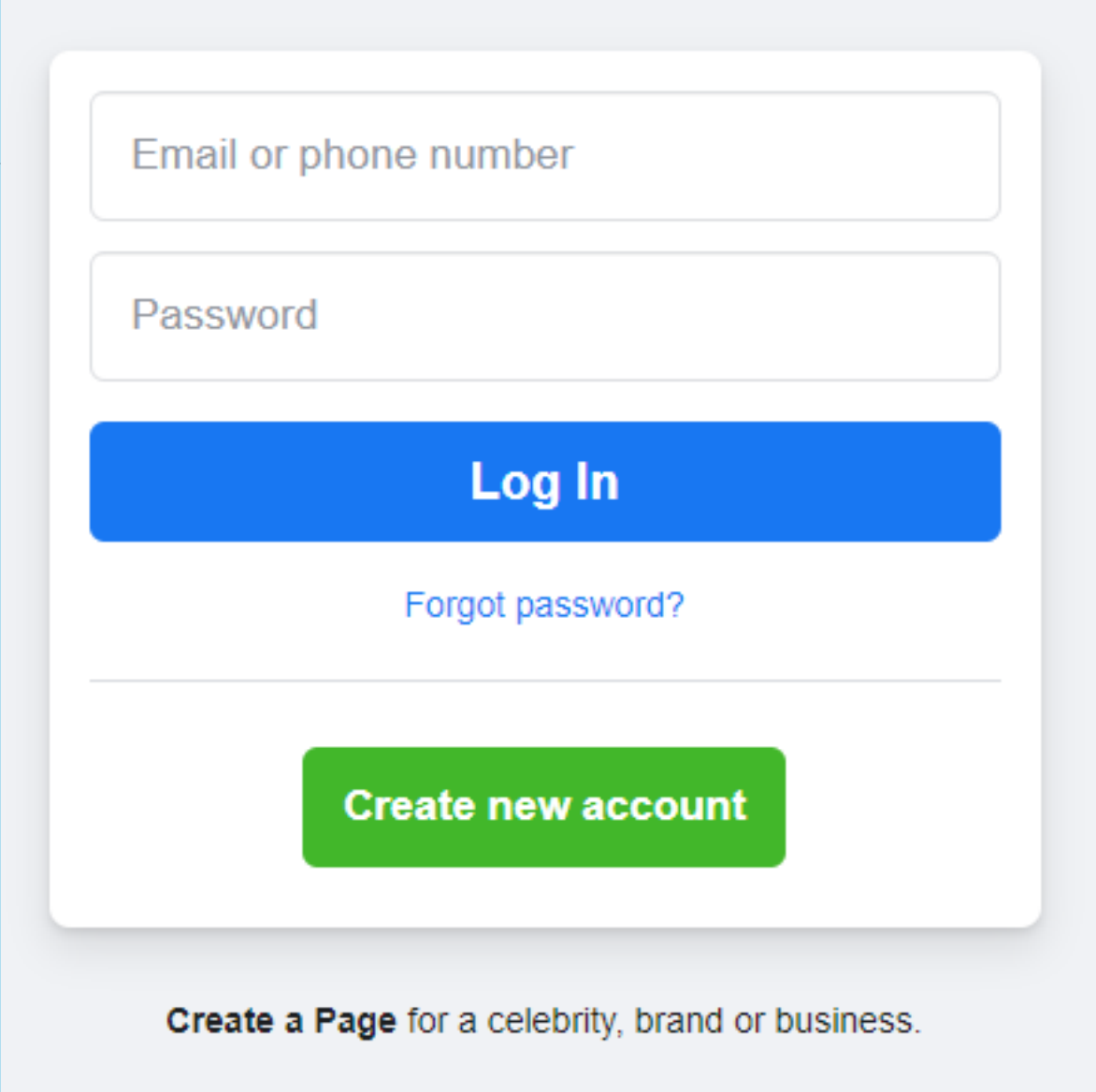
Select your date of birth, gender and click on Sign up.

How to create a Facebook account?



You will receive an email confirming
that your account has been created.

How to create a Facebook account?



A screenshot of the Facebook login and sign-up interface. A white arrow points to the 'Email or phone number' input field. The interface includes a 'Password' input field, a blue 'Log In' button, a blue link for 'Forgot password?', a green 'Create new account' button, and a link at the bottom to 'Create a Page for a celebrity, brand or business.' The entire form is set against a light blue background with green decorative rectangles in the top right and bottom left corners.

Email or phone number

Password

Log In

[Forgot password?](#)

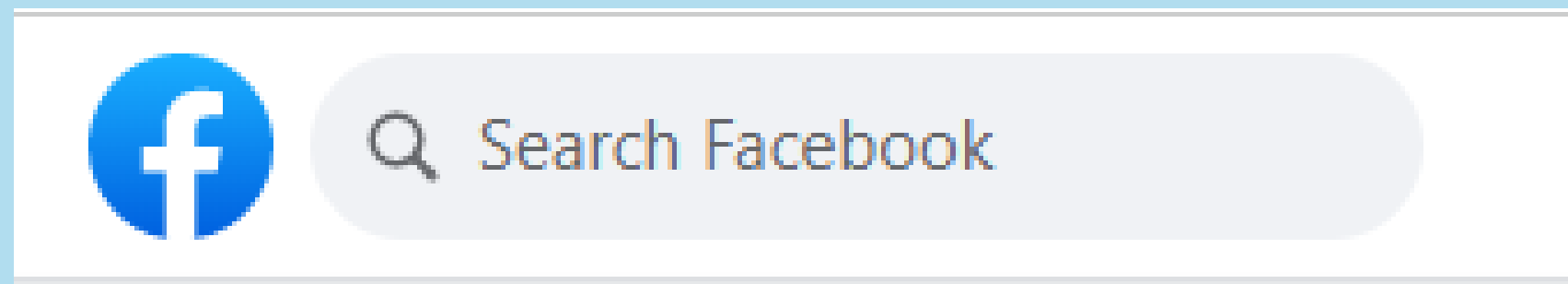
Create new account

Create a Page for a celebrity, brand or business.

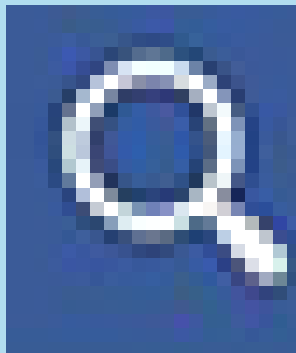
Log back in to the facebook page and enter your username and password you have chosen.

How to add friends?

1. Click on the search bar on the top of the page.



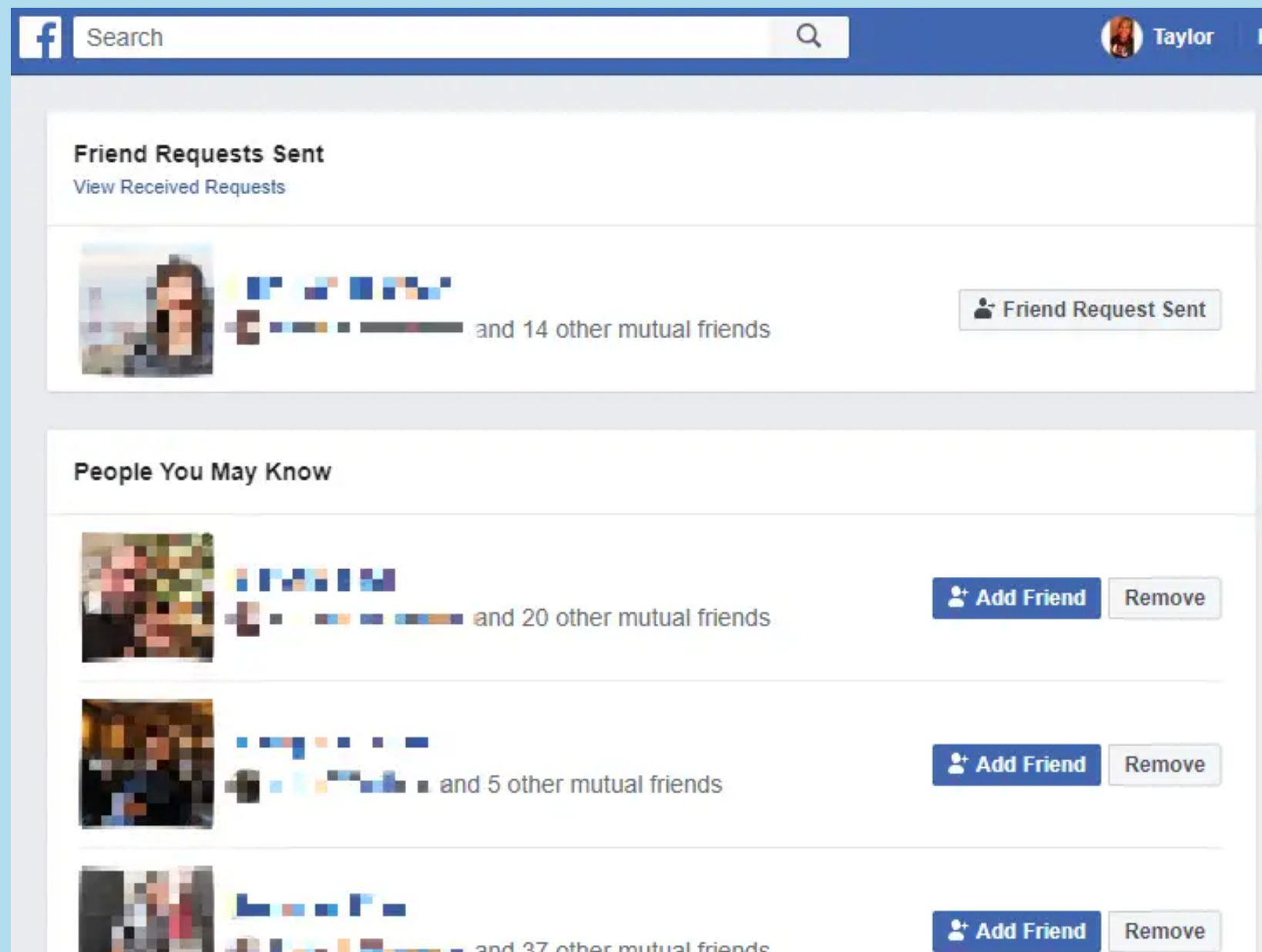
How to add friends?



2. Write the name of the person you are looking for and click on the search button.

How to add friends?

3. To send a friend request, click on the "Add friend" button next to the profile picture.



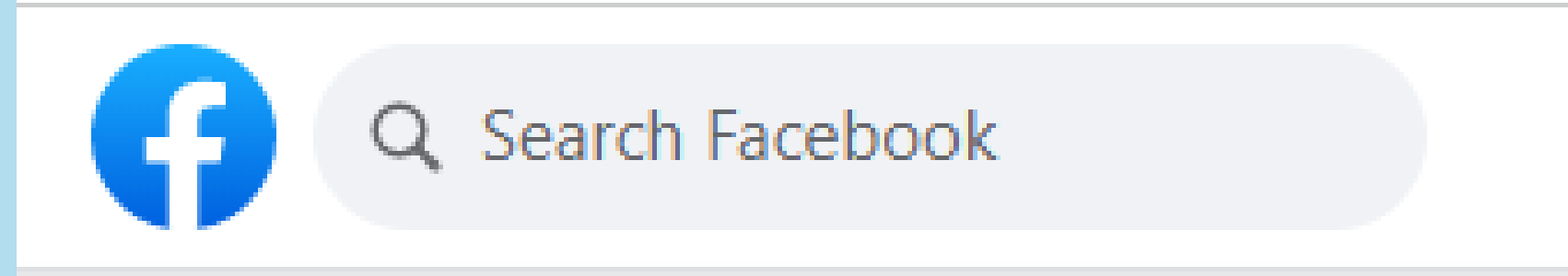
How to add friends?



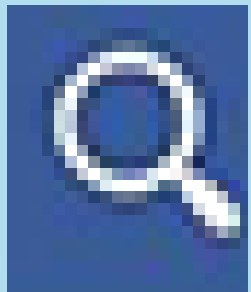
Remember to only add people you know.

How to add or join a group?

1. Click on the search bar on the top of the page.



How to add or join a group?



2. Write the name of a group you are looking for and click on the search button.

How to add or join a group?

3. Click on the button "Join" next to the profile picture of the group you are interested in.

How to send a private message?

The steps to send a message in Facebook chat from a computer are as follows.

Step 1.



Click on the chat icon
and click on New Message.

How to send a private message?

Step 2.

Search the name of the person you want to write.

How to send a private message?

Step 3.

Select from the name list the person or friends
to send the message.

How to send a private message?

Step 4.

Write your message

and click "Enter" to send it.

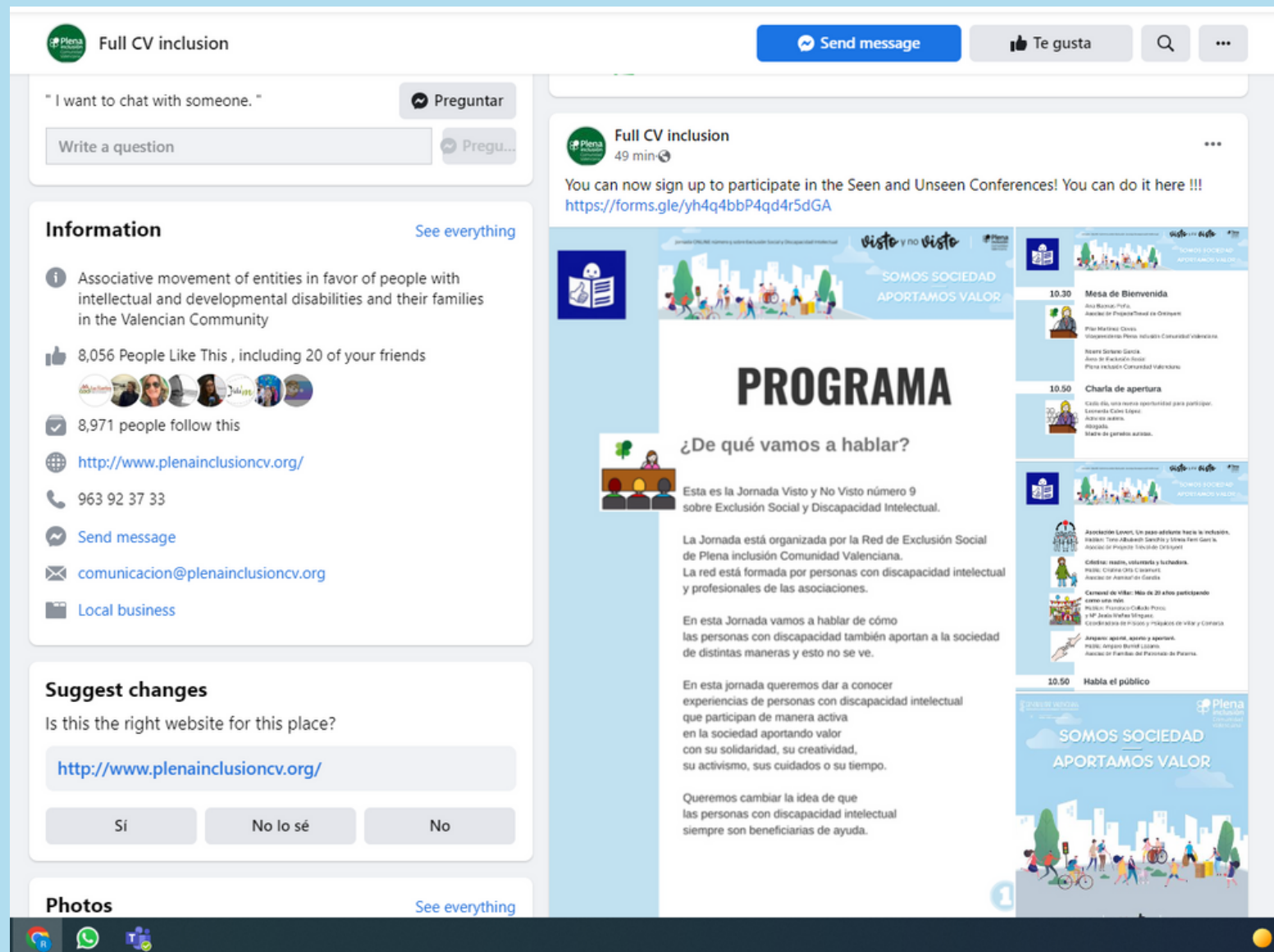
You can also send a message by going to the person's profile and clicking on the Message button.

How to use your homepage?

Your homepage is the page that appears when you log in to Facebook.

The home page displays updated posts from your friends, groups and pages of interest.

You can react to each post by liking, sharing or commenting on it.



How to like publications and interact on Facebook?



Clicking "Like" on a Facebook post means that we like it.

Everyone who sees that post can also see that you like it.

How to like publications and interact on Facebook?



For example, when you "Like" a video, people who can see it will know that you like it.

And the person who posted it receives a notification that you have liked it.

Twitter



Twitter is another platform where people can communicate with short messages. These messages are called tweets. This platform allows you to tweet. Tweeting is posting short messages to anyone who follows you on Twitter.

Twitter



You can also use Twitter to find out about interesting people and companies by following the tweets they post.


Twitter




This social network provides quick updates from friends, family, journalists and experts.


Twitter allows people to describe and share everyday things.

Twitter



Sign in to Twitter

 Sign in with Google

 Sign in with Apple

or

Phone, email, or username

Next

Forgot password?

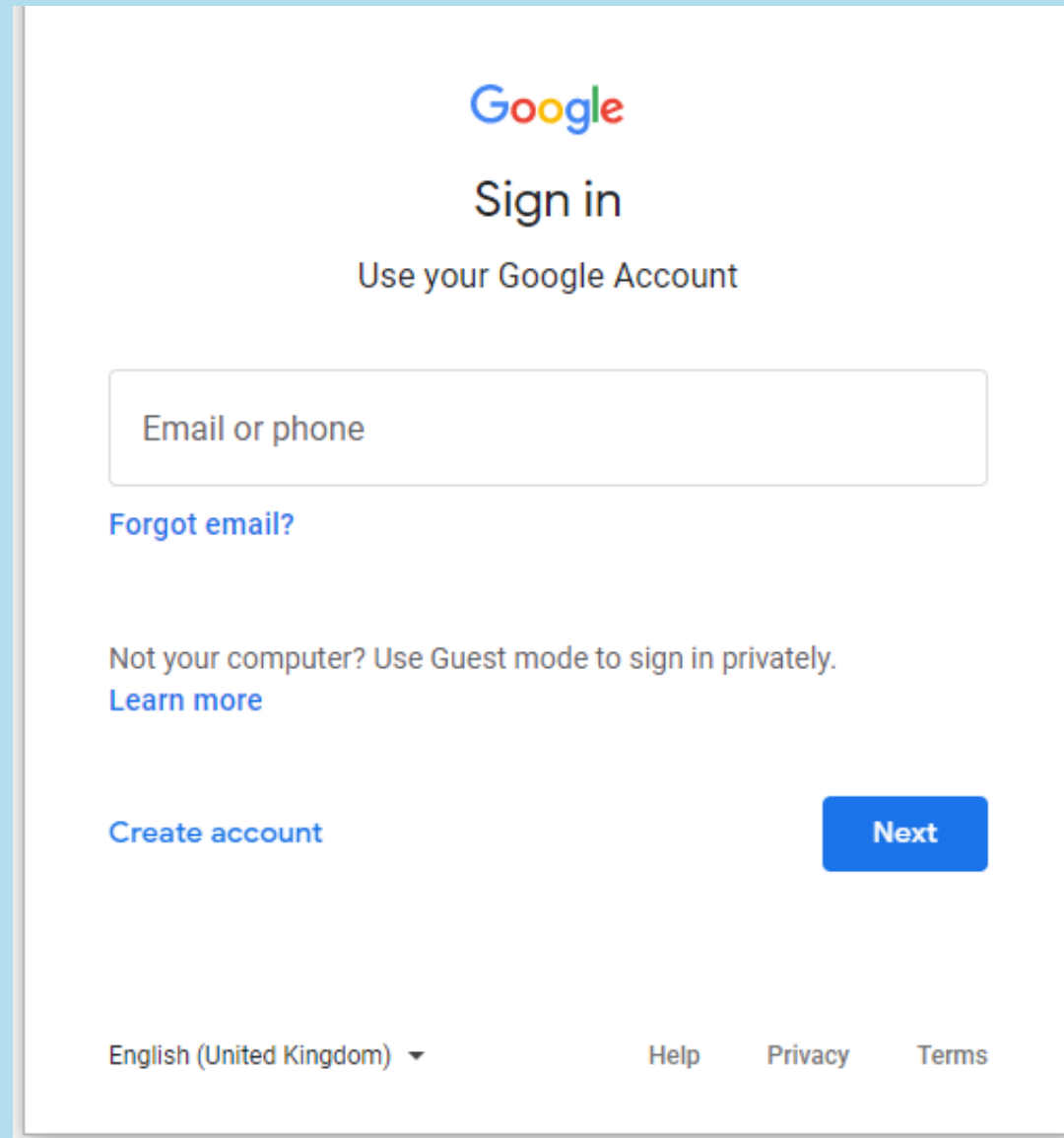
Don't have an account? [Sign up](#)

To create a new Twitter account,
follow this link:

www.twitter.com

You can sign up for twitter from a gmail account,
an apple account or your mobile phone number.

Twitter



The image shows a screenshot of the Google Sign-in interface, which is used for logging into Twitter. The page has a white background with a light blue border. At the top, the Google logo is displayed in its multi-colored font. Below the logo, the text "Sign in" is centered in a black font, followed by "Use your Google Account" in a smaller, lighter blue font. A large, rounded rectangular input field with a light gray border contains the placeholder text "Email or phone". Below this field, the link "Forgot email?" is shown in blue. Further down, a line of text reads "Not your computer? Use Guest mode to sign in privately." followed by the link "Learn more" in blue. At the bottom left, the link "Create account" is displayed in blue. At the bottom right, there is a blue button with the white text "Next". The footer of the page includes the text "English (United Kingdom)" with a dropdown arrow, and three links: "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

Next

English (United Kingdom) ▼


[Help](#) [Privacy](#) [Terms](#)

When using a gmail account,
enter your email address
and password.

Twitter

Apple ID

▼




Use your Apple ID to sign in to Twitter.

Apple ID

→

[Forgot Apple ID or password? ↗](#)



In setting up Sign in with Apple, information about your interactions with Apple and this device may be used by Apple to help prevent fraud. [See how your data is managed...](#)

Copyright © 2022 Apple Inc. All rights reserved.
[Privacy Policy](#)

When using apple account,
enter your information apple account
and password.



Create your account

 0 / 50

[Use email instead](#)

Date of birth

This will not be shown publicly. Confirm your own age, even if this account is for a business, a pet, or something else.

▼

▼

▼

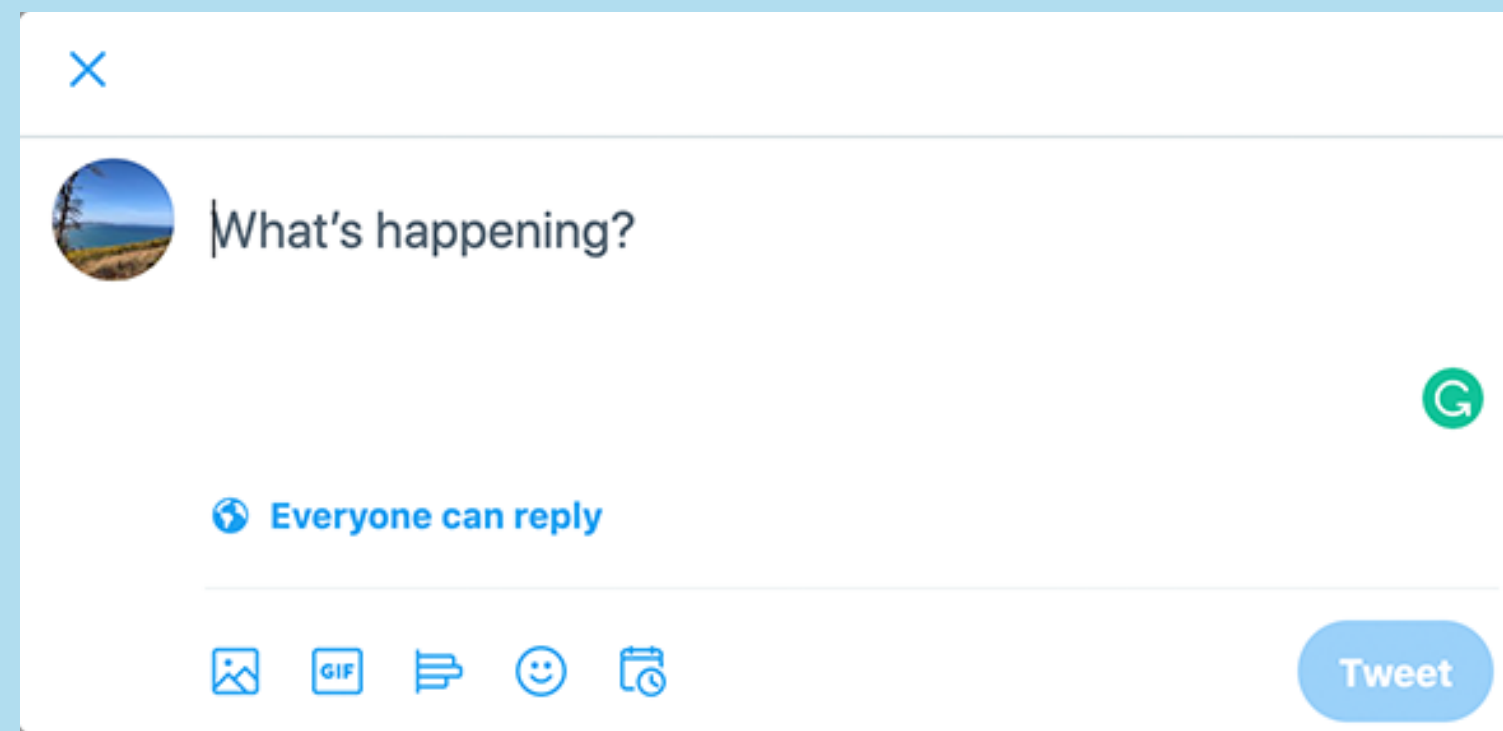
Next

You chose your phone number
to create a new account,

enter your first and last name,

mobile phone number and date of birth.

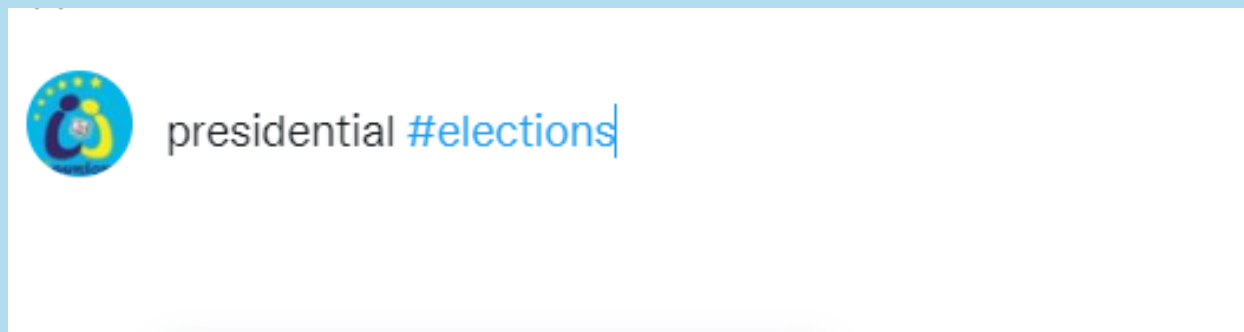
Twitter features



Once you have your account,
you can start tweeting.

To tweet click on the Tweet
button on your screen.

Twitter features



Compose the Tweet.

In each tweet you can write a total of 280 **characters**.

The **characters** are letters, symbols or numbers.

When you write a tweet include a #hashtag
so that other people can follow your account.

For example, a hashtag is #elections.

Twitter features



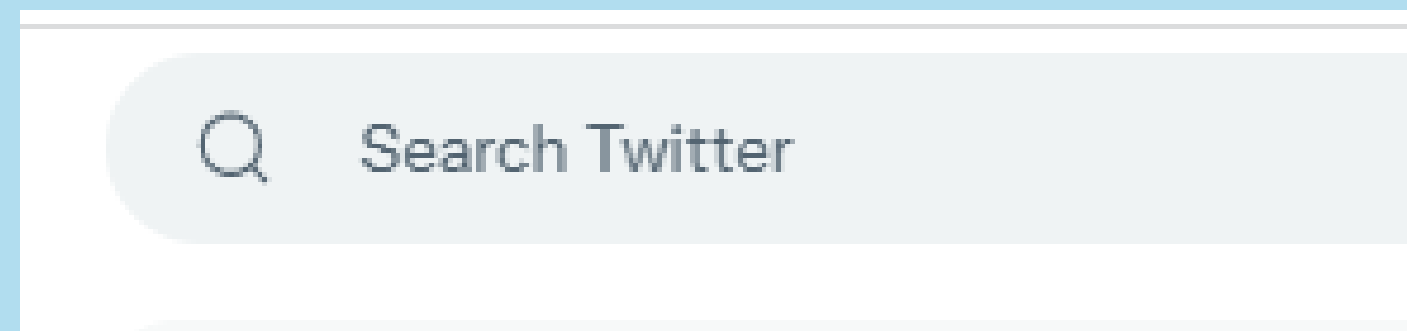
You can also tag a person
by using the symbol @
and then the person's name on Twitter.

Tagging is putting the name of the person
you want to name in the tweet.

Twitter

You can also follow other people, organizations on Twitter to find out what other people think.

To follow other people, click on the search icon in the main Twitter menu.

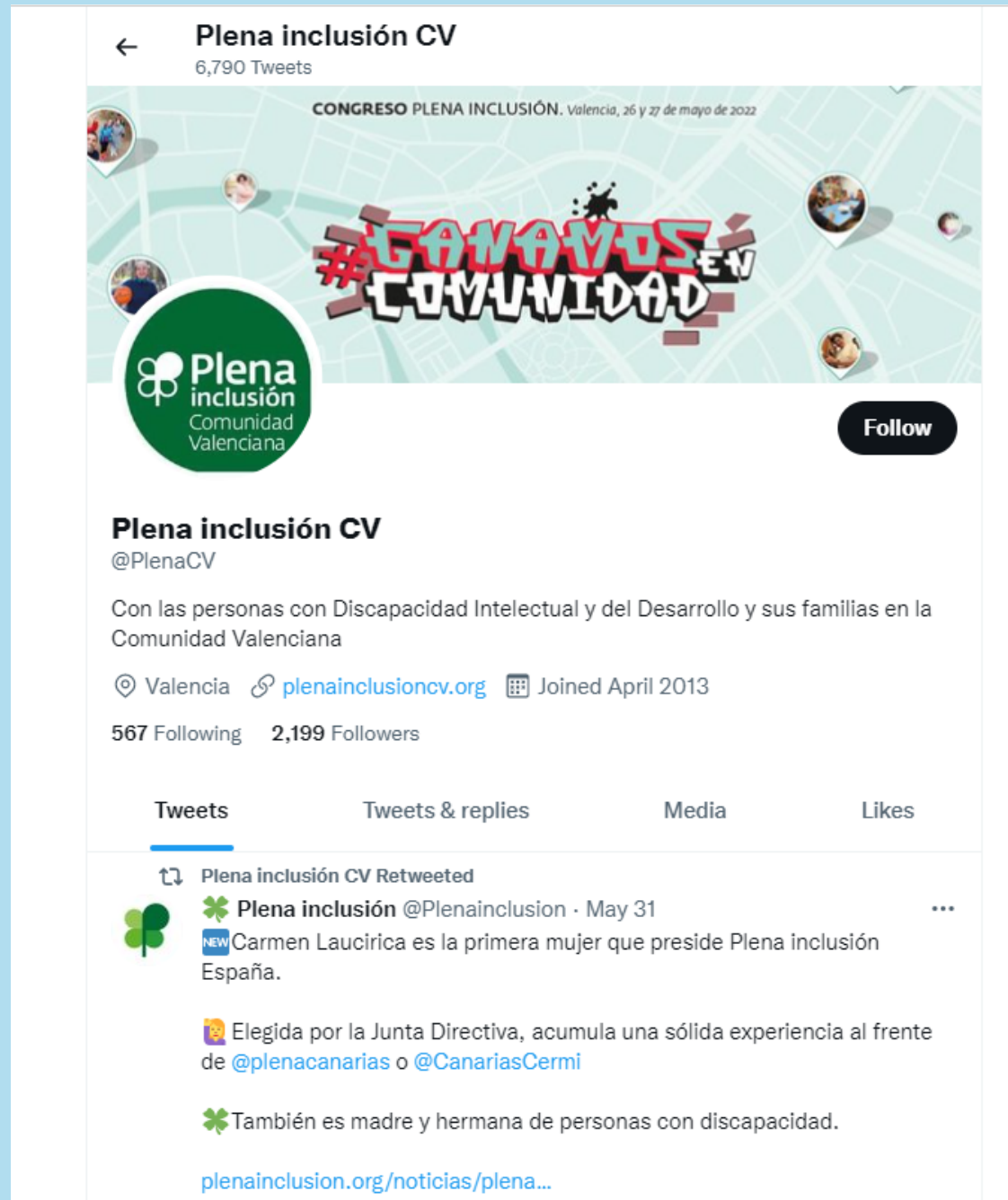


Twitter



Type the name of the person to follow
and click on that person's name
in the list of search results
to enter the person's profile.

Twitter



When you enter the person's profile
or organisation clicks on the Follow button.

Zoom

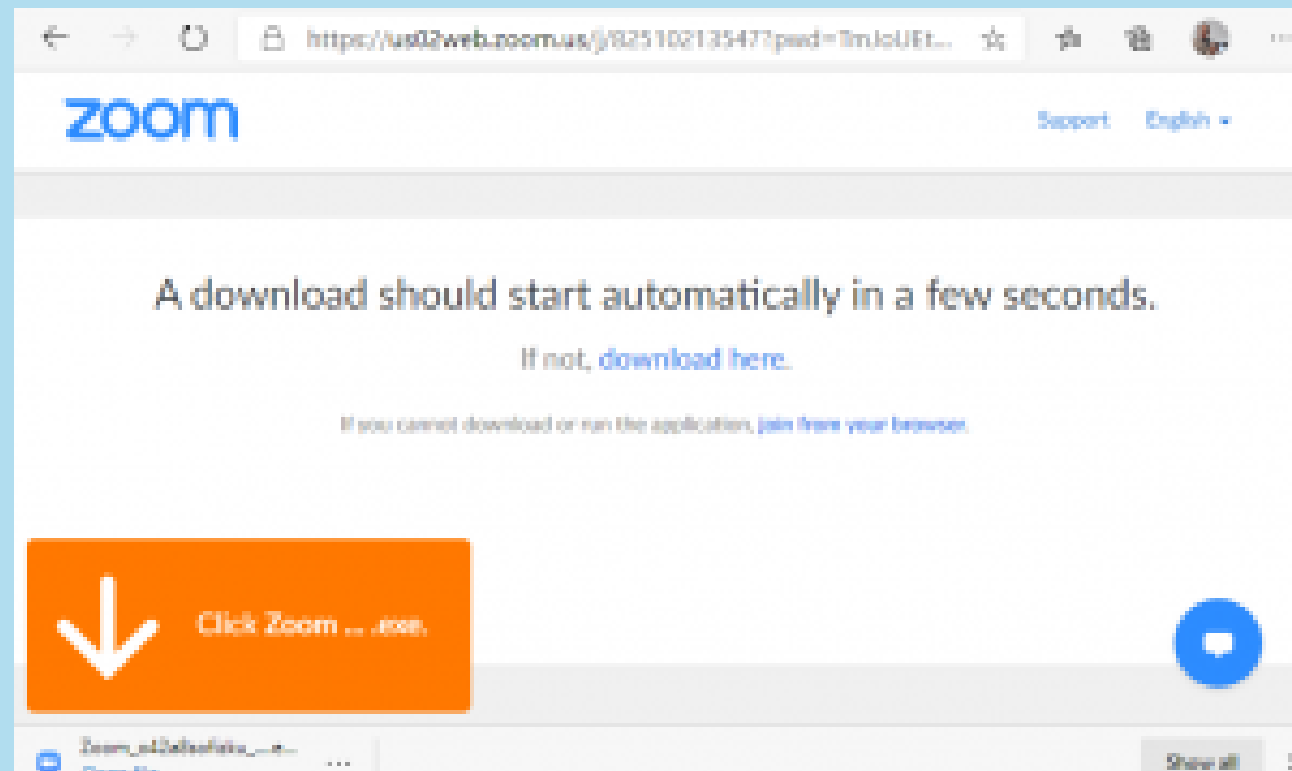


Zoom is a video platform that allows you to hold online meetings, seminars and events.

You can create a Zoom account or join a meeting by clicking on the link sent to you. The person organising the meeting or event creates the link and sends it to all interested people.

Zoom is available for computers, tablets and mobile phones.

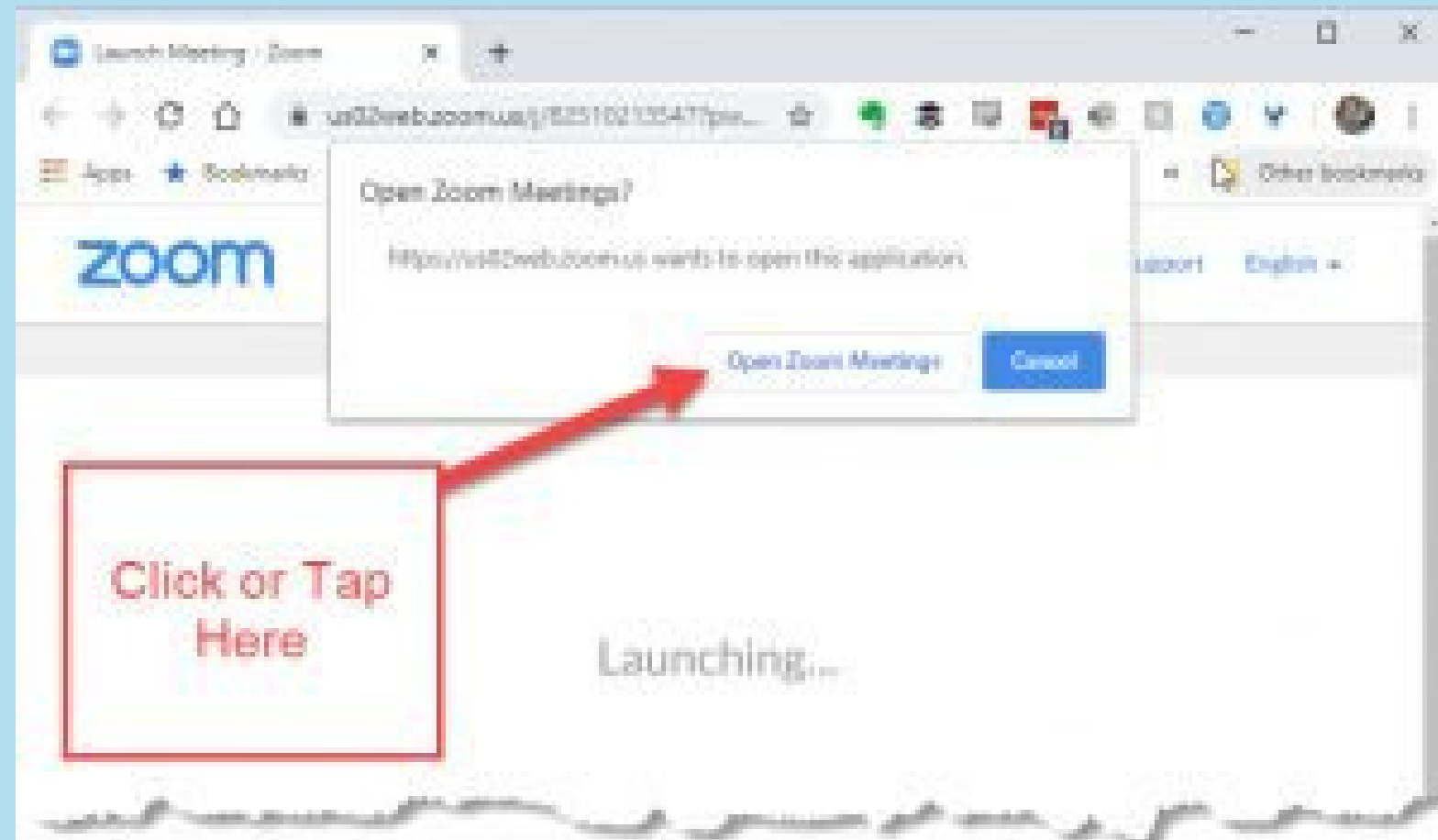
Installing Zoom



The installation of Zoom on a computer is done automatically when you click on the meeting link.

Installation on a tablet or mobile phone is not mandatory, but it is more practical to use it.

Installing Zoom



After downloading the application click on Open Zoom meeting.

Installing Zoom

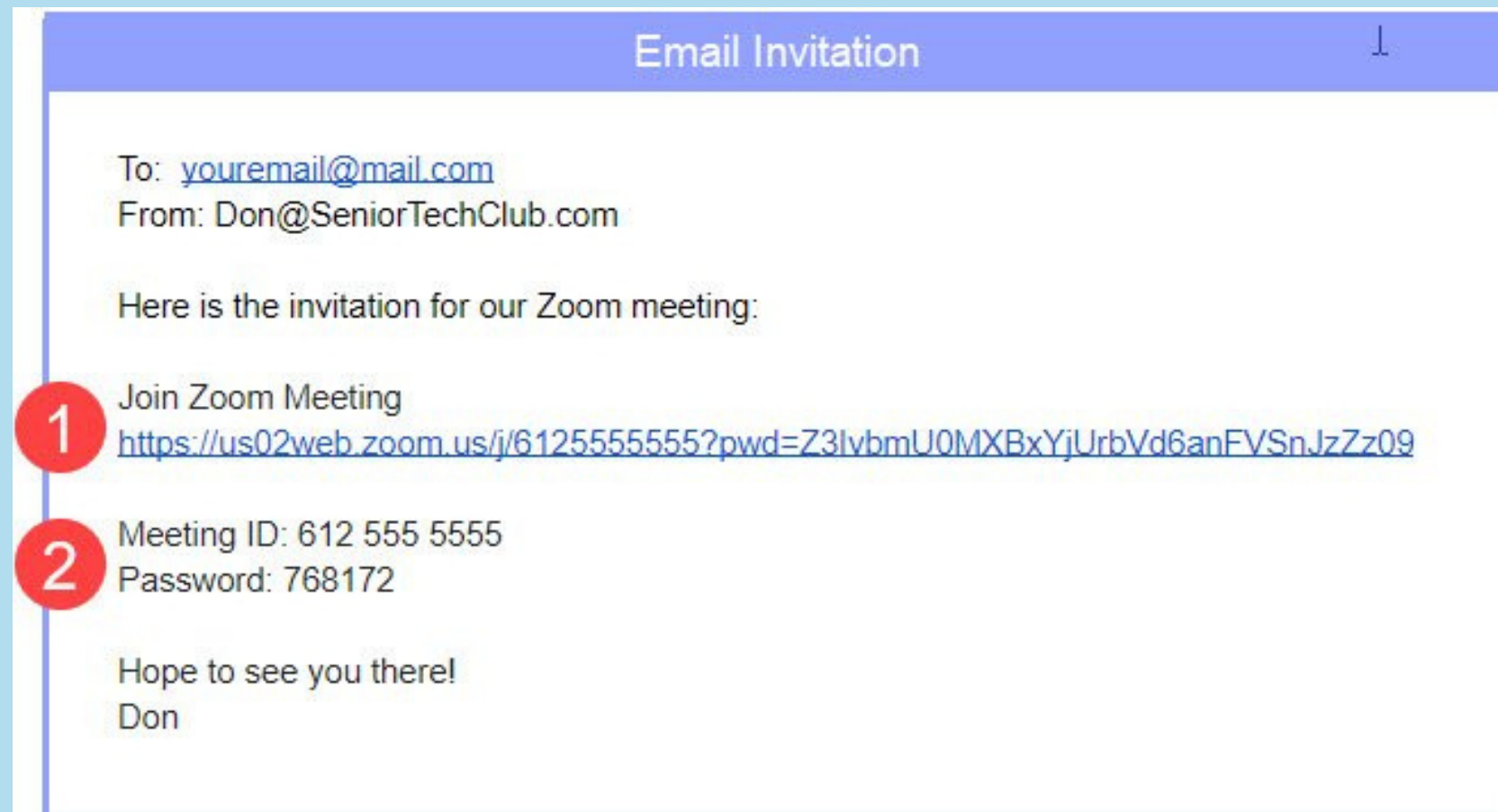


To install Zoom on a tablet or mobile phone, go to the app shop and search for Zoom.

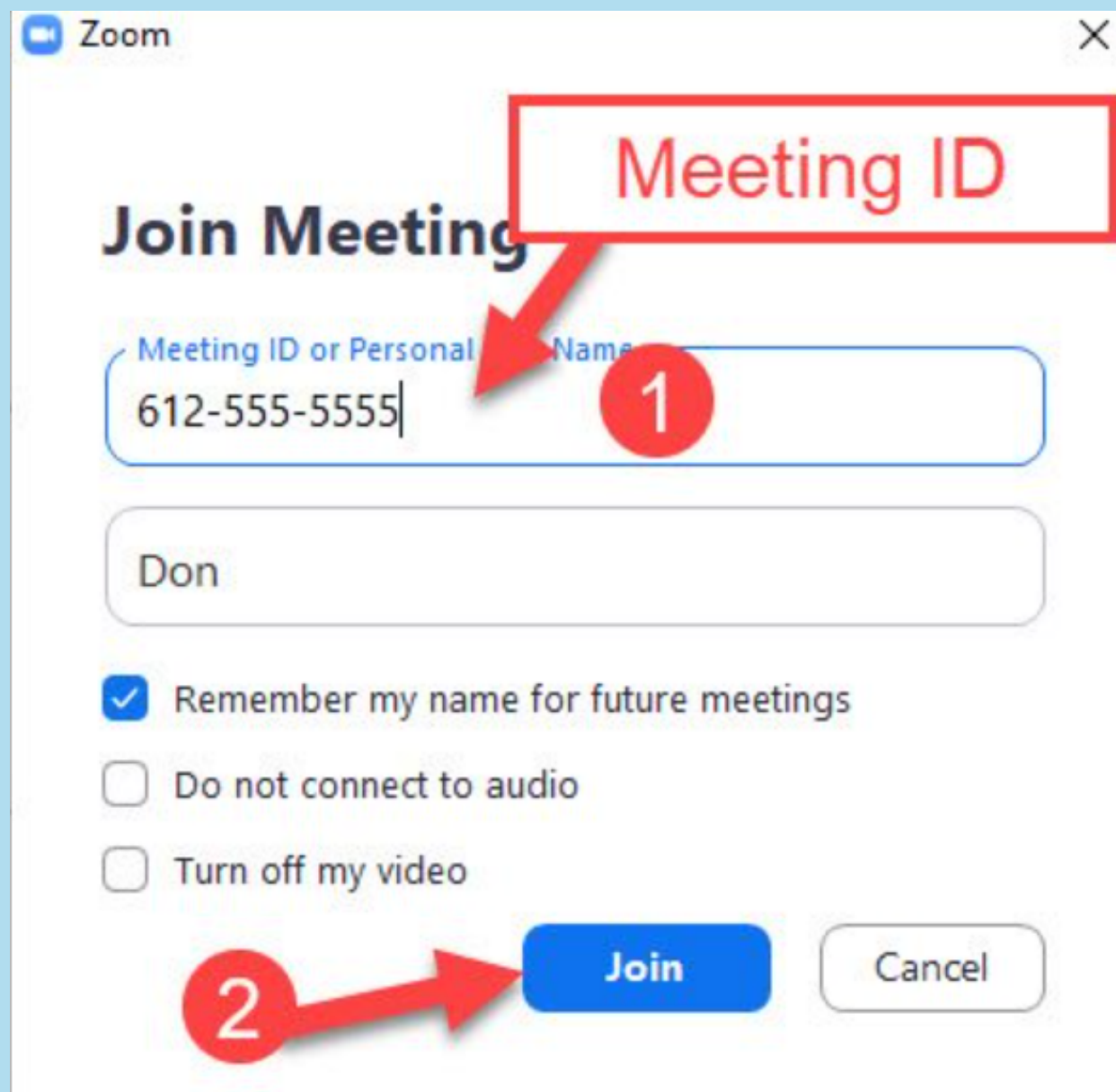
Joining a Zoom Meeting

The easier way to connect to a Zoom meeting is through a link.

In the image you can see an example of an invitation to join a meeting.



Joining a Zoom Meeting



The screenshot shows the Zoom 'Join Meeting' window. A red box labeled 'Meeting ID' points to the input field containing '612-555-5555', which is also marked with a red circle and the number '1'. Below this is a name input field containing 'Don'. At the bottom, there are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). A red circle with the number '2' points to the blue 'Join' button, while a grey 'Cancel' button is to its right.

From the downloaded app

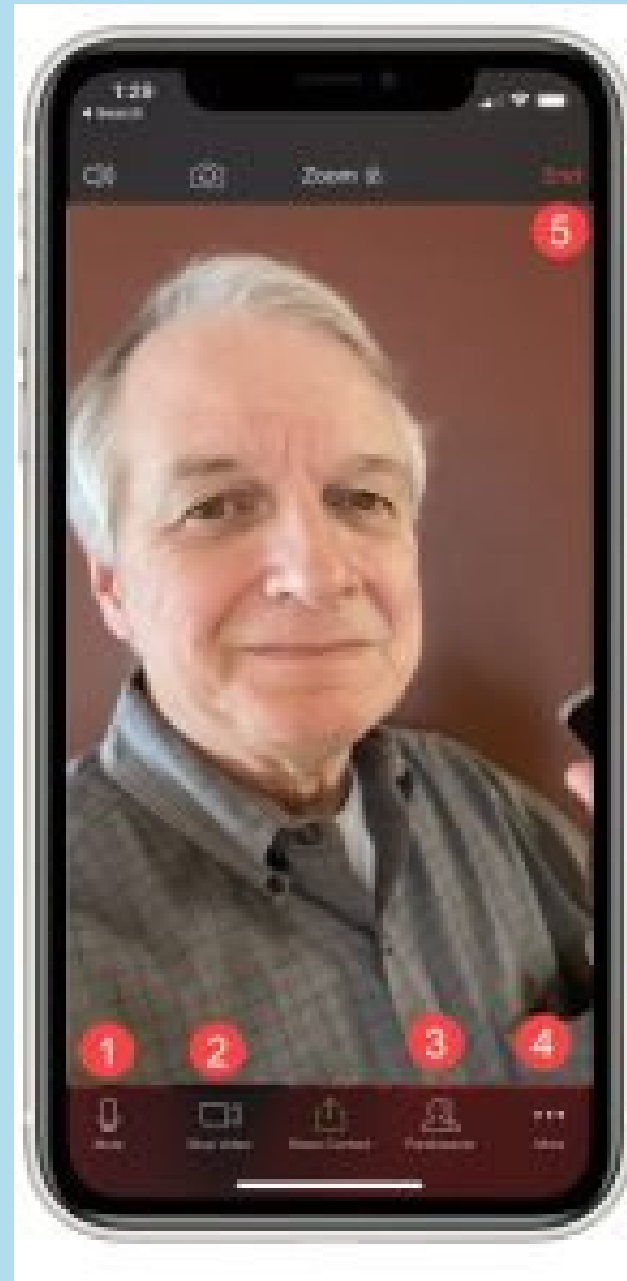
you can also connect to a meeting.

To connect you will need the meeting code and password.

This information is also sent

by the person hosting the meeting.

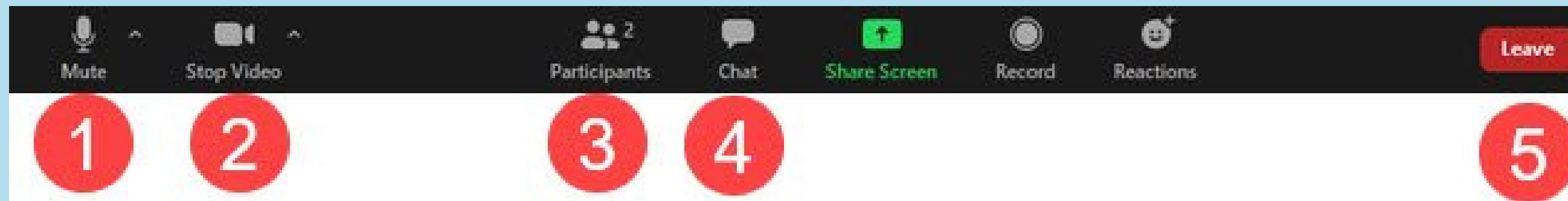
The main commands in Zoom



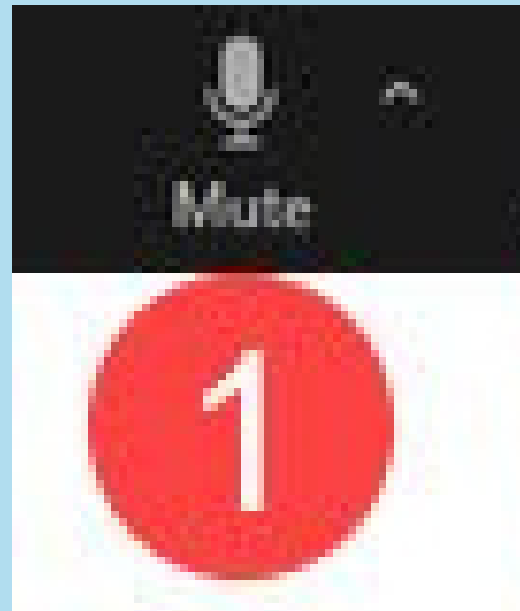
In this image you can see how the zoom menu appears on a mobile phone.

The main commands in Zoom

In this image you can see how the zoom menu appears on a computer or tablet.



The main commands in Zoom



The Mute icon turns the microphone on and off.

When you are not talking, it is best to keep it off.

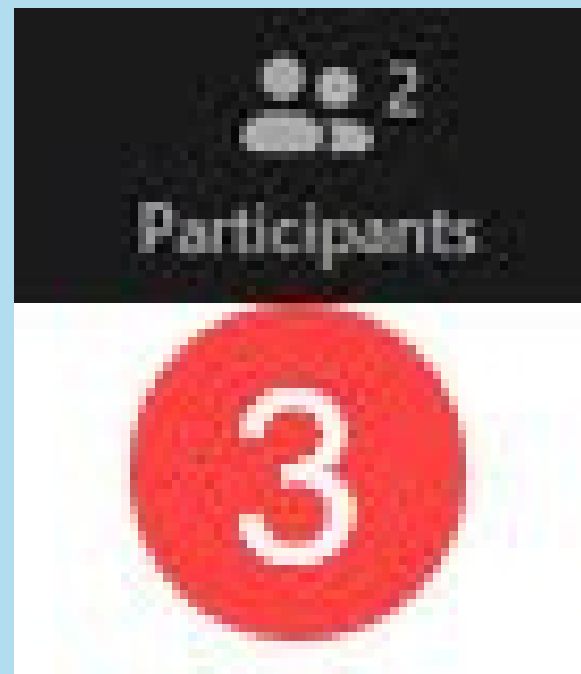
The main commands in Zoom



By clicking on this icon you can turn the camera on or off.

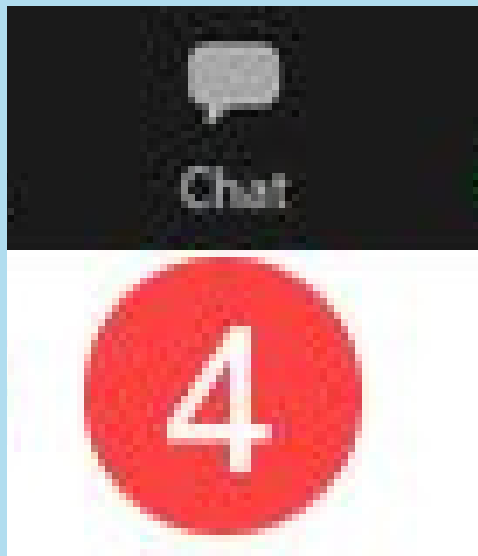
When the camera is turned off, your profile picture is displayed or a blank box with your name.

The main commands in Zoom



By clicking on this icon you can see all the people who are currently in the meeting and you can also invite others.

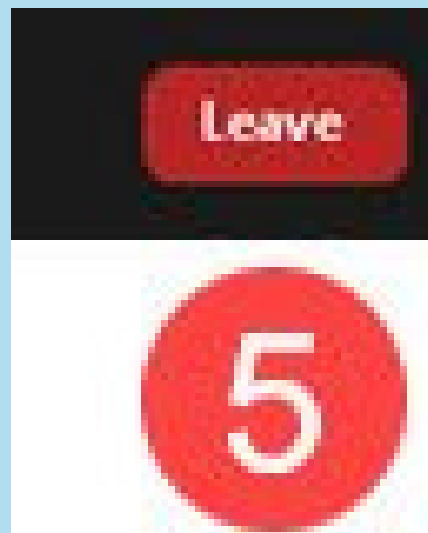
The main commands in Zoom



Click on this icon to access the chat
and write to other people participating in the meeting.

You can write to one person or to everyone.

The main commands in Zoom



To leave the meeting,
click on this icon.

Tips when participating on a Zoom meeting

- Look at the camera when you speak.
- Keep the camera at eye level.
- Turn off the microphone when you are not speaking.
- Good face light.
- Be patient when there are technical problems.
- Greet and say goodbye when participating in a meeting.



Co-funded by the
Erasmus+ Programme
of the European Union

iDemocracy



Rights and technologies,
united by citizen participation

THANK YOU
FOR YOUR ATTENTION

Plena
inclusión
Comunidad
Valenciana



HURT

édpa
social cooperative
activities for
vulnerable groups



UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA

