

**riwç**  
RIVERDALE IMMIGRANT  
WOMEN'S CENTRE

## **USING COMMUNICATION & SOCIAL MEDIA PLATFORMS**

# WELCOME!

- The session will be 90 minutes
- We will pause after each slide for questions, and to provide assistance
- There will also be time for questions at the end of the session

The logo for the Riverdale Immigrant Women's Centre (riwc) is located in the bottom right corner. It features the lowercase letters 'riwc' in a bold, black, sans-serif font. Below the letters, the words 'RIVERDALE IMMIGRANT WOMEN'S CENTRE' are written in a smaller, black, sans-serif font. A small, stylized female symbol (a circle with a vertical line and a horizontal line) is positioned to the right of the word 'CENTRE'.








# WELCOME!

- How to, for various social media platforms:
  - Change profile picture
  - Post a photo or video
  - Post a status update
  - Send a message
  - Find and follow friends and other accounts
- How to, for email
  - Compose and send a new email
  - Reply to an email
  - Forward an email



# EMAIL

## Email providers and basic use

- Gmail, Hotmail, Shaw, Telus, Outlook, Yahoo, Apple iCloud, etc.
- All work the same way
- You can;
  - Compose 
  - Reply 
  - Forward 
  - Attach 
  - Delete 

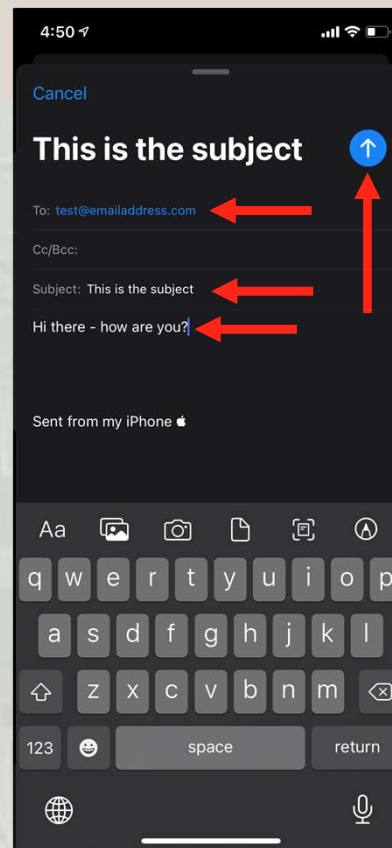




# EMAIL

# Compose

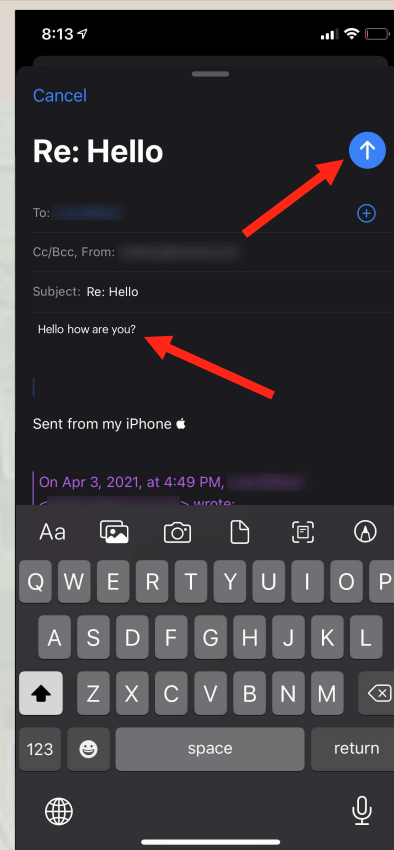
- To compose a new message  
Click/tap the compose button
- Click/tap "To:" and enter the email address of the recipient in the format [name@address.com](#)
- Click/tap "subject" and enter the subject
- Click/tap the body of the message and enter the message
- Click/tap send



# EMAIL

## Reply

- The number lets you know there is an unread message
- Click/tap the inbox
- Click/tap the unread message
- Click/tap the reply button
- Click/tap reply again
- Click/tap the body of the message and enter the message
- Click/tap send

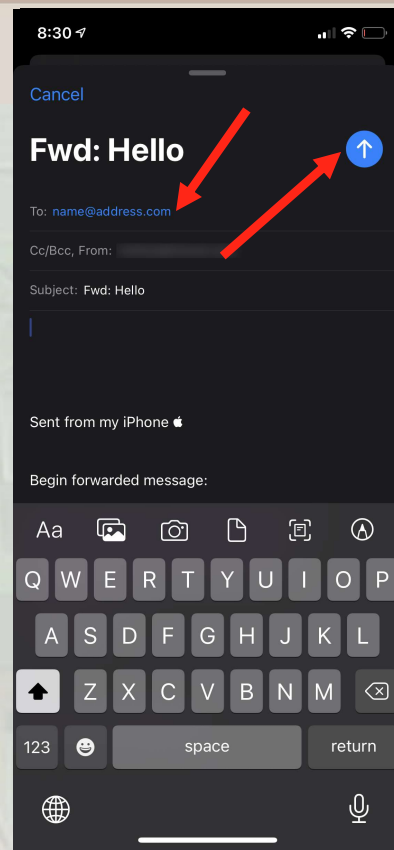




# EMAIL

# Forward

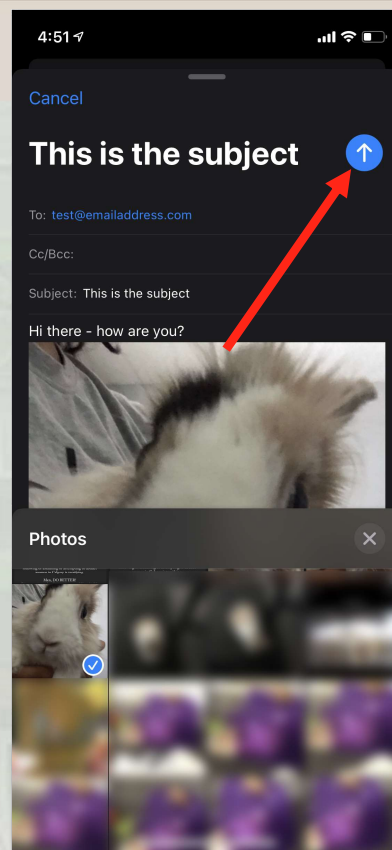
- Click/tap the message you want to forward
- Click/tap the reply button
- Click/tap forward
- Type in the address of the person you want to send it to
- Click/tap the body of the message and enter a message
- Click/tap send



# EMAIL

## Attach a photo

- Start from a composing a message
- Enter your message
- Click/tap the attachment button
- Click/tap your photo
- Click/tap send

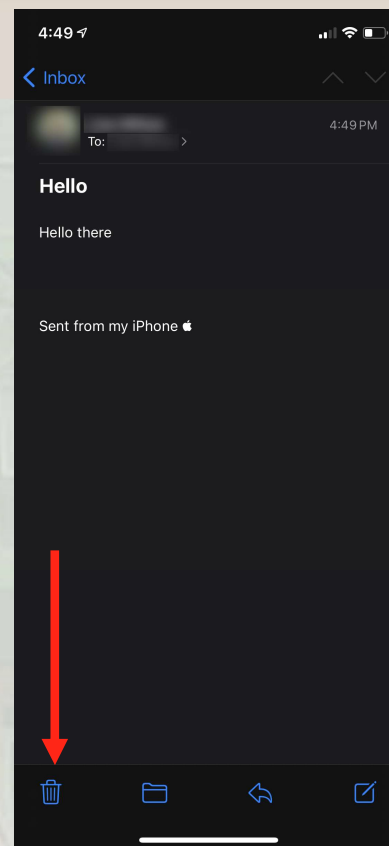




# EMAIL

## Delete

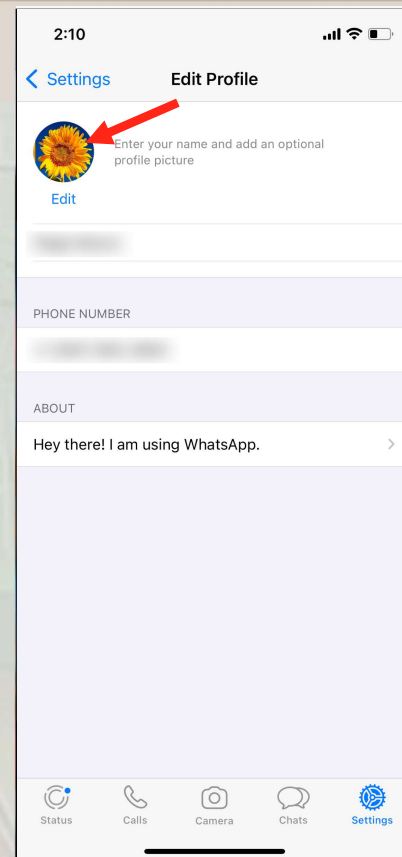
- While in a message
- Click/tap the delete button



# WHATSAPP

## Change profile photo

- Click/tap "settings" from the main screen
- Click/tap the area in the top of the screen that includes your name
- Click/tap "add photo"
- Click/tap your photo
- Click/tap "choose"
- Your photo has been added

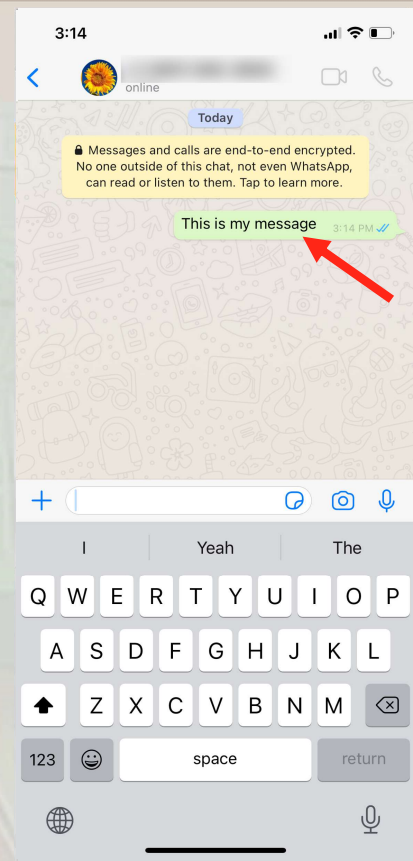




# WHATSAPP

## Send a chat message

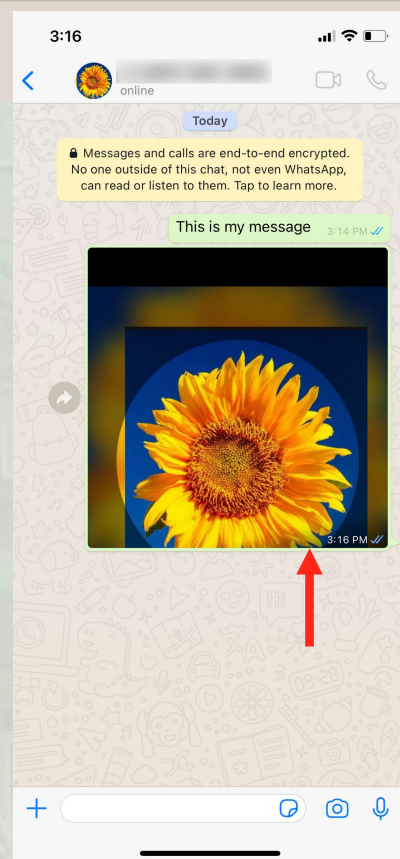
- Click/tap the "chats" icon from the bottom of the main screen
- Click/tap the "new chat" icon
- Type in the number of the person you want to contact
- Click/tap "done"
- Click/tap "ok"
- Type in the message you would like to send
- Click/tap the send button
- The message has been sent



# WHATSAPP

## Send a photo in a chat

- Click/tap the + button on the left of the message field
- Click/tap the photo you would like to send
- Click/tap send
- You will now see your sent photo in the chat screen

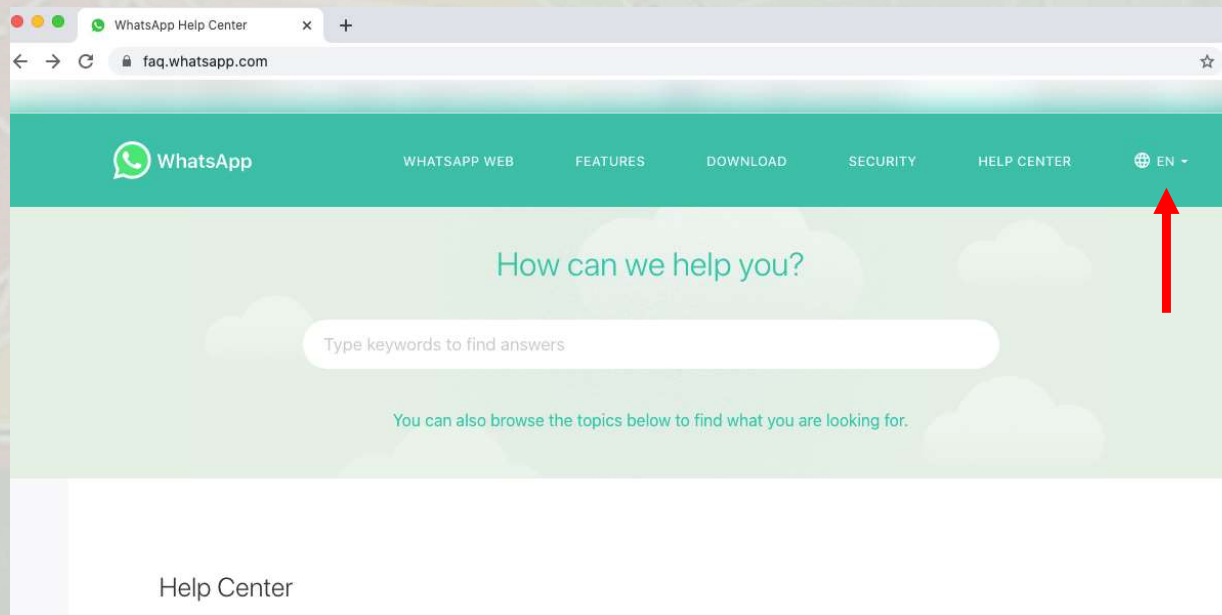




# WHATSAPP

## Help Centre

- <https://www.whatsapp.com/contact/>

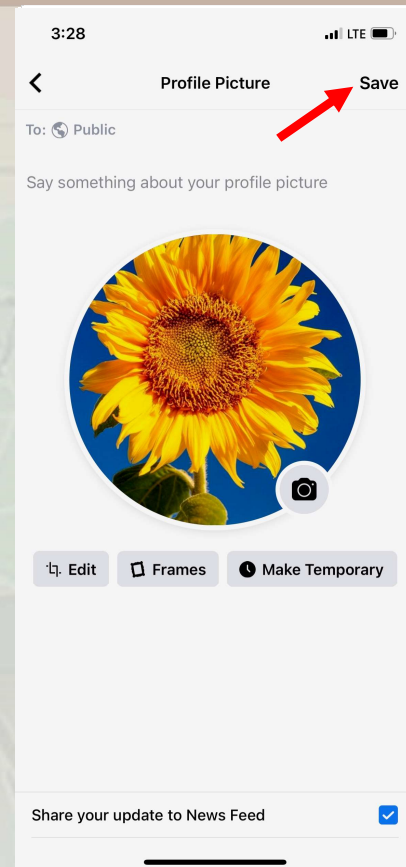


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# FACEBOOK

## Change profile photo

- Go to your profile
- Click/tap the camera icon
- Click/tap "Click/tap a picture or video"
- Click/tap camera icon to take a new photo, or
- Click/tap "more" to pick a photo from your device or a Facebook album
- A preview of the new profile picture will appear
- Click/tap "Save"



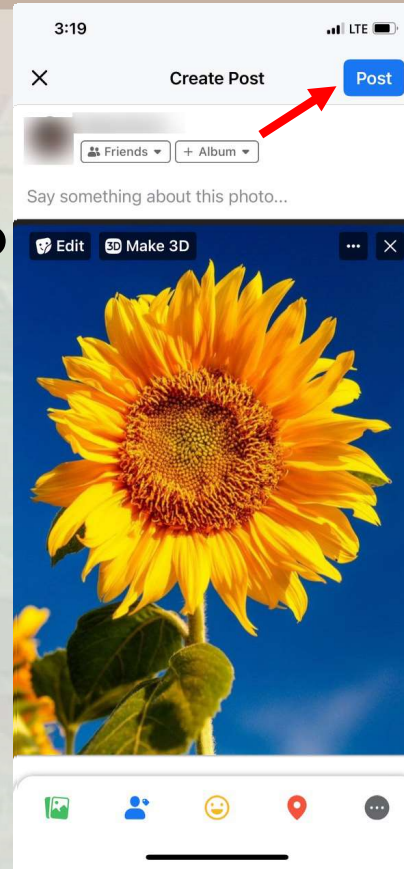
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# FACEBOOK

## Post a photo or video

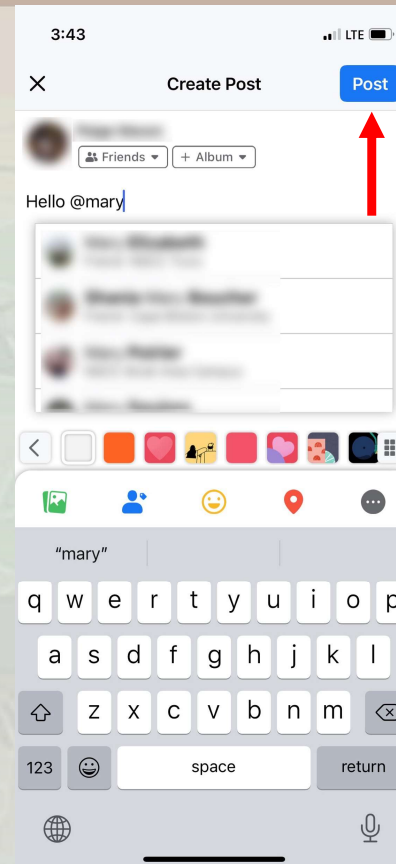
- Click/tap the photo icon
- Click/tap the camera icon to take a new photo, or
- Click/tap a photo (or photos) from the images on your device
- Click/tap "Done"
- A preview will appear
- Add a title, etc.
- Click/tap "Post"



# FACEBOOK

## Make a post

- Click/tap "What's on your mind?"
- Type what you want to post
- Click/tap "..." to view other options to edit your post
- Tag a friend (if you want)
- Click/tap "Post"

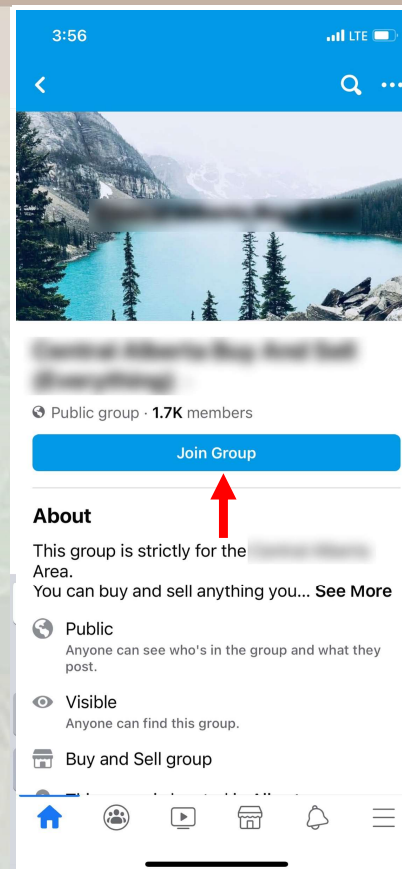




# FACEBOOK

## Find and join a group

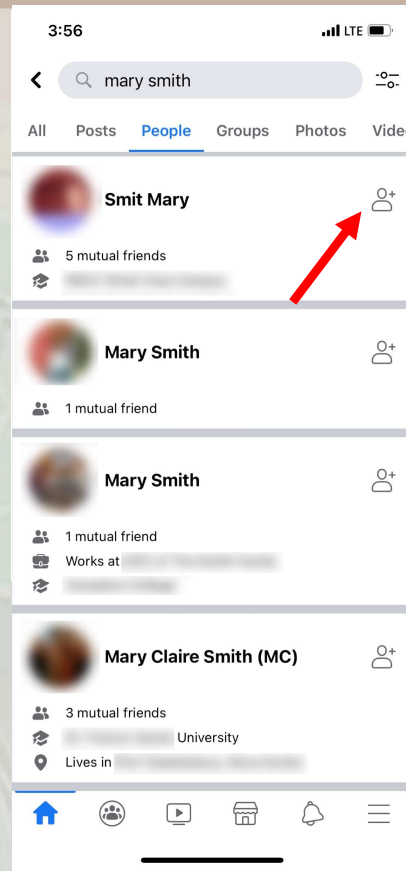
- Click/tap the search icon
- In the search bar type the name of a group or type of group
- Click/tap a group to view their profile
- Click/tap "Join Group"



# FACEBOOK

Find and "friend" a person

- Click/tap the search icon
- In the search bar type the name of the person you want to find
- Click/tap a person to view their profile
- Click/tap the "add friend" icon

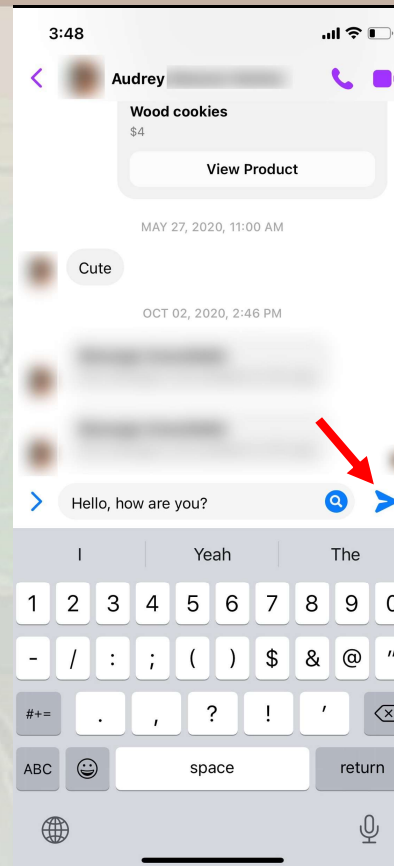




# FACEBOOK MESSENGER

Send a new message

- Open the Messenger app
- Click/tap new message icon
- In search bar, type in name of person you want to chat with
- Click/tap person to chat
- Type in message
- Click/tap send icon

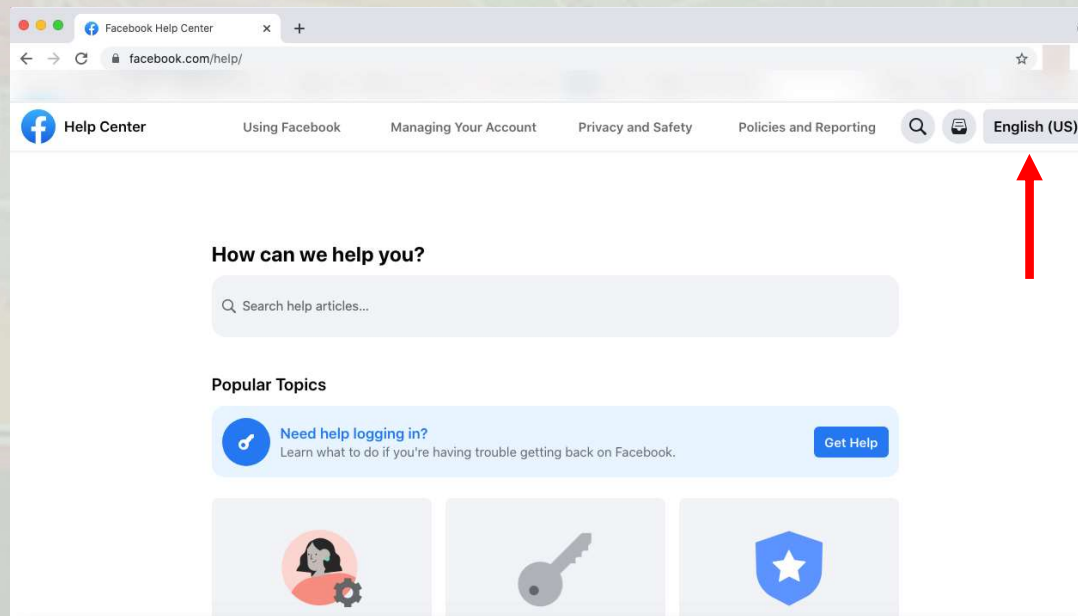


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# FACEBOOK

## Help Centre

- <https://www.facebook.com/help/>



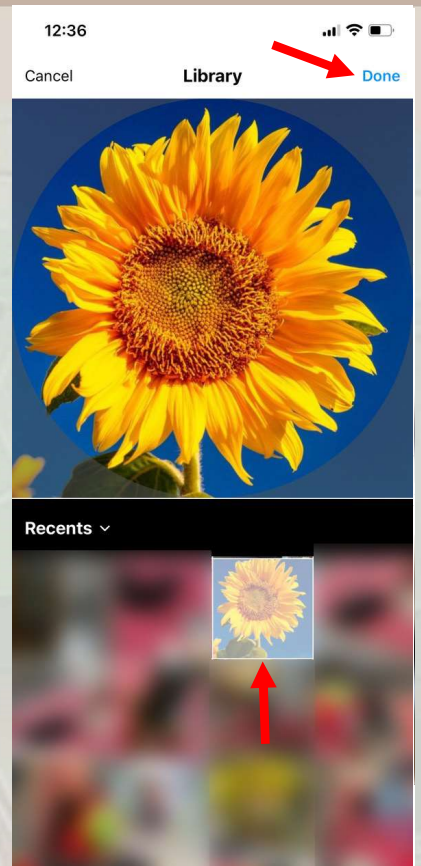
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# INSTAGRAM

## Change profile picture

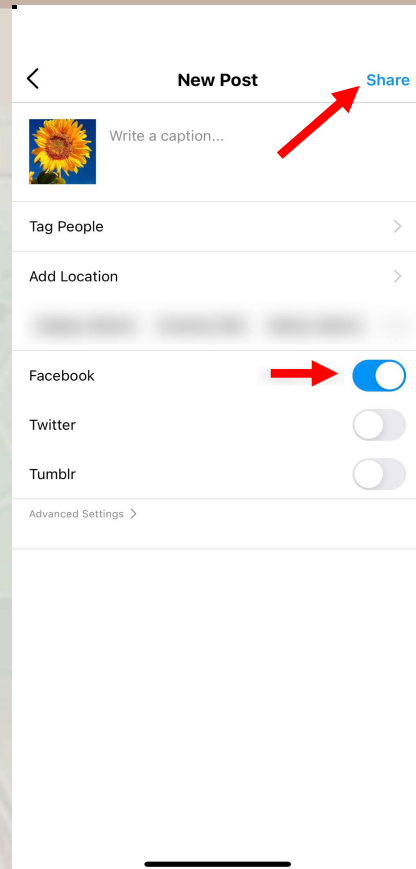
- Go to your profile
- Click/tap "Edit Profile"
- Click/tap "Change Profile Photo"
- Click/tap "Take Photo" to take a new photo, or
- Click/tap "Choose from Library" to Click/tap one from the photos on your device
- A preview of the photos on you device will appear.
- Click/tap the photo you want to make you profile photo.
- Click/tap "Done"



# INSTAGRAM

## Post a photo or video

- Click/tap "+" icon
- Click/tap a photo, or
- Click/tap multiple images icon and Click/tap multiple photos, or
- Click/tap camera icon to take new photo
- Click/tap "Next"
- Edit photo (if you want)
- Click/tap "Next"
- Write a caption, etc.
- Click/tap "Share"

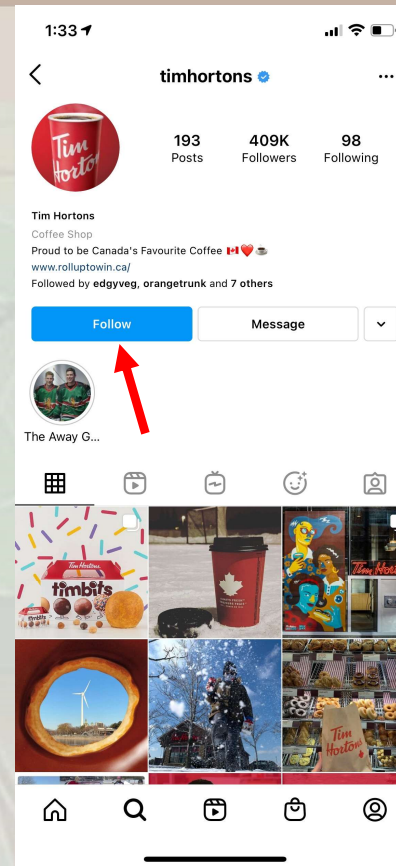




# INSTAGRAM

Find and follow accounts

- Click/tap search icon
- Type what you want to search for in the search bar
- Click/tap search
- Click/tap the account you want to view
- Scroll down to view the account photos
- Click/tap "Follow" button

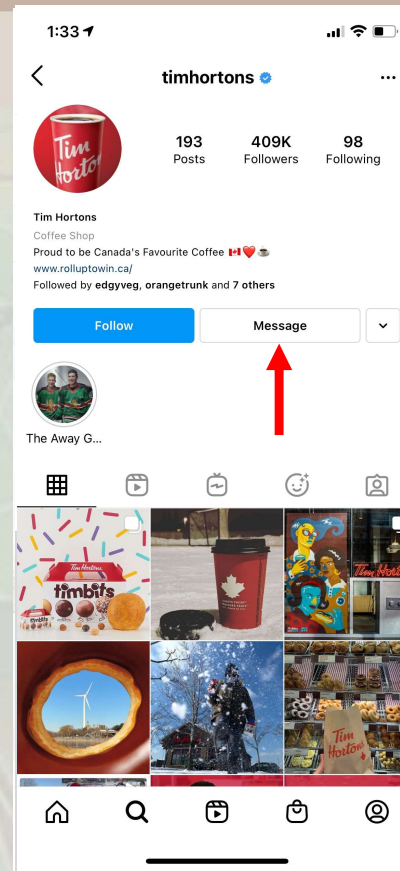


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# INSTAGRAM

## Send a message

- Click/tap message icon
- In search bar, type the name of person/account you want to message
- Click/tap the person/account
- Type your message
- Add a photo, voice memo, etc. (if you want)
- Click/tap "Send"

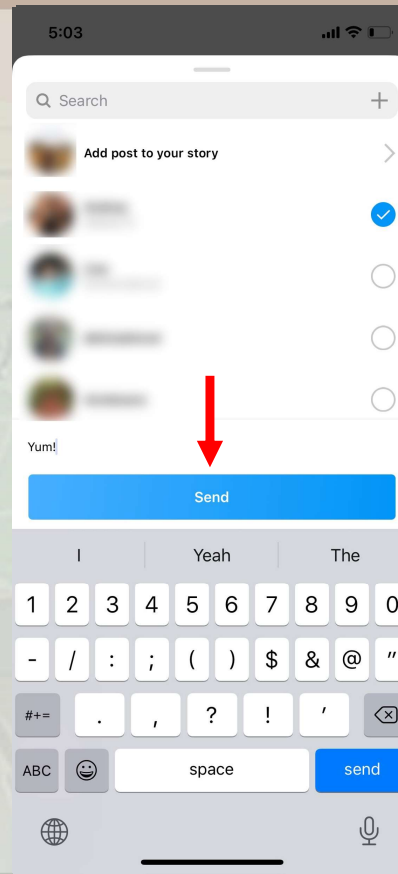




# INSTAGRAM

Like, Comment  
& Send a post

- Click/tap "Like" button
- Click/tap comment button
- Type comment
- Click/tap "Post"
- Click/tap "send" button
- Click/tap friend to send post to
- Type message
- Click/tap "Send"

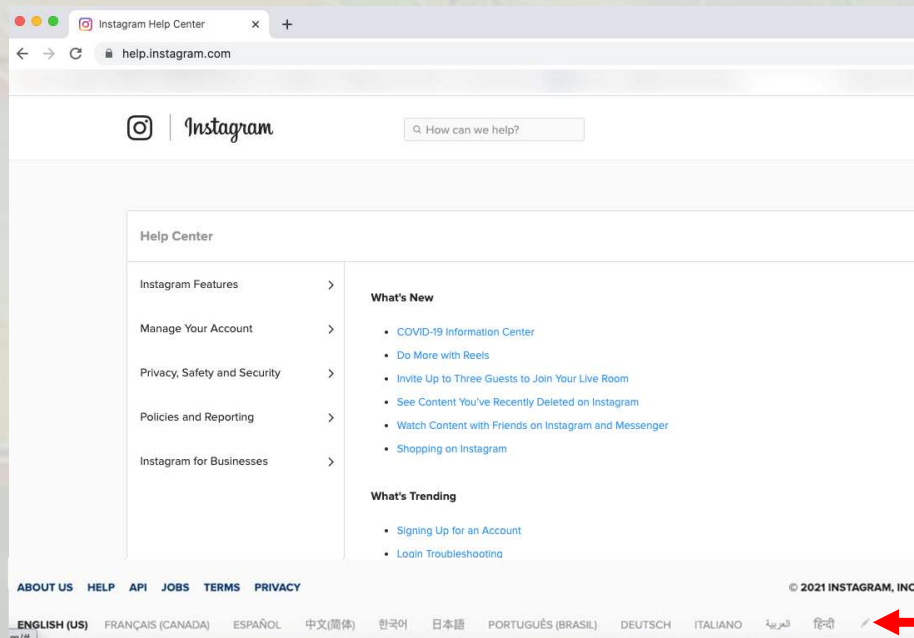


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# INSTAGRAM

## Help Centre

- <https://help.instagram.com/>



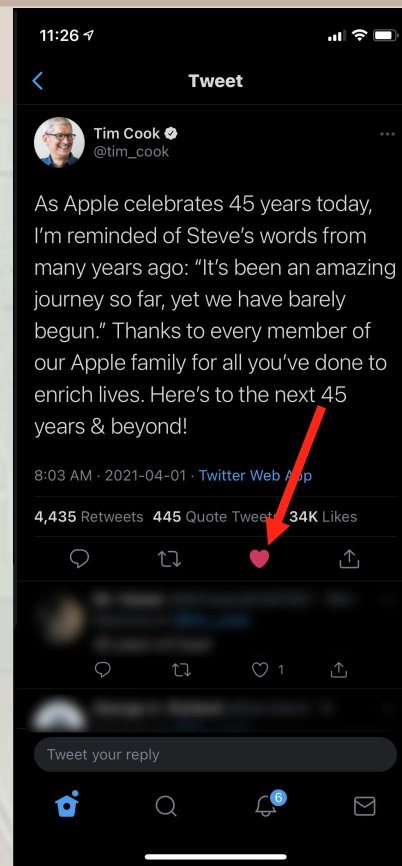
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# TWITTER

## Main Feed and Tweet actions

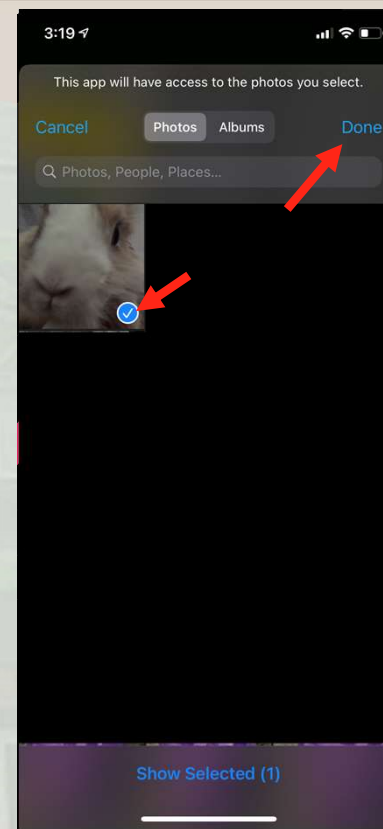
- When you first open the Twitter app, you will see your "feed"
- Home
- Search
- Notifications
- Direct Messages
- Click/tap a Tweet to interact
  - New screen will appear
  - Reply will open a reply window – type your response and Click/tap "Reply"
  - Retweet will give you two options
  - Favorite or "Like" will allow you to let the other person know that you agree with the Tweet



# TWITTER

## Change profile picture

- Start on the main screen
- Click/tap the "hamburger menu"
- Click/tap "Profile"
- Click/tap the "+" in the circle above your name
- Click/tap the photo
- Click/tap "Done"





# TWITTER

## Find and follow accounts

- From the main screen,  
Click/tap search
- Click/tap the search field  
to type
- Click/tap on the resulting  
account
- Click/tap Follow

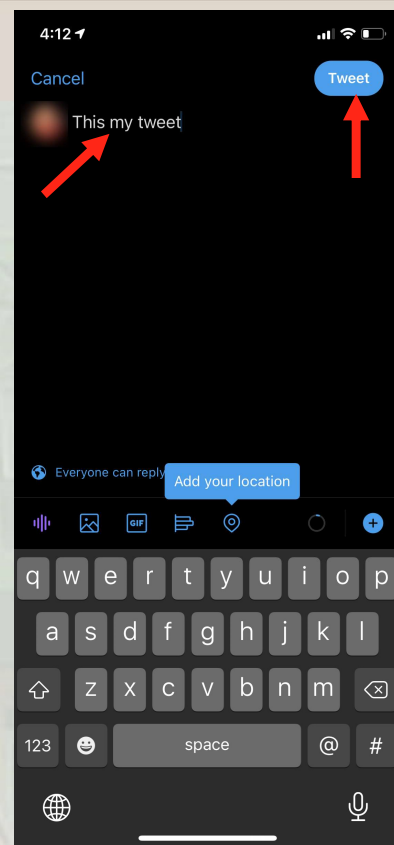


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# TWITTER

## Compose and post a Tweet

- Start on the main screen
- Click/tap the compose button
- Type in your Tweet
- Click/tap "Tweet" to post it

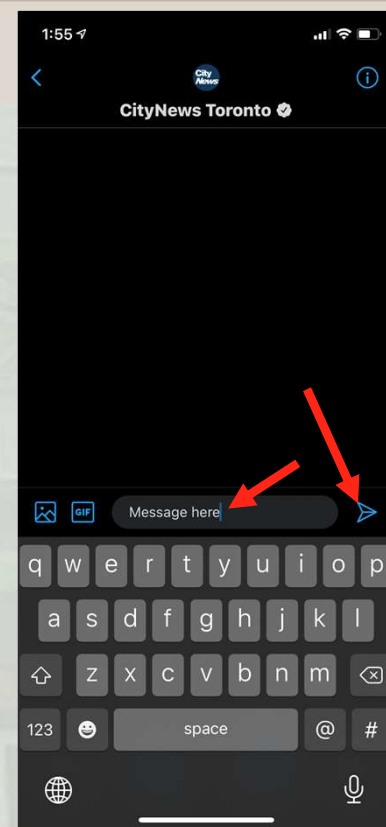




# TWITTER

## Send a direct message

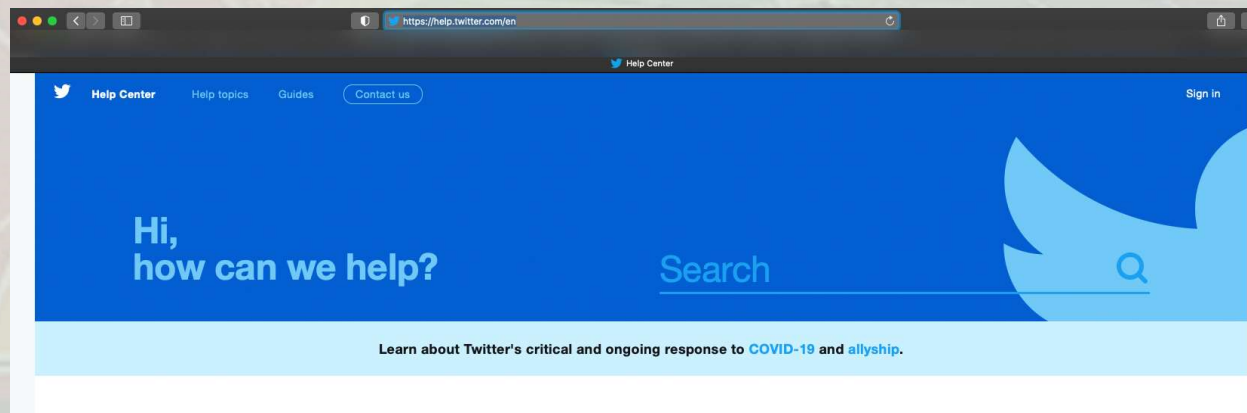
- Click/tap the direct message icon from your home screen
- Click/tap the compose direct message icon
- Click/tap or search for the account you want to send a message to
- Click/tap send when complete



# TWITTER

## Resources

- <https://help.twitter.com/en>



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# QUESTIONS?



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