

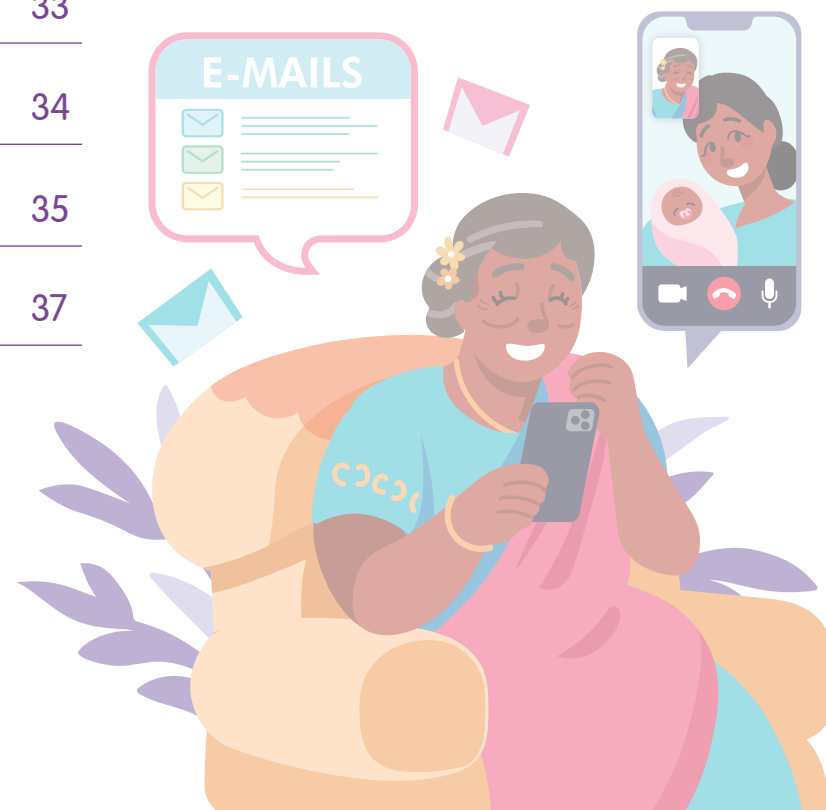
Social Media

Communicate Online



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Introduction

It is meant for everyone with or without any digital experience but is interested in finding out more about essential digital skills for daily living.

The essential skills are grouped into 5 competency areas as shown in the diagram.

Learning outcome of Communicate Online competency:

Able to initiate communication with my contacts or organisation using different modes of digital communication.

DSL

To help you acquire the learning outcome, this guidebook uses different social media platforms as examples to demonstrate the common steps involved in using social media for communication with others.

The following guide is based on common software icons and mobile device settings. Please note that certain features may differ across different mobile devices and models.

The Digital Skills for Life (DSL) Guide is a series of booklets which comprises of:

- step-by-step instructions and
- quick tips

to help you get online confidently and safely.



Cyber Security Tips

To stay safe while using social media apps, please keep to the following:



Do not open or download any unverified links or attachments from unknown sources.



Do not share personal or financial details, passwords or one-time password (OTP) with anyone.



Block unknown users that send you unsolicited chats.



Enable two-factor (2FA) authentication.



Check for updates and **update your app promptly** to protect your devices from known security vulnerabilities.



Download apps from **official** sources.

About Social Media Apps

Social media refers to online platforms and websites that allow users to create and share content, connect with others, and engage in various forms of communication. It has become an essential component of modern communication, serving both personal and professional purposes.

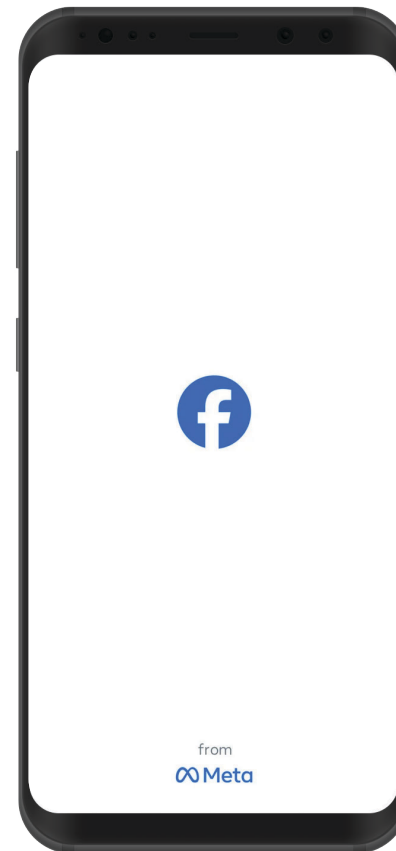
Unlike traditional forms of communication, such as phone calls or letters, social media enables instant and widespread interaction, often reaching large audiences across the globe. It facilitates the exchange of ideas, information, and media content in real-time, fostering connections and relationships among individuals, businesses, and communities.

Popular social media platforms include Facebook, Instagram, and TikTok.

Pre-requisites to learning the app

Learners must:

- Have a mobile device (either iOS or Android) connected to either cellular network or Wi-Fi with a working camera.
- Know how to install an app on the mobile device.



Facebook



Instagram

Common Features Across Different Social Media Apps

Facebook



Instagram



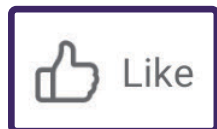
Home Icon

Return to the app's homepage.



Post Icon

Tap on these icons to create a post.

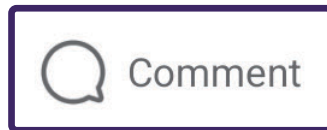


Like Icon

Tap on the "Thumbs-up" or "Heart" icon to like a post.

Common Features Across Different Social Media Apps

Facebook

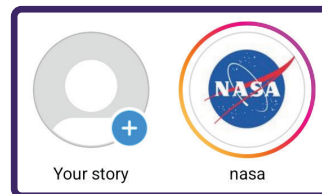
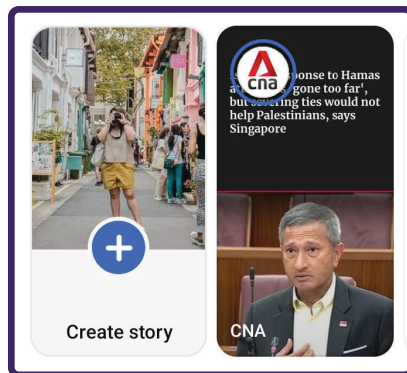


Instagram



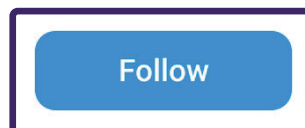
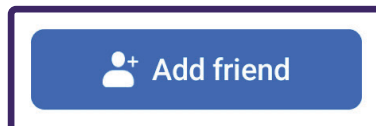
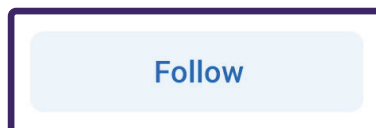
Comment Icon

Tap on these icons to leave your comments on a post.



Create or View a Story Icon

Create and view short videos, known as stories, which will expire in 24 hours.



Follow or Add a Friend Icon

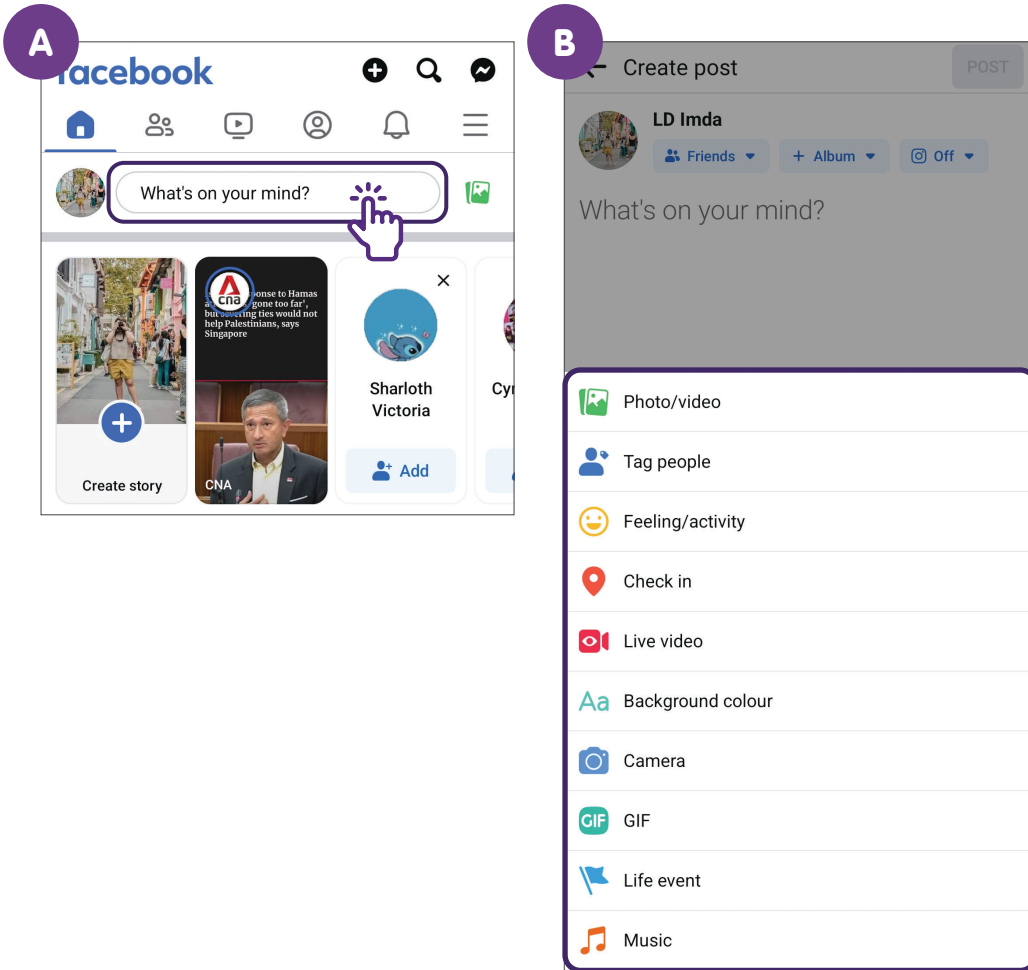
Tap on these icons to follow a page or add a friend to view their feed.

Common Steps to Use a Social Media App

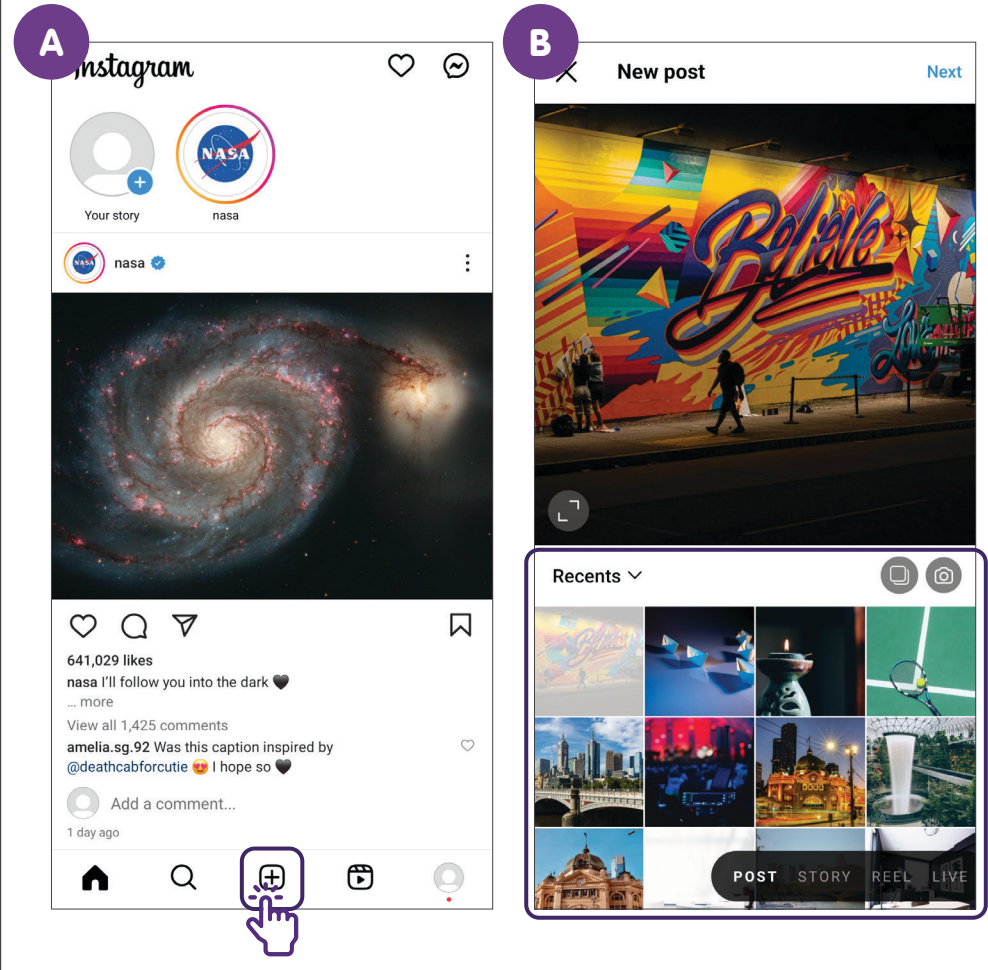
Create a Post

1 Create a post by inserting text, a photo, a video, or other media files.

Facebook



Instagram

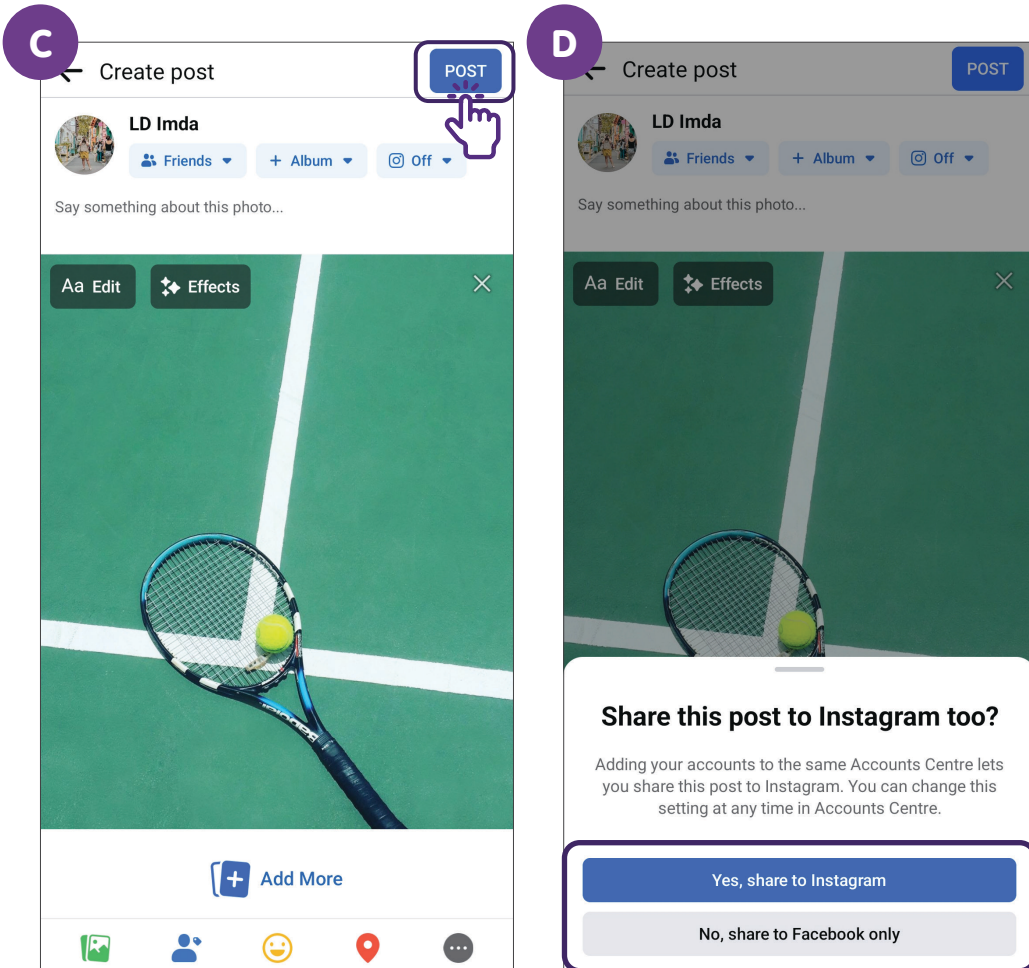


Common Steps to Use a Social Media App

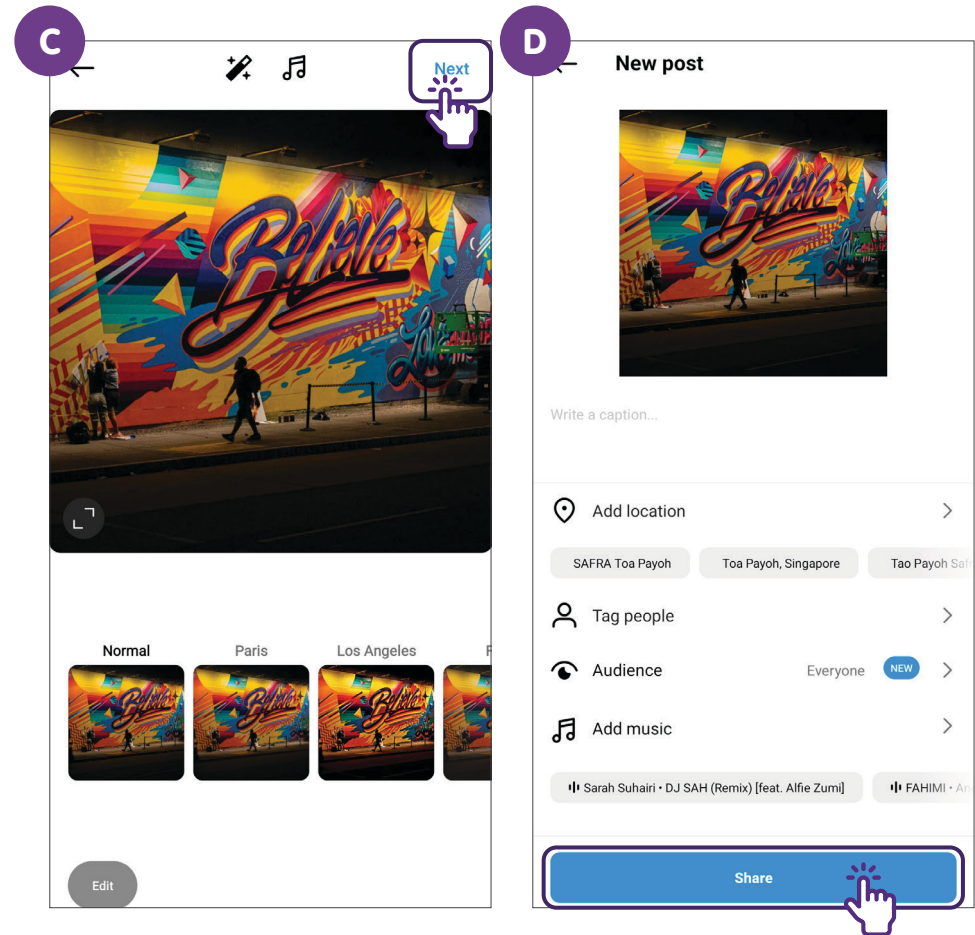
Create a Post

2 For Facebook, tap "POST", then choose between "Yes, share to Instagram" or "No, share to Facebook only". For Instagram, tap "Next", then tap "Share" to publish your post.

Facebook



Instagram



Common Steps to Use a Social Media App

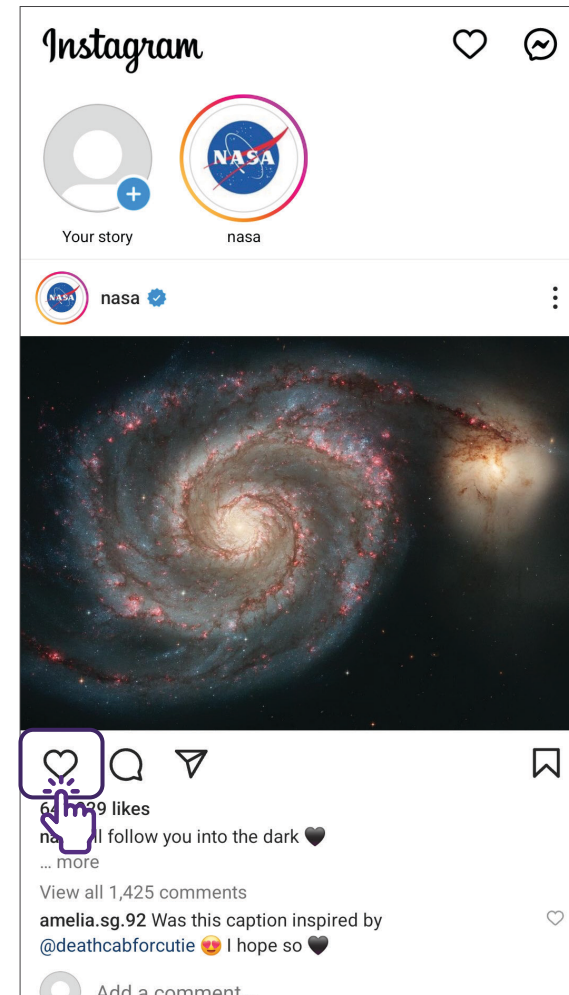
Like a Post

Tap on the  Like or  icon to like a post.

Facebook



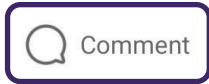
Instagram



Common Steps to Use a Social Media App

Comment on a Post

Tap on the



or



icon, input your comment, and tap on the

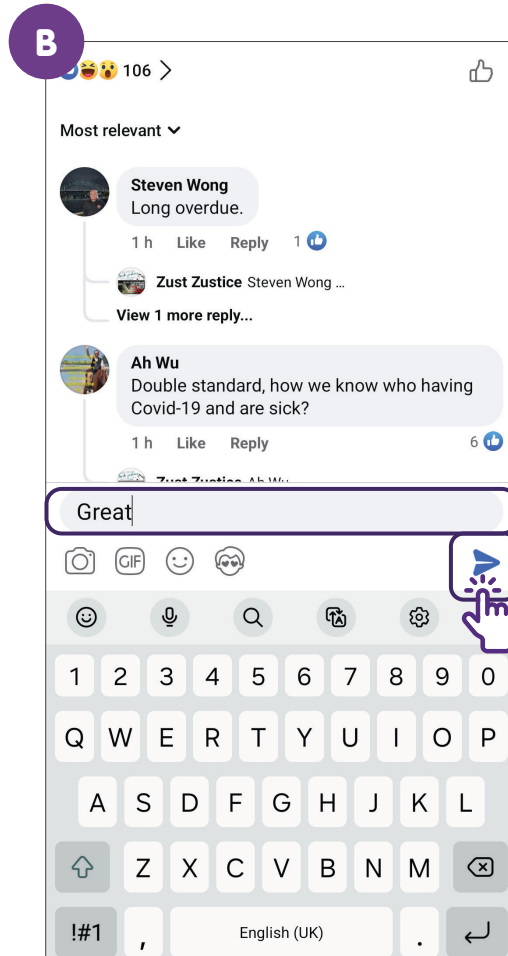
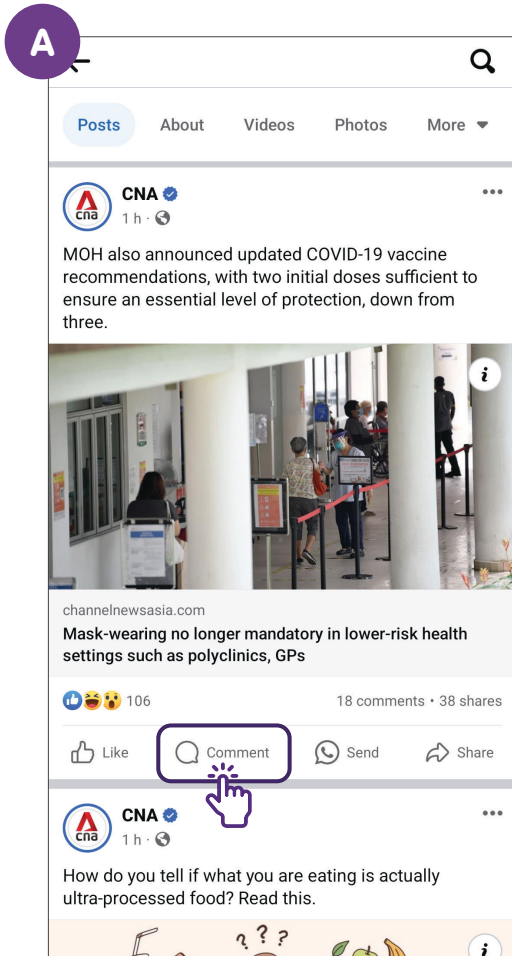


or

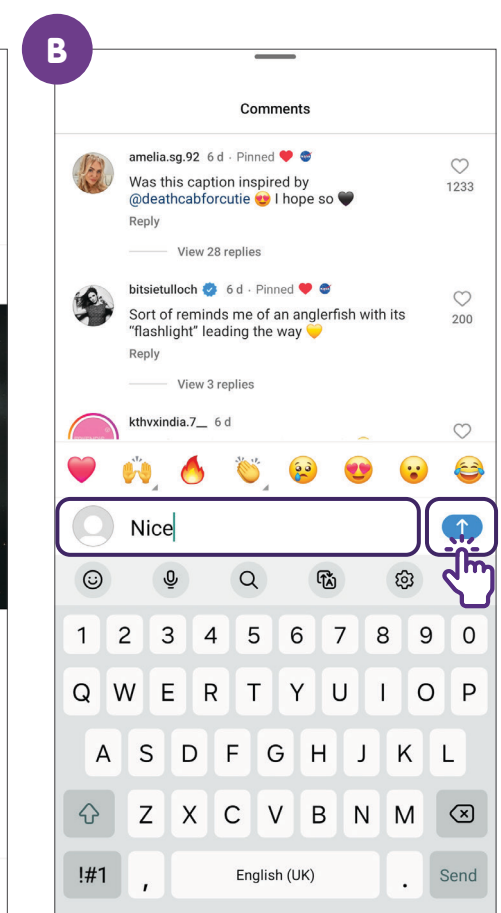
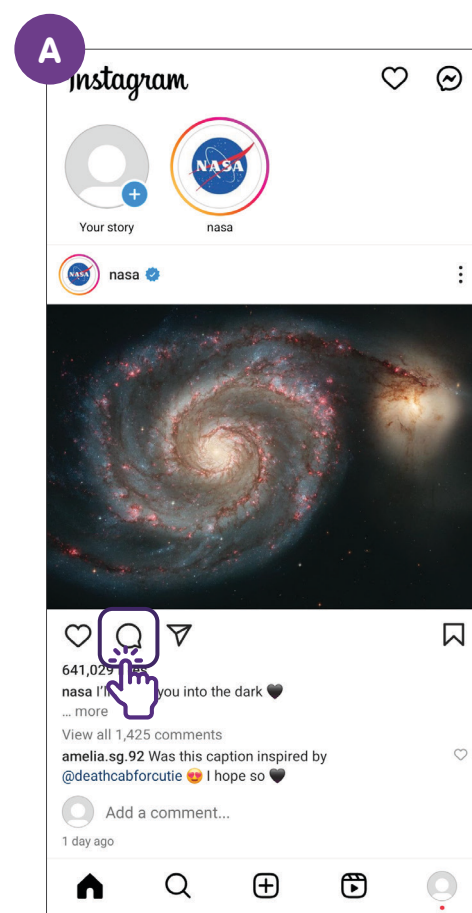


icon

Facebook



Instagram

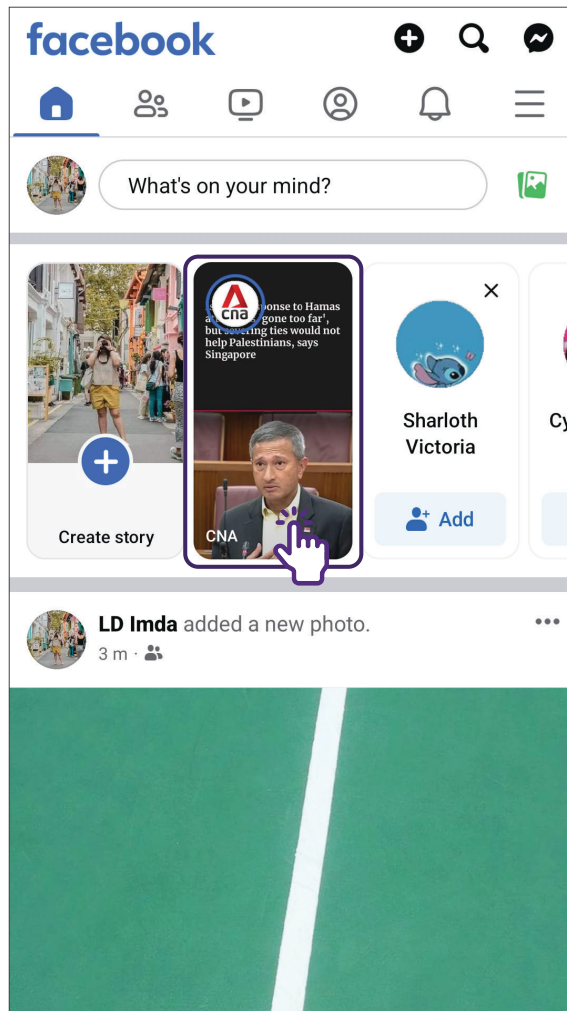


Common Steps to Use a Social Media App

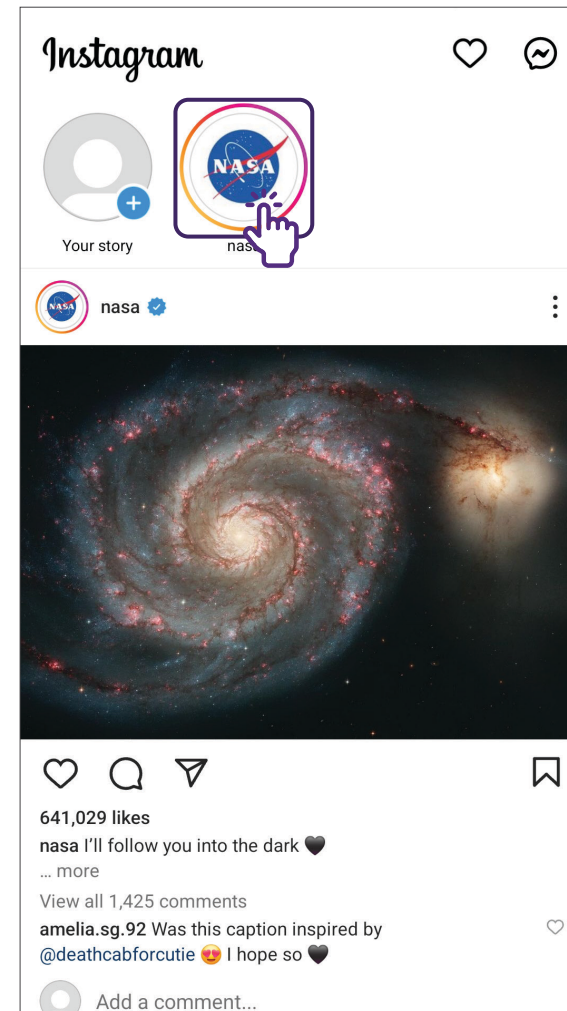
View a Story

Tap on the story icon at the top of the home page to view stories in your feed.

Facebook



Instagram

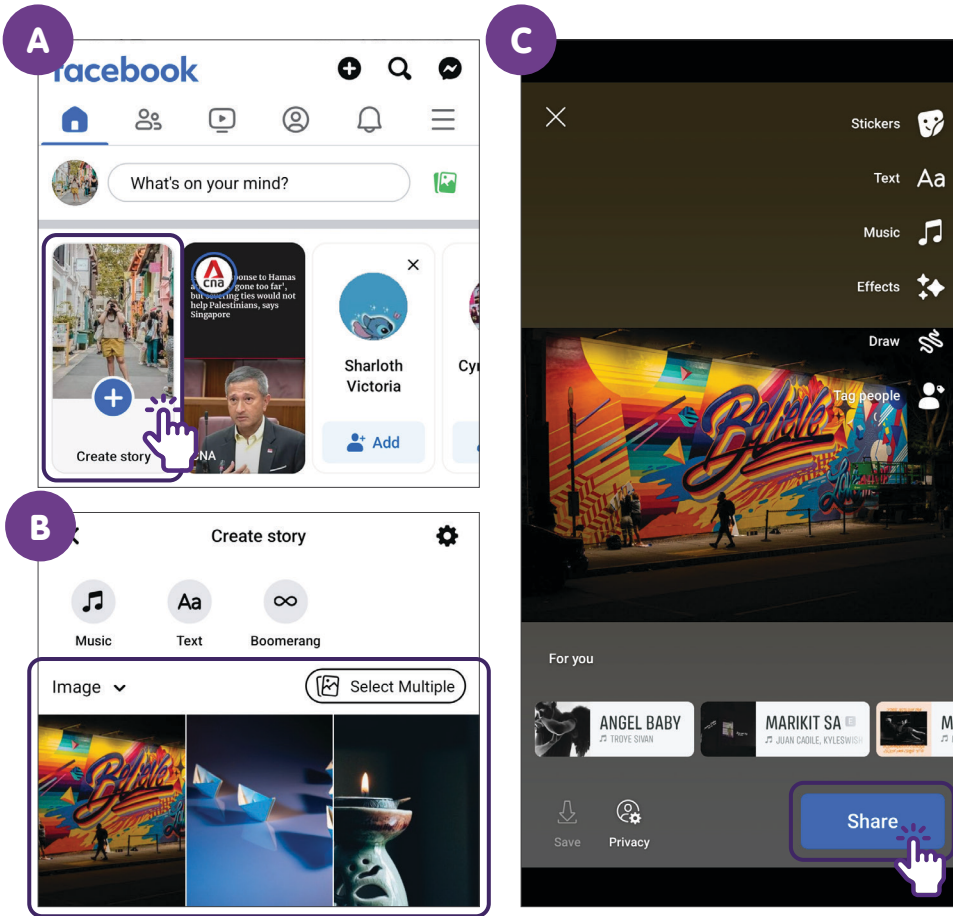


Common Steps to Use a Social Media App

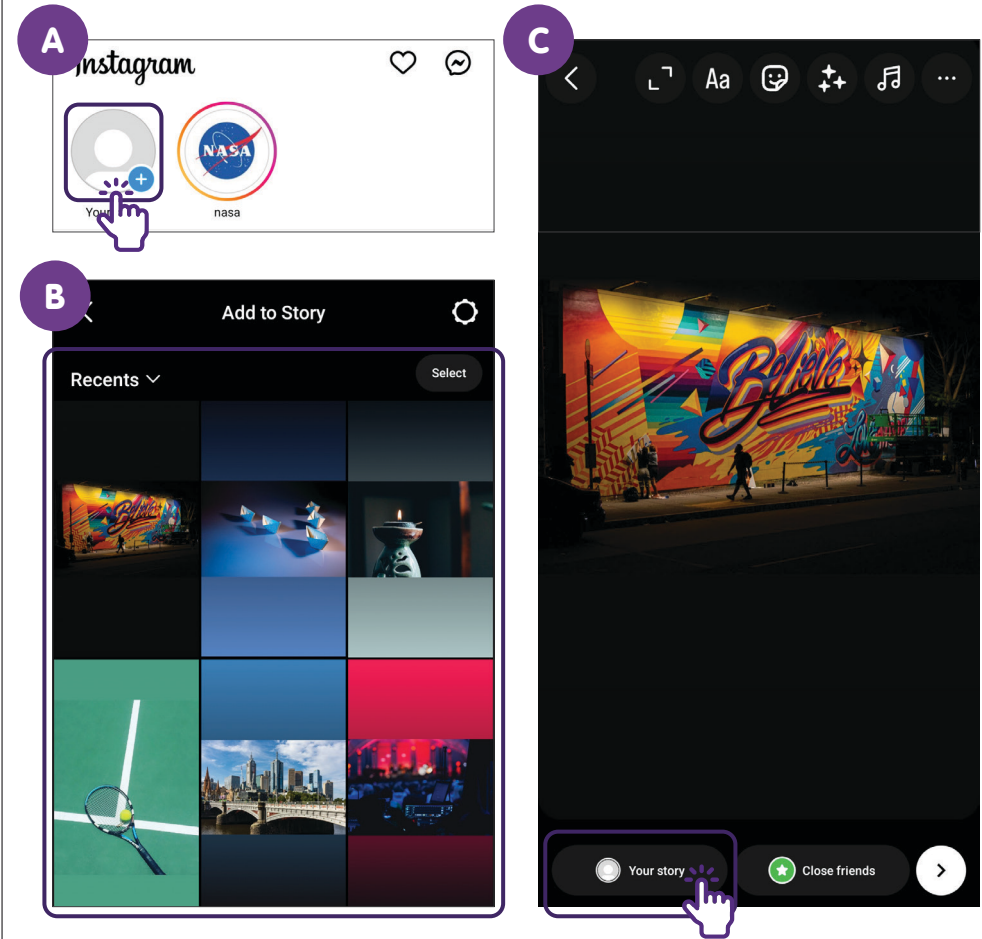
Create a Story

Tap on the  icon at the top left corner of the home page. Choose your preferred media file, then tap on  or .

Facebook



Instagram

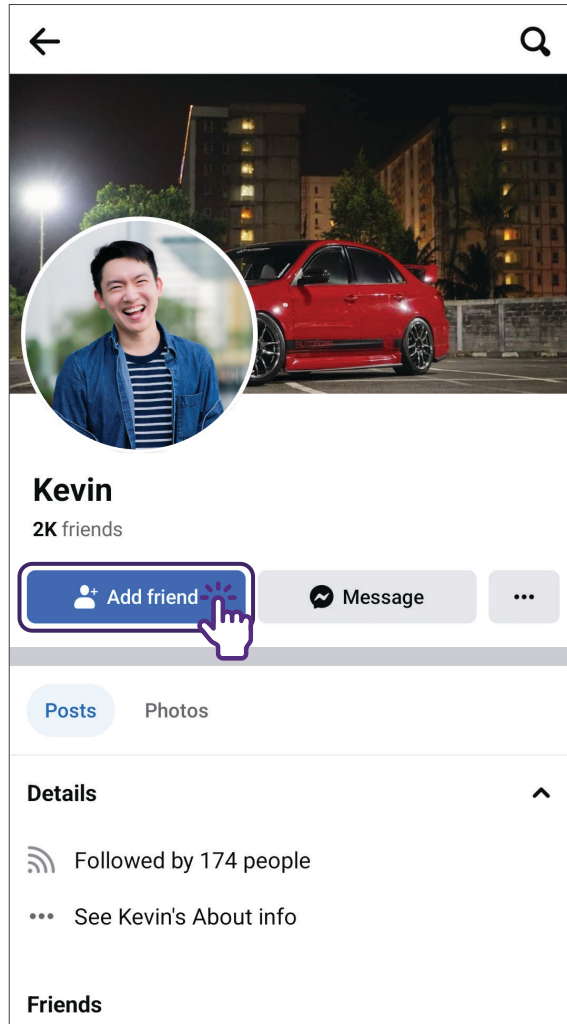


Common Steps to Use a Social Media App

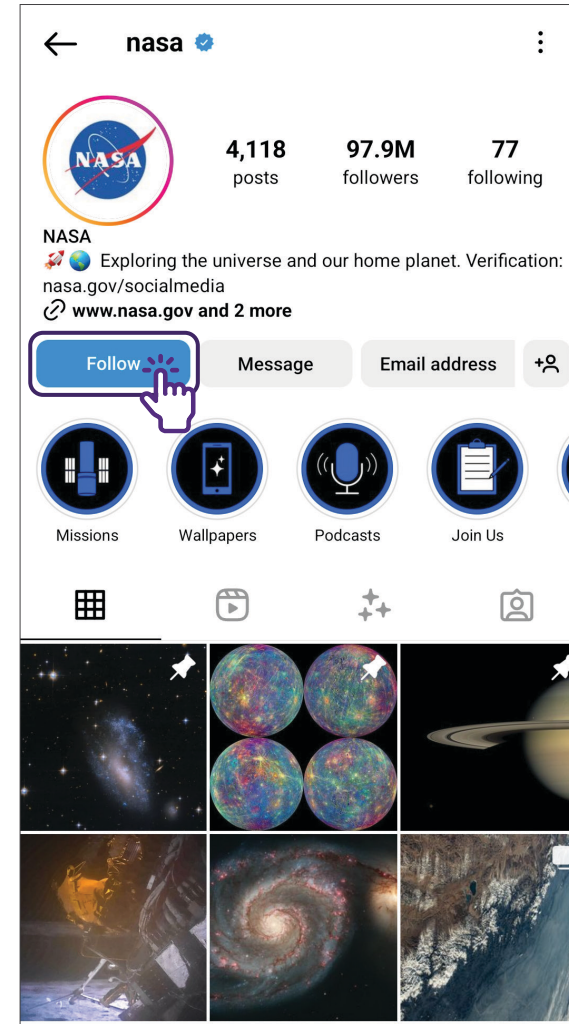
Add or Follow a Friend

Tap on the "Add friend" or "Follow" icon on the profile page to add or follow someone.

Facebook

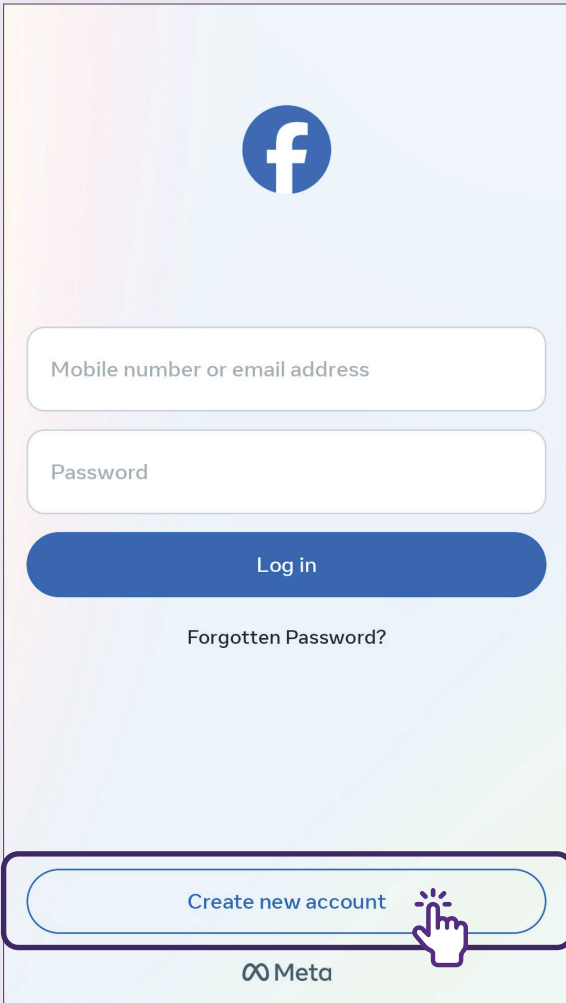


Instagram



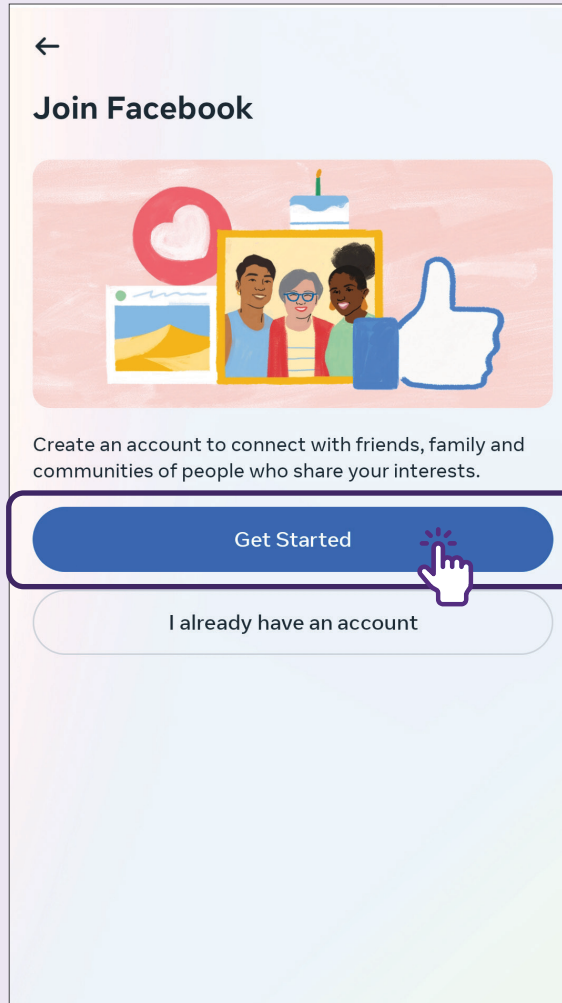
Sign up for a Facebook Account

1 Tap on Create new account



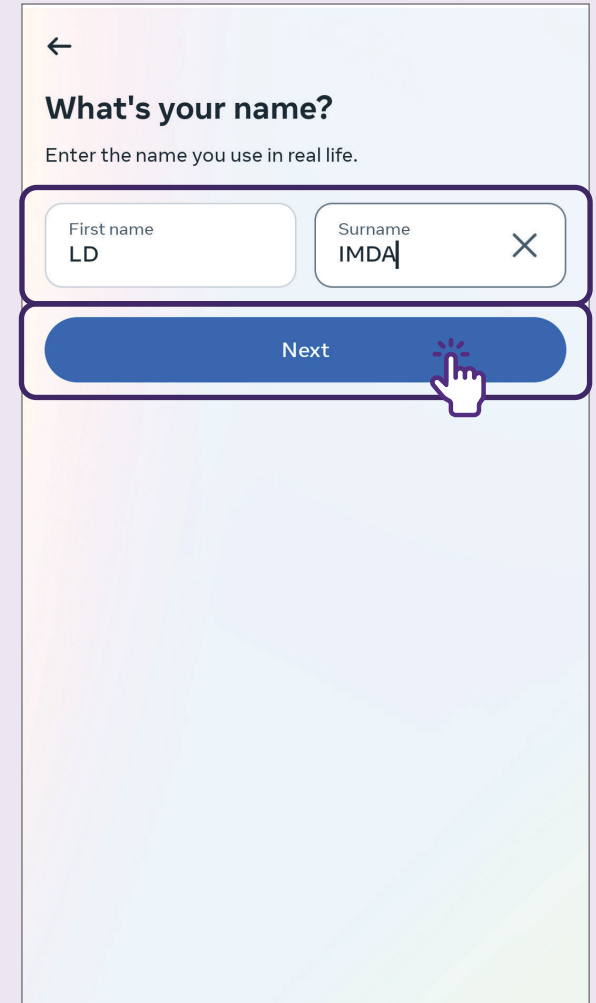
The screen displays the Facebook logo at the top. Below it are two input fields: "Mobile number or email address" and "Password". A blue "Log in" button is positioned below the password field. A link for "Forgotten Password?" is located below the "Log in" button. At the bottom, a blue button labeled "Create new account" is highlighted with a hand icon, indicating the next step. The Meta logo is visible at the very bottom.

2 Select Get Started



The screen is titled "Join Facebook" and features a back arrow in the top left. Below the title is an illustration of three people, a birthday cake, a heart, and a thumbs-up gesture. A paragraph of text reads: "Create an account to connect with friends, family and communities of people who share your interests." A blue "Get Started" button is highlighted with a hand icon, and a light blue button labeled "I already have an account" is located below it.

3 Input Your Name



The screen is titled "What's your name?" with a back arrow in the top left. Below the title is the instruction: "Enter the name you use in real life." There are two input fields: "First name" containing "LD" and "Surname" containing "IMDA". A blue "Next" button is highlighted with a hand icon, indicating the next step.

4 Set your Date of Birth

←

What's your date of birth?

Choose your date of birth. You can always make this private later. [Why do I need to provide my date of birth?](#)

Date of birth (0 year old)
29 February 2024

Set date

31	Feb	1999
01	Mar	2000
02	Apr	2001

CANCEL SET

5 Select Your Gender

←

What's your gender?

You can change who sees your gender on your profile later.

Female

Male

More options
Select "More options" to choose another gender or if you'd rather not say.

Next

6 Sign up with Mobile Number or Email Address

←

What's your mobile number?

Enter the mobile number on which you can be contacted. No one will see this on your profile.

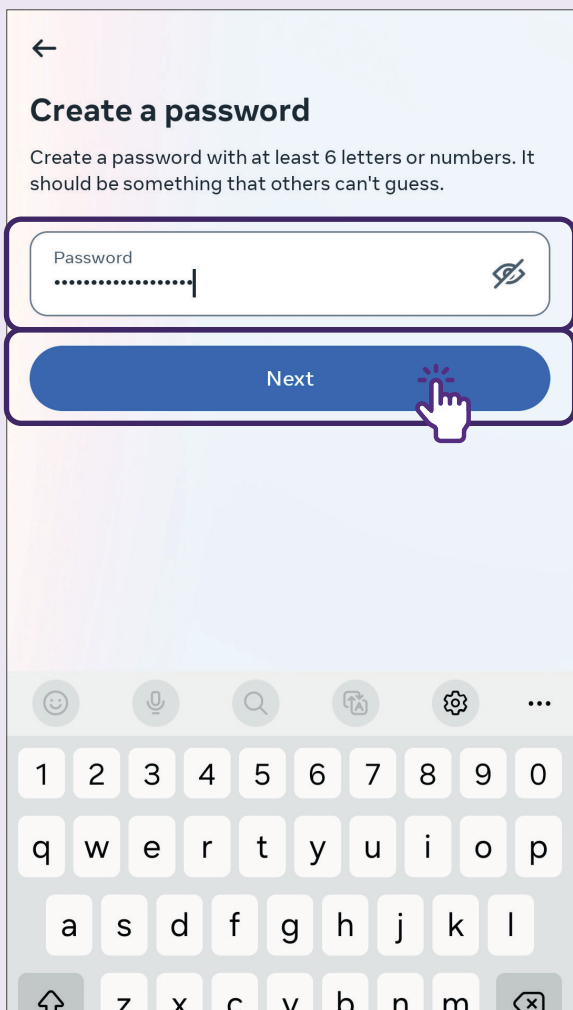
Mobile number

You'll also receive SMS notifications from us and can opt out at any time. [Learn more](#)

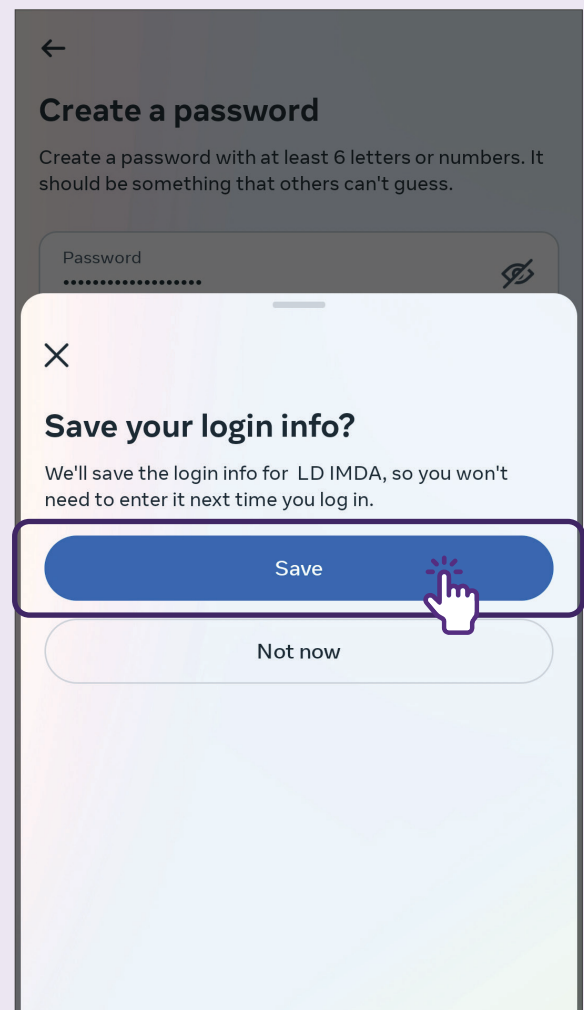
Next

Sign up with email address

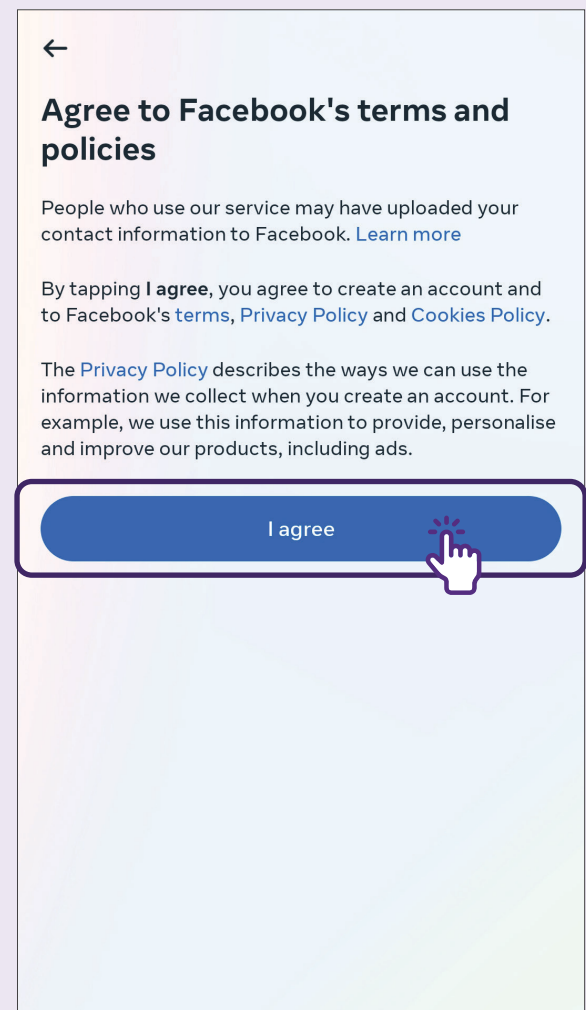
7 Create a Password



8 Save Your Login Info

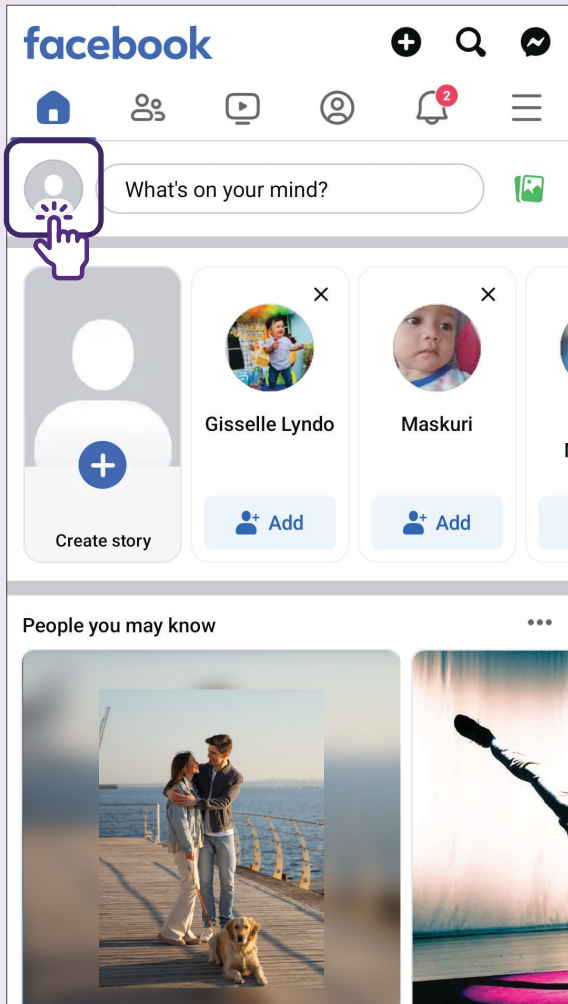


9 Agree to Terms and Policies

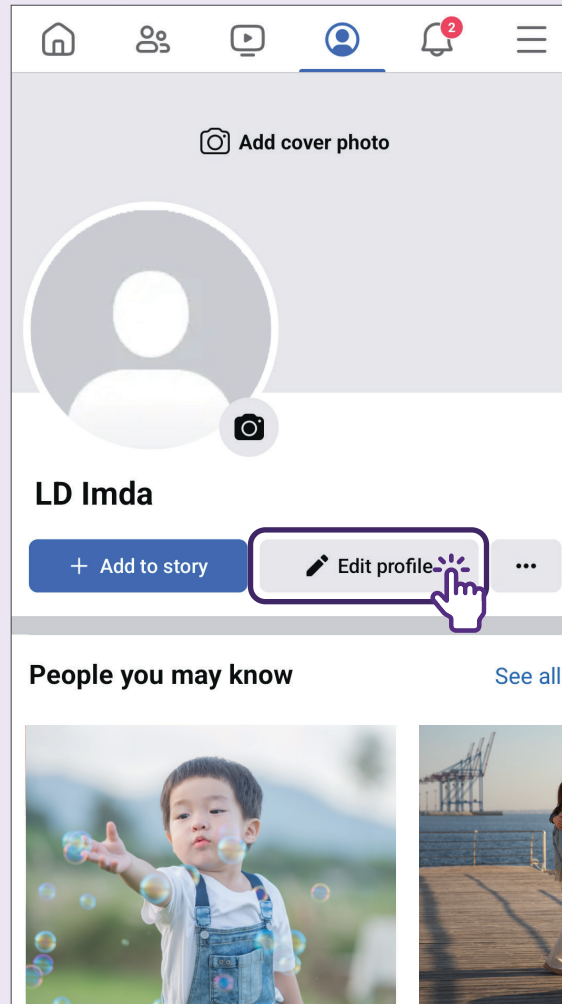


Manage Personal and Account Information

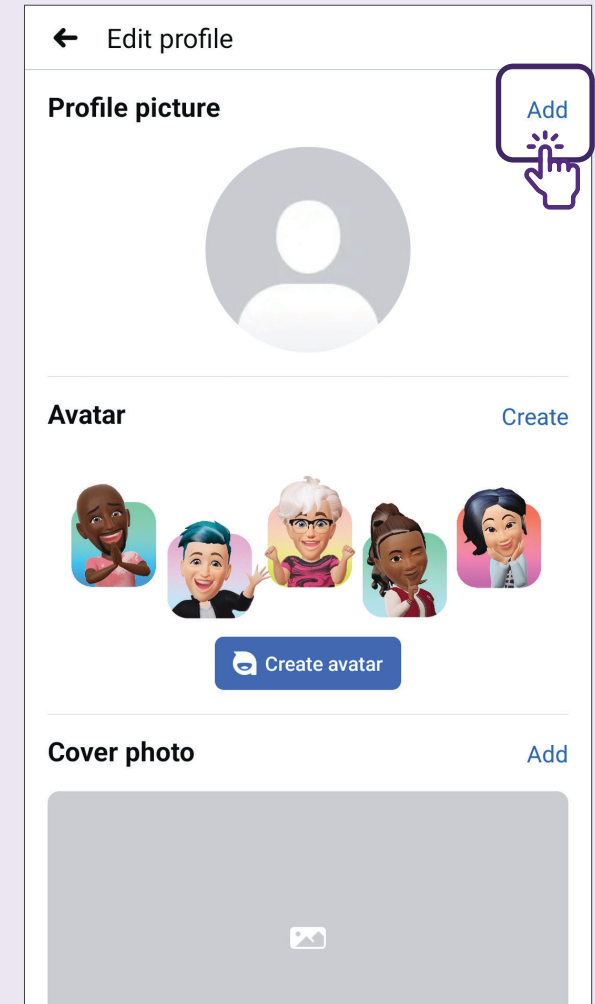
1 Tap on Profile Icon



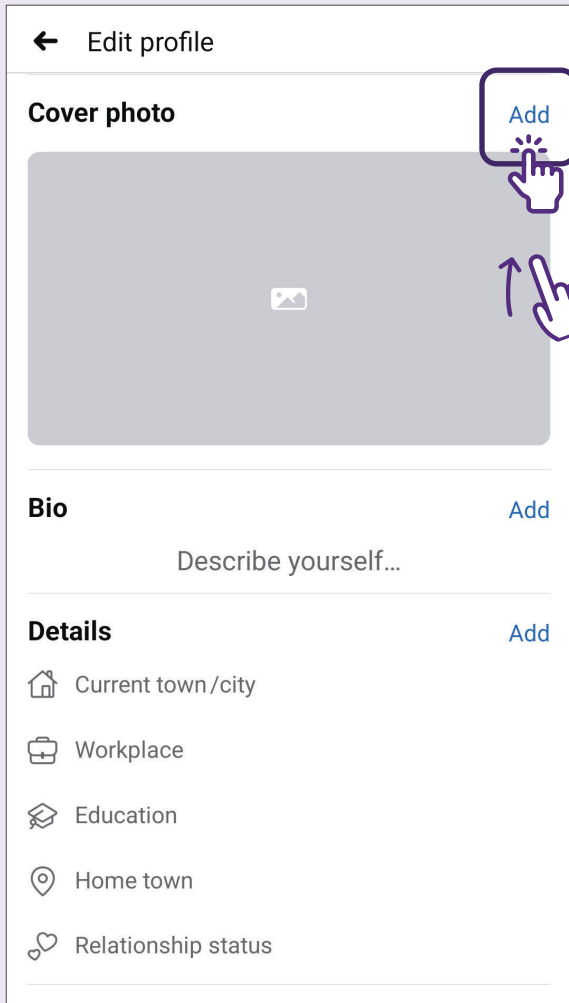
2 Select Edit profile



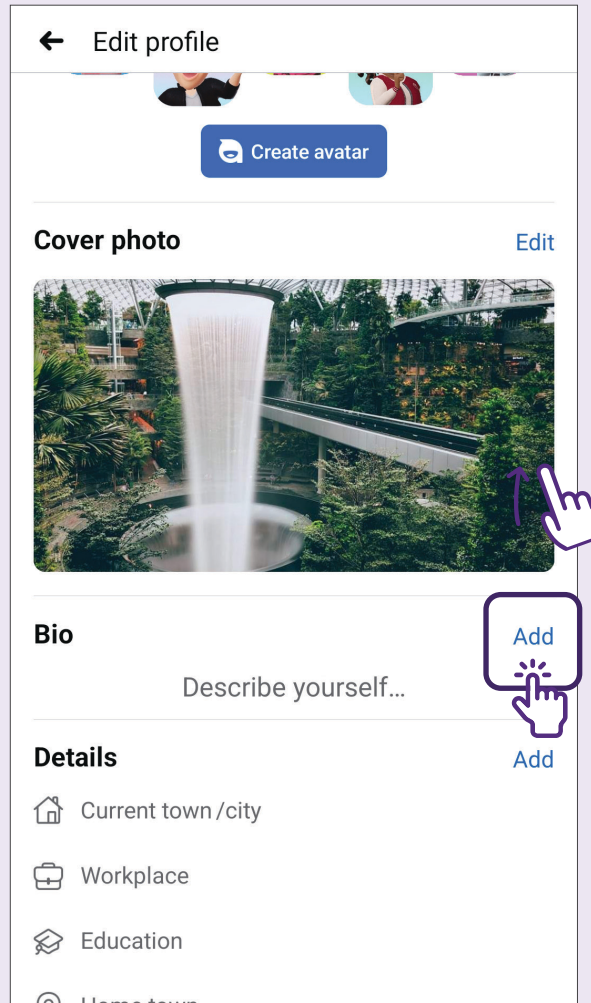
3 Change Profile Picture



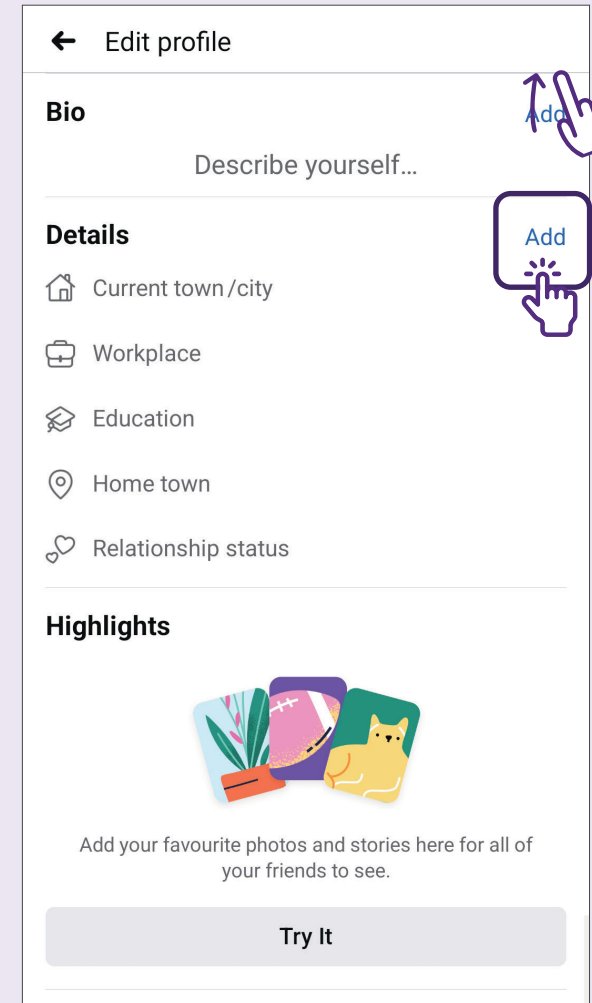
4 Change Cover Photo



5 Add a Short Bio

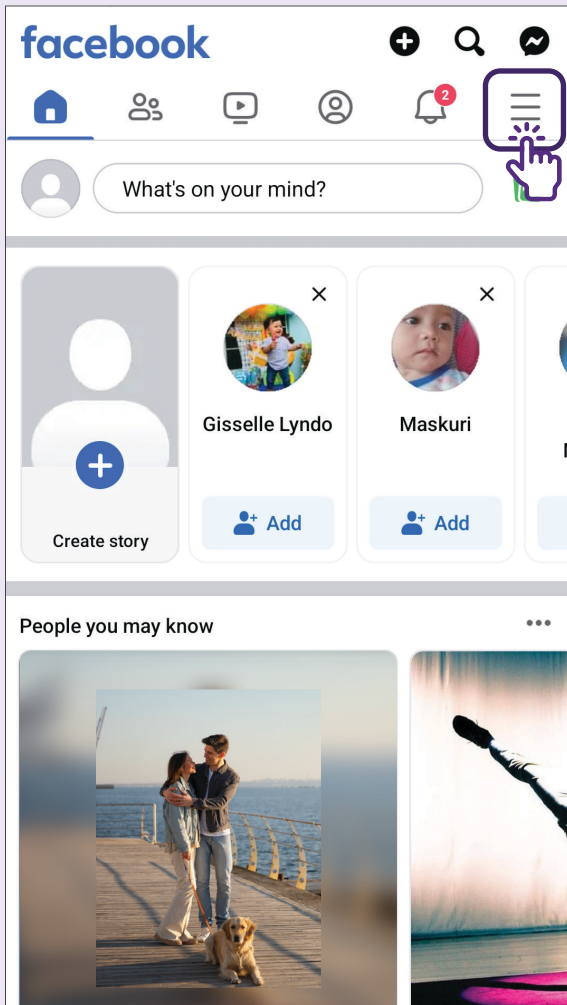


6 Edit Personal Details

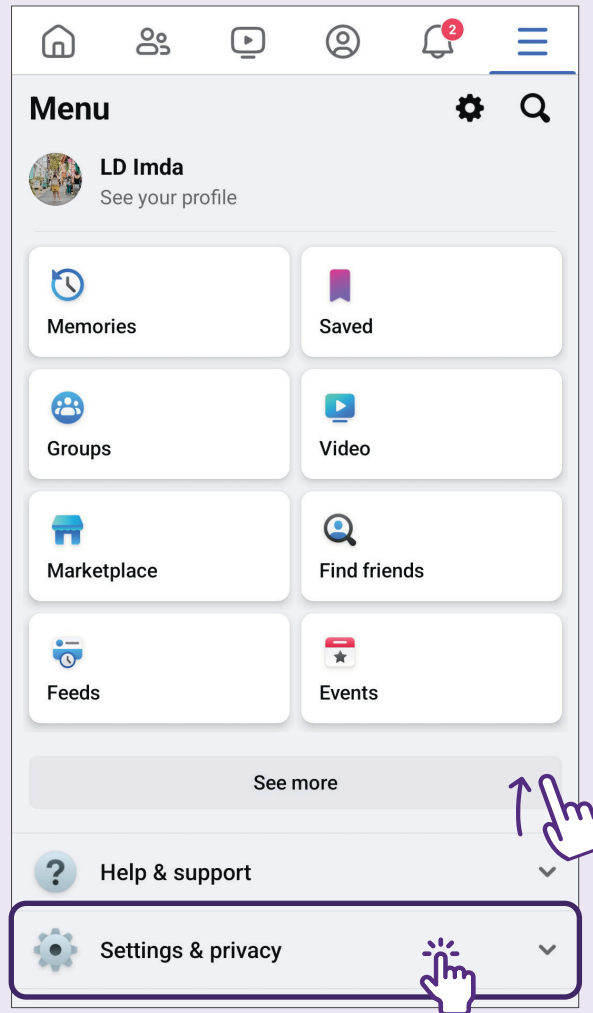


Manage Settings and Privacy

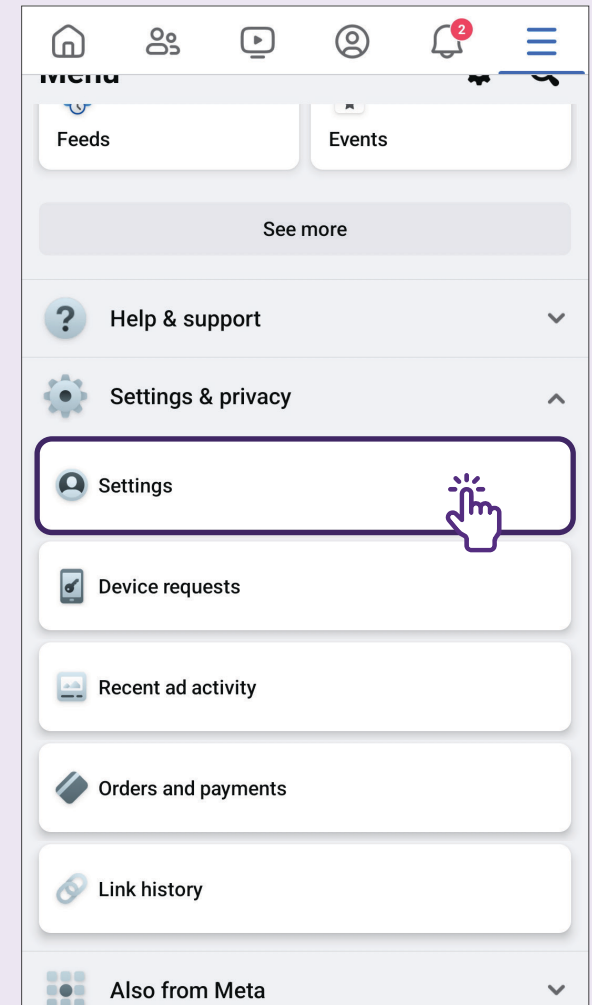
1 Tap on the Menu Icon



2 Tap on Settings & privacy

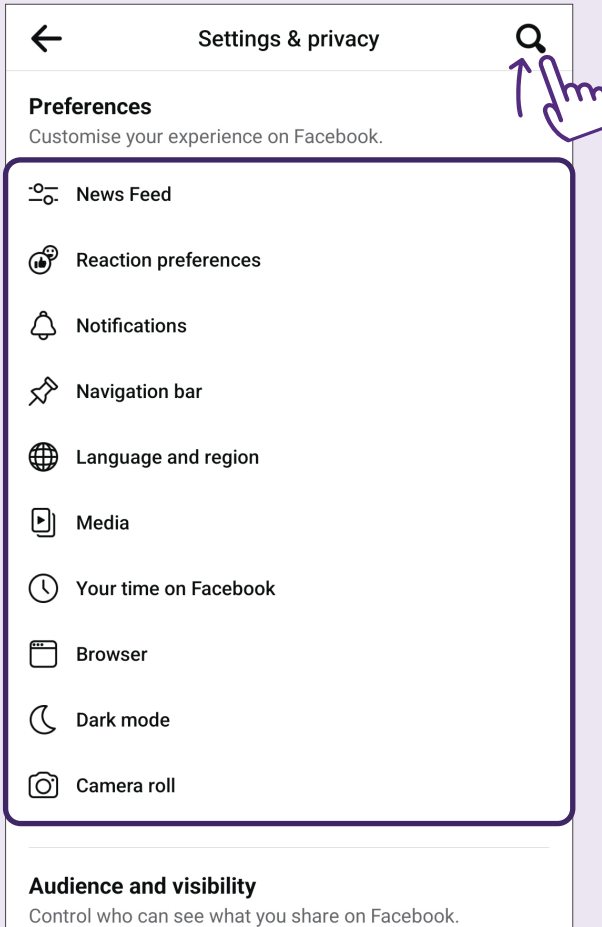


3 Select Settings



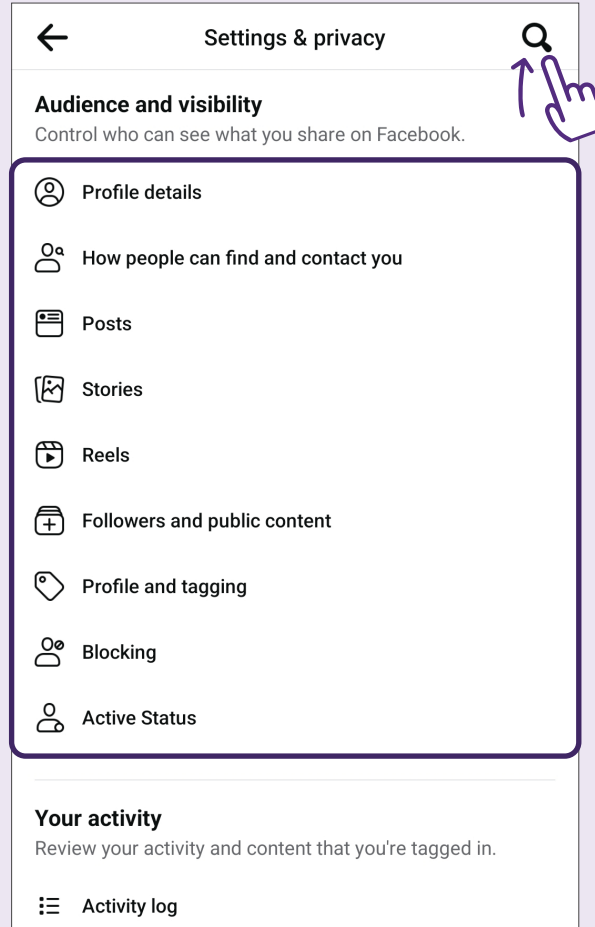
Manage Settings and Privacy

1 Adjust Your Preferences



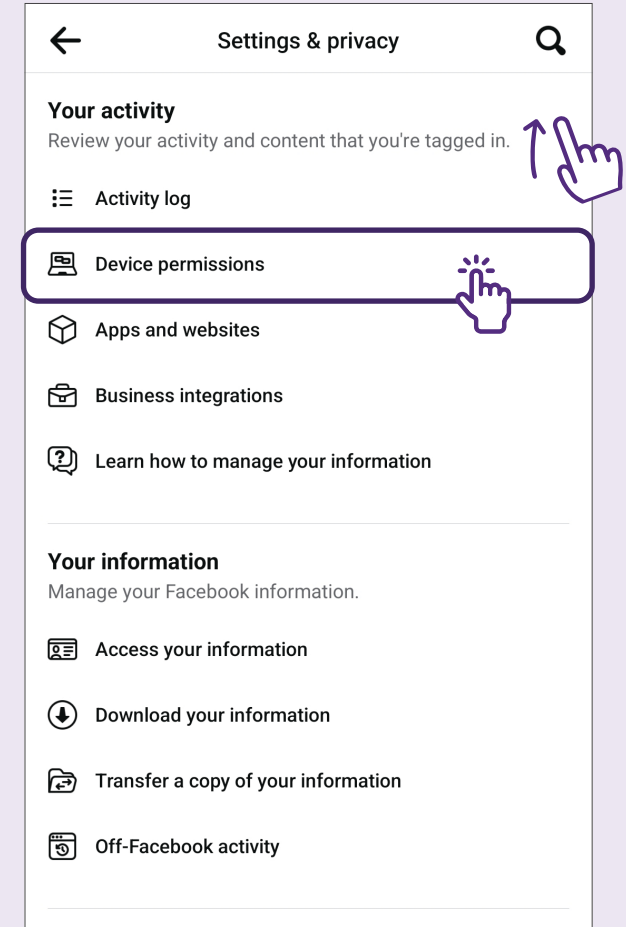
Tap on each tab to adjust your Facebook settings and preferences.

2 Set Audience and visibility



Tap on each tab to control who can see your profile and posts.

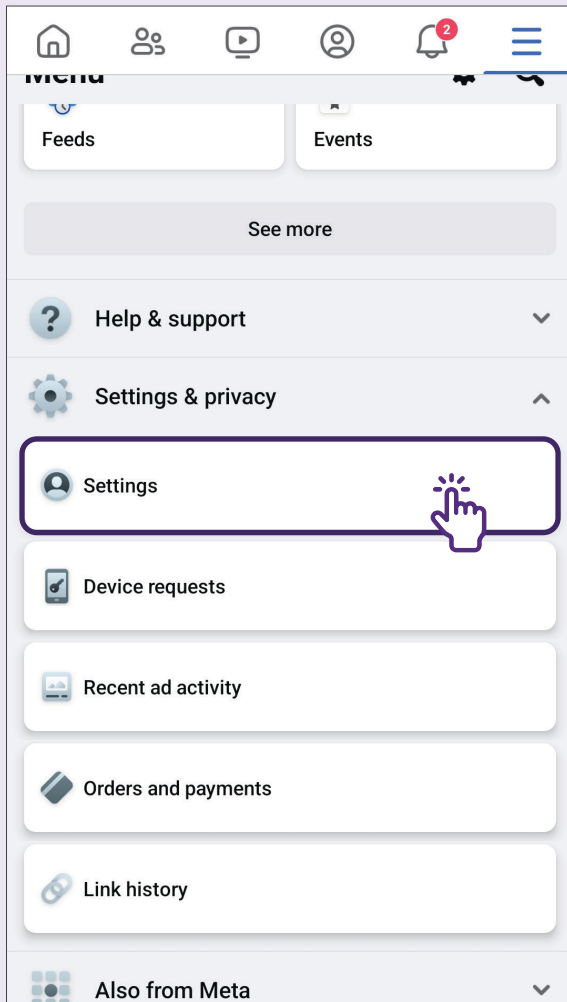
3 Change Device permissions



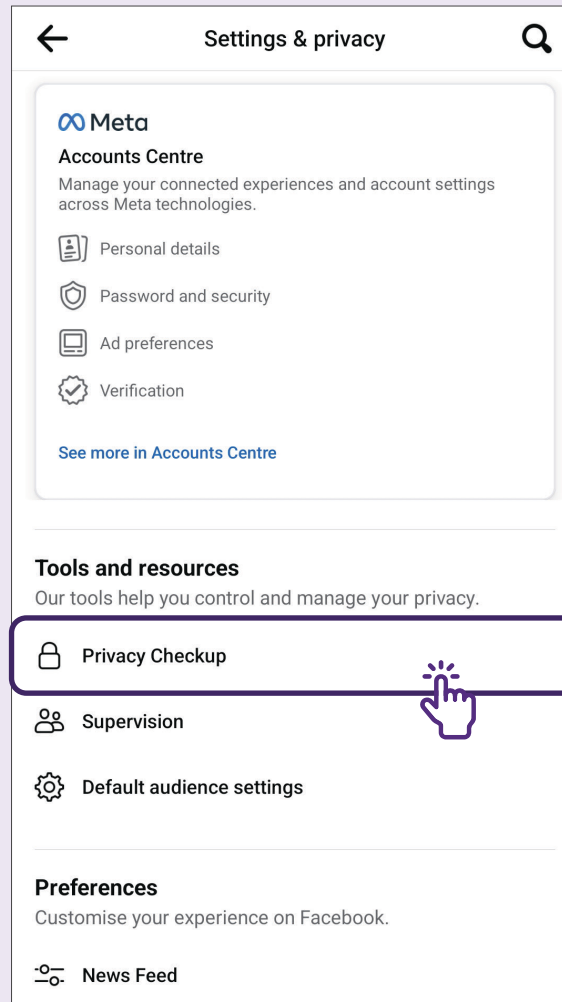
Tap on **“Device permissions”** to adjust your device's permission settings.

Manage Settings and Privacy

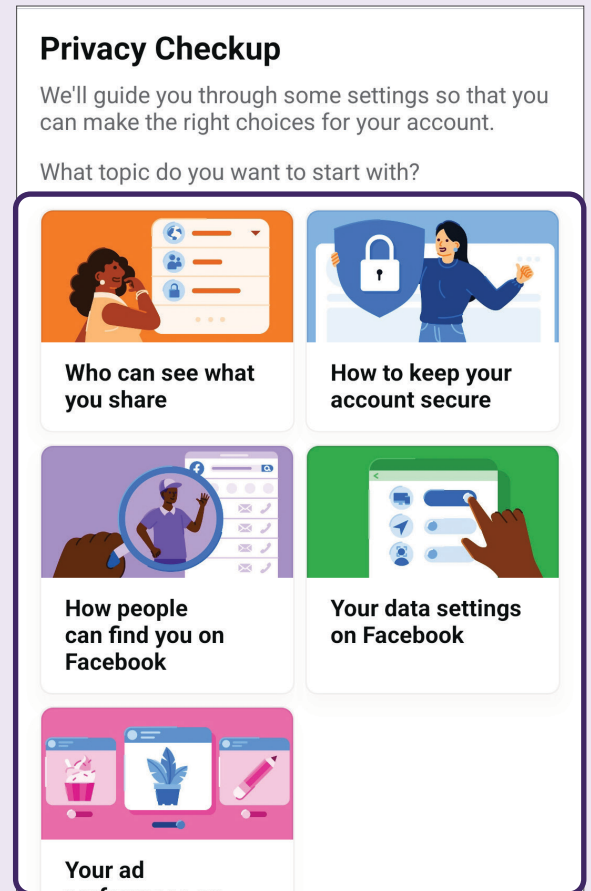
1 Tap on Settings



2 Tap on Privacy Checkup



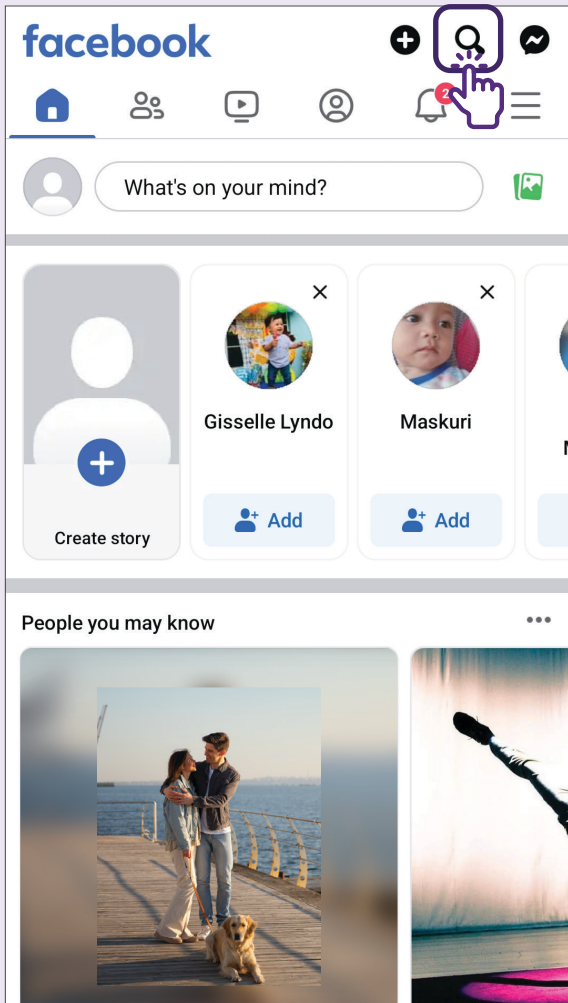
3 Adjust Your Privacy Settings



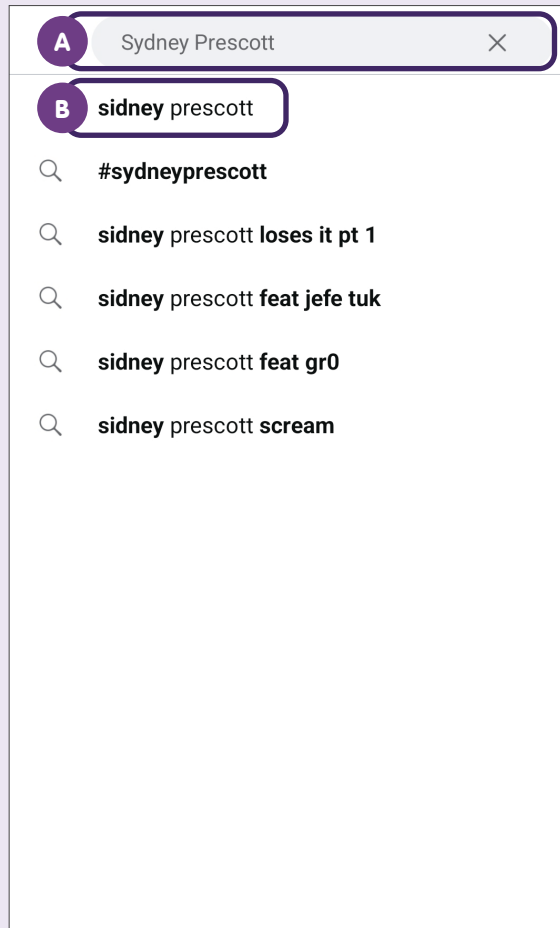
Tap on each option and follow the steps to adjust your privacy settings accordingly.

Find and Add Friends

1 Tap on Search Icon

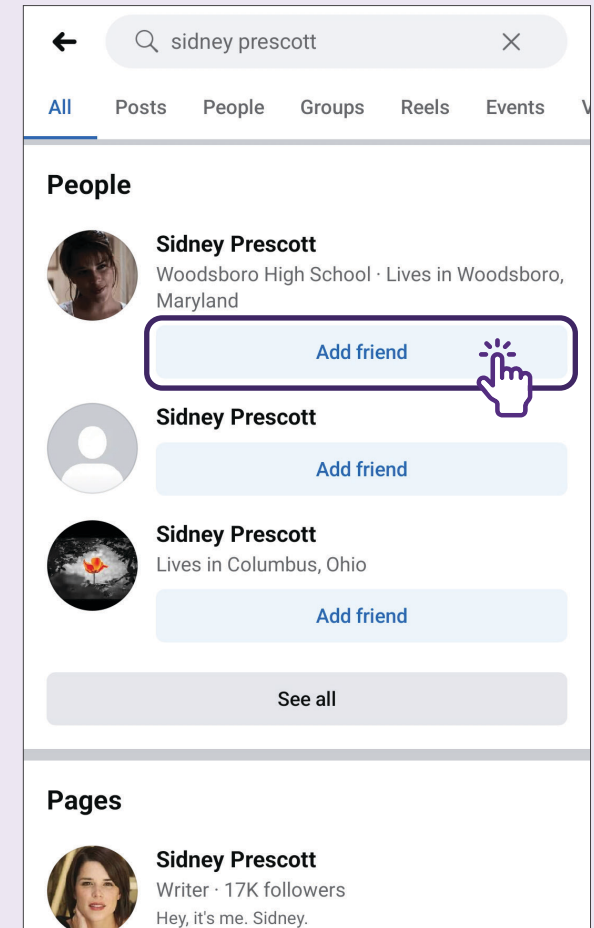


2 Search for a Friend



Enter a name into the search bar and tap on the name in the search field below.

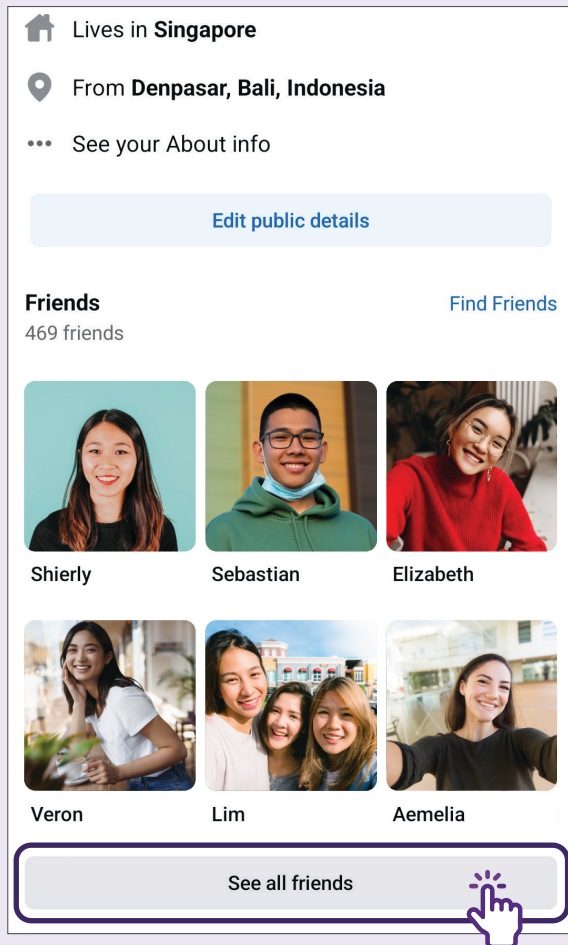
3 Tap on Add friend



Tap on **"Add friend"** to send a friend request.

4

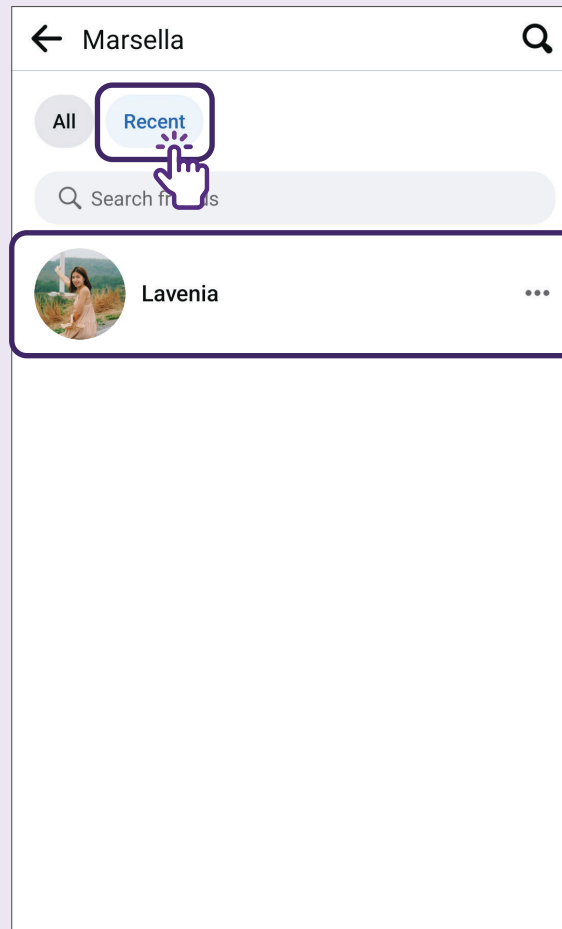
Tap on See all friends



Tap on **"See all friends"** on your profile page.

5

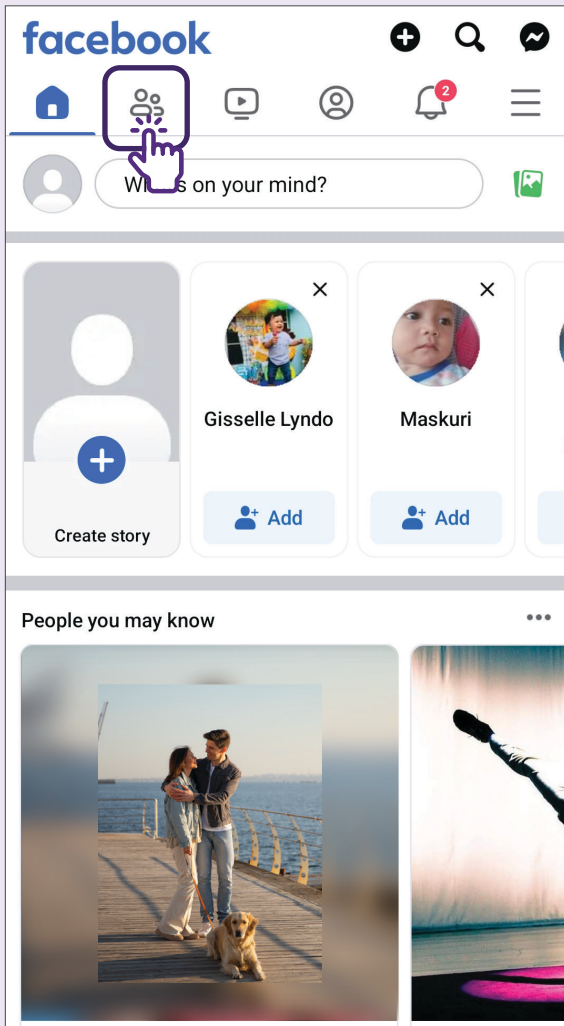
View Your New Friend



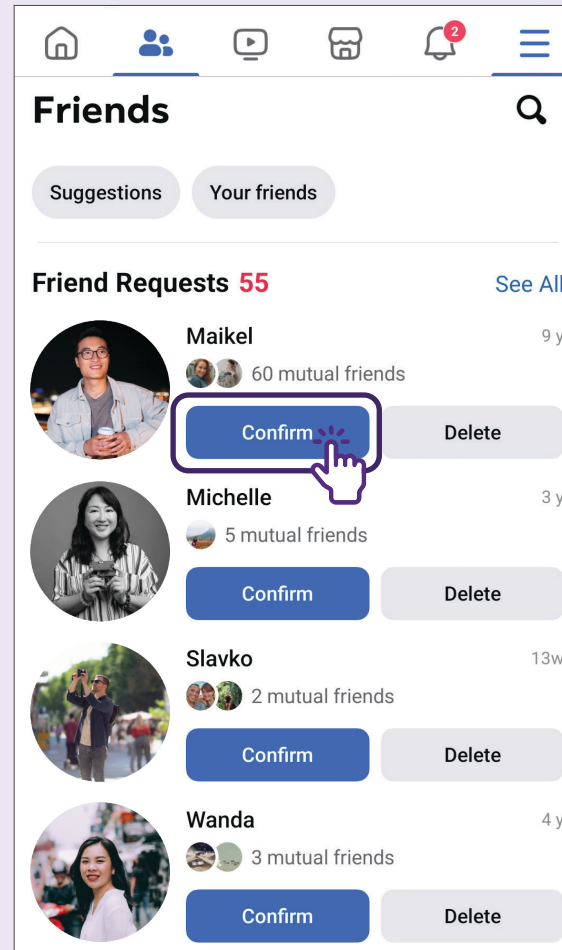
If your friend request is accepted, your new friend will be displayed on this page.

Accept and Reject Friend Requests

1 Tap on Friends Icon on the Homepage

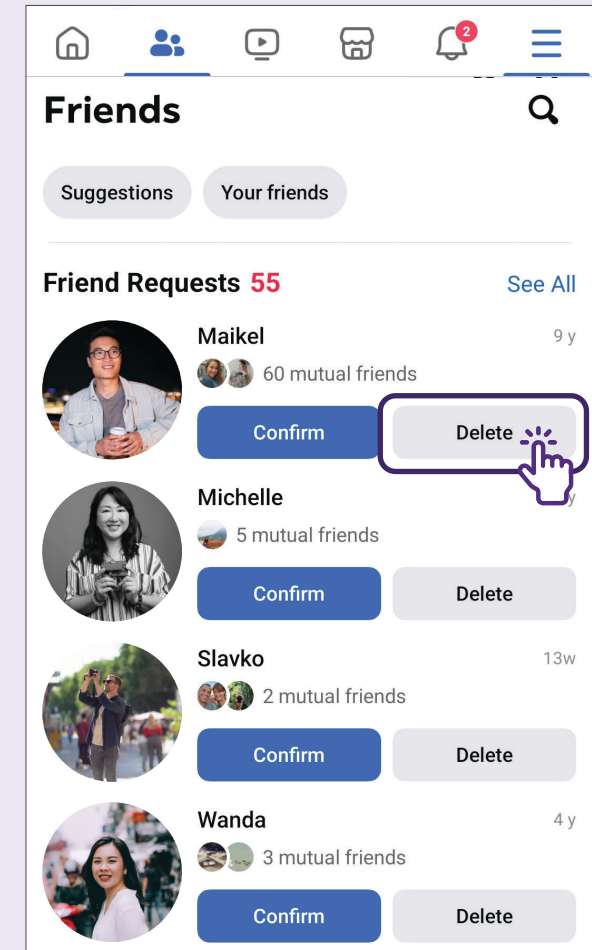


2 Accept Friend Request



Click on the **"Confirm"** button to accept any friend request.

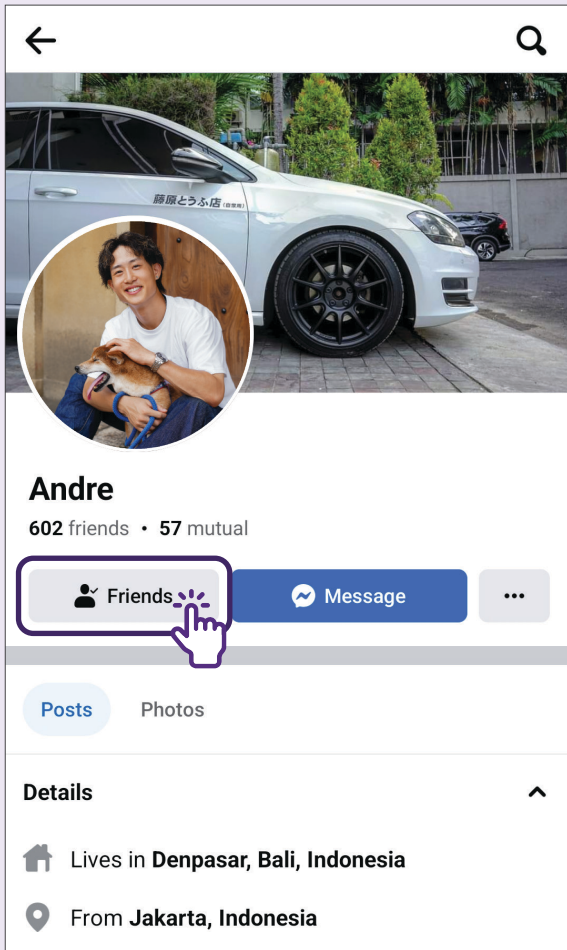
3 Reject Friend Request



Click on the **"Delete"** button to reject any friend request.

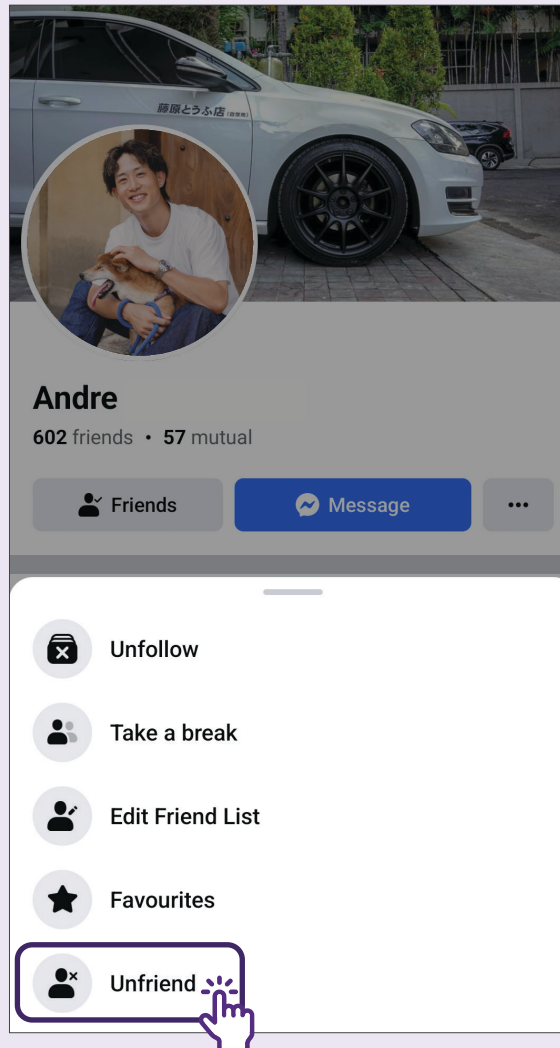
Remove a Friend

1 Access Your Friend's Profile Page



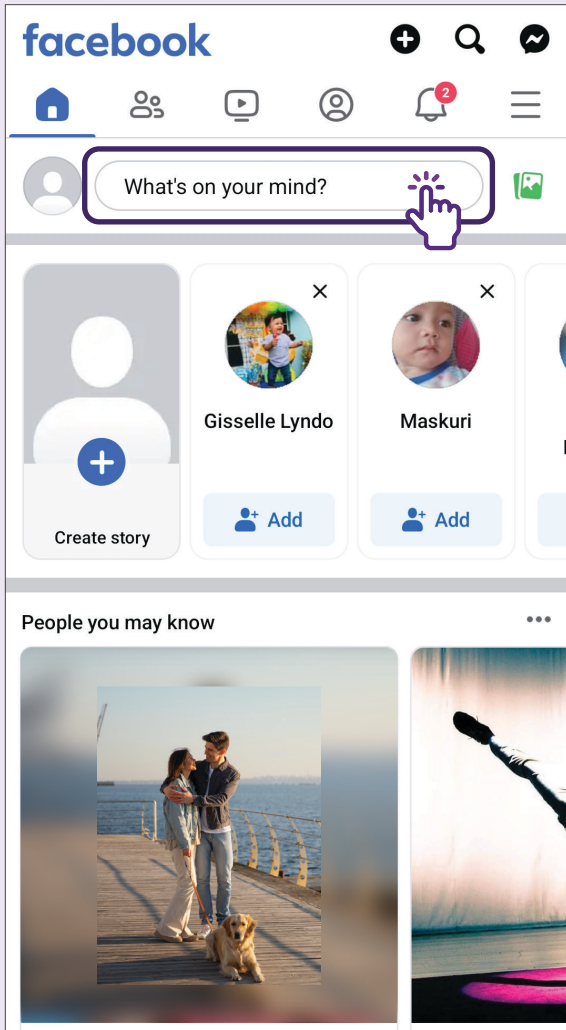
Tap on the **"Friends"** button to unfriend this person.

2 Tap on Unfriend to Confirm

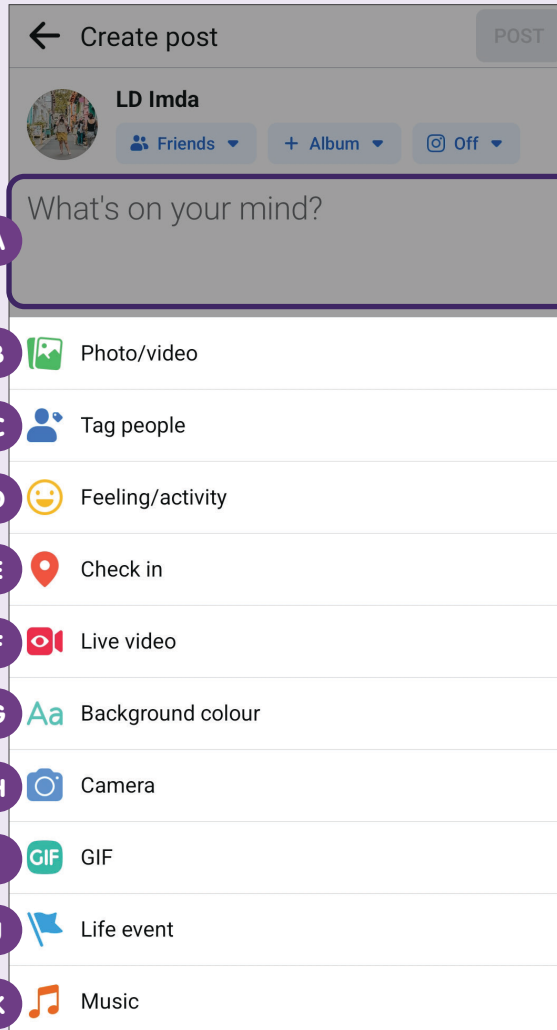


Create a Post

1 Tap on What's on your mind?

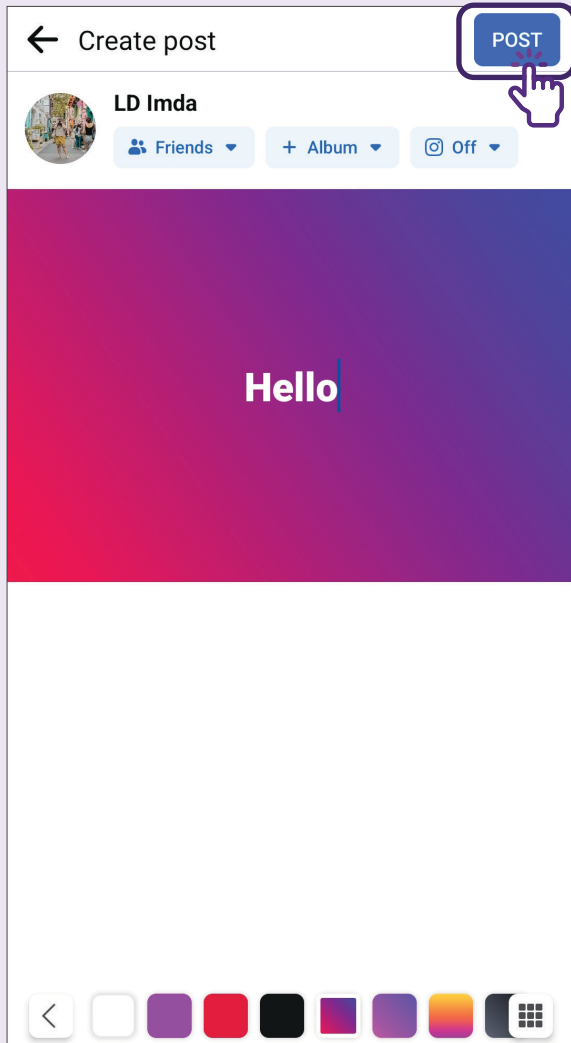


2 Create a Post

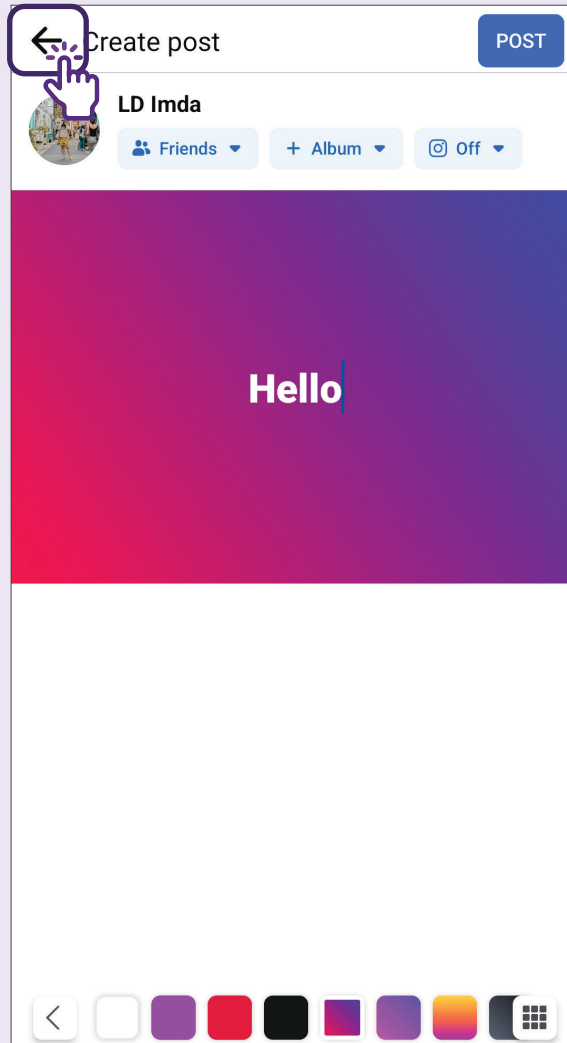


- A Input text here
- B Attach a photo or video
- C Tag a person
- D Insert your current feelings or activities
- E Add your location
- F Start a live video
- G Edit the background colour of your post
- H Take a photo or video
- I Insert a GIF
- J Share an important moment from your life
- K Share a music file

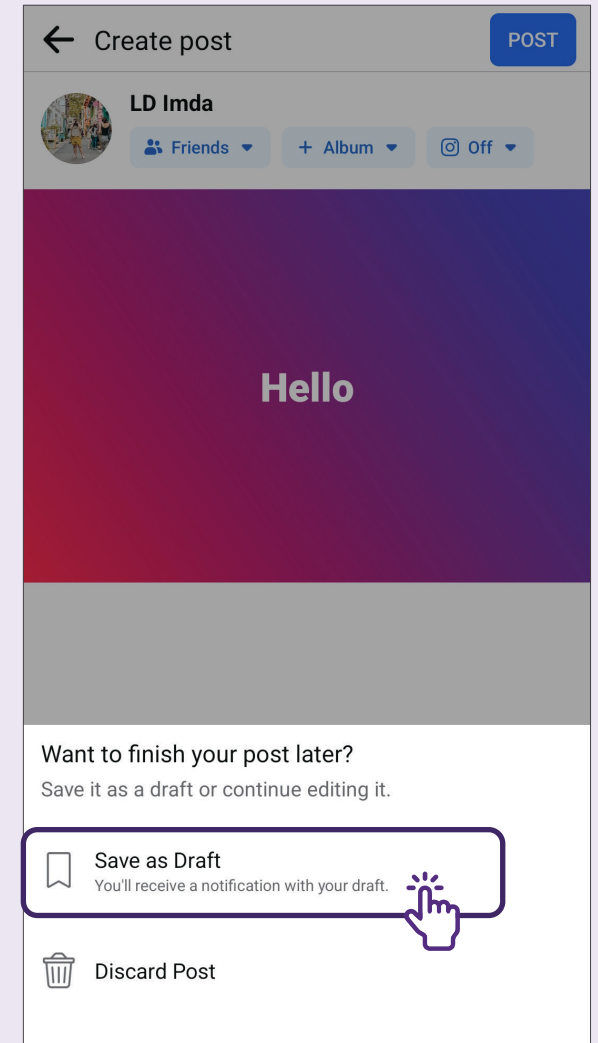
3 Tap on POST to Post Your Draft



4 Tap on ← to Save the Draft Without Posting

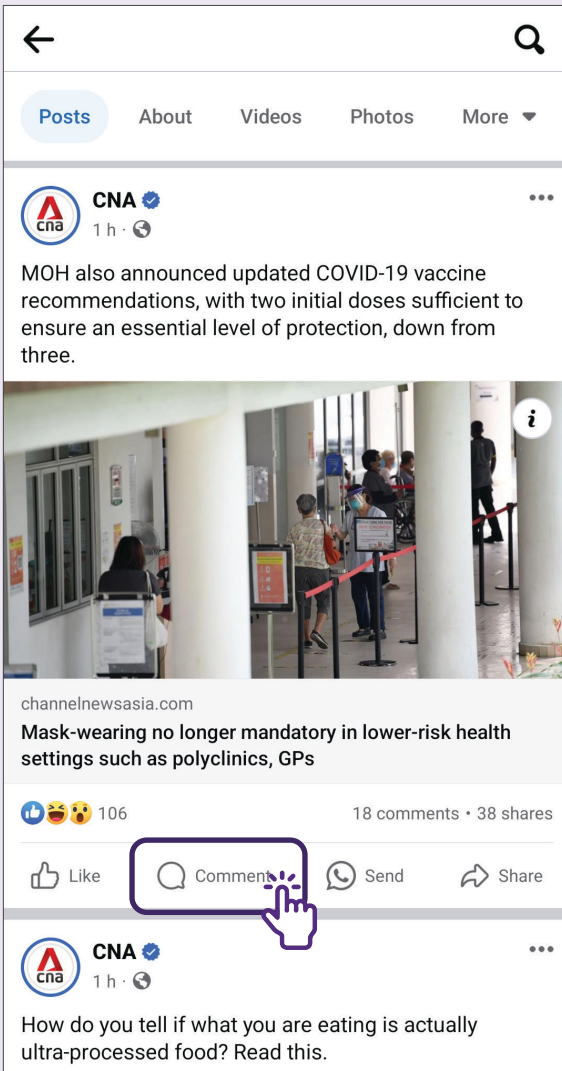


5 Confirm Save as Draft

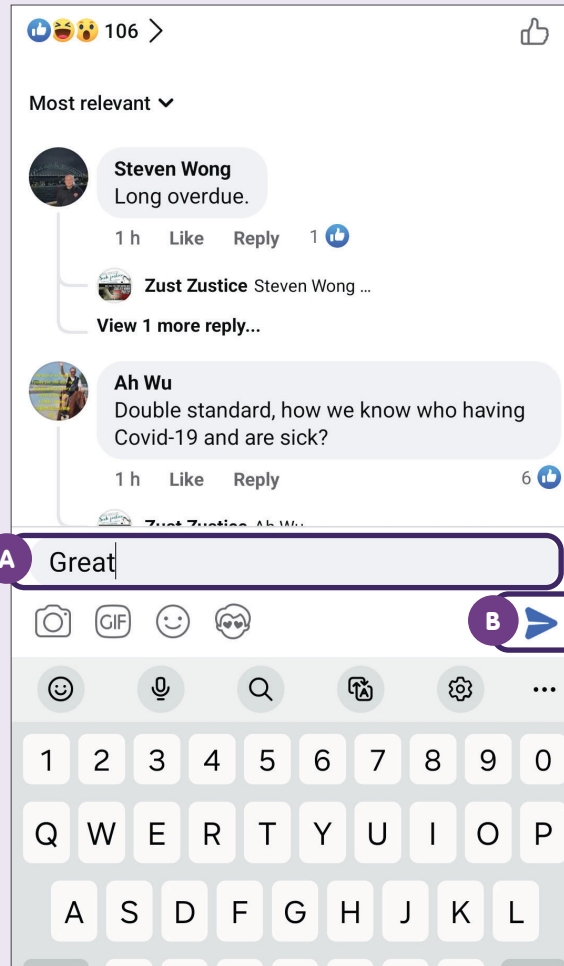



Comment on or Like a Post

1 Tap on Comment

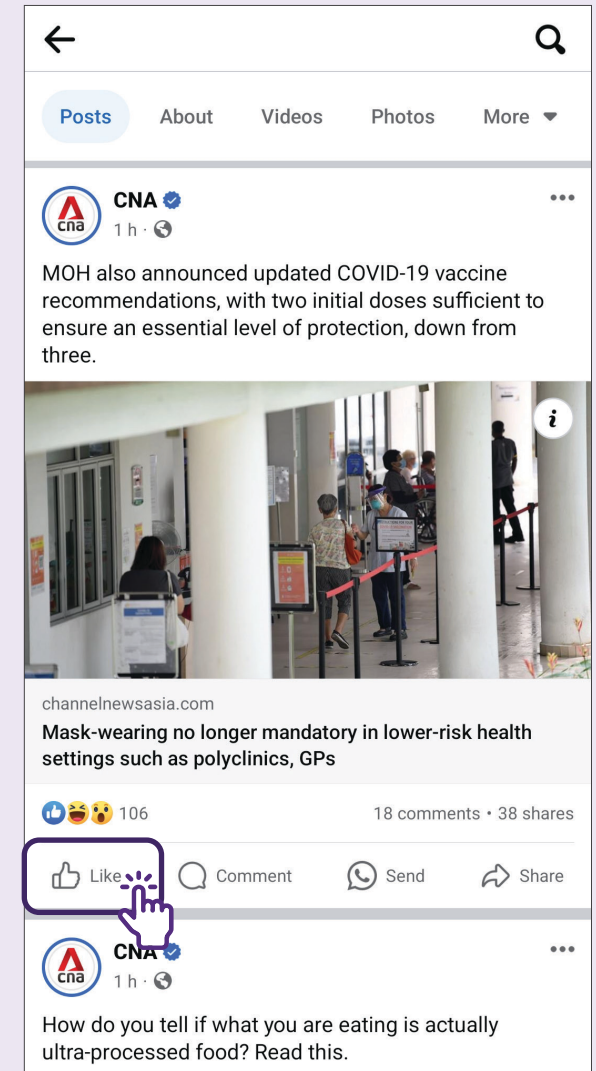


2 Post a Comment



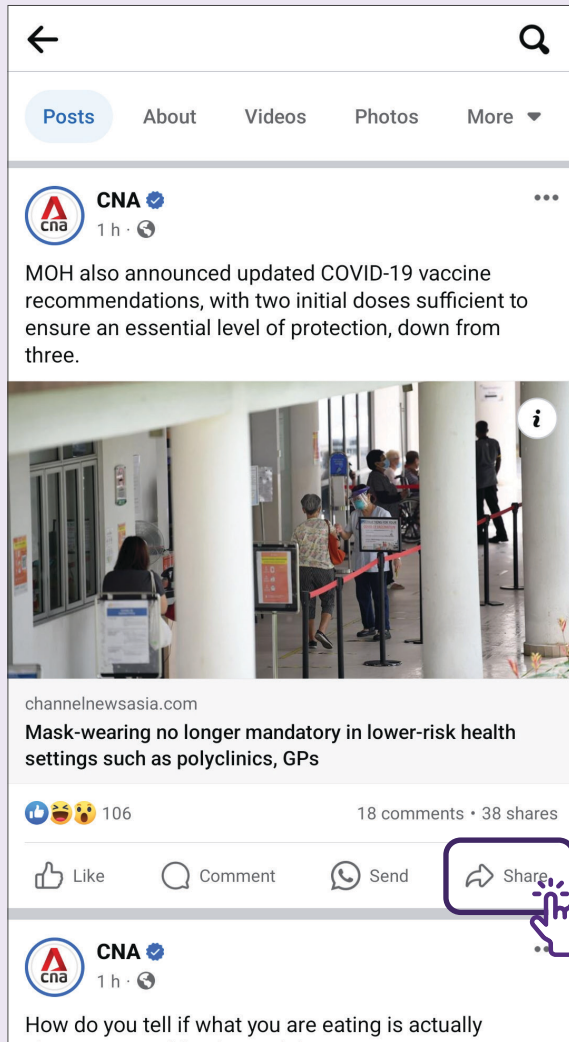
Input comment in text box and tap on  to post.

3 Like a Post

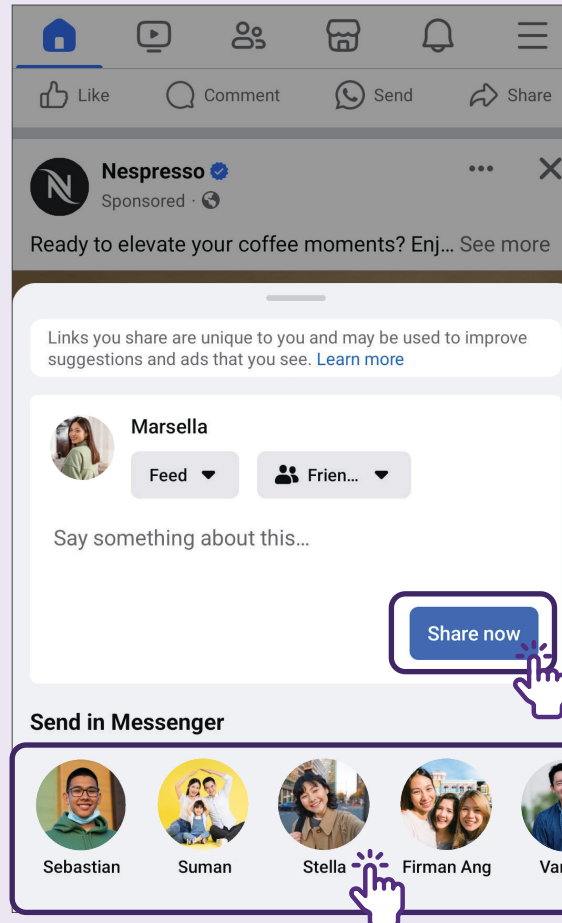


Share a Post

1 Tap on Share

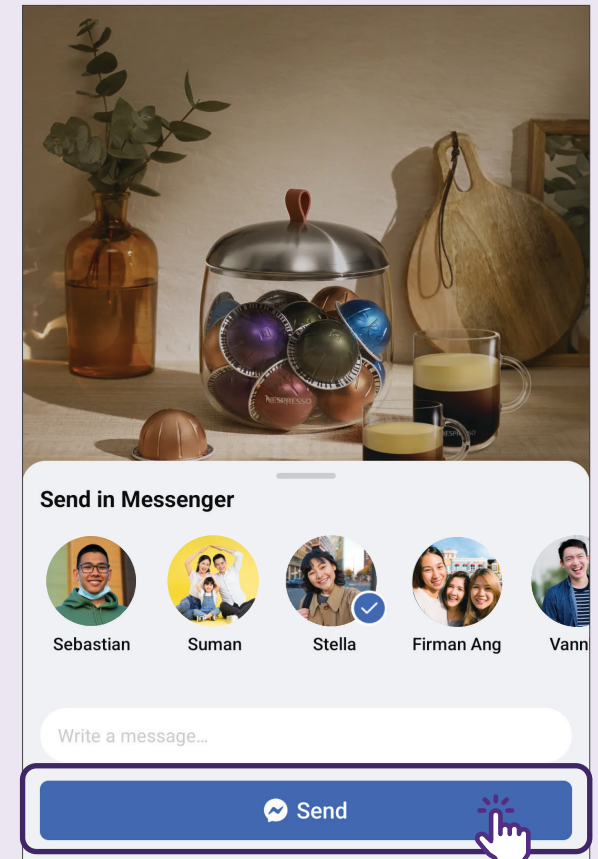


2 Share Post to Feed or with a Friend



Tap on **"Share now"** to share the post to your feed, or tap on a friend's name to share it privately.

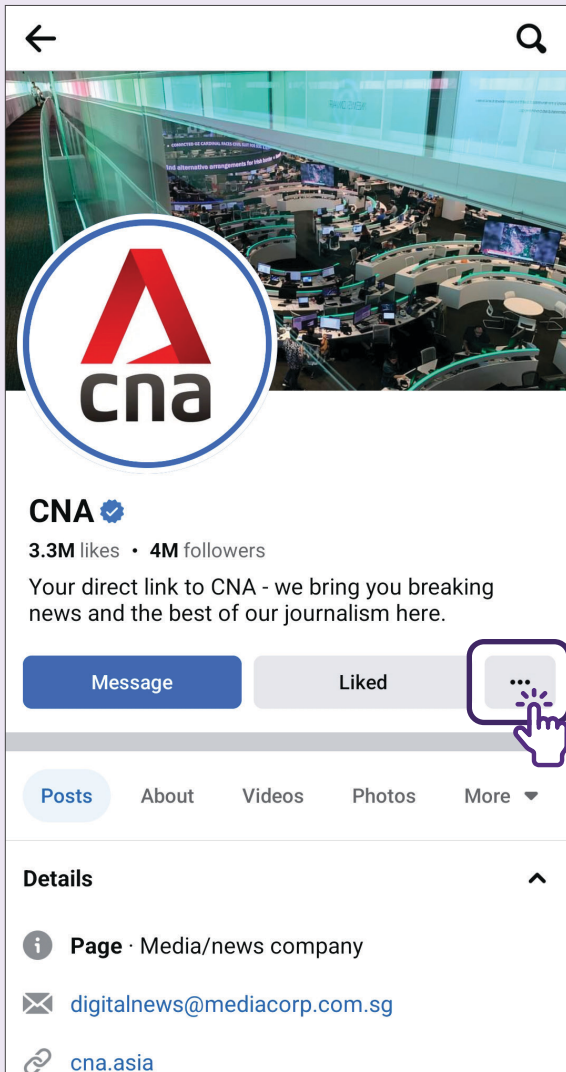
3 Tap Send to Confirm Sharing the Post with a Friend



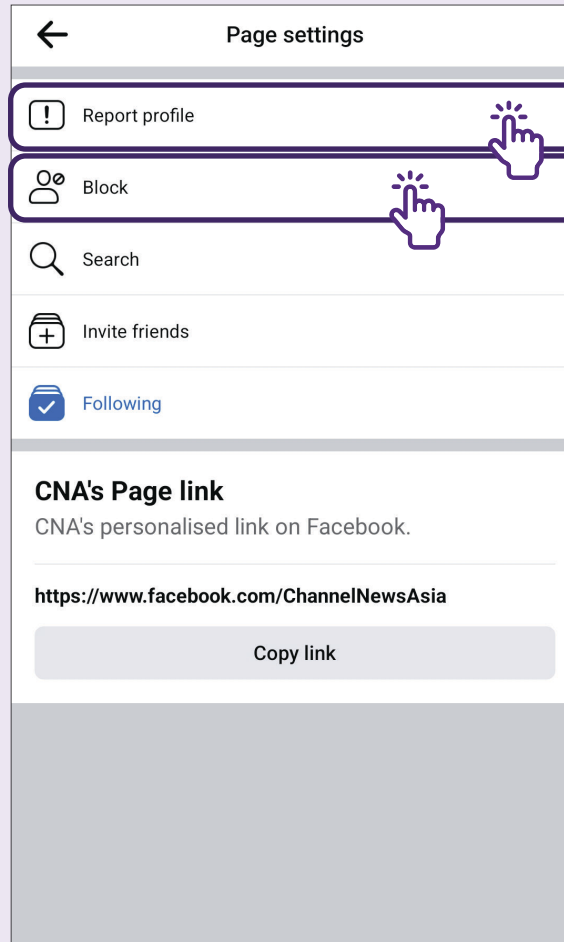
Tap on **"Send"** to share with a friend. (Messenger app required for this function.)

Block or Report a Page

1 Tap on the Menu Icon

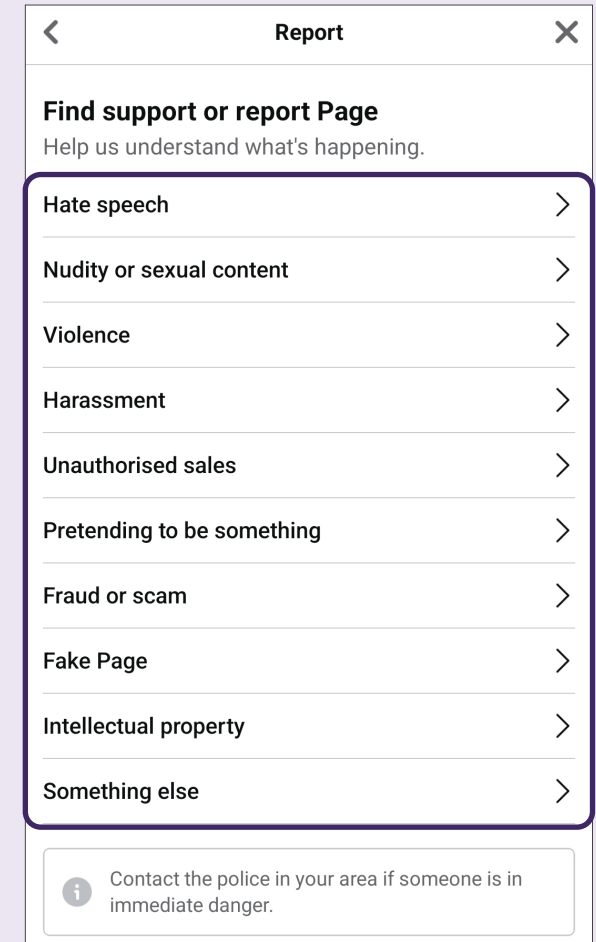


2 Block or Report Page



Tap on **"Block"** to block the page.
Tap on **"Report profile"** to report the page.

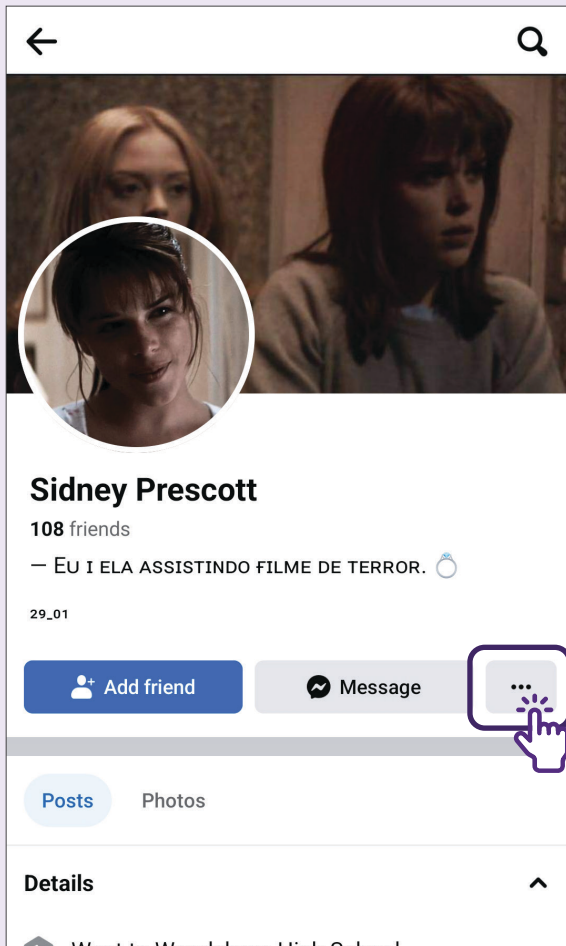
3 Report Page



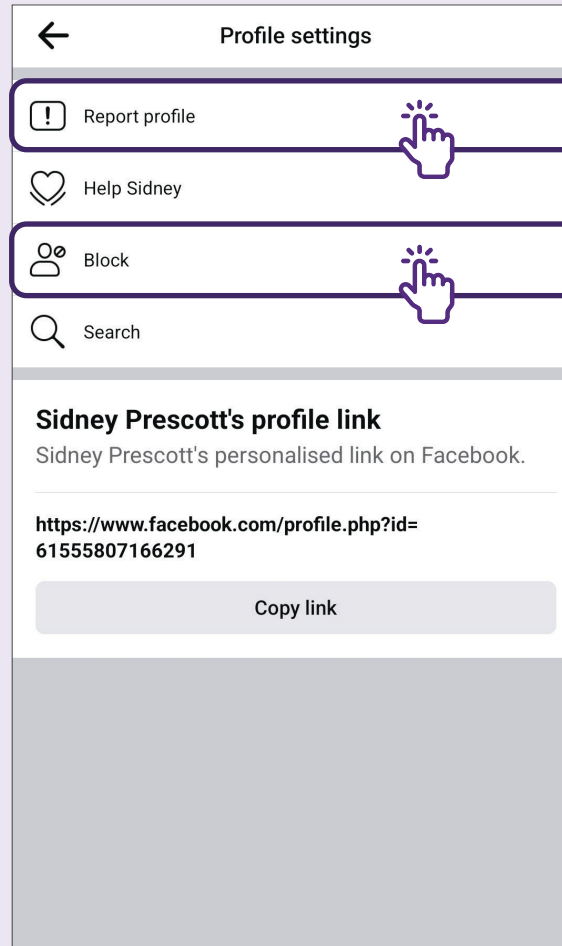
Select the option that best describes the issue to confirm reporting the page.

Block or Report a Profile

1 Tap on the Menu Icon

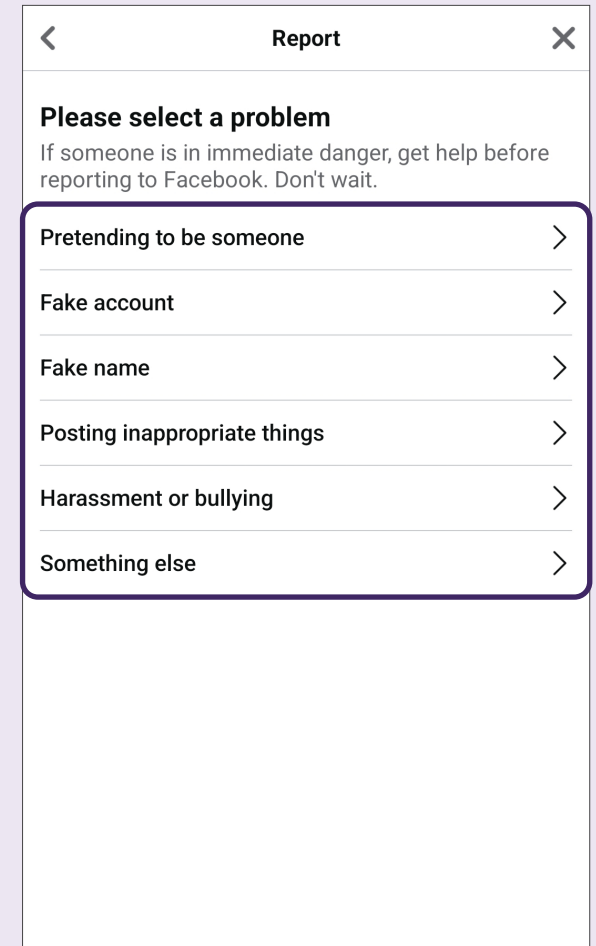


2 Block or Report Profile



Tap on **"Block"** to block the profile.
Tap on **"Report profile"** to report the profile.

3 Report Profile



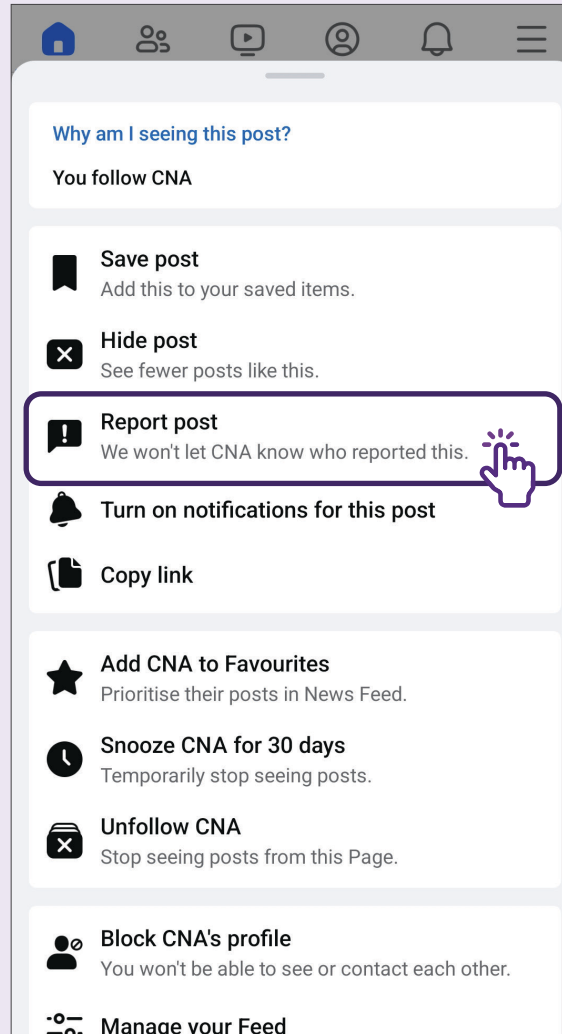
Select the option that best describes the issue to confirm reporting the profile.

Report a Post on Your Timeline

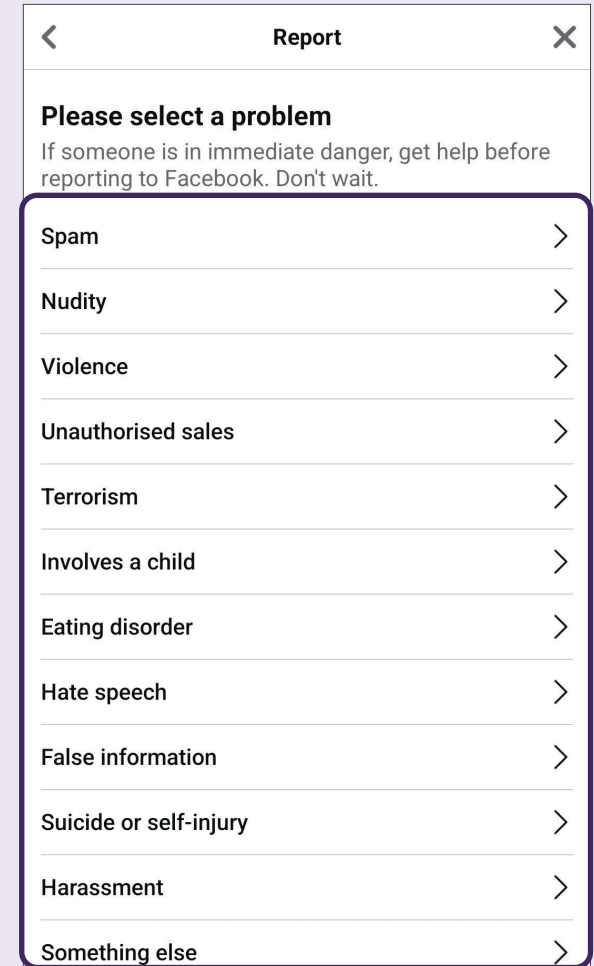
1 Tap on the Menu Icon



2 Report Post



3 Select a Problem



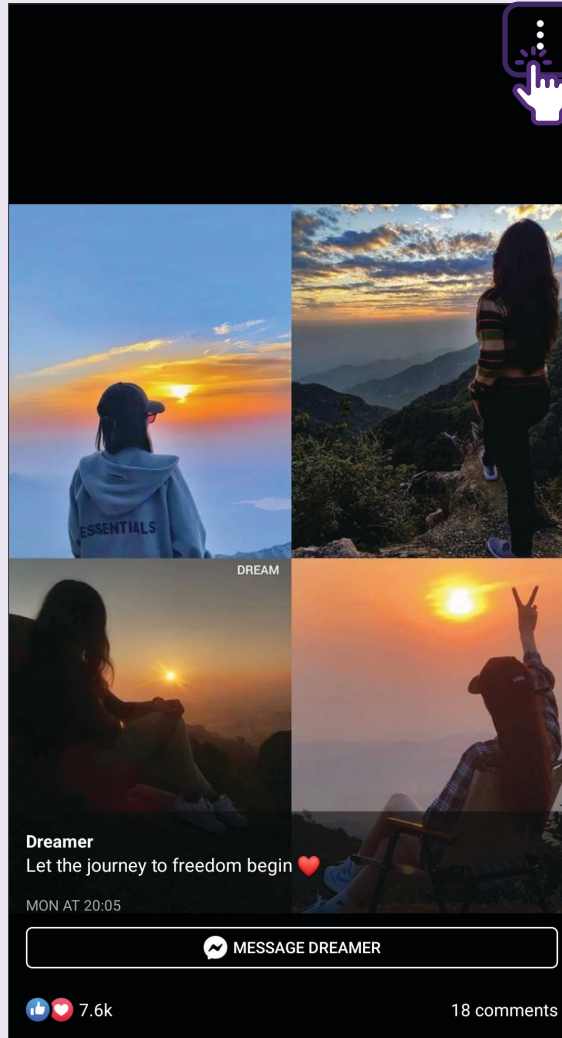
Select the option that best describes the issue to confirm reporting the post.

Report a Photo or Video

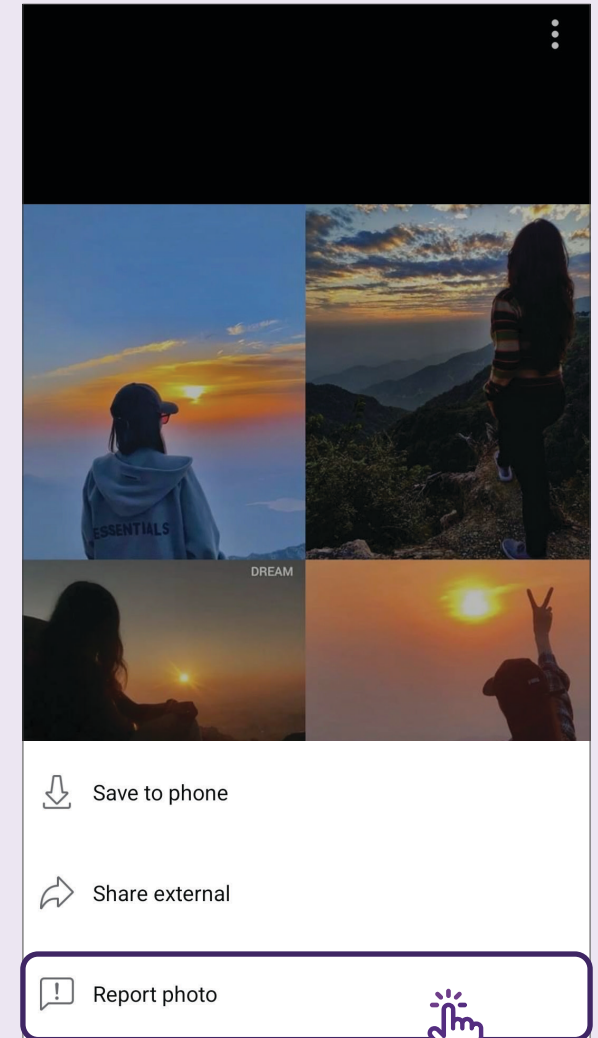
1 Tap on the Photo or Video



2 Tap on the Menu Icon

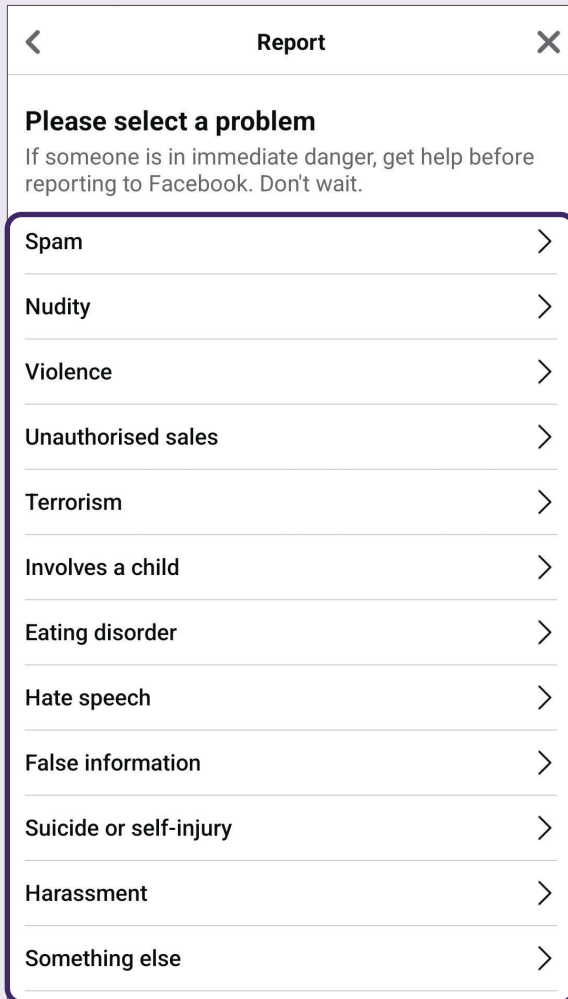


3 Report the Photo or Video



4

Select a Problem



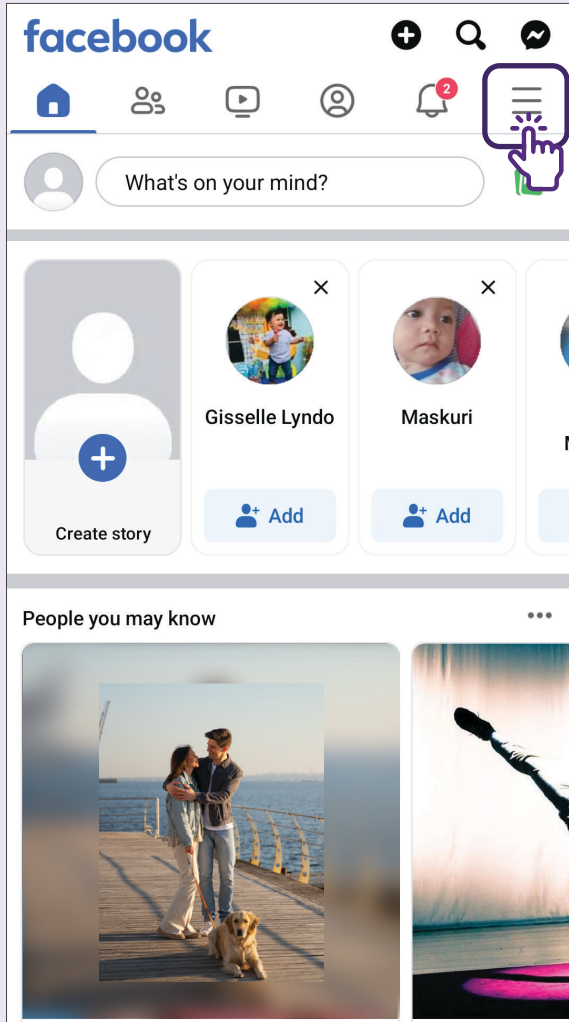
The screenshot shows a mobile application interface for reporting a problem. At the top, there is a back arrow on the left, the word "Report" in the center, and a close 'X' icon on the right. Below this is a section titled "Please select a problem" with a subtext: "If someone is in immediate danger, get help before reporting to Facebook. Don't wait." A list of 13 categories follows, each with a right-pointing chevron: Spam, Nudity, Violence, Unauthorised sales, Terrorism, Involves a child, Eating disorder, Hate speech, False information, Suicide or self-injury, Harassment, and Something else. The entire list is enclosed in a rounded rectangular box with a purple border.

Problem Category	Arrow
Spam	>
Nudity	>
Violence	>
Unauthorised sales	>
Terrorism	>
Involves a child	>
Eating disorder	>
Hate speech	>
False information	>
Suicide or self-injury	>
Harassment	>
Something else	>

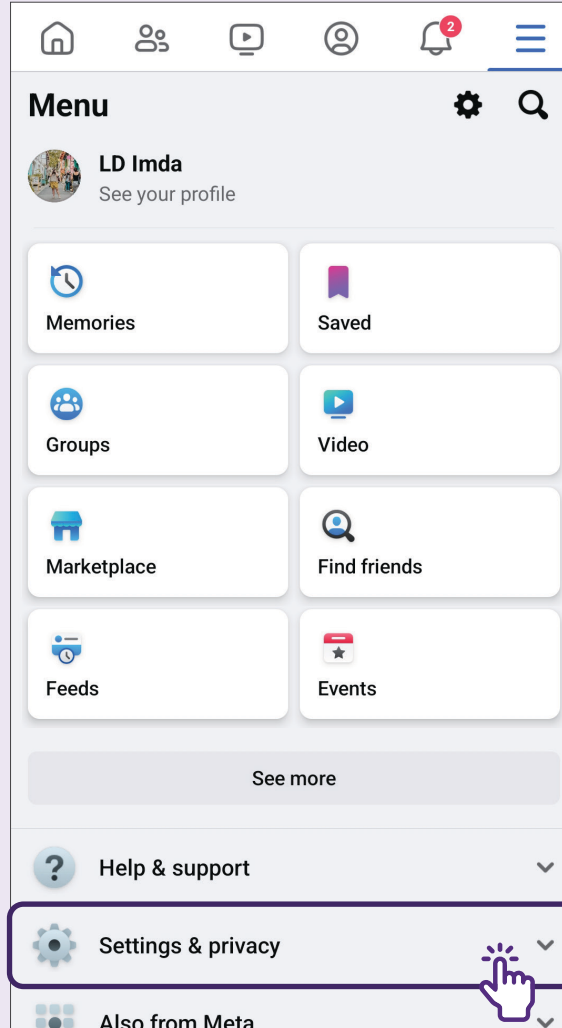
- Tap **"Report photo"** to report a photo, or tap **"Report video"** to report a video.
- Select the option that best describes the issue to confirm reporting the photo or video.

Deactivate or Delete Account

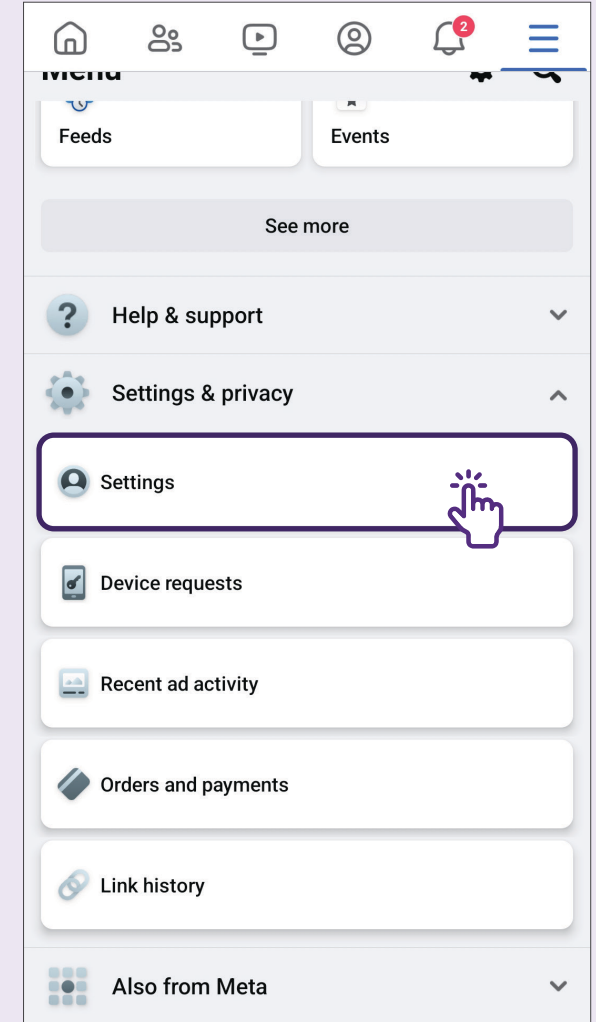
1 Tap on the Menu Icon



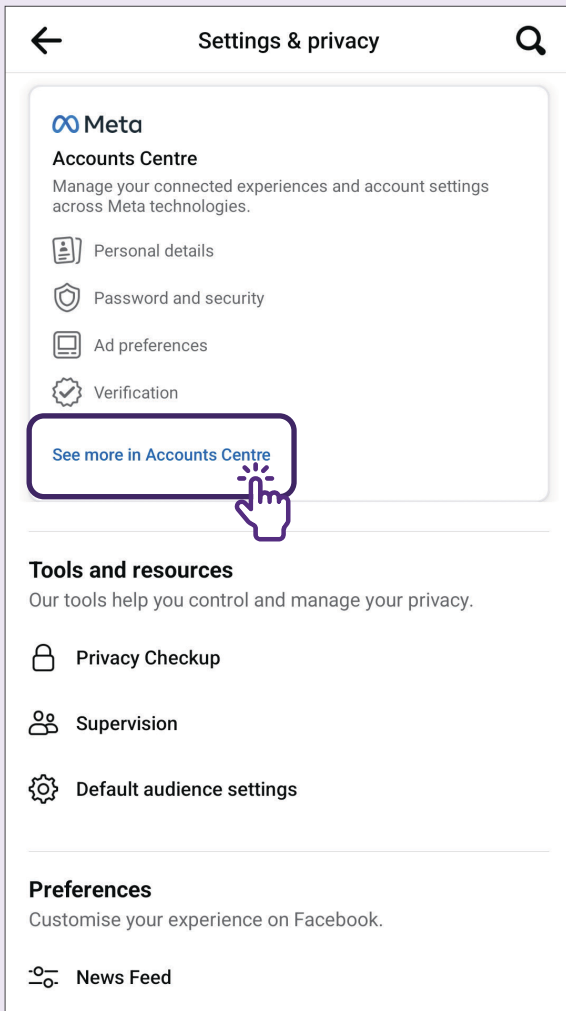
2 Tap on Settings & privacy



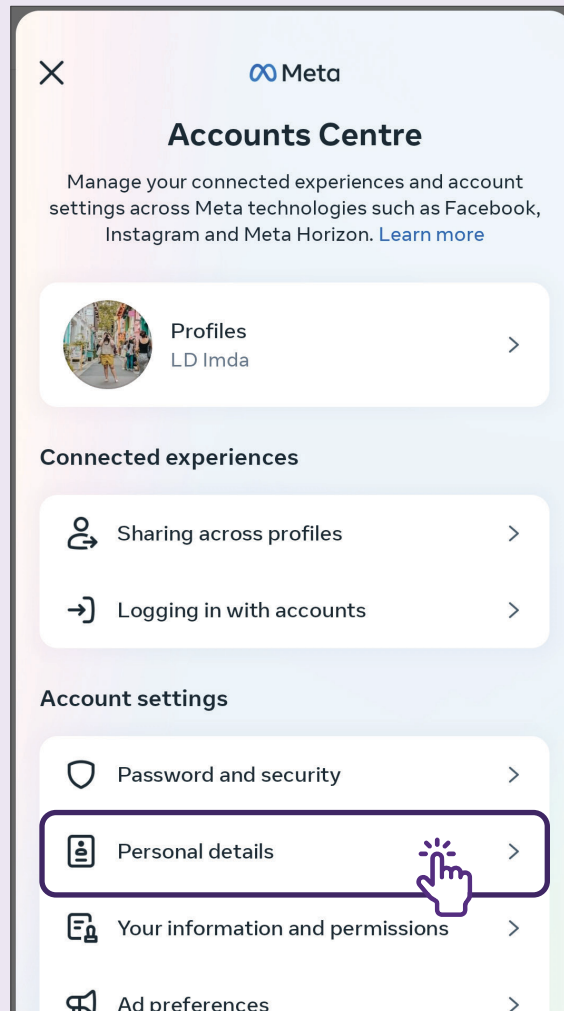
3 Tap on Settings



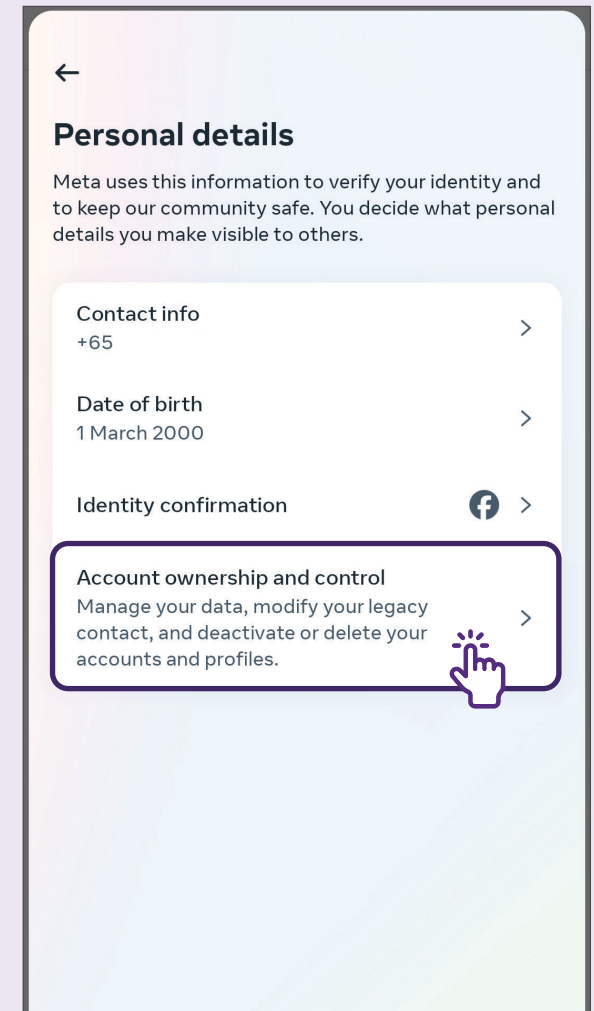
4 Tap on See more in Accounts Centre



5 Tap on Personal details

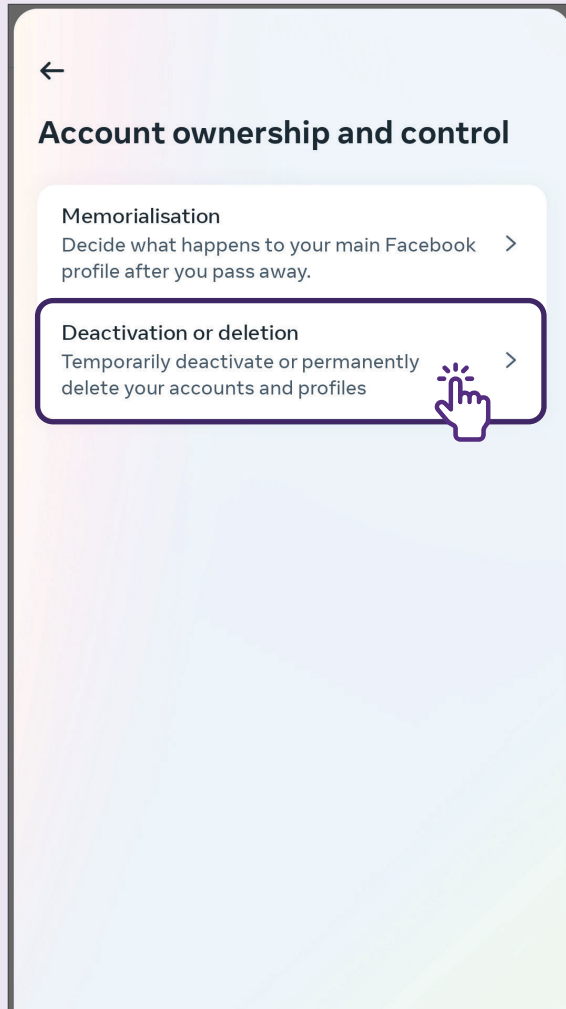


6 Tap on Account ownership and control



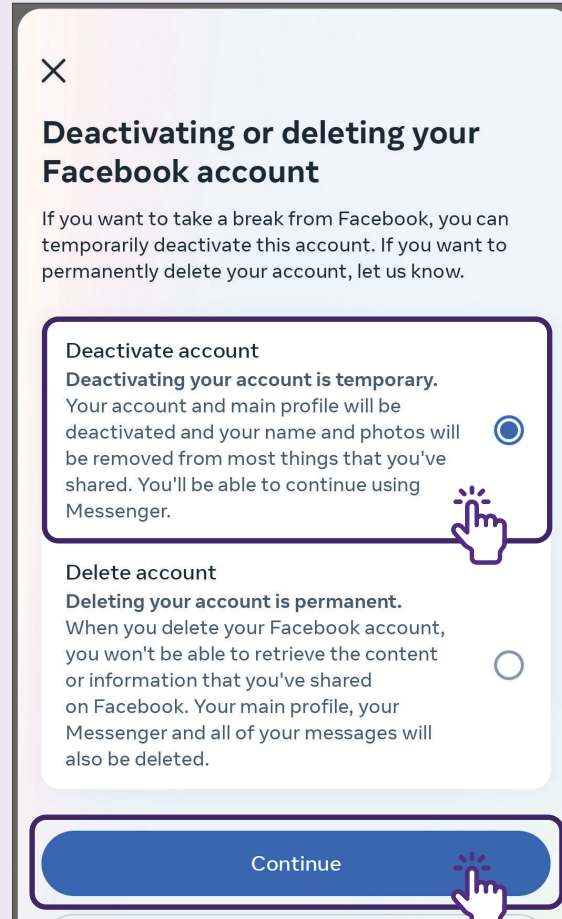
7

Select Deactivation or deletion



8

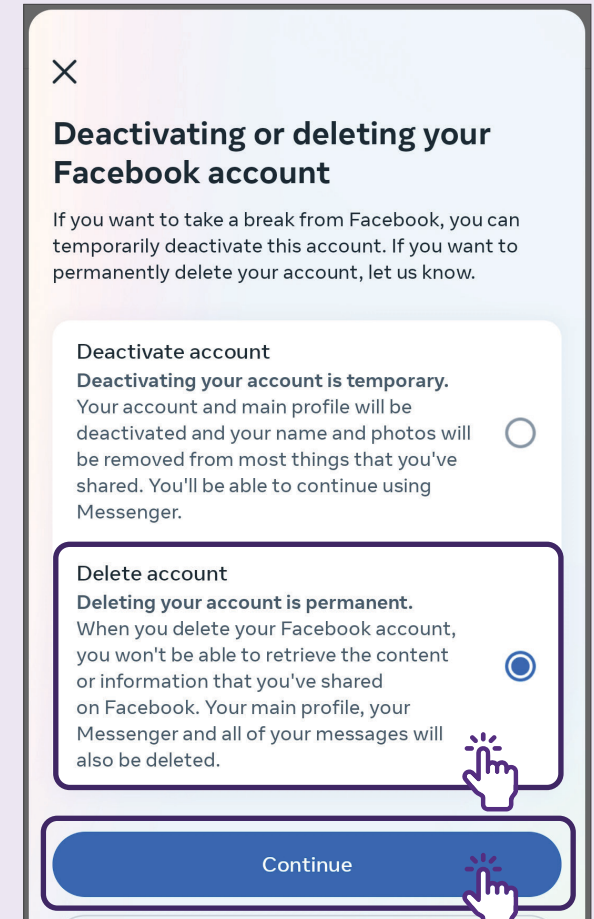
Deactivate Account



Select **"Deactivate account"** and then tap on **"Continue"** to temporarily deactivate your account.

9

Delete Account



Alternatively, select **"Delete account"** and tap on **"Continue"** to permanently delete your account.

Notes

A large, light purple rounded rectangle occupies the central portion of the page. It contains 18 horizontal lines, evenly spaced, intended for writing notes.

**For more information and
to find your nearest SG
Digital community hubs:**

IMDA Contact Centre

Hotline: +65 6377 3800

Email: info@imda.gov.sg

Website: digitalforlife.gov.sg

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