In this help sheet:

- Create a Twitter account
- Follow your school
- How to Tweet
- How to post photos or GIFS on Twitter
- How to post a mention
- How to use hashtags

Create a Twitter account

If you don’t already have an account, sign up here: https://twitter.com/explore

Follow your school

Click the links below and hit ‘Follow’ on the relevant pages.

<table>
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<th>IJS</th>
<th>FIS</th>
<th>FMJS</th>
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How to Tweet

A Tweet may contain photos, GIFs, videos, links, and text.

**How to Tweet**

1. Type your Tweet (up to 280 characters) into the **compose box** at the top of your Home timeline, or click the **Tweet** button in the navigation bar.

2. You can include up to **4 photos, a GIF, or a video** in your Tweet.

3. Click the **Tweet** button to post the Tweet to your profile.
How to post photos or GIFS on Twitter

To post a photo or GIF in a Tweet

1. From the Tweet compose box, click the photo icon to upload a photo or GIF from your computer.

2. **Tip:** Read about how to include a video in your Tweet.

3. To search for and select a GIF from the GIF library, click the GIF icon.
   **Note:** Animated GIFs can't be included in Tweets with multiple images. You can send only one GIF in a Tweet.

4. Once you choose a photo or GIF, the image will attach to your Tweet in full size. You can select up to 4 photos to Tweet at once.

5. Click **Tweet** to post.
   **Tip:** You can also send photos and GIFs in Direct Messages.

How to post a mention ‘Tag’

To tag/mention your school in the tweet, follow these steps (each schools tags are shown on page 1):

How to post a mention

1. Type your message in the Tweet compose box.

2. Type the “@” symbol before the username(s) when addressing a particular account(s). Example: "I’m Tweeting on @Twitter!"

3. Click or tap **Tweet** to post.
   **Note:** If your Tweet is a reply, the icon to post will say Reply. When posted, the username in your Tweet will become a link to the account’s profile page.

From: About replies and mentions
How to use hashtags

A hashtag—written with a # symbol—is used to index keywords or topics on Twitter. This function was created on Twitter, and allows people to easily follow topics they are interested in.

Using hashtags to categorize Tweets by keyword

- People use the hashtag symbol (#) before a relevant keyword or phrase in their Tweet to categorize those Tweets and help them show more easily in Twitter search.
- Clicking or tapping on a hashtagged word in any message shows you other Tweets that include that hashtag.
- Hashtags can be included anywhere in a Tweet.
- Hashtagged words that become very popular are often trending topics.

Example of a Tweet with a hashtag:

![Twitter Support](https://pbs.twimg.com/profile_images/970247163837666816/sZfQb1wv.png)

Have more than one Twitter account? You can toggle between them on your app! Just follow these handy #TwitterTips: support.twitter.com/articles/20169...

6:00 PM · May 12, 2016

707 people like this

380 people are talking about this

Tips for using hashtags

- You cannot add spaces or punctuation in a hashtag, or it will not work properly.
- If you Tweet with a hashtag on a public account, anyone who does a search for that hashtag may find your Tweet.
- We recommend using no more than 2 hashtags per Tweet as best practice, but you may use as many hashtags in a Tweet as you like.
- Type a hashtagged keyword in the search bar to discover content and accounts based on your interests.

For more information view the online Twitter guide.