



iDemocracy



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## 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.

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# 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.

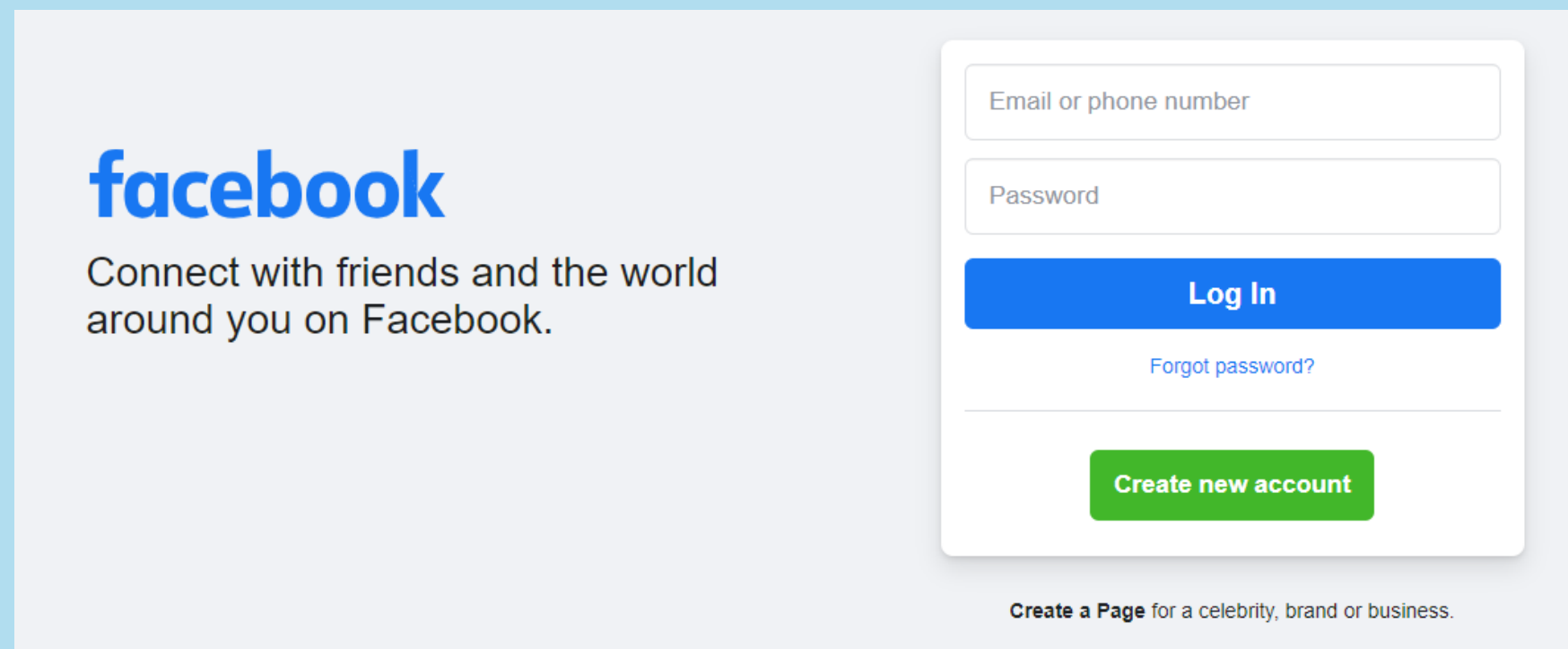


# Facebook features

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?



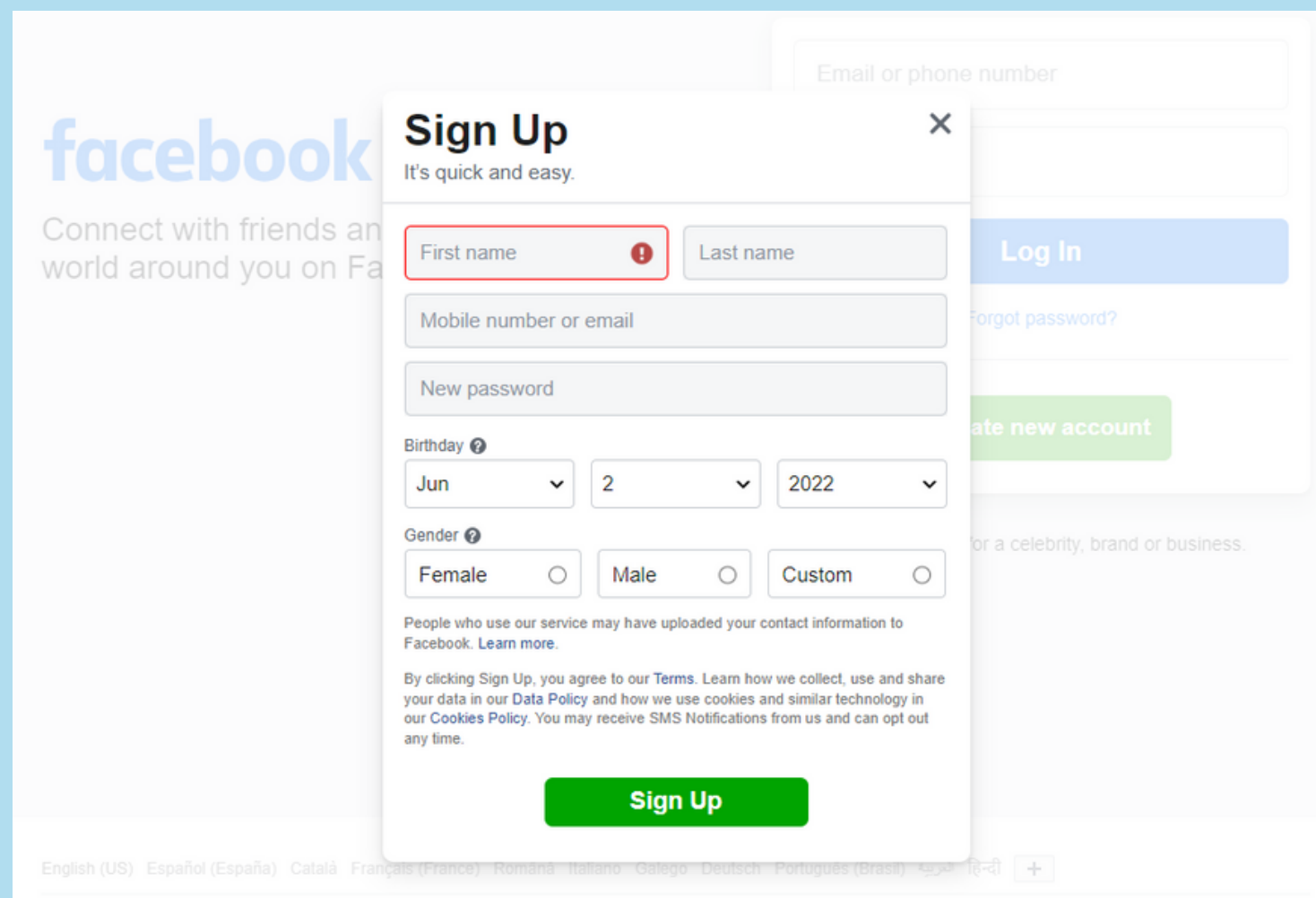
The screenshot shows the Facebook login and registration page. On the left, the Facebook logo is displayed in blue, followed by the tagline "Connect with friends and the world around you on Facebook." In the center, there is a white login form with two input fields: "Email or phone number" and "Password".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

Access on this link  
and then click on Register.

[www.facebook.com/r.php](http://www.facebook.com/r.php)



# How to create a Facebook account?



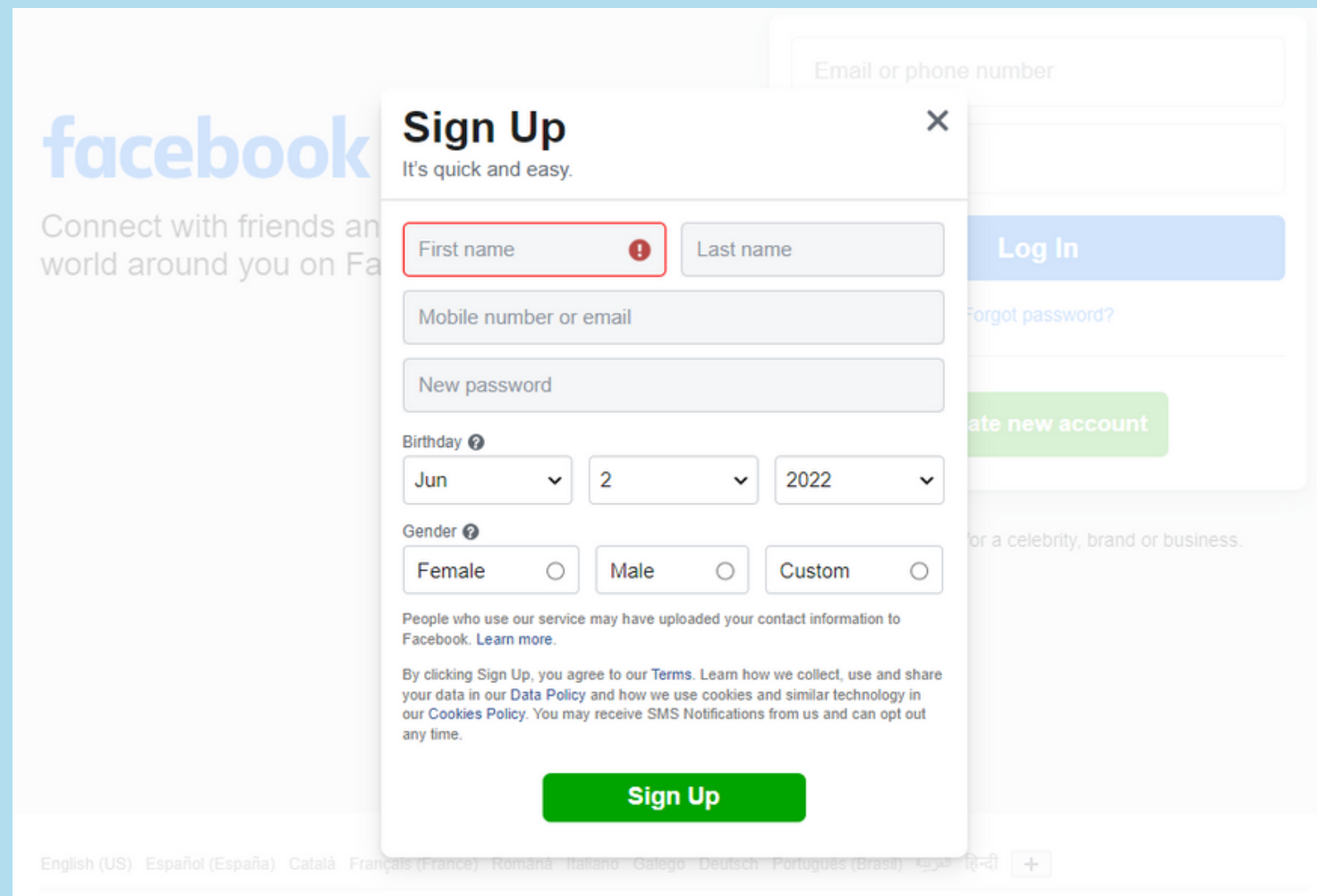
The image shows a screenshot of the Facebook sign-up process. A modal window titled "Sign Up" is overlaid on the main page. The modal contains the following fields and options:

- First name** and **Last name** text input fields. The "First name" field has a red border and a small red exclamation mark icon, indicating a validation error.
- Mobile number or email** text input field.
- New password** text input field.
- Birthday** section with three dropdown menus: "Jun", "2", and "2022".
- Gender** section with three radio button options: "Female", "Male", and "Custom".
- Small text: "People who use our service may have uploaded your contact information to Facebook. [Learn more.](#)"
- Small text: "By clicking Sign Up, you agree to our [Terms](#). Learn how we collect, use and share your data in our [Data Policy](#) and how we use cookies and similar technology in our [Cookies Policy](#). You may receive SMS Notifications from us and can opt out any time."
- A large green **Sign Up** button at the bottom.

In the background, the main Facebook sign-up page is visible, showing the "Email or phone number" input field, a "Log In" button, a "forgot password?" link, and a "Create new account" button.

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

# How to create a Facebook account?



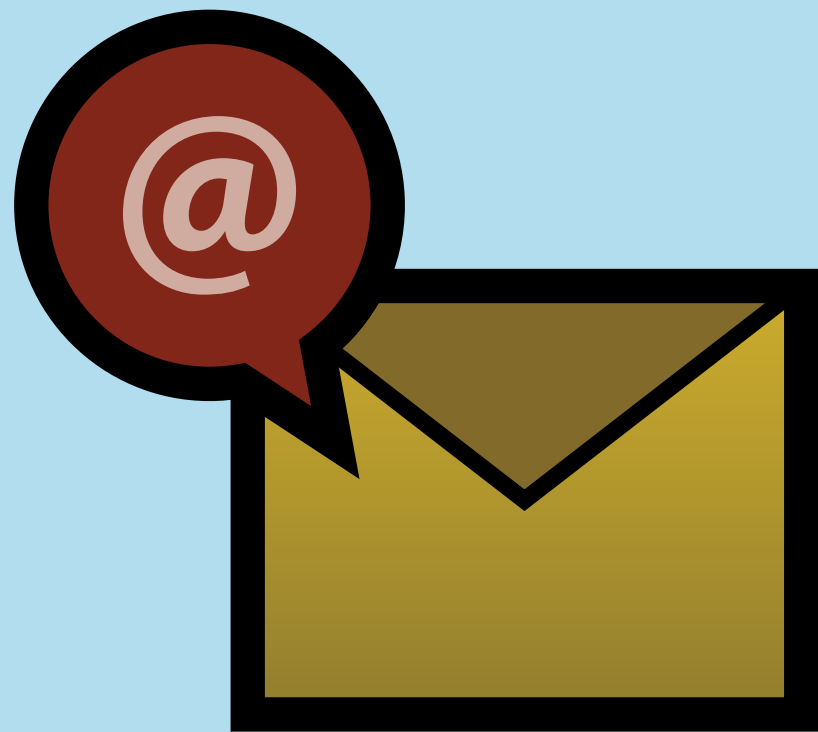
The image shows a screenshot of the Facebook sign-up process. A modal window titled "Sign Up" is open over the main Facebook homepage. The modal contains the following fields and options:

- First name** and **Last name** text input fields. The "First name" field has a red border and a red exclamation mark icon, indicating an error.
- Mobile number or email** text input field.
- New password** text input field.
- Birthday** section with three dropdown menus: "Jun", "2", and "2022".
- Gender** section with three radio button options: "Female", "Male", and "Custom".
- A green **Sign Up** button at the bottom.

Below the form, there is a small text block: "People who use our service may have uploaded your contact information to Facebook. [Learn more.](#)" and another block: "By clicking Sign Up, you agree to our [Terms](#). Learn how we collect, use and share your data in our [Data Policy](#) and how we use cookies and similar technology in our [Cookies Policy](#). You may receive SMS Notifications from us and can opt out any time."

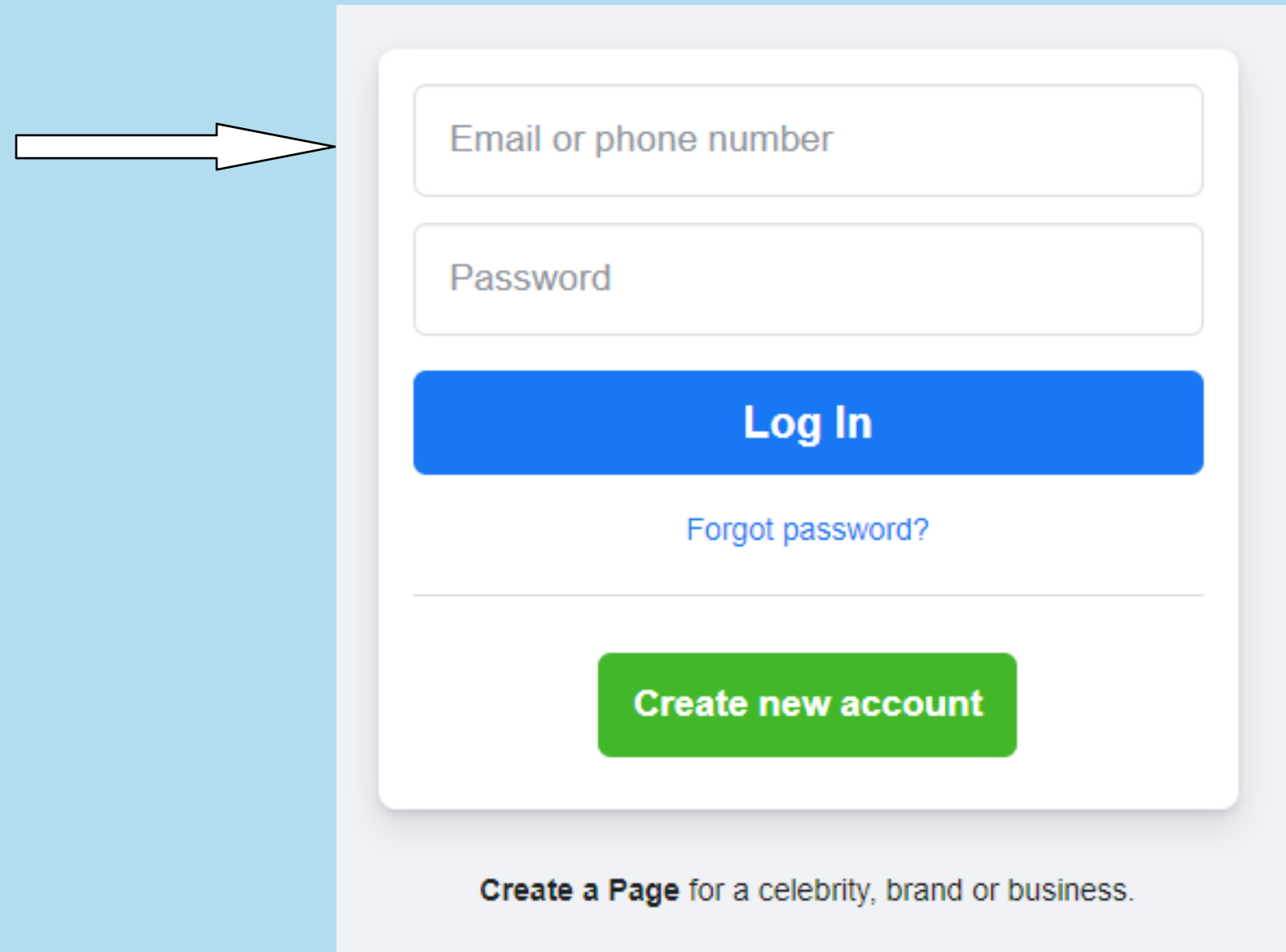
Select your date of birth, gender and click on Sign up.

# How to create a Facebook account?



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

# How to create a Facebook account?

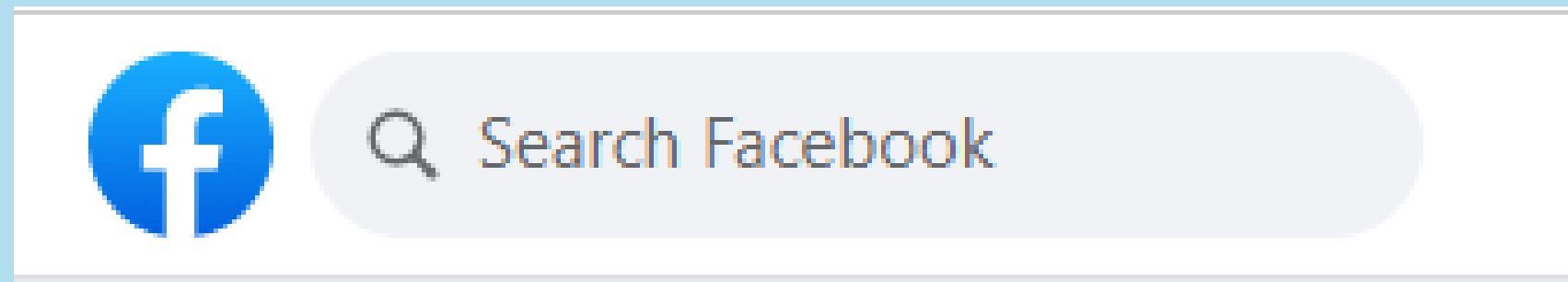


The image shows a screenshot of the Facebook login and sign-up interface. A white arrow points to the 'Email or phone number' input field. The interface includes a 'Password' input field, a blue 'Log In' button, a blue link for 'Forgot password?', a green 'Create new account' button, and a link for 'Create a Page for a celebrity, brand or business.' at the bottom.

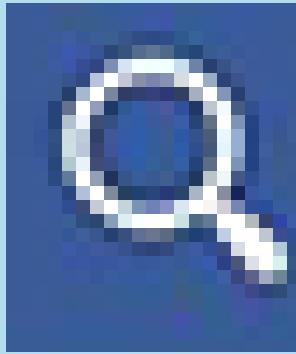
Log back in to the facebook page and enter your username and password you have chosen.

# How to add friends?

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

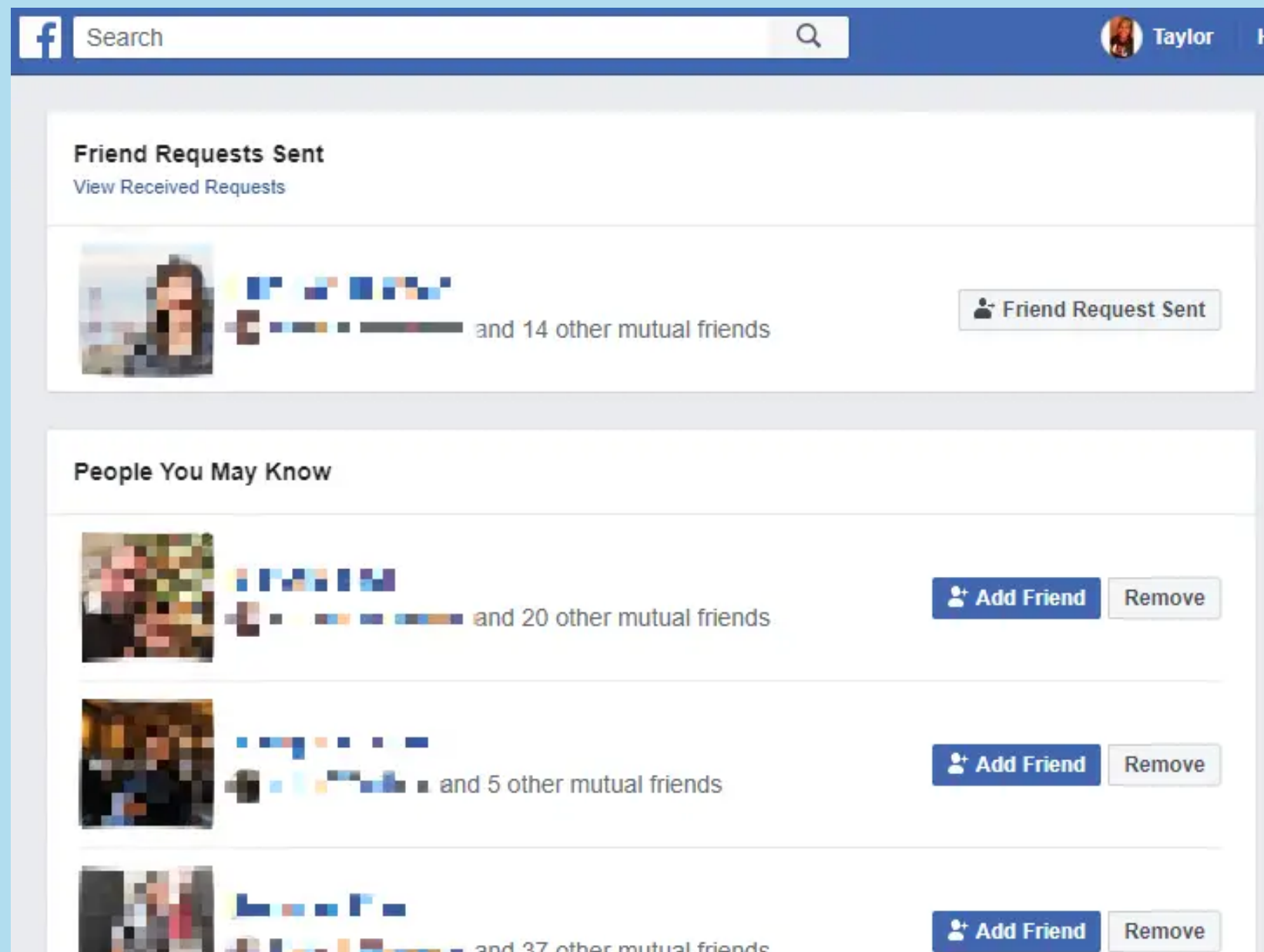


# How to add friends?



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?

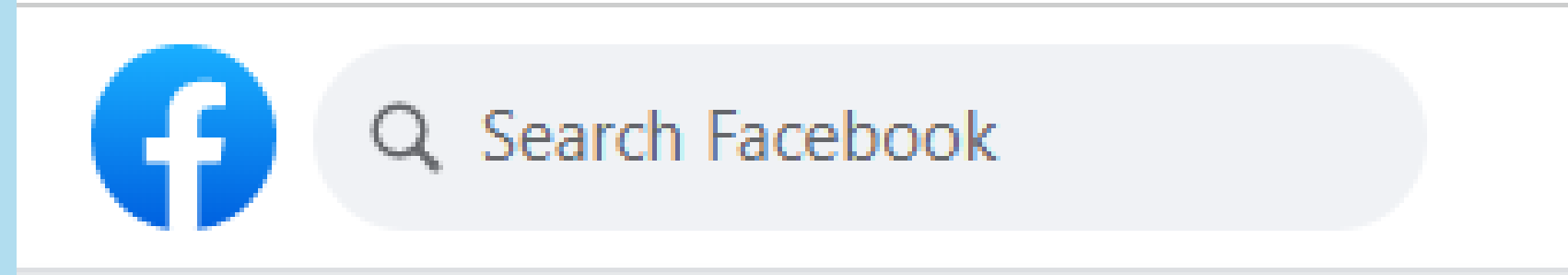


Remember to only add people you know.

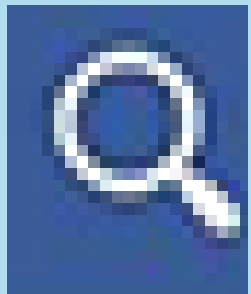


# How to add or join a group?

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.

The screenshot shows a Facebook page for 'Full CV inclusion'. The page header includes the profile picture, name, and a 'Send message' button. Below the header is a post from 'Full CV inclusion' with the text: 'You can now sign up to participate in the Seen and Unseen Conferences! You can do it here !!!' and a link to a Google Form. The main content area features a large graphic titled 'PROGRAMA' with the subtitle '¿De qué vamos a hablar?'. The graphic includes text about the 'Jornada Visto y No Visto número 9 sobre Exclusión Social y Discapacidad Intelectual' and lists several speakers and topics. To the right of the main content is a sidebar with a list of speakers and their affiliations. The left sidebar contains information about the page, including the number of likes (8,056) and followers (8,971), and a 'Suggest changes' section with a dropdown menu and buttons for 'Si', 'No lo sé', and 'No'. The bottom of the page shows a navigation bar with icons for home, search, and other features.



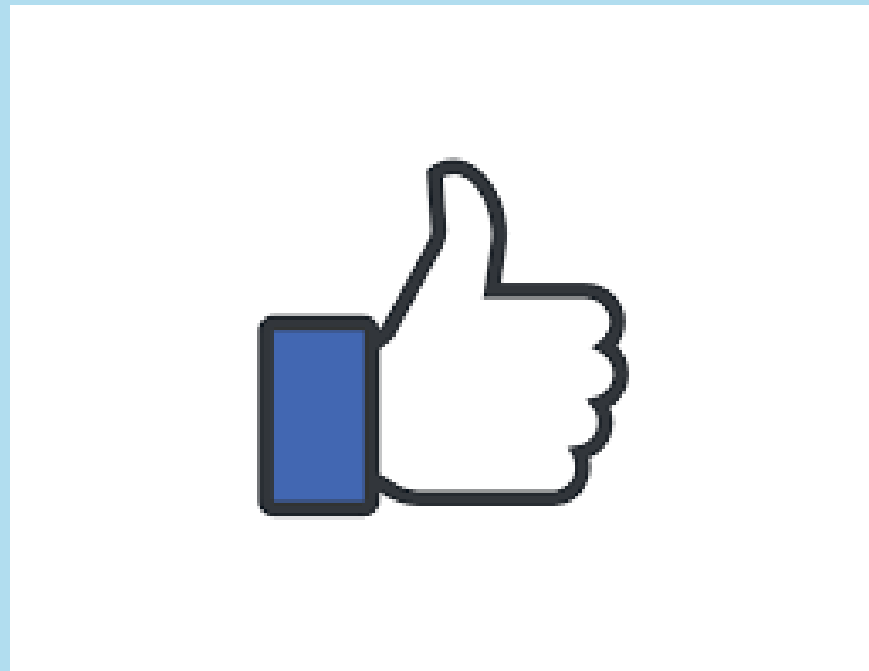
# How to like publications and interact on Facebook?



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.

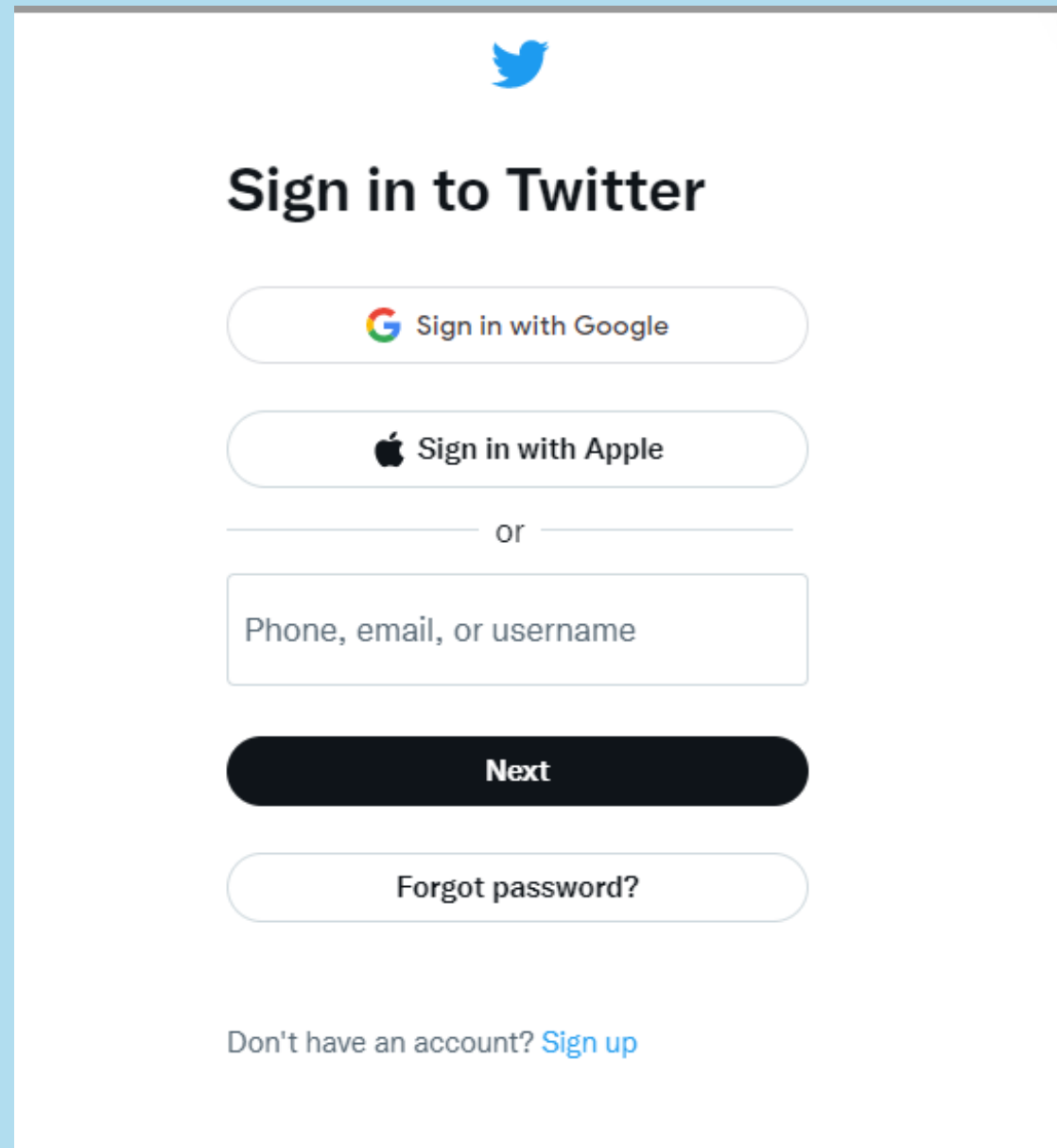
# Twitter



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

Twitter allows people to describe and share everyday things.

# Twitter



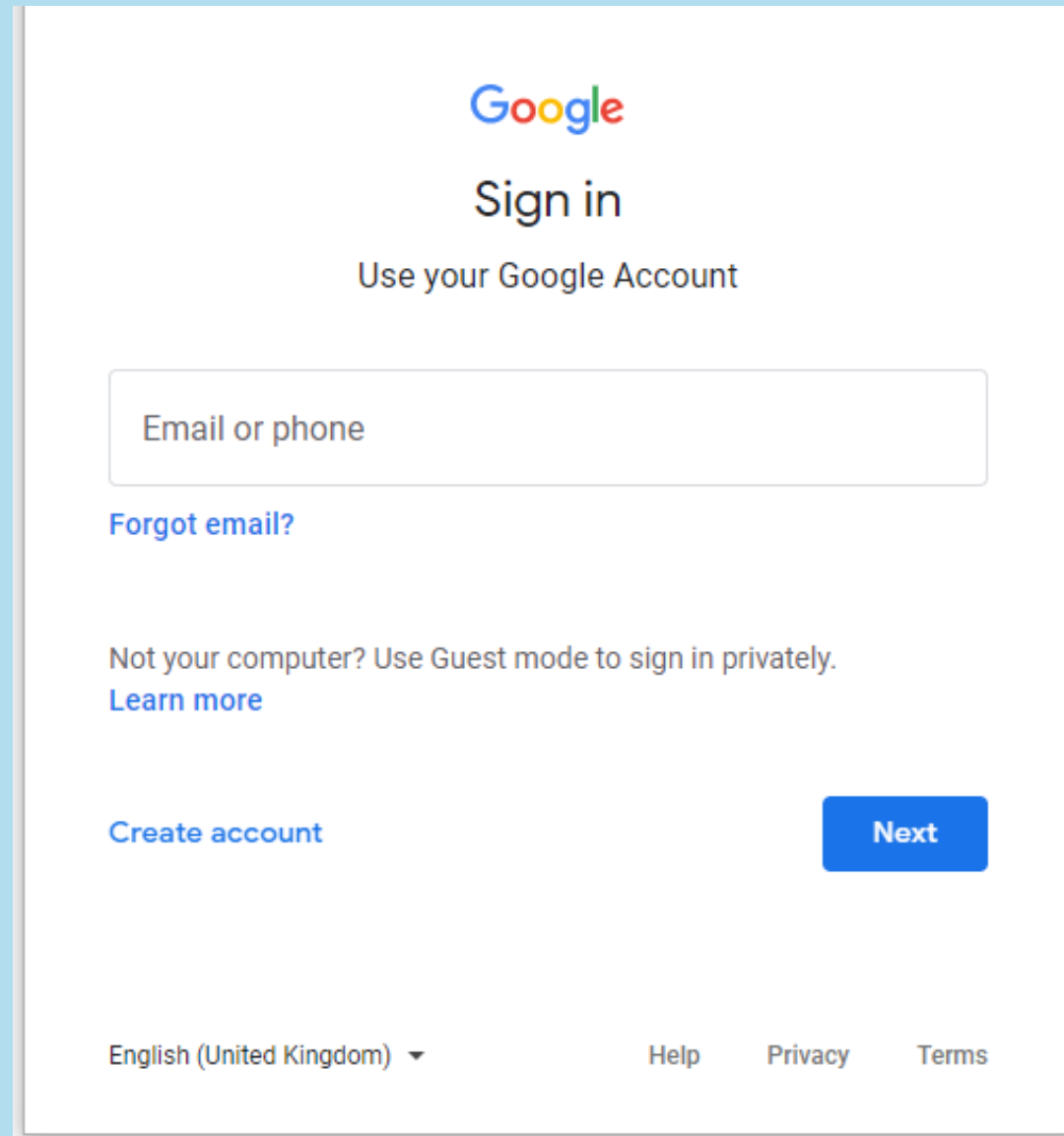
The image shows a screenshot of the Twitter sign-in page. At the top center is the Twitter bird logo. Below it, the text "Sign in to Twitter" is displayed. There are three rounded rectangular buttons stacked vertically: "Sign in with Google" (with the Google logo), "Sign in with Apple" (with the Apple logo), and "or" in the center. Below these is a text input field with the placeholder text "Phone, email, or username". Underneath the input field is a black button with the text "Next" in white. Below that is another rounded rectangular button with the text "Forgot password?". At the bottom left, there is a link that says "Don't have an account? Sign up".

To create a new Twitter account,  
follow this link:

[www.twitter.com](https://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 page for Twitter. At the top, the Google logo is displayed in its multi-colored font. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with the placeholder "Email or phone" is present. Below the input field, there is a link for "Forgot email?". Further down, a message reads "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom left, there is a "Create account" link, and at the bottom right, there is a blue "Next" button. The footer contains a language selector set to "English (United Kingdom)", and links for "Help", "Privacy", and "Terms".

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


# Twitter

Apple ID



Use your Apple ID to sign in to Twitter.

[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...](#)

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[Privacy Policy](#)

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



# Twitter

## Create your account

 0 / 50

[Use email instead](#)

### Date of birth

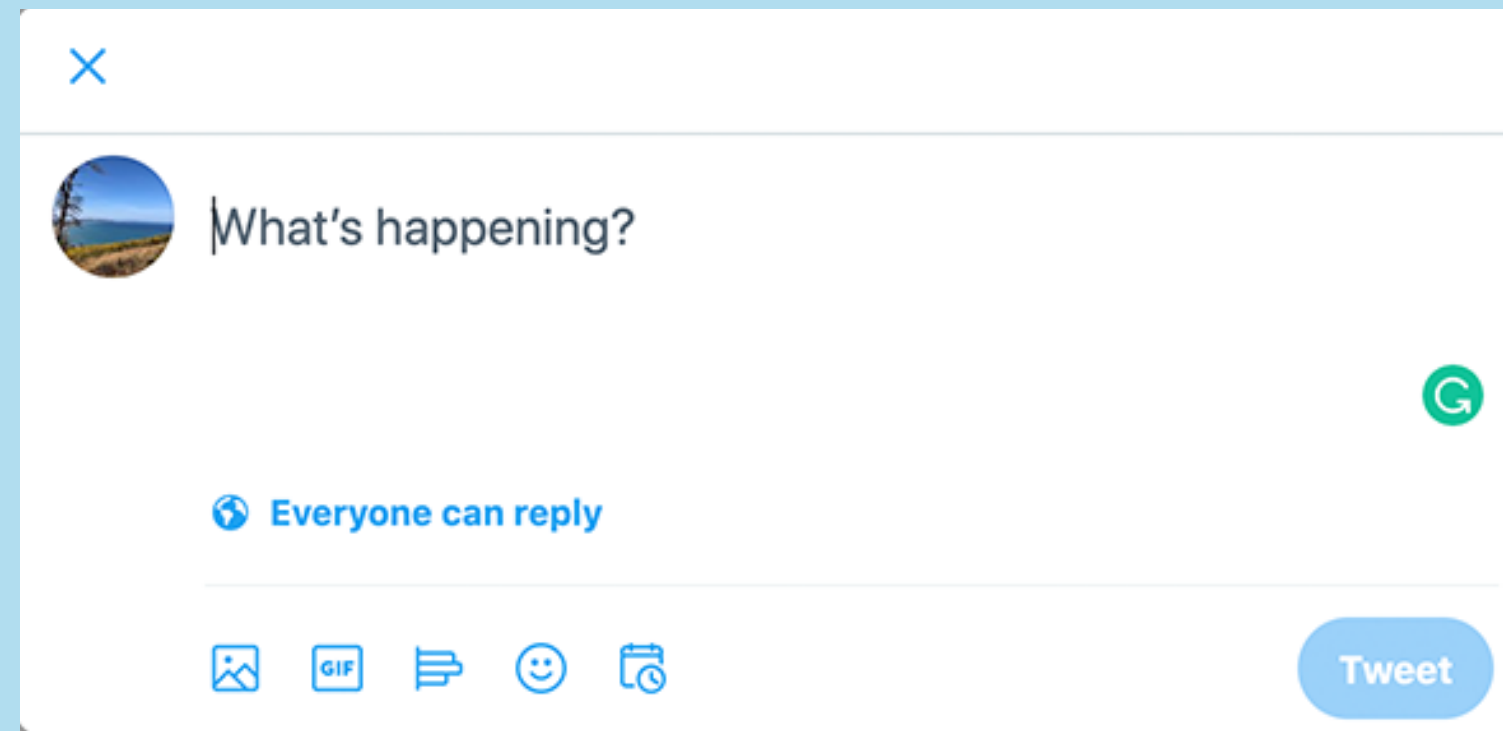
This will not be shown publicly. Confirm your own age, even if this account is for a business, a pet, or something else.

Next

You chose your phone number to create a new account, enter your first and last name, mobile phone number and date of birth.

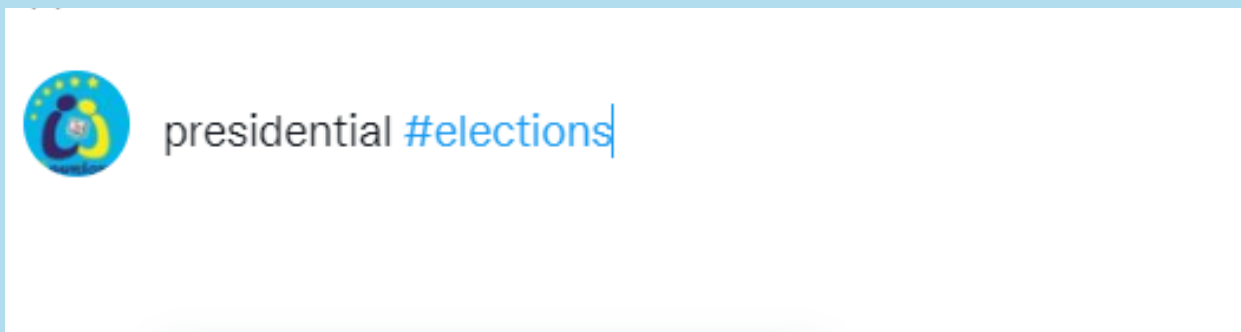
# Twitter features



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 @

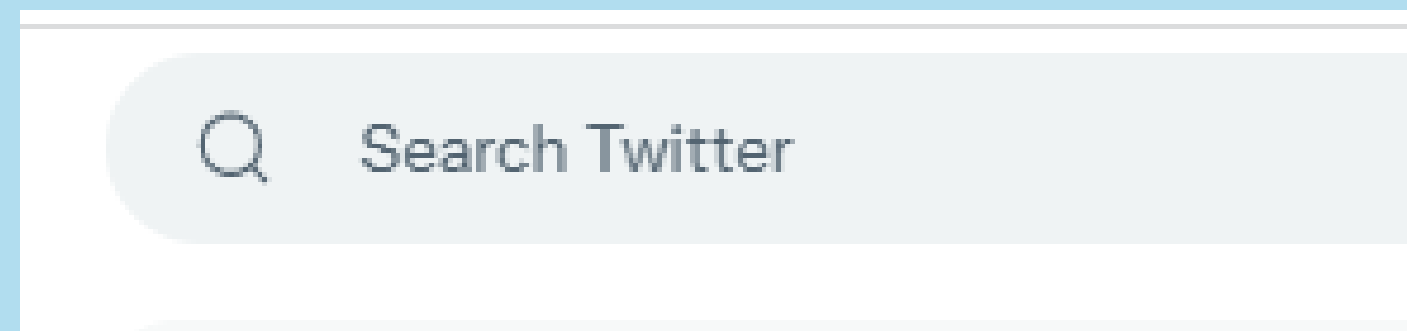
and then the person's name on Twitter.

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

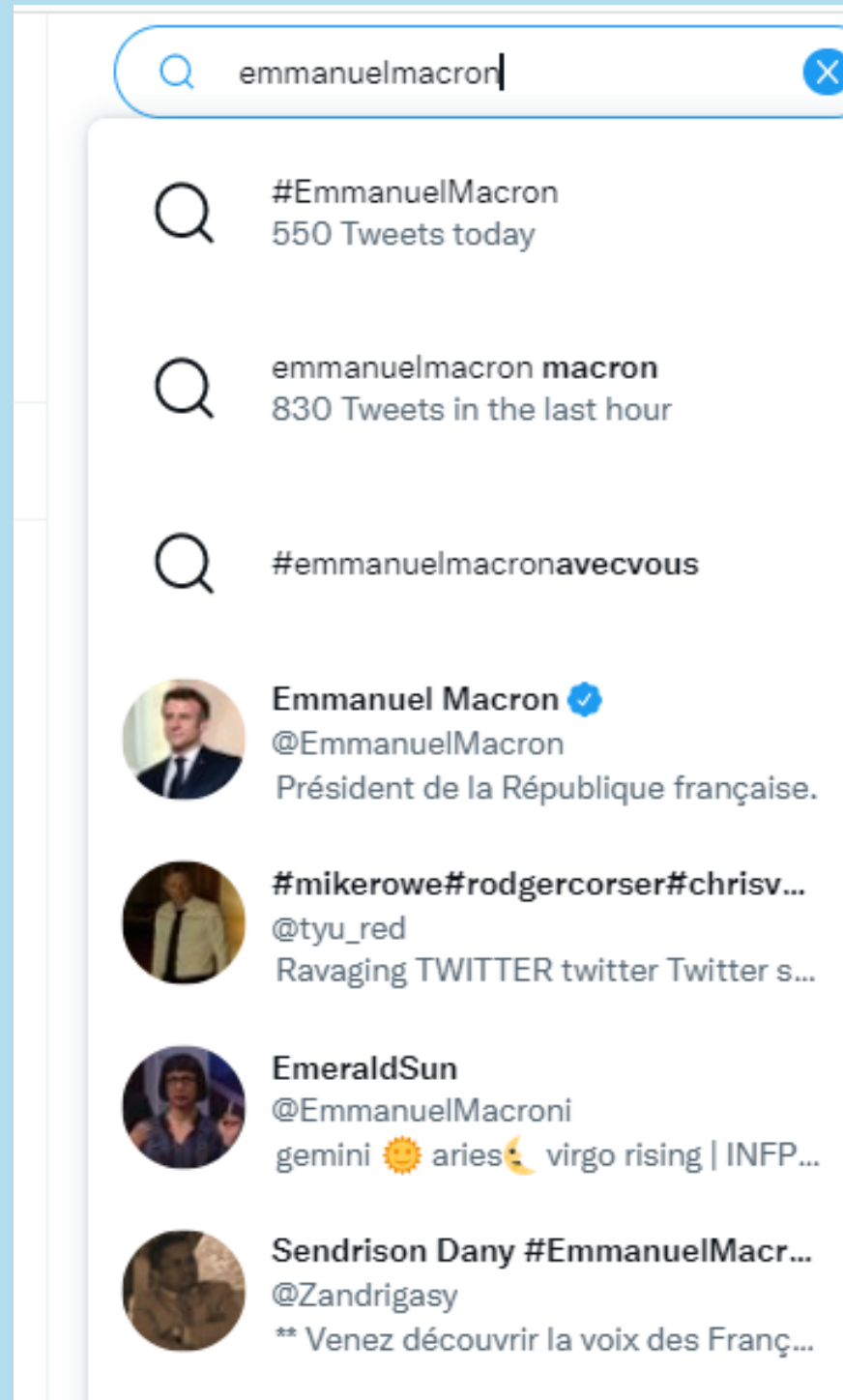
# Twitter

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.

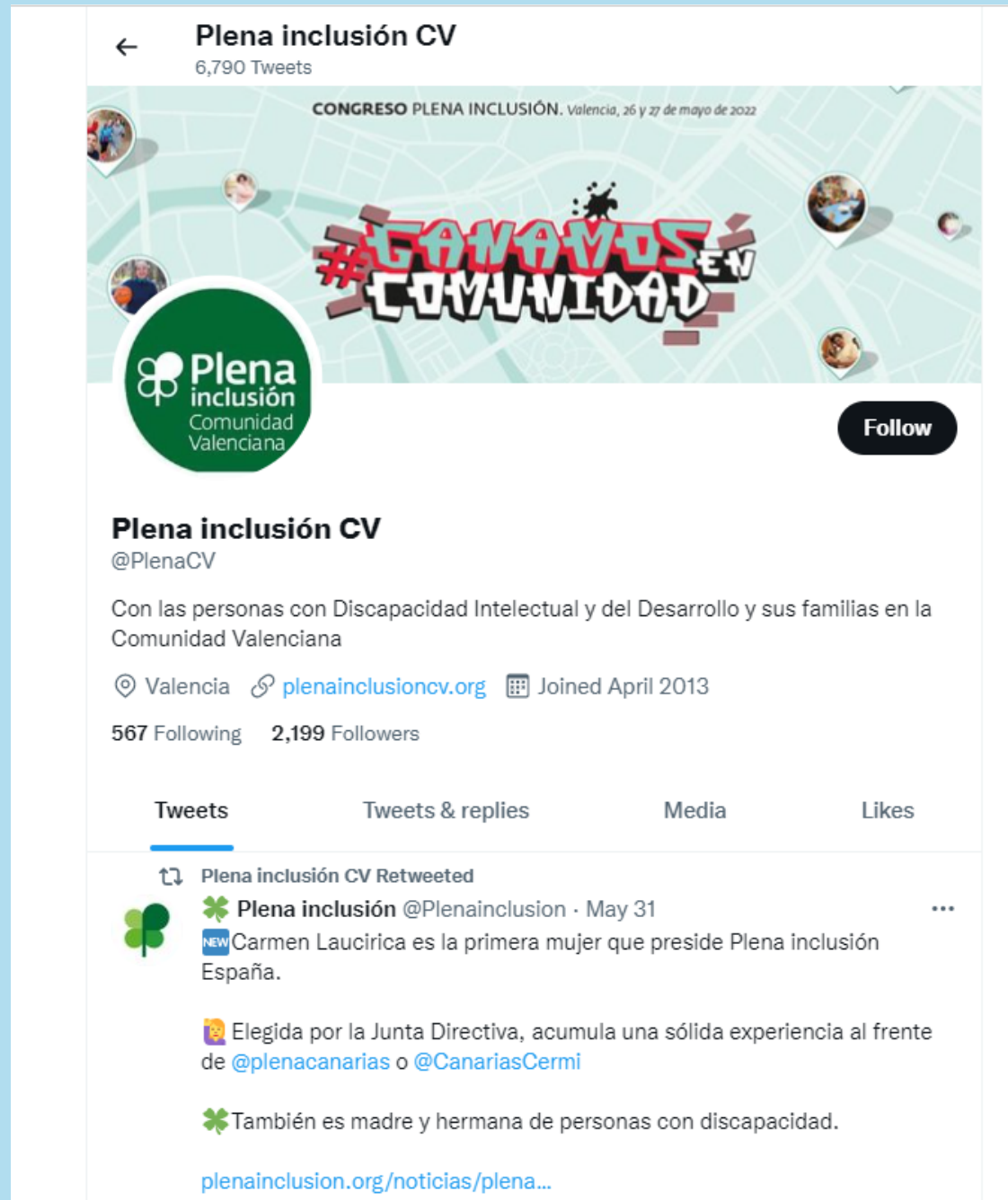


# Twitter



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



The image shows a screenshot of the Twitter profile page for 'Plena inclusión CV'. At the top, there is a header with a back arrow, the name 'Plena inclusión CV', and '6,790 Tweets'. Below this is a banner image for a congress with the text 'CONGRESO PLENA INCLUSIÓN. Valencia, 26 y 27 de mayo de 2022' and a large hashtag '#GANAMOS EN COMUNIDAD'. The profile picture is a green circle with a white clover-like logo and the text 'Plena inclusión Comunidad Valenciana'. To the right of the profile picture is a black 'Follow' button. Below the profile picture, the name 'Plena inclusión CV' and handle '@PlenaCV' are displayed. The bio reads: 'Con las personas con Discapacidad Intelectual y del Desarrollo y sus familias en la Comunidad Valenciana'. Location is 'Valencia', website is 'plenainclusioncv.org', and it was 'Joined April 2013'. It shows '567 Following' and '2,199 Followers'. At the bottom, there are tabs for 'Tweets', 'Tweets & replies', 'Media', and 'Likes'. The 'Tweets' tab is selected, showing a tweet from 'Plena inclusión CV Retweeted' by 'Plena inclusión @Plenainclusion' dated May 31. The tweet text is: 'NEW Carmen Laucirica es la primera mujer que preside Plena inclusión España. Elegida por la Junta Directiva, acumula una sólida experiencia al frente de @plenacanarias o @CanariasCermi. También es madre y hermana de personas con discapacidad.' A link 'plenainclusion.org/noticias/plena...' is at the bottom.

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

# Zoom



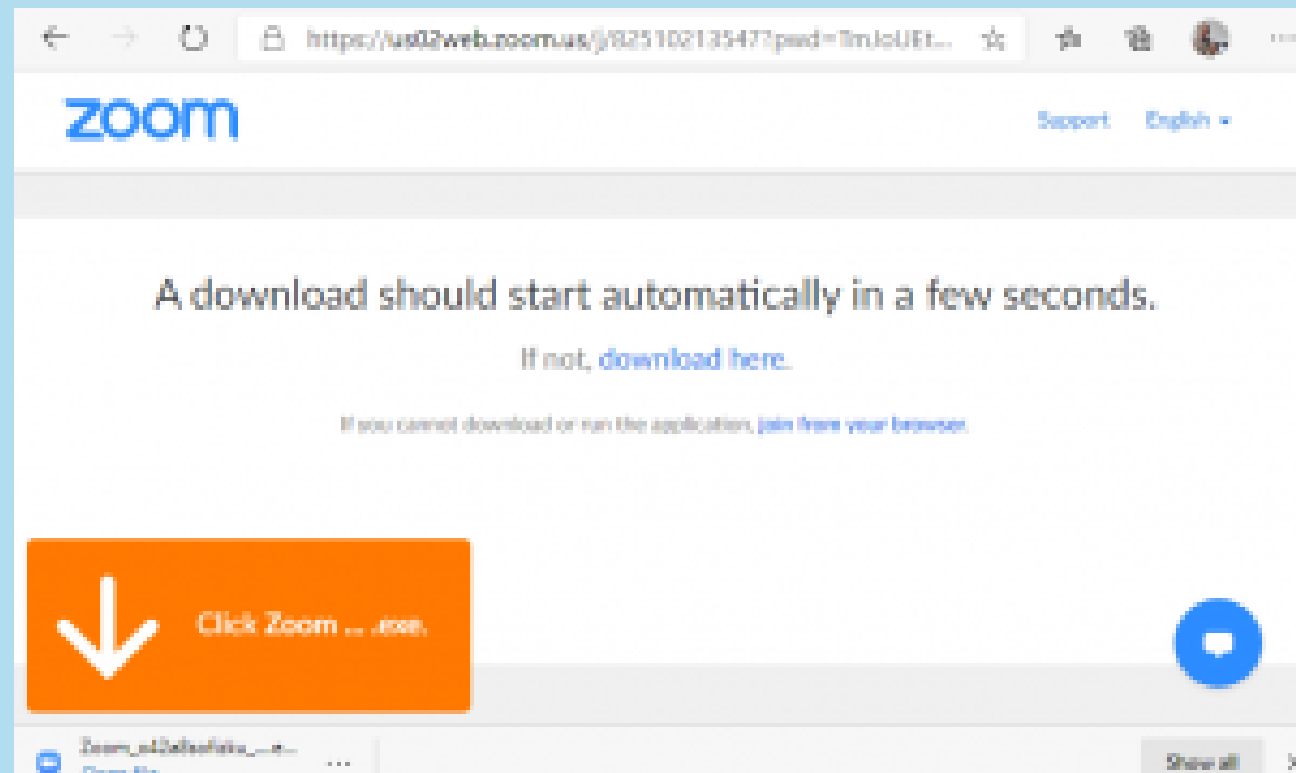
Zoom is a video platform that allows you to hold online meetings, seminars and events.

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.



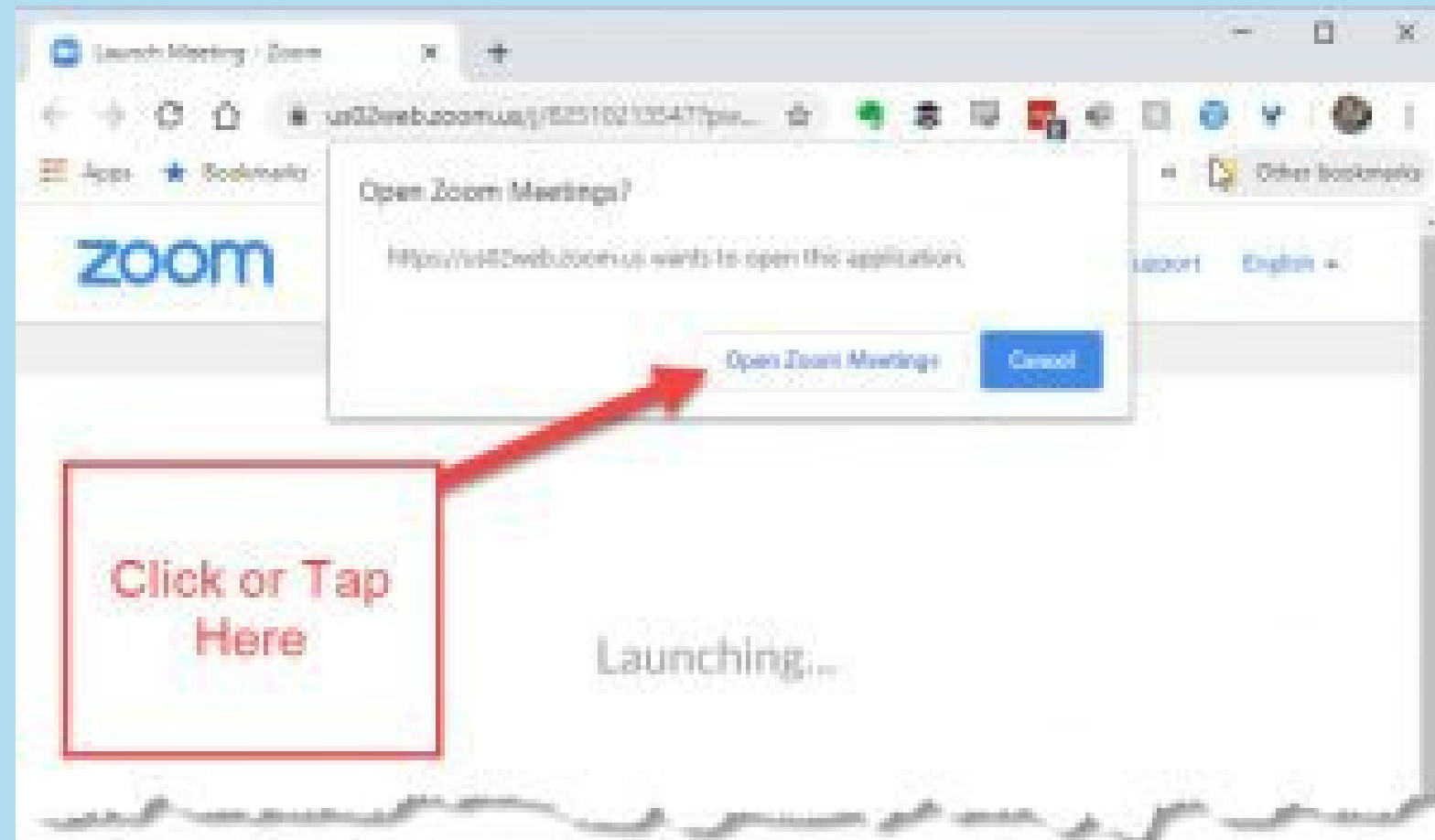
# Installing Zoom



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

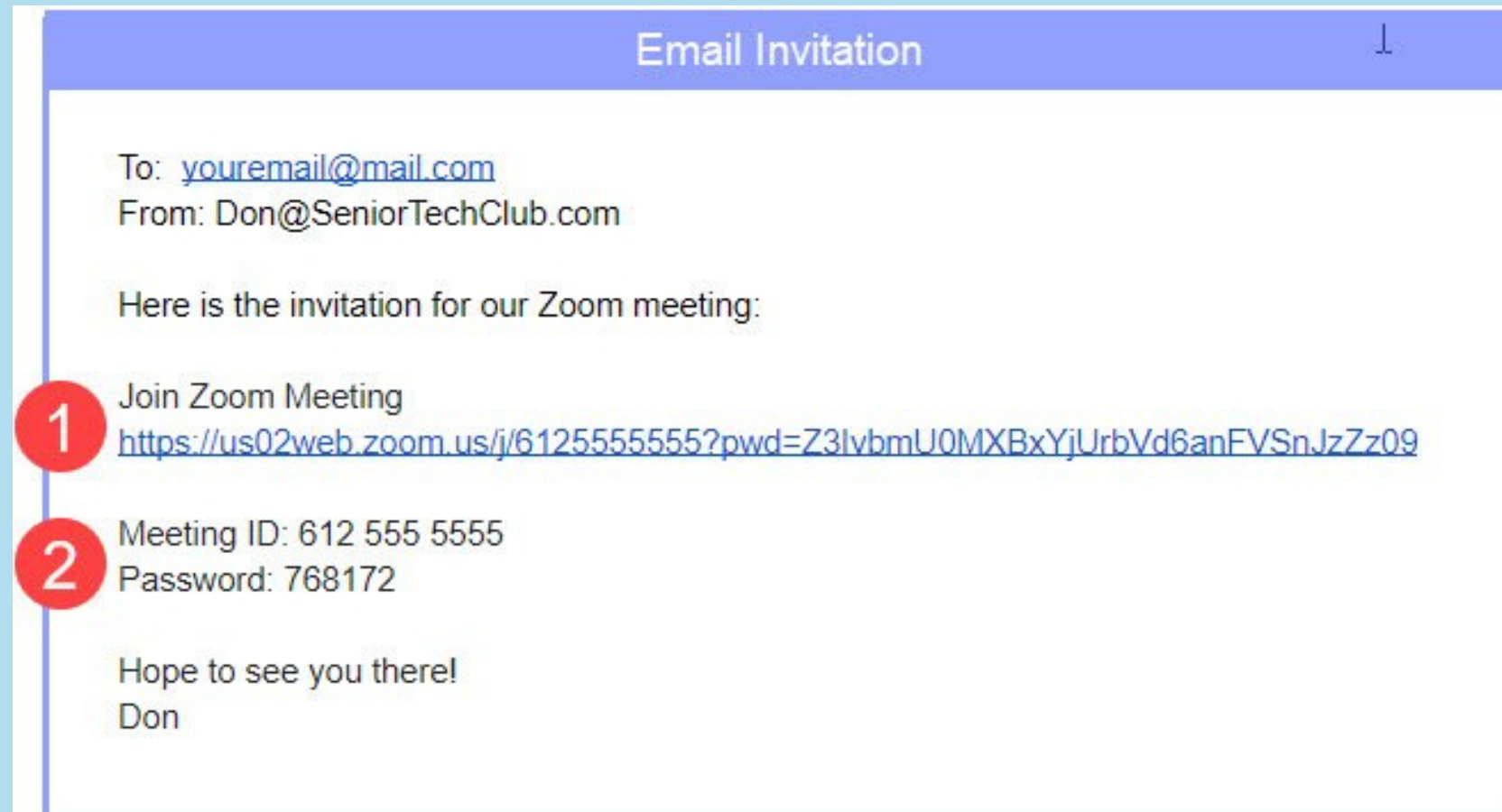


To install Zoom on a tablet or mobile phone, go to the app shop and search for Zoom.

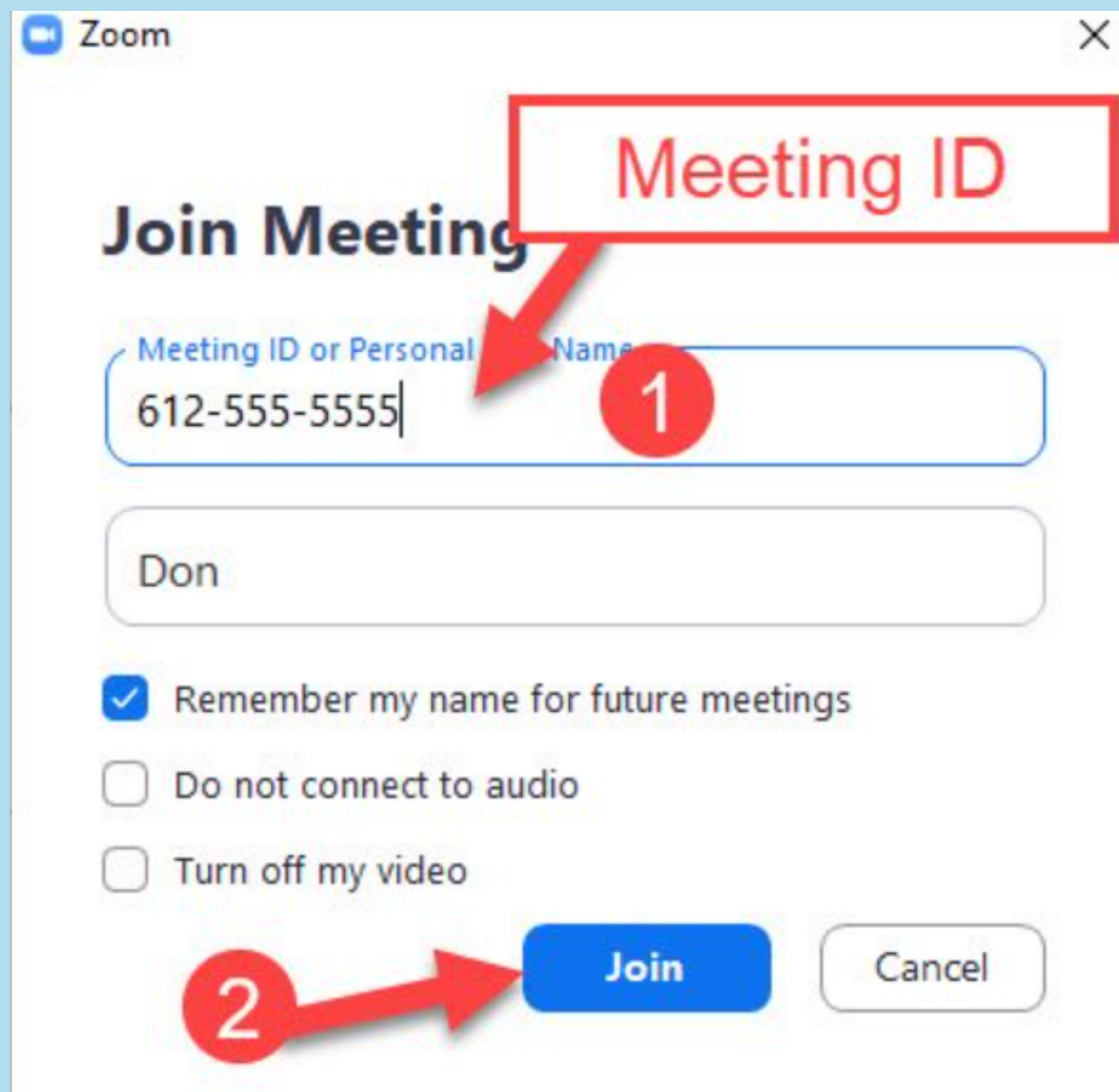
# Joining a Zoom Meeting

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



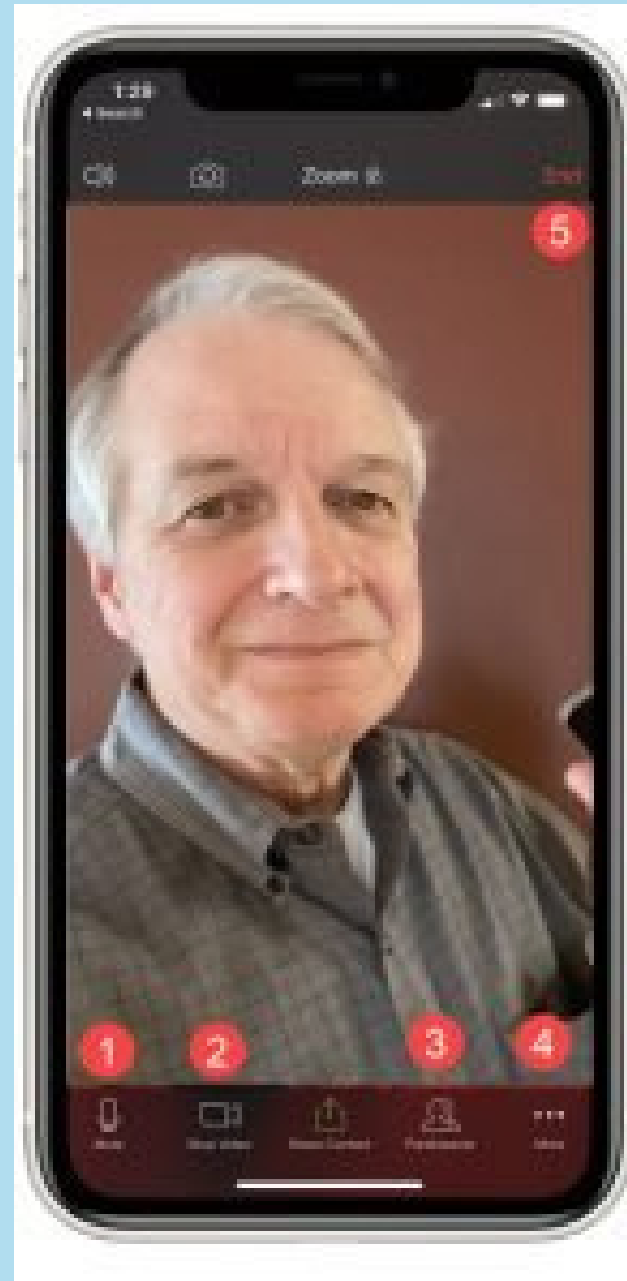
The image shows a screenshot of the Zoom application's 'Join Meeting' dialog box. The window title is 'Zoom'. The main heading is 'Join Meeting'. Below the heading, there is a text input field labeled 'Meeting ID or Personal Meeting Name' containing the text '612-555-5555'. A red box labeled 'Meeting ID' is positioned above this field, with a red arrow pointing to the input. A red circle with the number '1' is also next to the input field. Below the input field is a text input field for a name, containing the text 'Don'. Underneath the name field are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom, there are two buttons: a blue 'Join' button and a white 'Cancel' button. A red circle with the number '2' is next to the 'Join' button, with a red arrow pointing to it.

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.

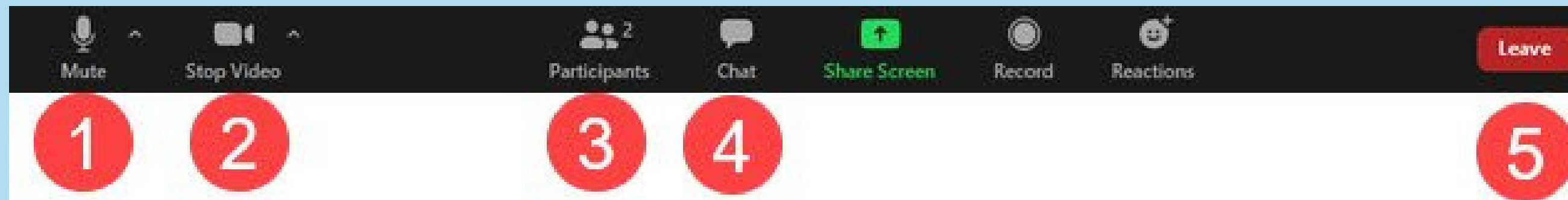
# The main commands in Zoom



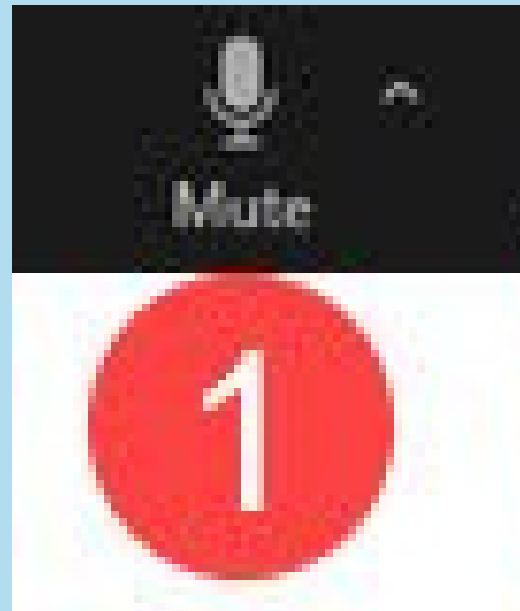
In this image you can see how the zoom menu appears on a mobile phone.

# 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.



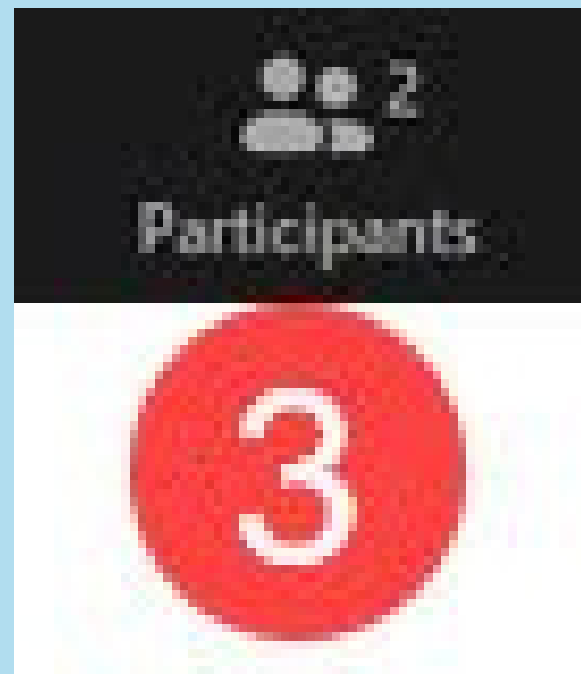
# The main commands in Zoom



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

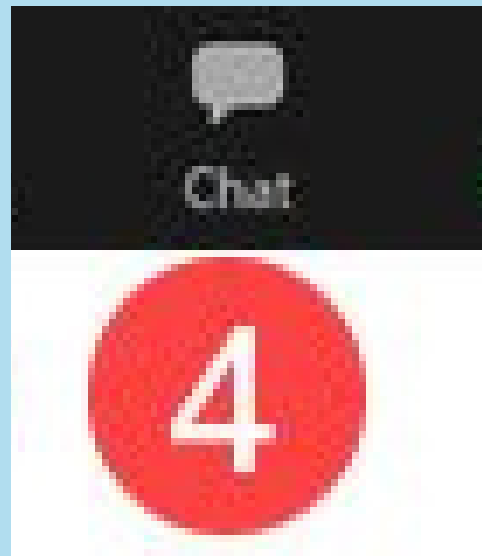
When the camera is turned off, your profile picture is displayed or a blank box with your name.

# 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

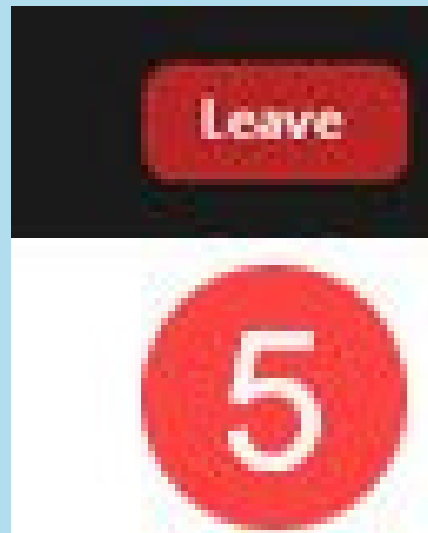


Click on this icon to access the chat

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.



Rights and technologies,  
united by citizen participation

THANK YOU  
FOR YOUR ATTENTION