

Using Technology to Advance Your Career Tool

Tips to help you advance your own objectives:

✓ How to Sign up for a Twitter Account

1. Things You Will Need:

- Computer
- Keyboard
- Sparetime

2. Navigate to <http://twitter.com/> and select the yellow button on the right hand of your screen, or simply navigate to <https://twitter.com/signup>. This will take you to the main signup page.



3. The first field you will be asked to fill out is your full name. By using your real name, you increase your relevancy and familiarity with your followers.

A screenshot of the Twitter signup form. The "Full name" field is filled with the text "Emily Pinkerton". To the right of the field is a green button with a checkmark icon and the text "ok".

4. Next, you will be asked to select a username. Try to pick something that describes you - whether it's a nickname, an interest or a hobby. I chose the name 'n00binat0r' to make sure everyone knows that I'm new to Twitter. This will be

the name your followers use when sending @replies, direct messages, or Retweets. It will also form the URL of your home timeline. A preview of that URL is shown below for the username @n00binat0r.



5. **Please note:** You can [change your username](#) in [your account](#) settings at any time, as long as the new username is not in use. Usernames must be fewer than 15 characters in length, and cannot contain 'admin' or 'twitter' in order to avoid brand confusion.
6. Once you have selected an appropriate username, you will be asked to enter a password. **Be tricky!** Make sure your password contains letters, numbers, and symbols. Please do not use a password based on a word found in the dictionary.



7. Once you have entered a sufficiently strong password, please provide an email address. We use this to [confirm](#) your account before you can finish the signup process.



8. The next step is to prove that you're a human (not a machine!) by typing in the words shown in the CAPTCHA (completely automated public turing test to tell computer and humans apart) before hitting the "Create my account" button. **Please note:** if you are having difficulty reading the words, you may request a new CAPTCHA, or you can select an audio CAPTCHA.



9. Finding Sources That Interest You

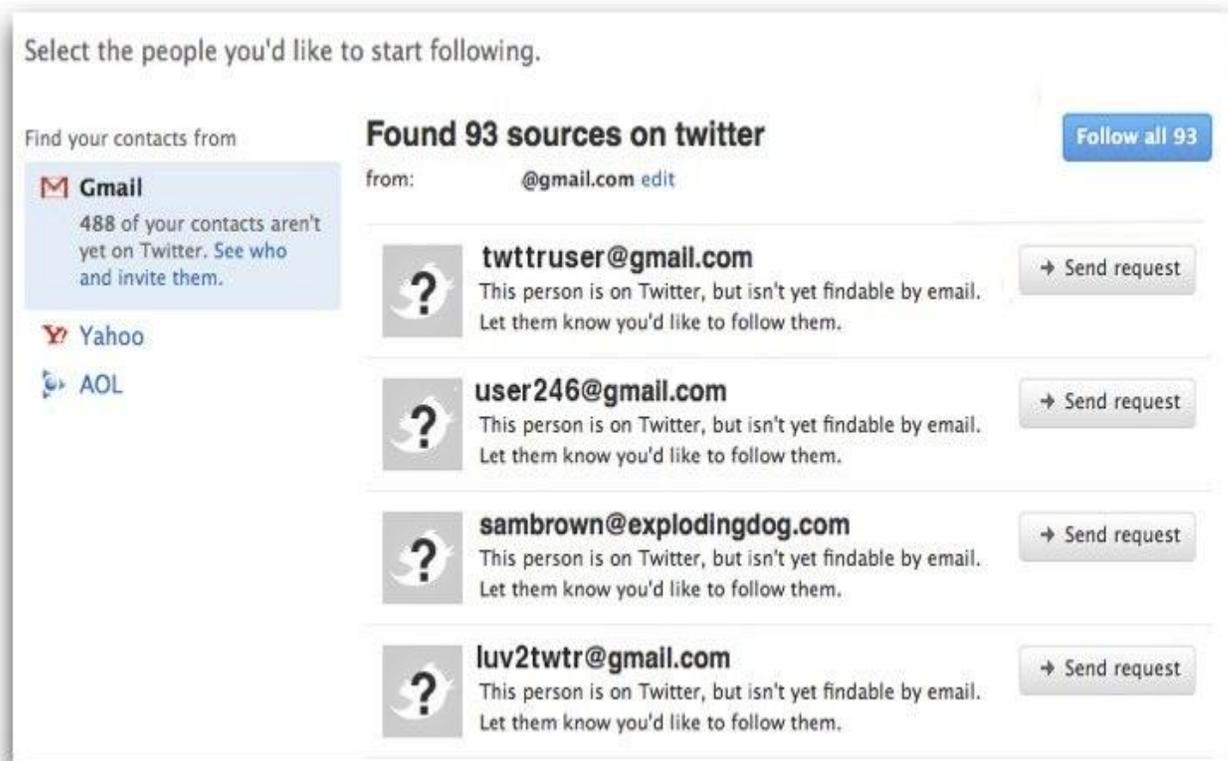
- Because Twitter is more useful and fun when you're getting regular updates relevant to your interests, we ask that you select some of your interests from the left-hand side of the screen. This helps us suggest accounts you might like to follow. Each time you select an interest, a list of suggested users is generated. Clicking the 'follow' button next to a user's name will add them to the list of users you are following. This is indicated by the number in the green square above the list.

The screenshot shows the 'Find sources that interest you' page on Twitter. At the top, there's a header with 'Find sources that interest you' and a 'You're following 3' indicator. Below the header, there are three tabs: '1 suggestions', '2 friends', and '3 others'. The 'suggestions' tab is active. A message says 'Look who else is here! Follow the ones you like.' On the left, there's a list of interests: Art and Design, Books and Authors, Business, Charity, Entertainment, Fashion, Food and Beverage, Funny, Health and Wellness (highlighted), Music, and News. On the right, under 'Sources in Health and Wellness', there are two suggestions: 'CBS Health' (@cbshealth) and 'Family Health Guide' (@FamHealthGuide). Each suggestion includes a profile picture, name, handle, location, and bio, along with a '+ follow' button.

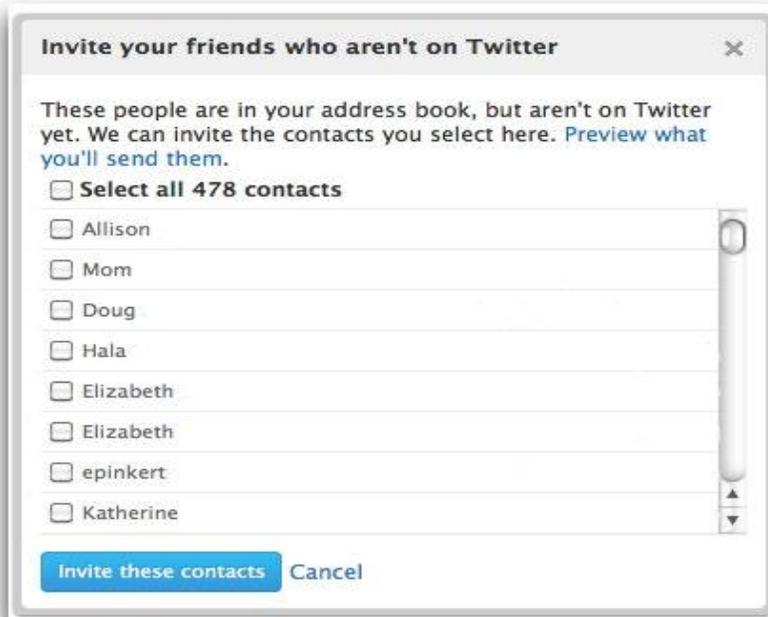
- **Tip:** Create a 'following' list that's as varied as your interests. After you've followed users suggested in one area of interest, select another and find more sources to follow! When finished, click the blue 'Next: friends' button in the lower right hand side of your screen.
- Here's where it gets personal: If you choose, Twitter can scan your email address book in order to find contacts that are also using Twitter. It's a fast and easy way to find your friends. Simply type your email address and your email password into the boxes, then hit 'Find friends.' **Twitter does not store your login, and we will not use your email address without your permission.**

The screenshot shows the 'Find your contacts from' interface. At the top, it says 'Many of your friends and colleagues already use Twitter. Find and follow them.' Below this, there's a section for 'Find your contacts from' with three options: Gmail, Yahoo, and AOL. The Gmail option is selected. To the right, there are two input fields: 'Your email' with the value 'myemail@gmail.com' and 'Your password' with a masked password '.....'. Below these fields is a blue 'Find friends' button. To the right of the input fields, there's an 'Email Security' section with a lock icon and text: 'We don't store your login and your password is submitted securely. We store email addresses from this import to help you connect with other Twitter users. We won't email these addresses without your permission. [Learn more.](#)'

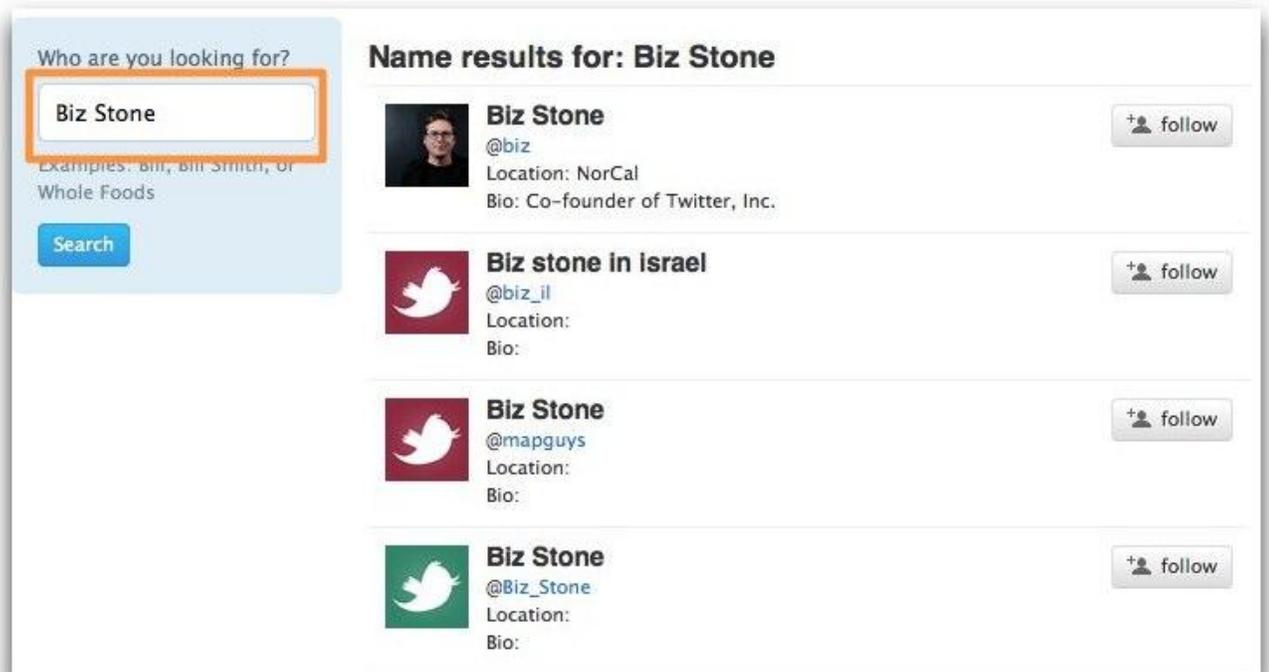
- When the scan is [complete](#), Twitter will show you a list of the friends and colleagues it found in your address book. You can choose to follow all of them by selecting the blue 'Follow All' button on the right hand side of the results, or if you'd like to see updates only from specific people, you can choose to ask to follow your email contacts individually using the grey 'send request' button next to their information.



- Once you have selected the friends and colleagues you wish to follow, click the 'Next: others' button at the bottom of your screen. A box will pop-up with your remaining contacts, those who are (sadly) not on Twitter. If you would like to invite them to join Twitter, simply check the boxes next to the contacts you wish to invite - or click "select all" at the top. Please remember that if you select all your contacts and proceed, it will invite *all* your contacts.



- You're almost done! The final step of signup is to search for anyone else you would like to add on Twitter. In this case, I am going to search for Biz Stone, who did not show up in my contact import.



- When I click the 'follow' button next to Biz's information, a confirmation message appears.



Biz Stone
@biz
Location: NorCal
Bio: Co-founder of Twitter, Inc.

✓ Following
Unfollow

- After you have searched, found, and followed any remaining friends or colleagues, click the blue 'Next step: you're done!' button to finish the sign up process. You will be taken to your home page, known as your timeline, where you can now share information via Tweets, as in the example shown below:



What's happening? 50

Just signed up on Twitter! Found great tips for getting started at <http://help.twitter.com>

update

Press 'update' and you've successfully posted your first Tweet. Congratulations and welcome to Twitter!