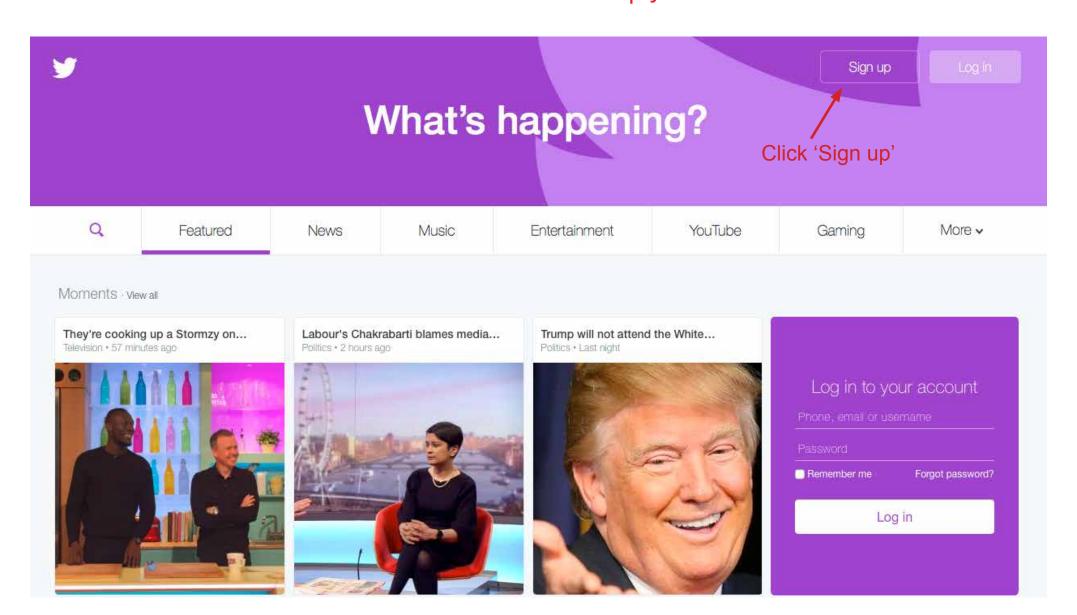


# How to set up your Twitter Business Account

A quick guide by



### Go to www.twitter.com to set up your account



#### -

#### Join Twitter today.

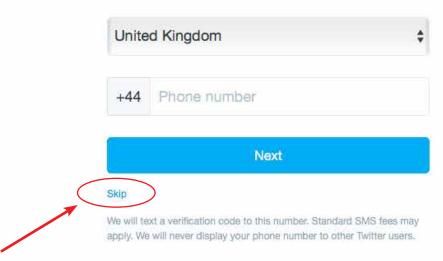
Full name	1~
Phone or Email	
Password	
Sign up	
By signing up, you agree to the Terms of Service and Princluding Cookie Use. Others will be able to find you by number when provided.	
Advanced options	

Simply fill in your details. On Twitter you get two 'names'. Your full name (seen here) is your main name on Twitter. It can be either your real name or your business name.

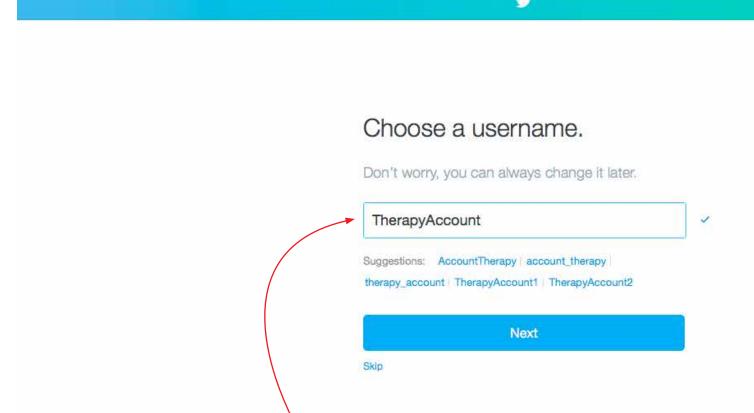
Later you get to choose your @username, which is kind of your 'address' on Twitter. This can also be your real name or business name. Think of them like an email address: fullname@username.com (Note - The username can only have a maximum 15 characters)

## Enter your phone.

Your phone number keeps your account secure, connects you to friends and makes login easier.



You don't have to provide a phone number. Just hit 'skip' if you'd prefer not to.



Here you will choose your @username. This is your address on Twitter, it's how people will find you or link to you when they mention you in a tweet. You can also use this to tell people how to find you on Twitter. You will also have a full URL address such as:

www.twitter.com/username which you can use as a direct link in emails and footers, etc.

Your username is unique to you and cannot be the same as anyone else. It is a maximum of 15 characters and no spaces. You can use your real name or your business name or anything that signifies who you are or what you do. And don't worry, you can change it at any time if you change your mind once you see how Twitter works.



You will now be guided through some setup options.

Here you can select things which may be of interest to you and then Twitter will suggest people and organisations that you may want to 'Follow'. For a business account, it is best to find people or organisations in your business field, but you can always add these later too.

Click 'Continue' when finished.



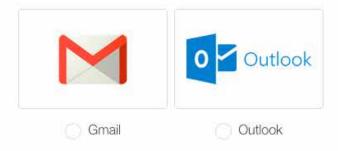
STEP 3 OF 4

### Want to find friends and see who they follow?

See who you already know on Twitter. Don't worry, we won't email your contacts without your permission.

# Import contacts

#### Choose one to import contacts



Choosing a service will open a window for you to log in securely and import your contacts to Twitter. You'll only find users who have allowed their accounts to be found by email address. We won't email anyone without your consent, but we may use contact information to make Who To Follow suggestions. You can remove your contacts from Twitter at any time.

Here you can allow Twitter to search your contacts for people who may already be on Twitter. This is only useful in terms of finding your friends and colleagues on Twitter, and may not be very useful for a business account. You can skip this by clicking 'No thanks'. You can always search for contacts later.



FINAL STEP

#### Make your timeline yours.

Follow some of the accounts below and you'll see what they share in your timeline.

Search to add someone specific

Q

#### Based on your location

Select all





Alex Ox-Chamberlain @ @Alex OxChambo Arsenal FC and an England International. @NikeUK Snapchat 🔯 : Alex\_Ox15 : LDN 🎇 Ambassador of @heart4morefdn



Mayor of London ♥ @MayorofLondon This is the official Twitter account for the Mayor of London, Sadiq Khan. Tweets before 9 May 2016 are from the previous Mayor



Mesut Özil @MesutOzil1088 Football player for @arsenal & @DFB\_Team



Arsenal FC @ @Arsenal The official club website brings you all the latest #Arsenal news, views and ticket

Follow 21 & continue

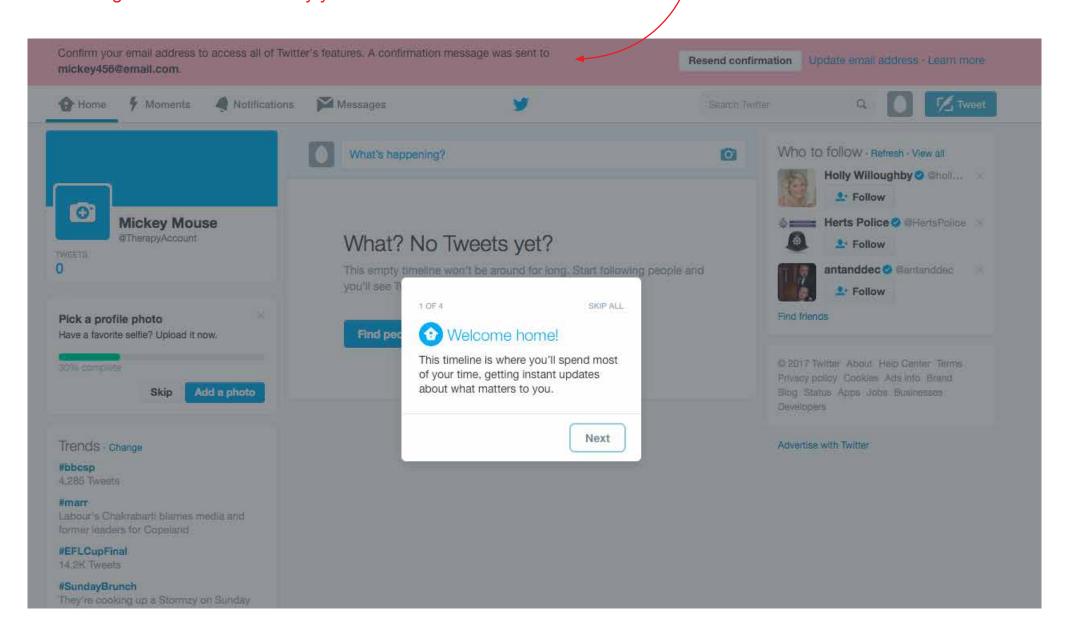
Based on the interests you chose earlier Twitter suggests some people or organisations you might like to 'Follow'. If you don't want to, just deselect 'Select all' and continue.

'Following' on Twitter is different from 'Friends' on Facebook. You don't need their permission to follow them.

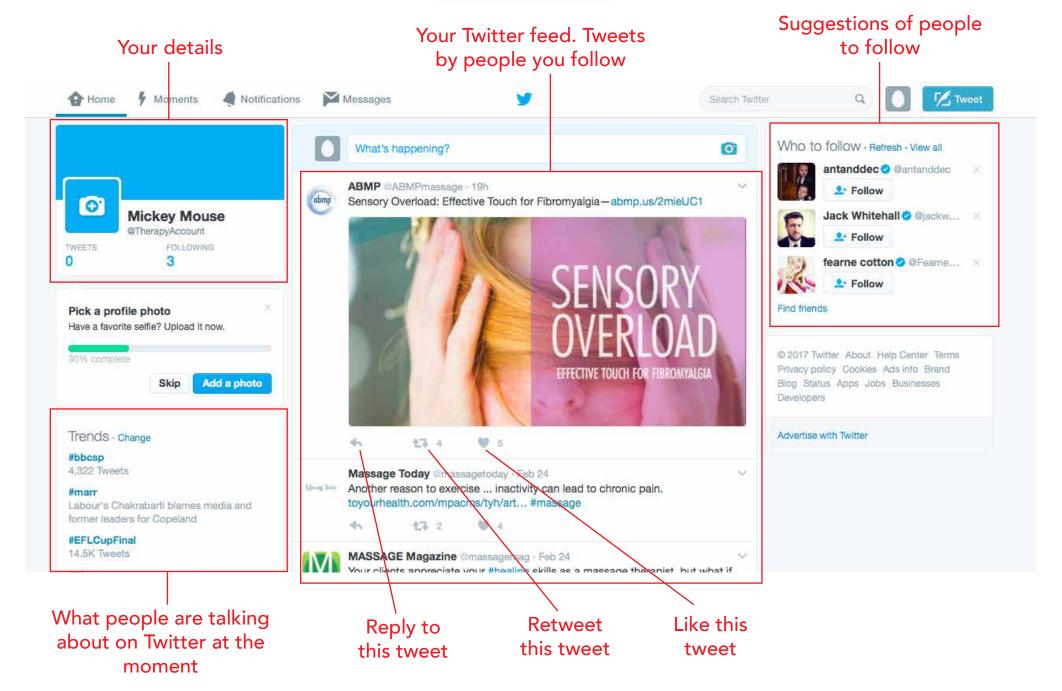
When you follow someone you can see their posts in your timeline. Twitter is very public which is good to remember when posting.

If someone follows you, you will receive a notification that you have a new follower.

Woohoo! You've made it to your Home Page. Twitter will have sent you an email to verify your email address. You should go check for it and verify yourself.



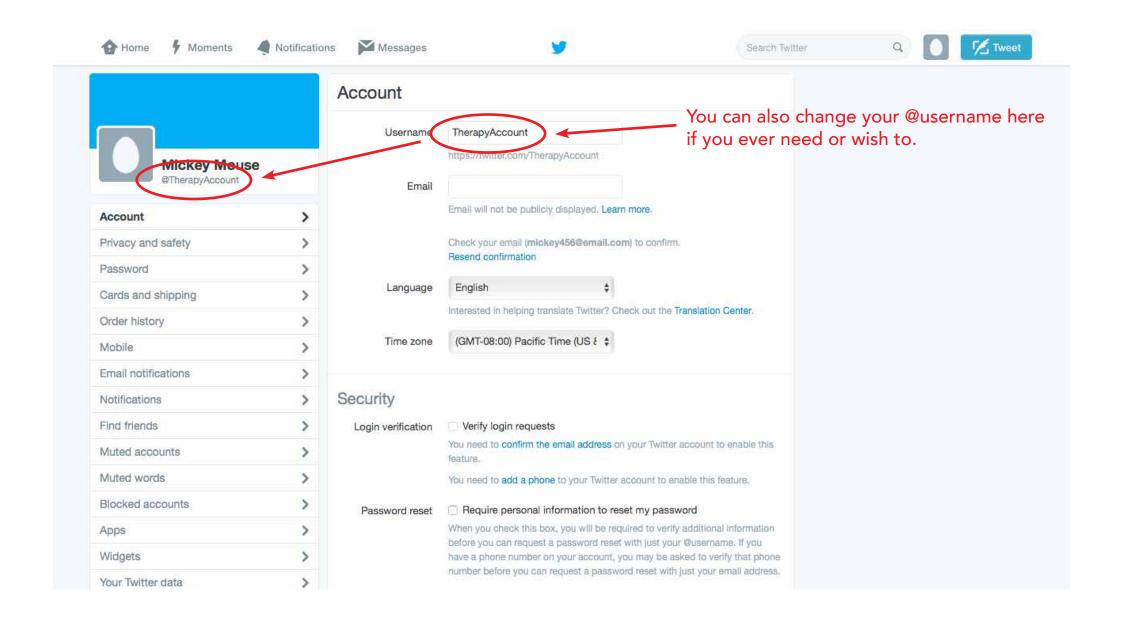
#### **YOUR HOMEPAGE**



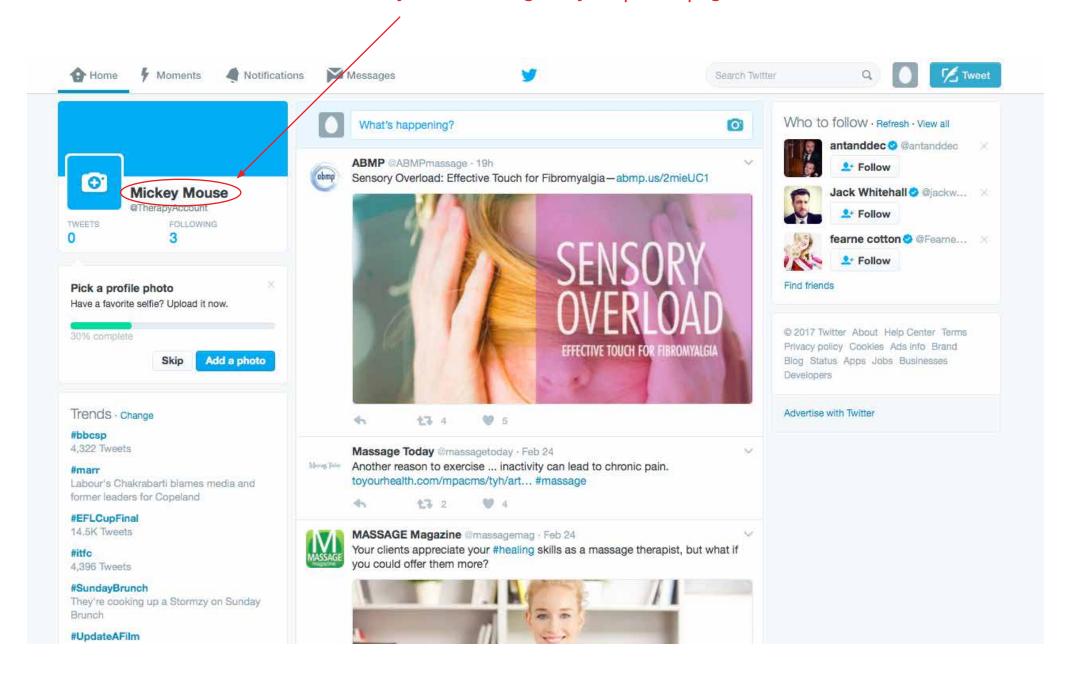
Access your user settings here

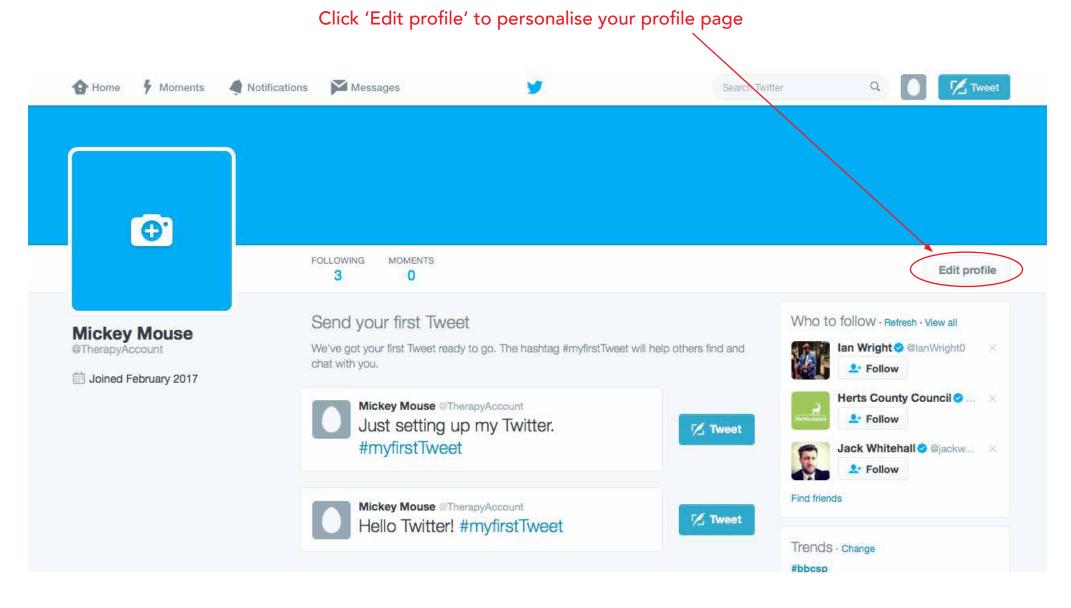


#### Settings: Here you will find a whole array of settings for your account.



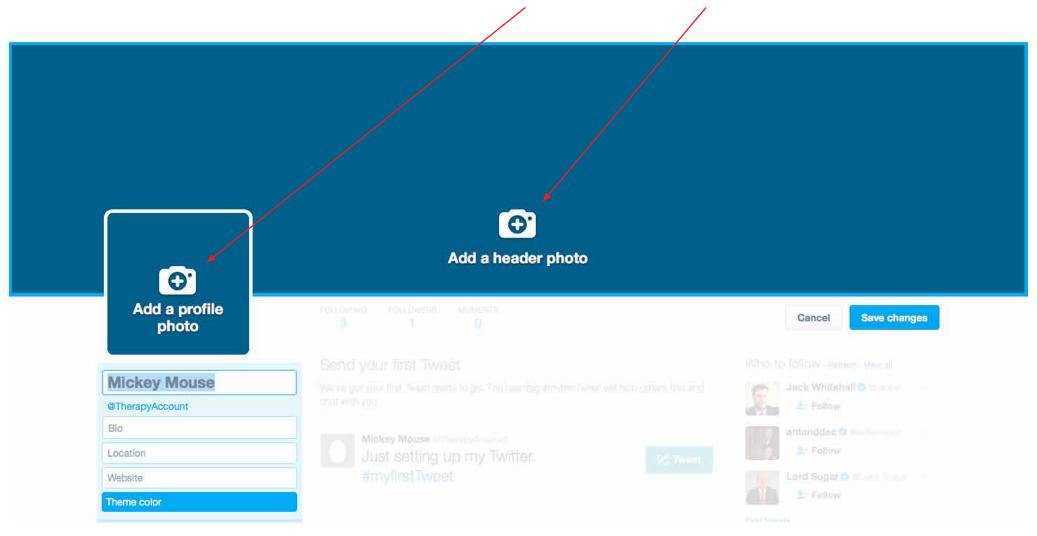
#### Click on your name to go to your profile page





Ideally the Header image should be  $1500px \times 500px$  As we discussed we are happy to supply these in their ideal sizes.

Click the + symbols to upload a profile picture/logo and a header banner picture



Ideally the Header image should be  $1500px \times 500px$  As we discussed we are happy to supply these in their ideal sizes.

# And you're ready to go

# Happy tweeting!

If you have any questions we are always happy to help.



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