INFOCOMM MEDIA DEVELOPMENT AUTHORITY | **DIGITAL SKILLS for LIFE**

Social Media

E-MAILS

Scan the QR code below
to learn more about
Communicate Online competency:

GO gov.sg

Content

Introduction

The Digital Skills for Life (DSL) guide is a collection of booklets that is designed to help you learn essential digital skills for daily living. It offers step-by-step instructions and quick tips that empowers you to navigate the digital landscape confidently and safely.

It is designed for anyone who wants to pick up essential digital skills for daily living.

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

Learning Outcomes:

This guidebook focuses on the 'Communicate Online' competency, where you will learn:

- The common social media apps, their icons and identify them using their logos.
- The common features (UI) and common steps (UX) to use the social media apps.
ï Useful cybersecurity tips to stay safe online.

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.

DSL

Be Safe, Smart & Kind Online
Safeguard against cyber threats; Protect personal information; Develop a positive online presence.

Explore Information Online
Search, view and retrieve information online.

Communicate Online
Connect with others online.

Transact Online
Carry out online transactions.

Set up & Use Smart Devices
Set up and operate the basic hardware and software functions of your mobile device.

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

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.

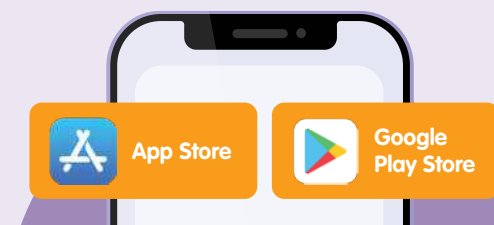**Do not** share personal or financial details, passwords or one-time password (OTP) with anyone.

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.

Understanding Social Media Apps

About Social Media

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.

from
∞ Meta

from
∞ Meta

Facebook   **Instagram**

Common Features Across Different Social Media Apps

Facebook   **Instagram**

Home Icon
Return to the app's homepage.

What's on your mind?

Post Icon
Tap on these icons to create a post.
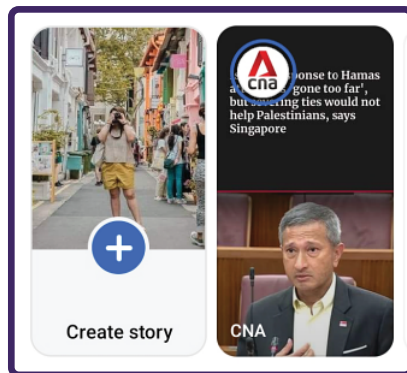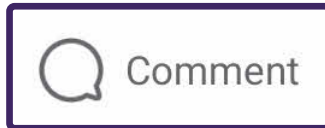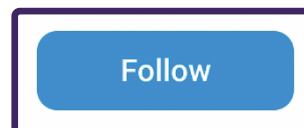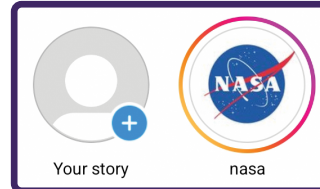

Like Icon
Tap on the "Thumbs-up" or "Heart" icon to like a post.

Common Features Across Different Social Media Apps
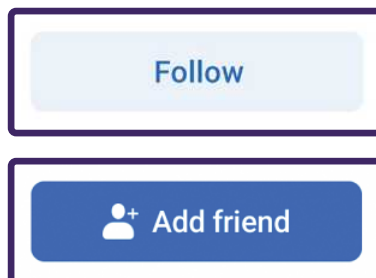
Facebook	Instagram	
		Comment Icon Tap on these icons to leave your comments on a post.
		Create or View a Story Icon Create and view short videos, known as stories, which will expire in 24 hours.
		Follow or Add a Friend Icon Tap on these icons to follow a page or add a friend to view their feed.

Navigating Common Steps to Use Social Media Apps

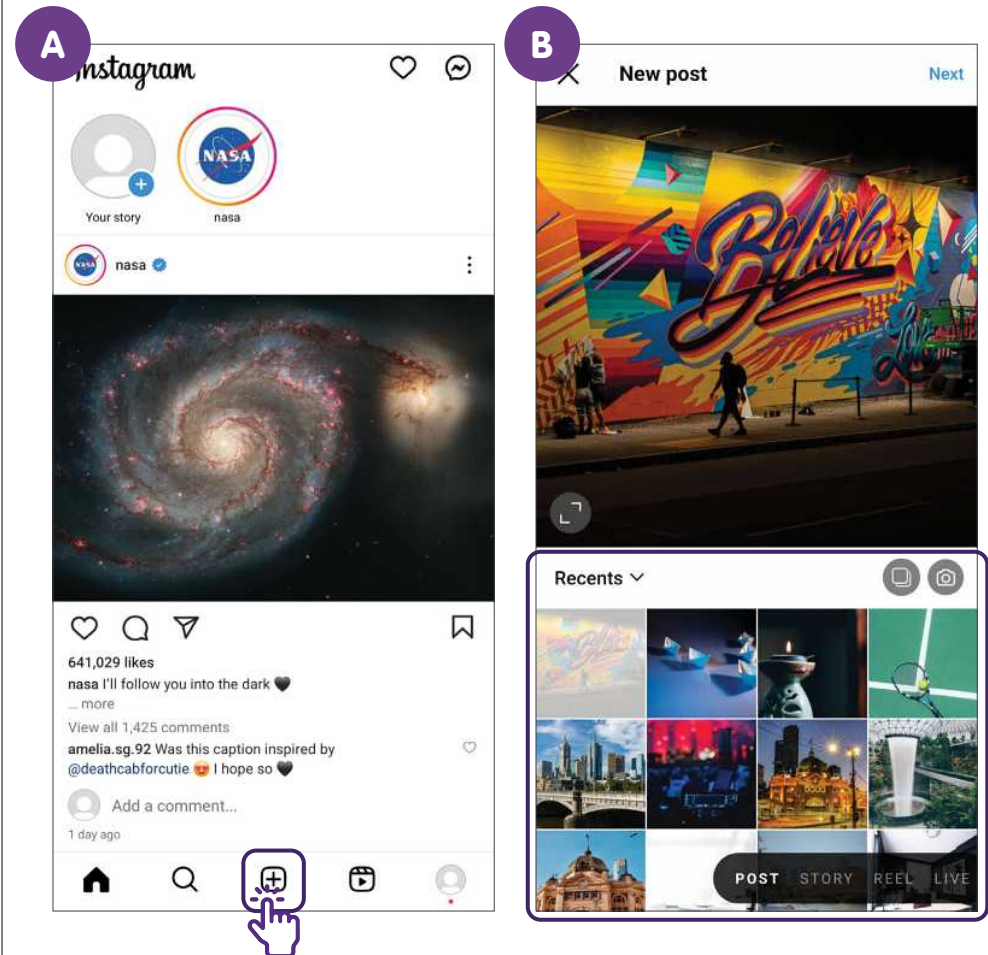# Common Steps to Use a Social Media App
Create a Post

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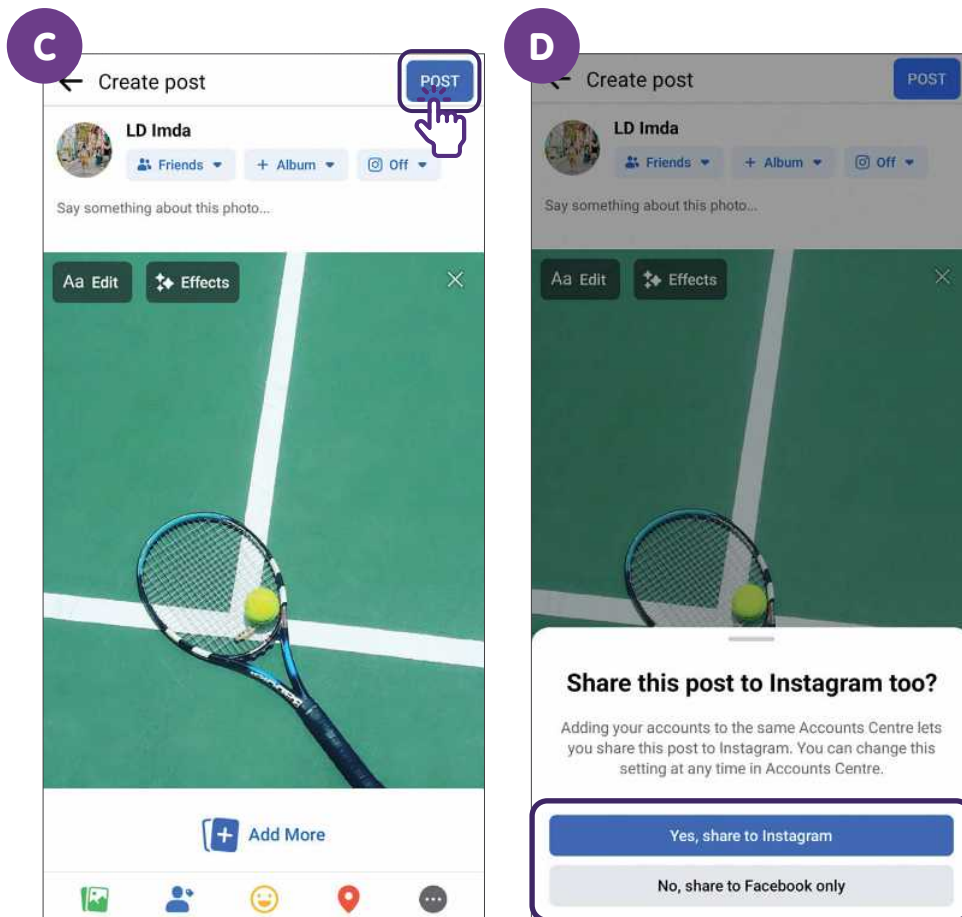
Facebook
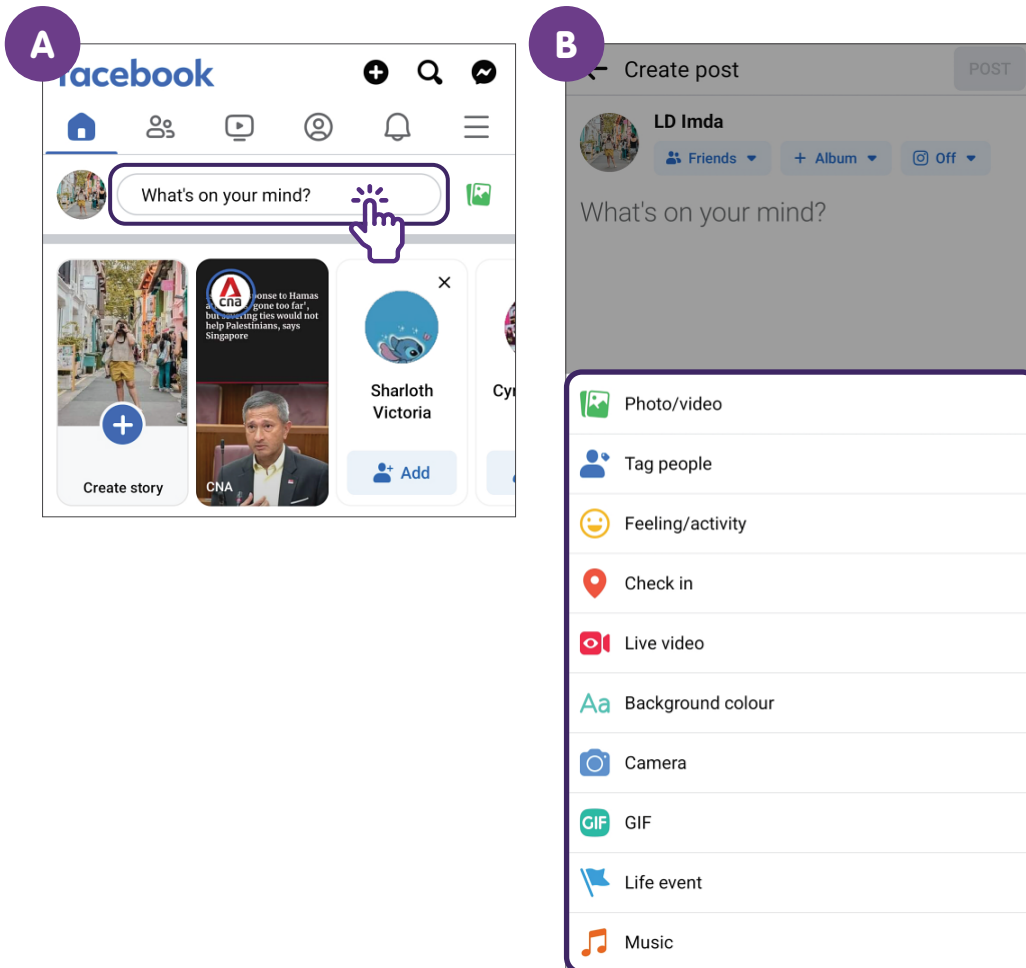
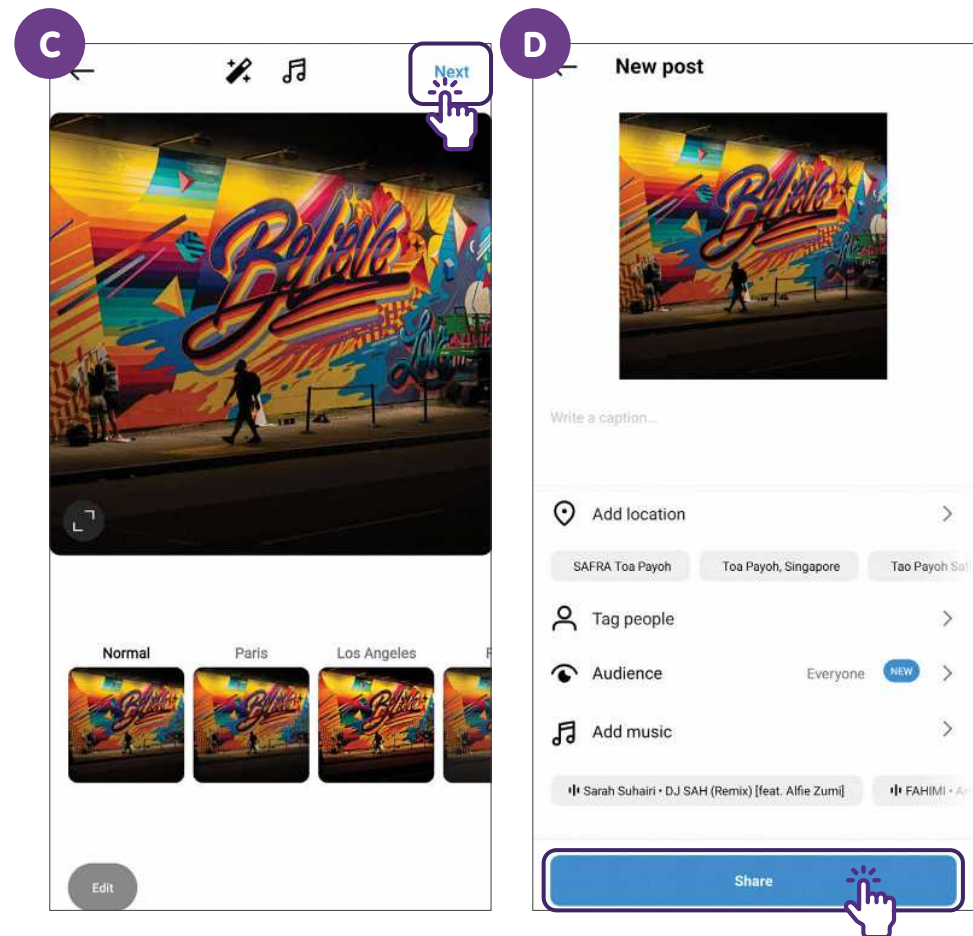**Instagram**

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

C

D

Instagram

C

D

Common Steps to Use a Social Media App
Like a Post

Tap on the [👍 Like] or [♡] icon to like a post.

Facebook
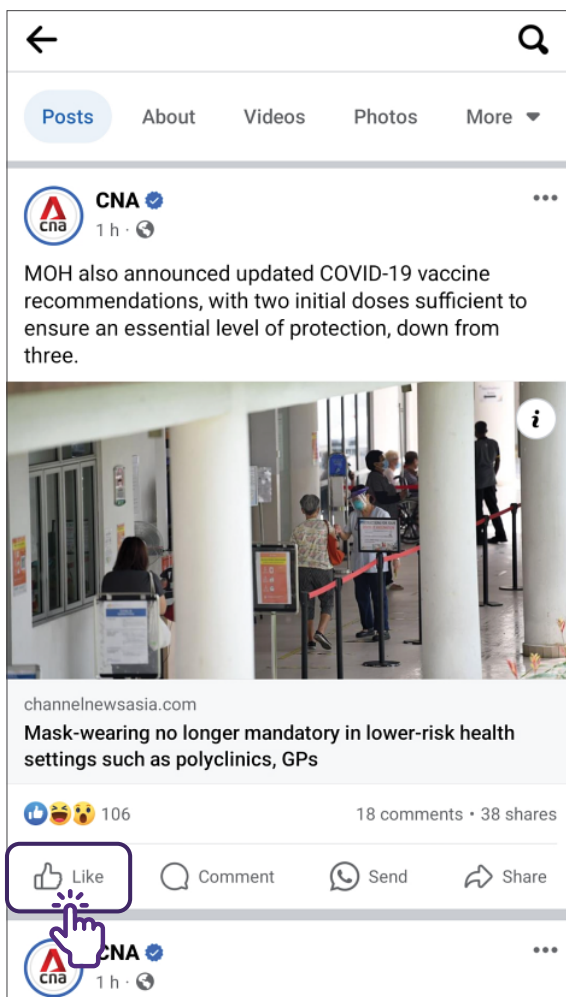
Instagram
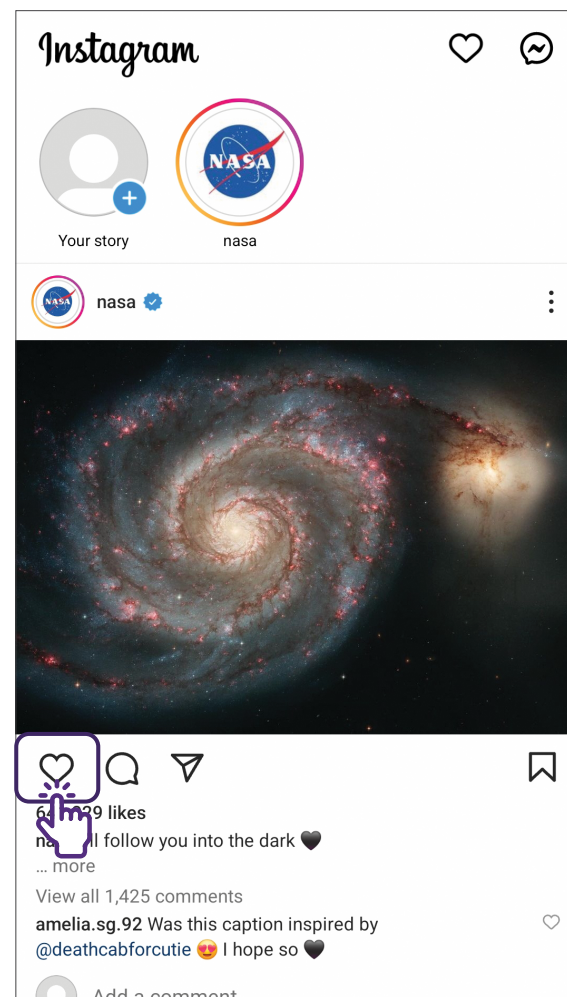
Common Steps to Use a Social Media App
Comment on a Post

Tap on the [💬 Comment] or [🔍] icon, input your comment, and tap on the [➤] or [↑] icon to share.

Facebook

A

B

Instagram

A

B

12
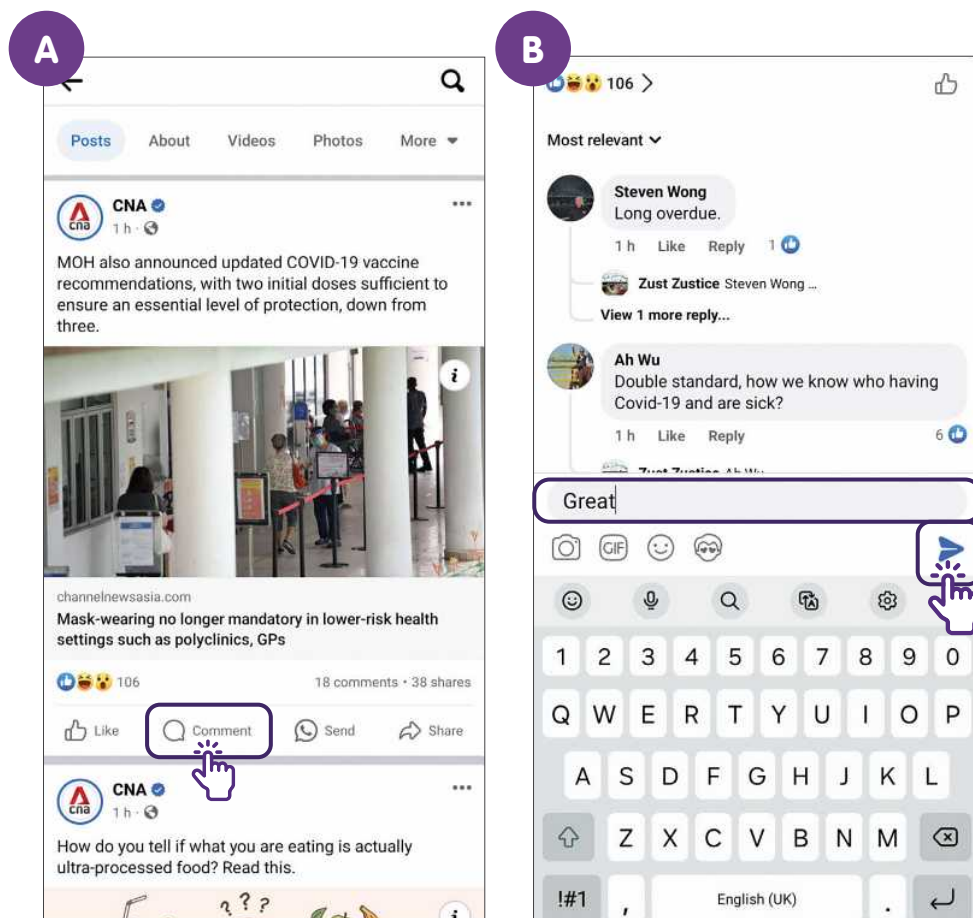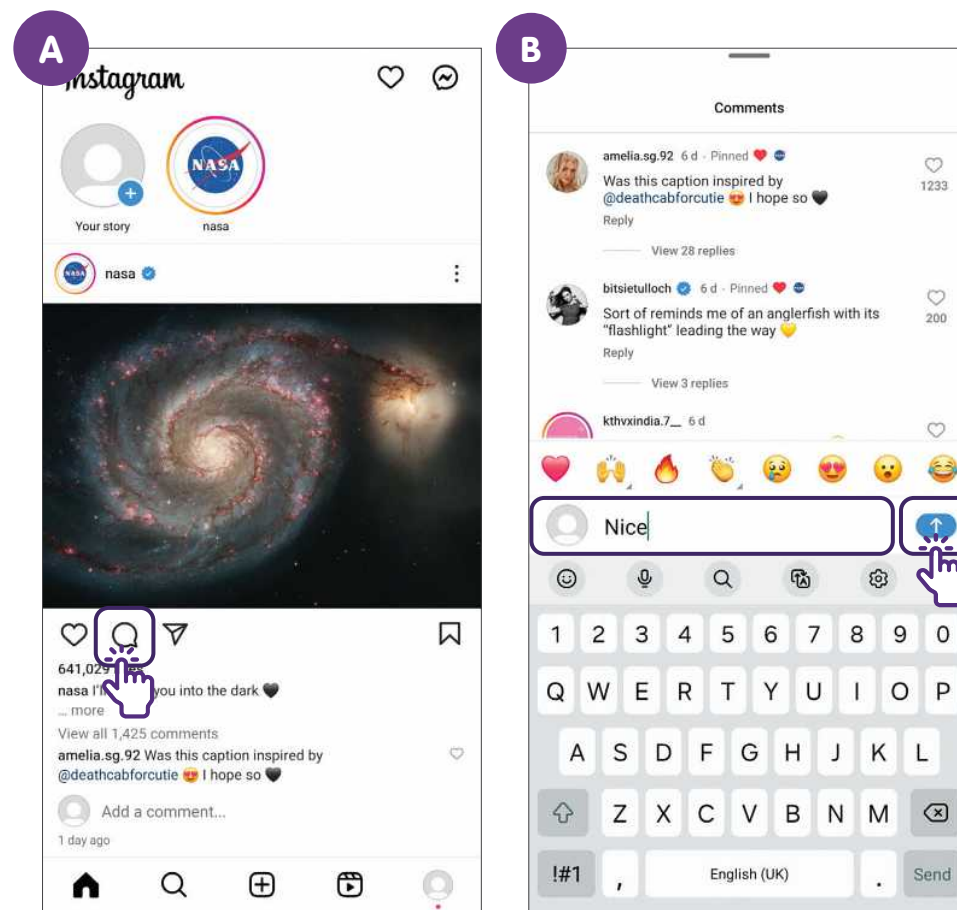
Common Steps to Use a Social Media App
View a Story

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

Facebook
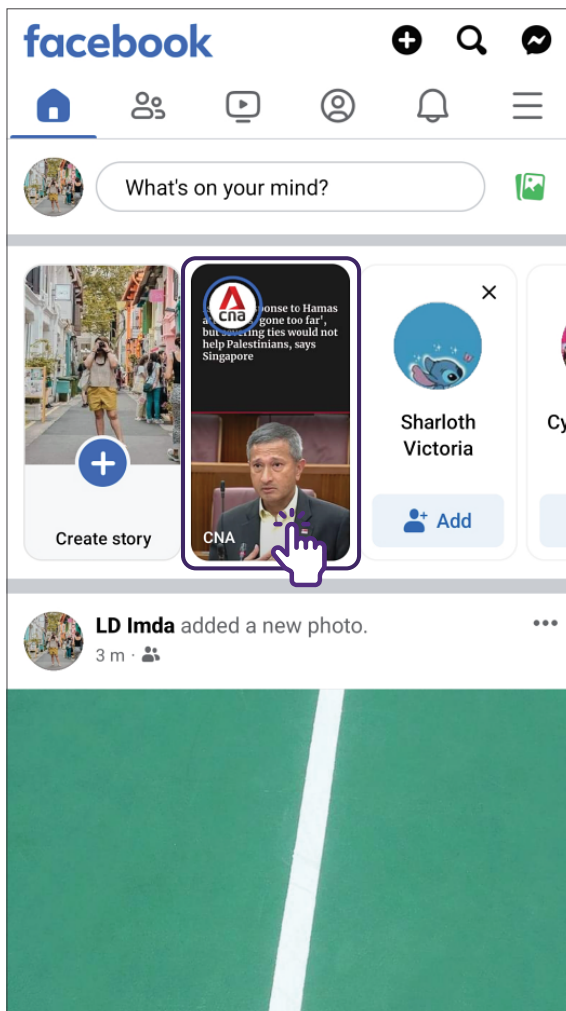
Instagram
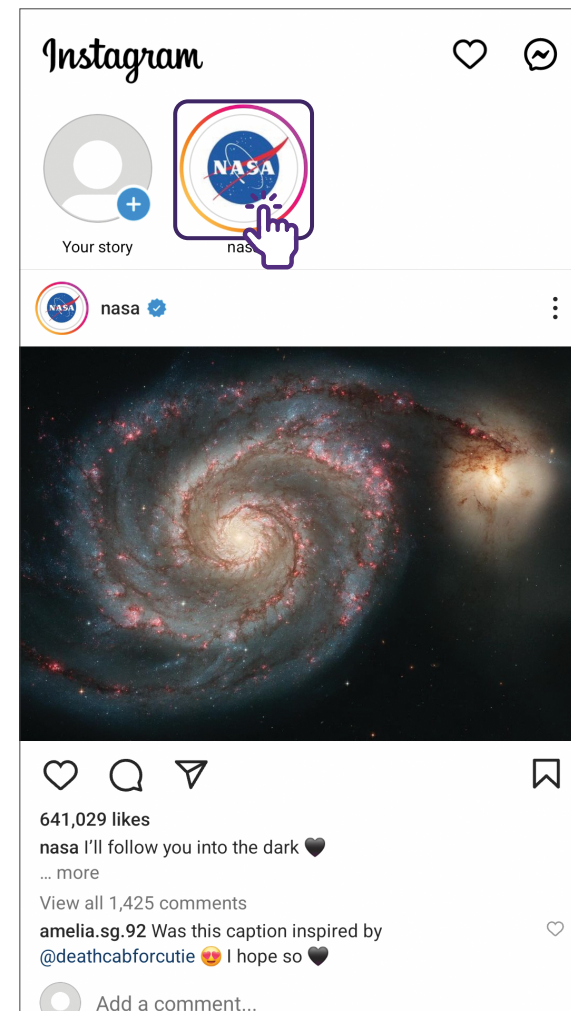
Common Steps to Use a Social Media App
Create a Story

Tap on the [+] icon at the top left corner of the home page. Choose your preferred media file, then tap on [Share] or [Your story] .
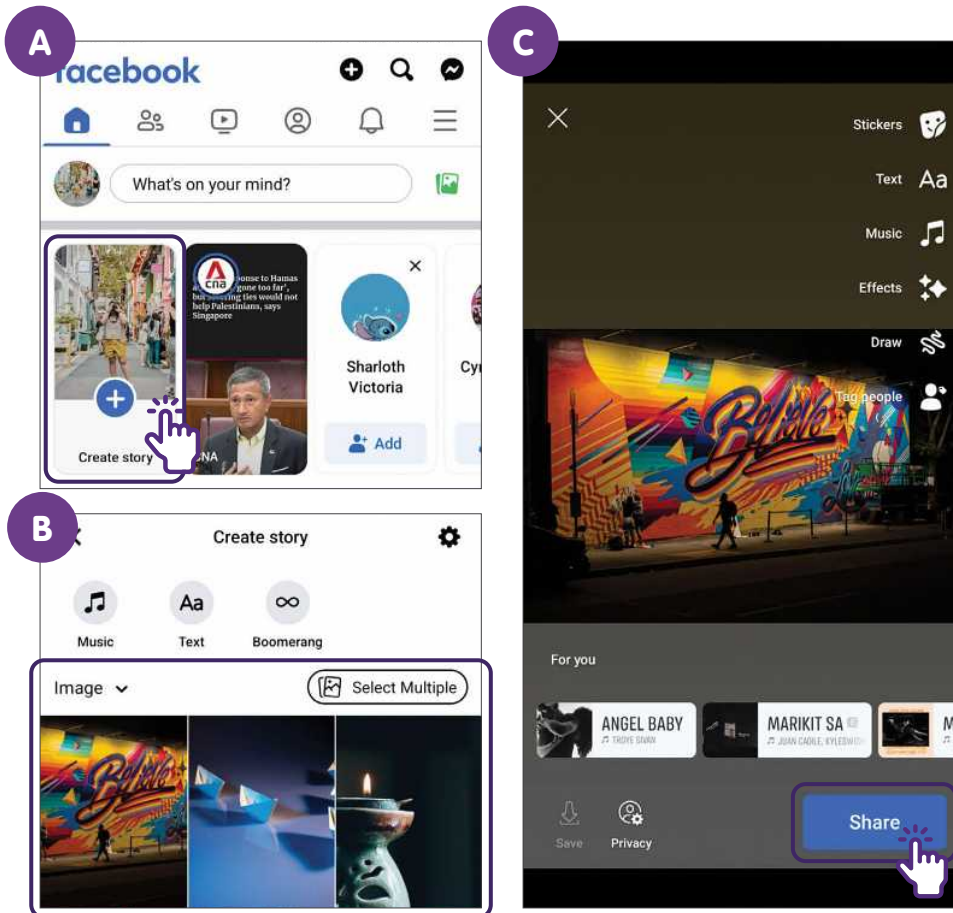
Facebook
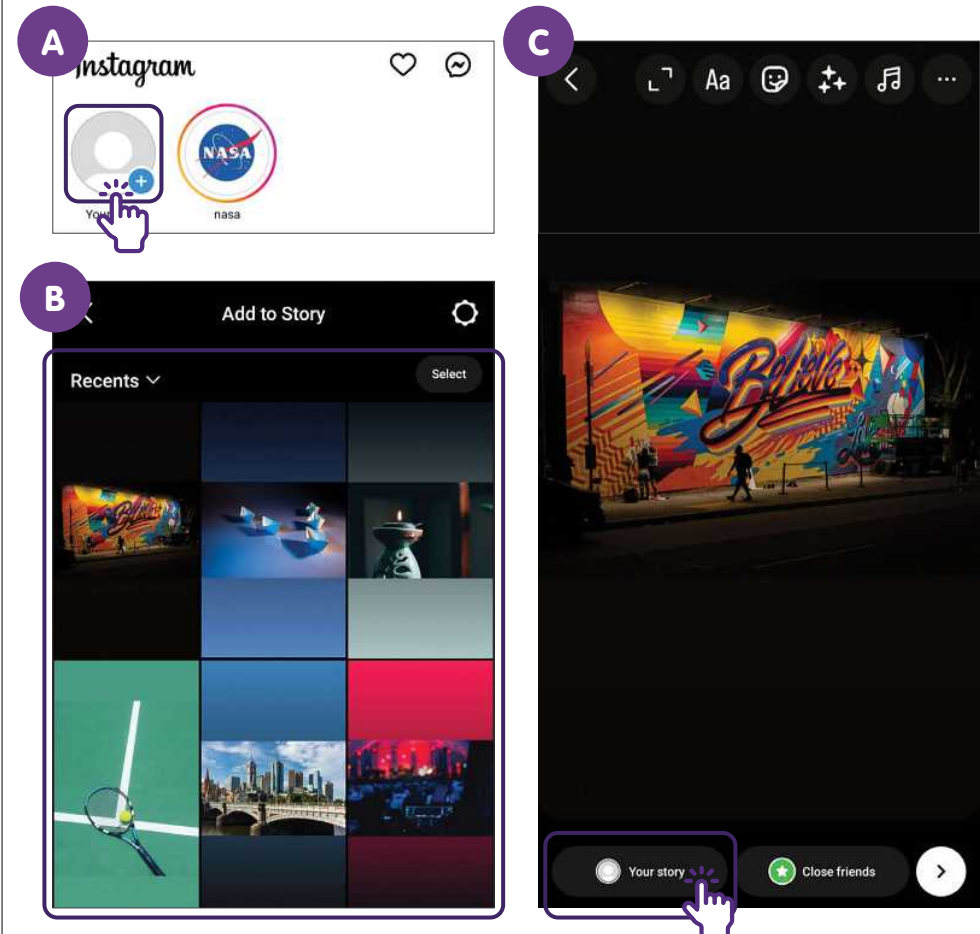
Instagram

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

Kevin

2K friends

Add friend Message ...

Posts Photos

Details

Followed by 174 people

See Kevin's About info

Friends

Instagram

nasa

4,118 posts 97.9M followers 77 following

NASA

🚀🌍 Exploring the universe and our home planet. Verification: nasa.gov/socialmedia

🔗 www.nasa.gov and 2 more

Follow Message Email address

Missions Wallpapers Podcasts Join Us
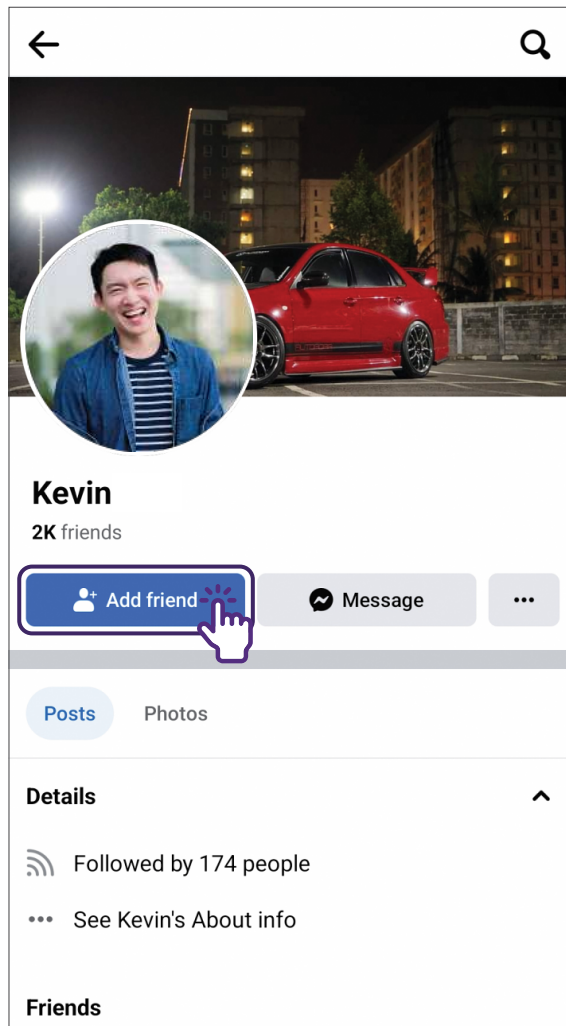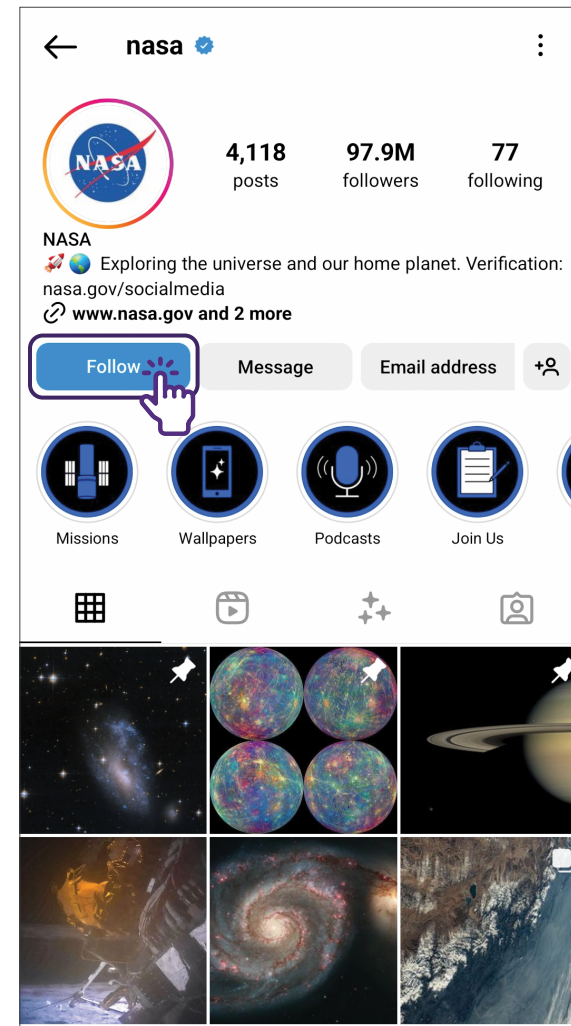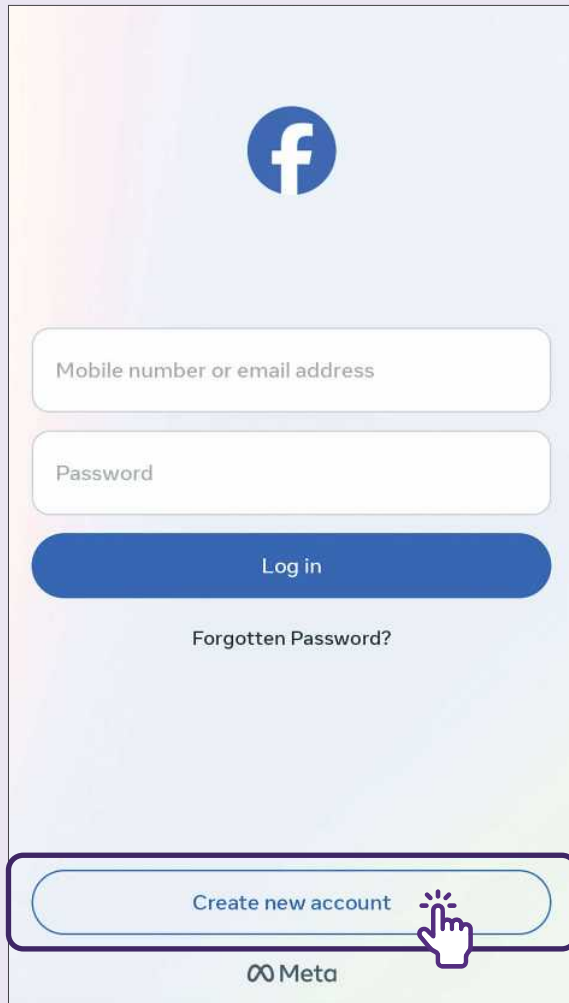
Step-by-step Guide to use Facebook
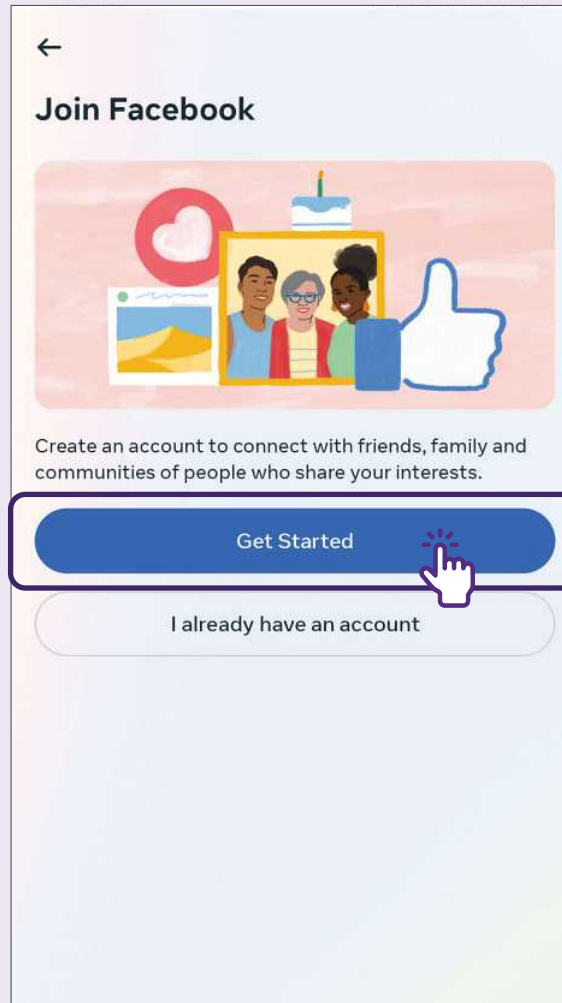
Sign up for a Facebook Account

1   Tap on Create new account
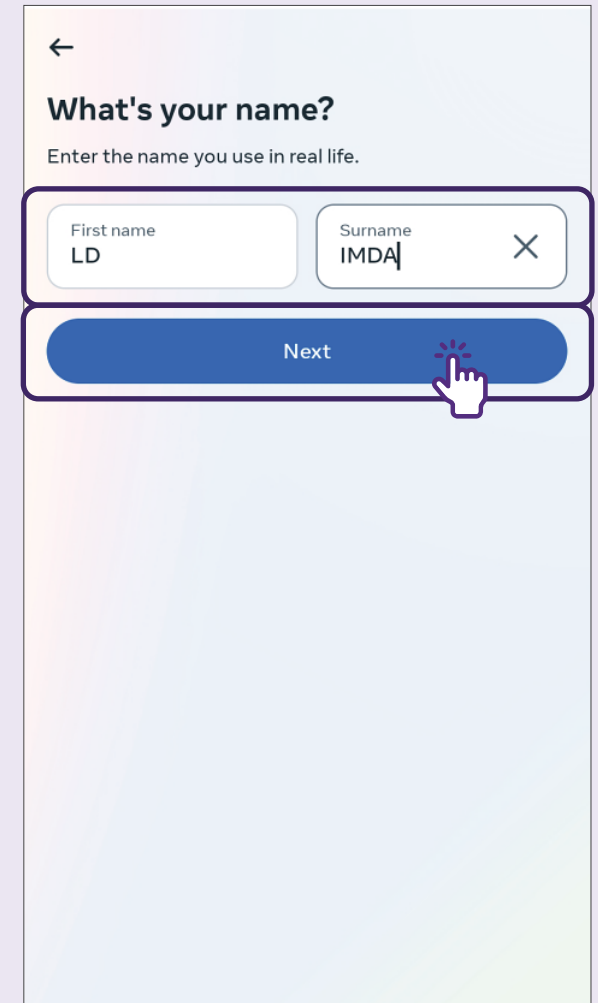
Mobile number or email address

Password

Log in

Forgotten Password?

Create new account

∞ Meta

2   Select Get Started

←

Join Facebook

Create an account to connect with friends, family and communities of people who share your interests.

Get Started

I already have an account

3   Input Your Name

←

What's your name?

Enter the name you use in real life.

First name
LD

Surname
IMDA

Next

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

18

7 Create a Password

←

Create a password

Create a password with at least 6 letters or numbers. It should be something that others can't guess.

Password
●●●●●●●●●●●|

Next

8 Save Your Login Info

←

Create a password

Create a password with at least 6 letters or numbers. It should be something that others can't guess.

Password
●●●●●●●●●●●●●

✕

Save your login info?

We'll save the login info for LD IMDA, so you won't need to enter it next time you log in.

Save

Not now

9 Agree to Terms and Policies

←

Agree to Facebook's terms and policies

People who use our service may have uploaded your contact information to Facebook. Learn more

By tapping **I agree**, you agree to create an account and to Facebook's terms, Privacy Policy and Cookies Policy.

The Privacy Policy describes the ways we can use the information we collect when you create an account. For example, we use this information to provide, personalise and improve our products, including ads.

I agree

19

Notes

10 **Verify Your Account**

←

Enter the confirmation code

To confirm your account, enter the 5-digit code that we sent via SMS to +6581888888

Confirmation code
85795

Next

I didn't receive the code
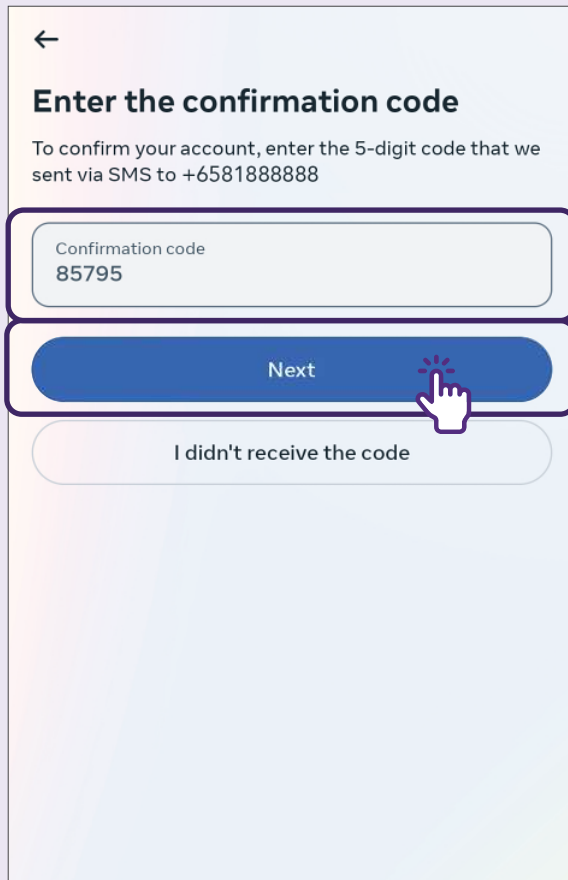
Verify your account by entering the code texted to your phone number, or by clicking the verification link in the email sent to your email address.

Manage Personal and Account Information

1 Tap on Profile Icon
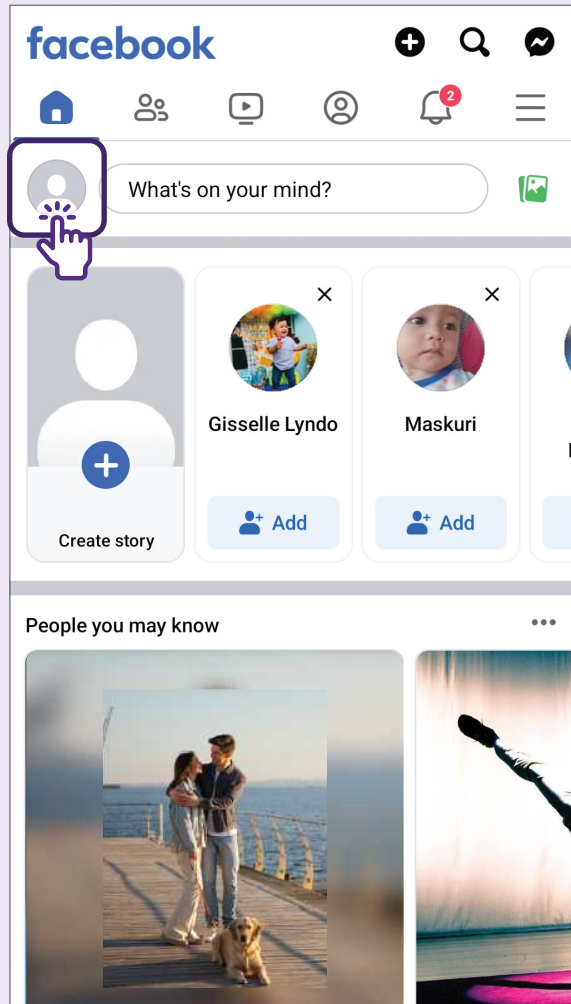
2 Select Edit profile
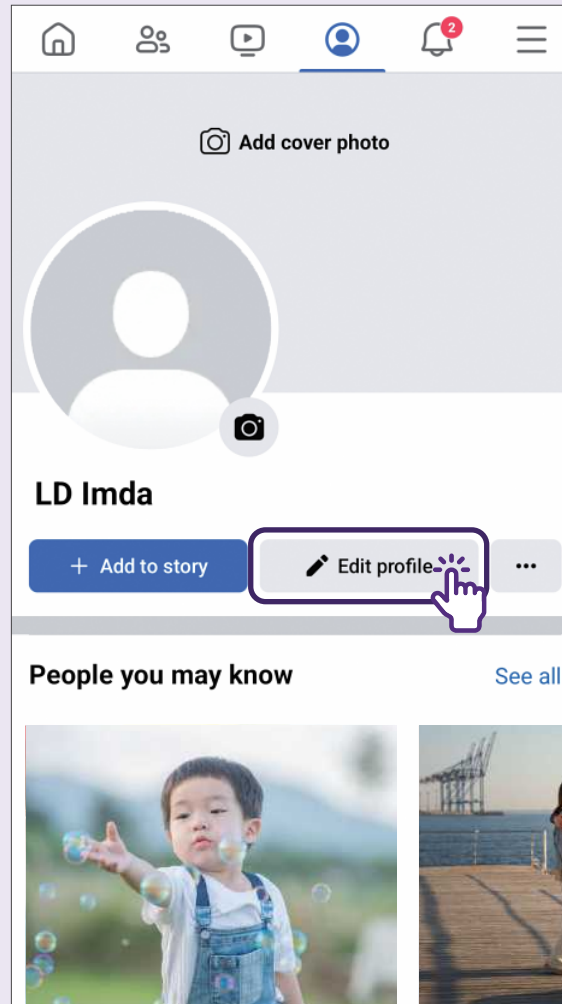
3 Change Profile Picture
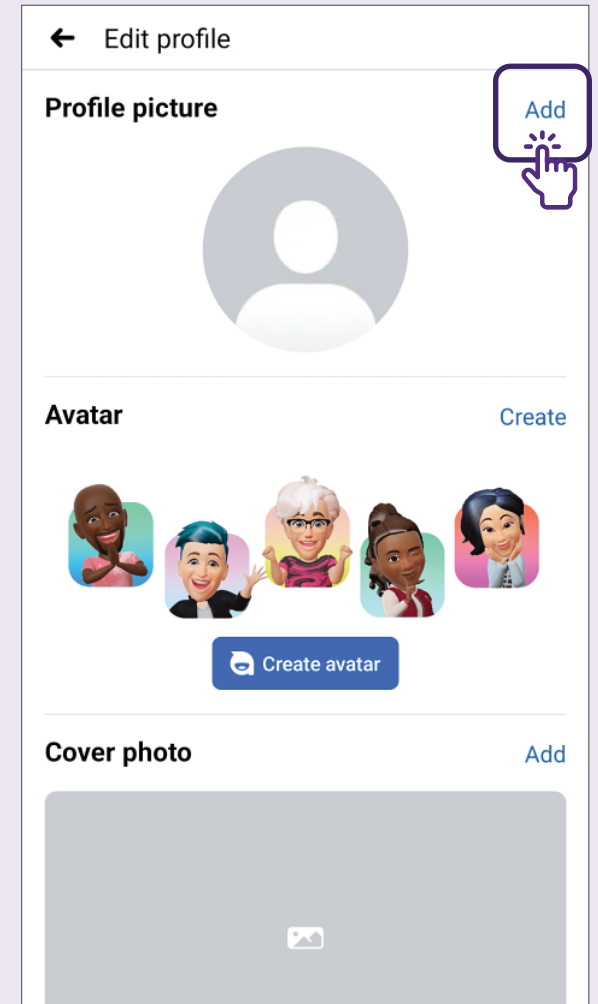
4 **Change Cover Photo**

← Edit profile

Cover photo   Add

Bio   Add

Describe yourself...

Details   Add

⌂ Current town / city

💼 Workplace

🎓 Education

📍 Home town

💗 Relationship status

5 **Add a Short Bio**

← Edit profile

💬 Create avatar

Cover photo   Edit

Bio   Add

Describe yourself...

Details   Add

⌂ Current town / city

💼 Workplace

🎓 Education

📍 Home town

6 **Edit Personal Details**

← Edit profile

Bio   Add

Describe yourself...

Details   Add

⌂ Current town / city

💼 Workplace

🎓 Education

📍 Home town

💗 Relationship status

Highlights

Add your favourite photos and stories here for all of your friends to see.

Try It

22

Notes

7 **Edit Your About Info**

Current town/city

Workplace

Education

Home town

Relationship status

Highlights

Add your favourite photos and stories here for all of your friends to see.

Try It

Links   Add

Edit Your About Info

Tap on **"Edit Your About Info"** to update other personal information about yourself.

23

Manage Settings and Privacy

1   Tap on the Menu Icon

facebook

What's on your mind?

Gisselle Lyndo   Maskuri

Add   Add

Create story

People you may know

2   Tap on Settings & privacy

Menu

LD Imda
See your profile

Memories   Saved

Groups   Video

Marketplace   Find friends

Feeds   Events

See more

?   Help & support
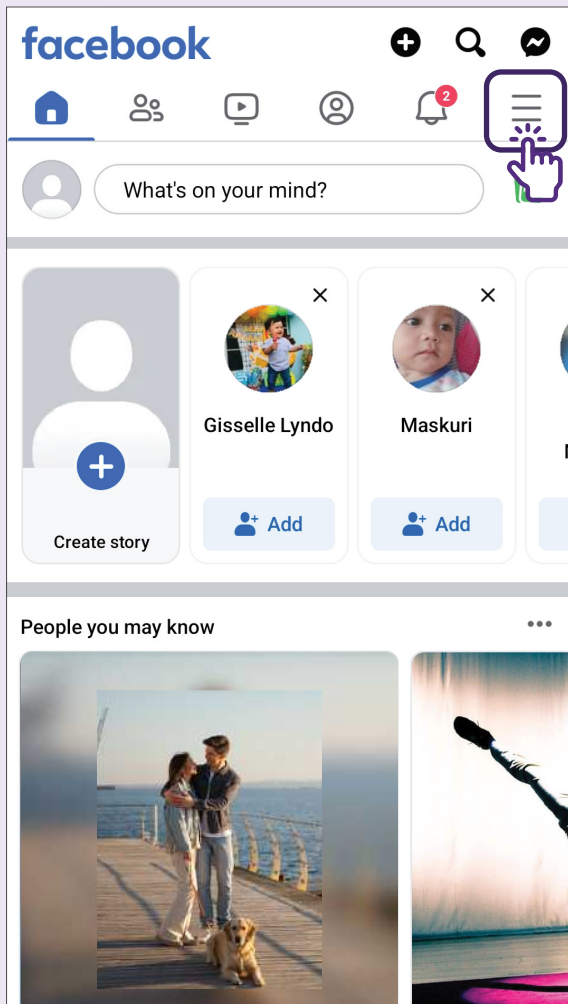
⚙   Settings & privacy

3   Select Settings

Menu

Feeds   Events

See more

?   Help & support

⚙   Settings & privacy

Settings

Device requests

Recent ad activity

Orders and payments

Link history

Also from Meta

24
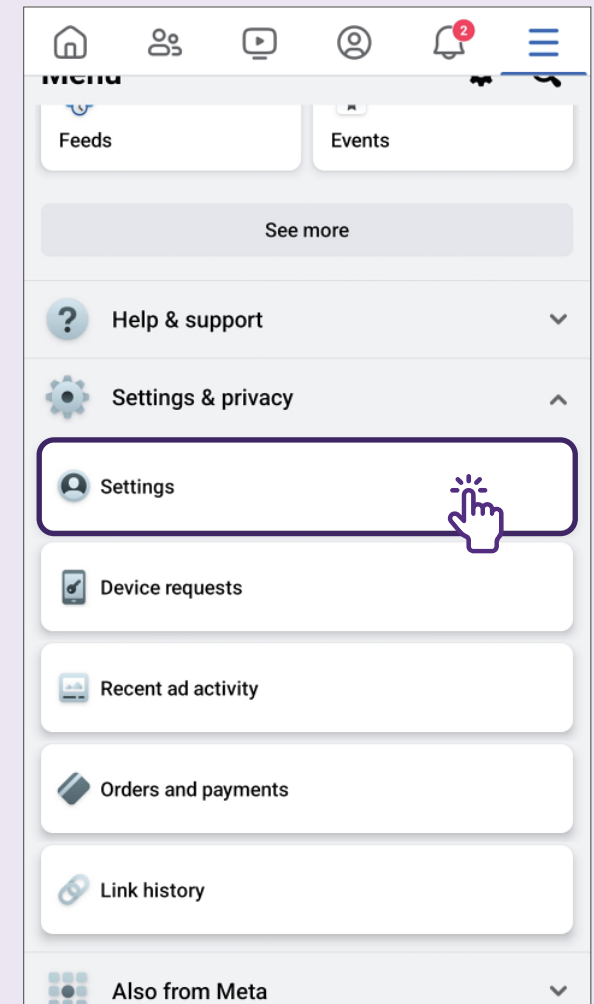
Manage Settings and Privacy

1 Adjust Your Preferences

Settings & privacy

Preferences
Customise your experience on Facebook.

- News Feed
- Reaction preferences
- Notifications
- Navigation bar
- Language and region
- Media
- Your time on Facebook
- Browser
- Dark mode
- Camera roll

Audience and visibility
Control who can see what you share on Facebook.
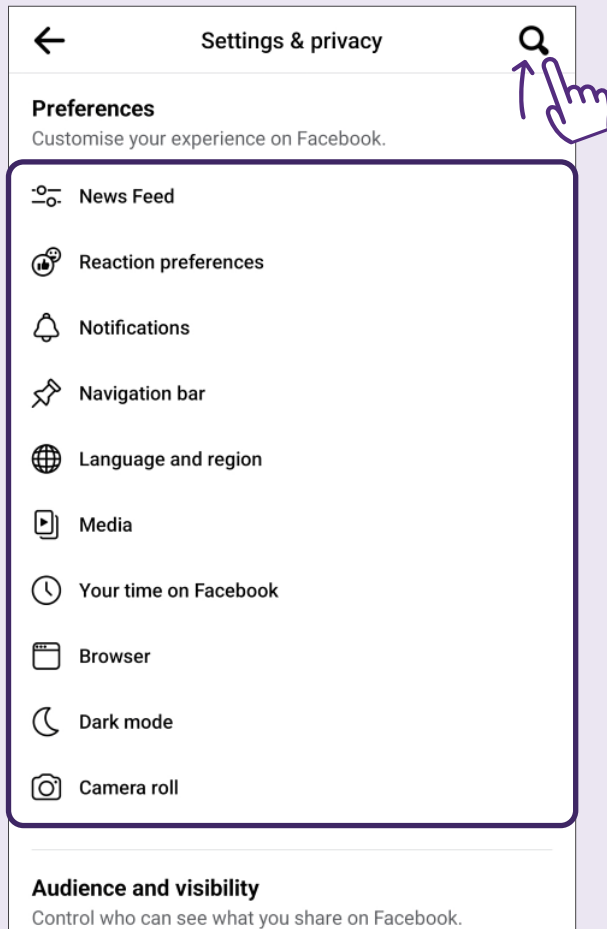
Tap on each tab to adjust your Facebook settings and preferences.

2 Set Audience and visibility

Settings & privacy

Audience and visibility
Control who can see what you share on Facebook.

- Profile details
- How people can find and contact you
- Posts
- Stories
- Reels
- Followers and public content
- Profile and tagging
- Blocking
- Active Status

Your activity
Review your activity and content that you're tagged in.

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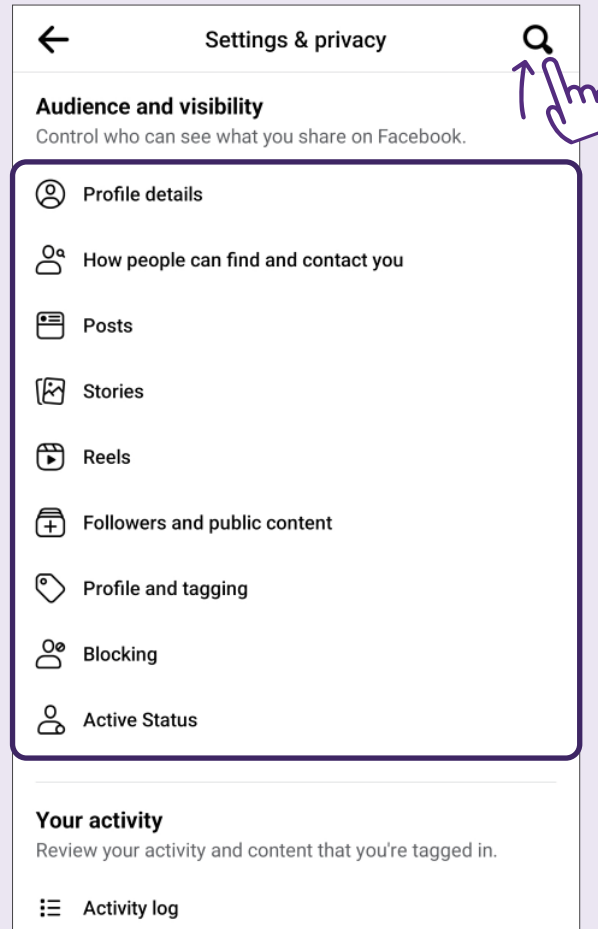
Tap on each tab to control who can see your profile and posts.

3 Change Device permissions

Settings & privacy

Your activity
Review your activity and content that you're tagged in.

- Activity log
- Device permissions
- Apps and websites
- Business integrations
- Learn how to manage your information

Your information
Manage your Facebook information.

- Access your information
- Download your information
- Transfer a copy of your information
- Off-Facebook activity

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

Manage Settings and Privacy

1   Tap on Settings
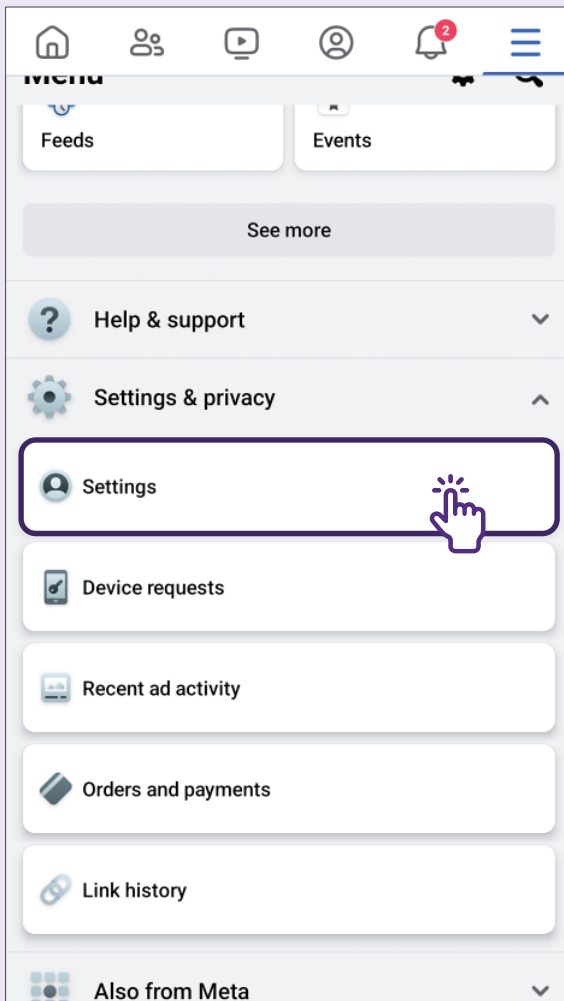
2   Tap on Privacy Checkup
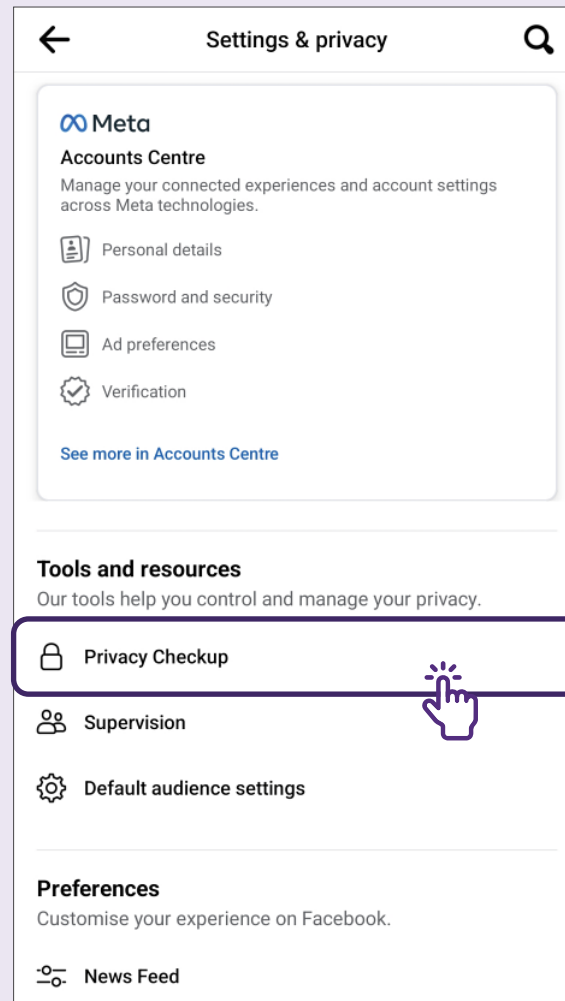
3   Adjust Your Privacy Settings
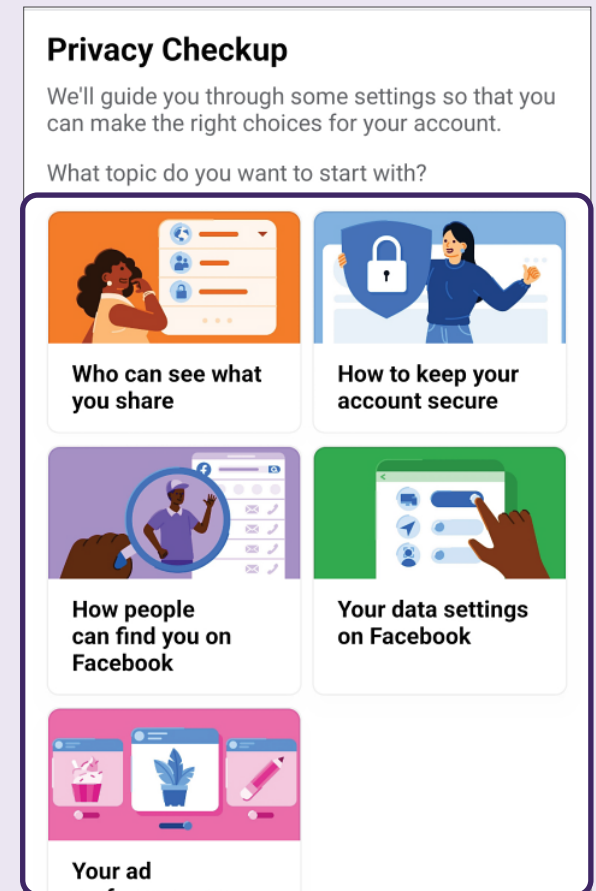
Tap on each option and follow the steps to adjust your privacy settings accordingly.

Find and Add Friends

1 Tap on Search Icon

facebook

What's on your mind?

Gisselle Lyndo   Maskuri

Create story

Add   Add

People you may know

2 Search for a Friend

A Sydney Prescott ✕

B 🔍 sidney prescott

🔍 #sydneyprescott

🔍 sidney prescott **loses it pt 1**

🔍 sidney prescott **feat jefe tuk**

🔍 sidney prescott **feat gr0**

🔍 sidney prescott **scream**
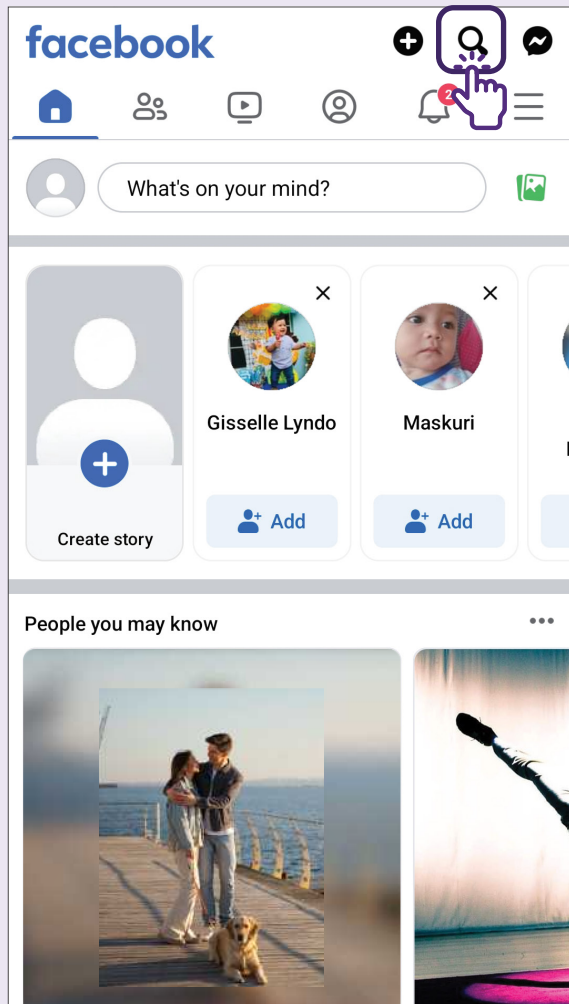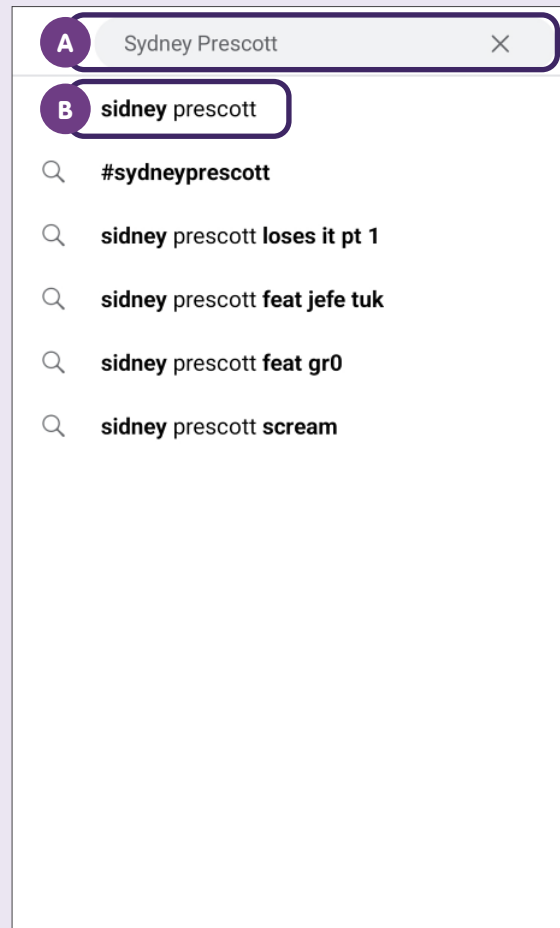
Enter a name into the search bar and tap on the name in the search field below.

3 Tap on Add friend

🔍 sidney prescott ✕

All   Posts   People   Groups   Reels   Events

People

Sidney Prescott
Woodsboro High School · Lives in Woodsboro, Maryland

Add friend

Sidney Prescott

Add friend

Sidney Prescott
Lives in Columbus, Ohio

Add friend

See all

Pages

Sidney Prescott
Writer · 17K followers
Hey, it's me. Sidney.
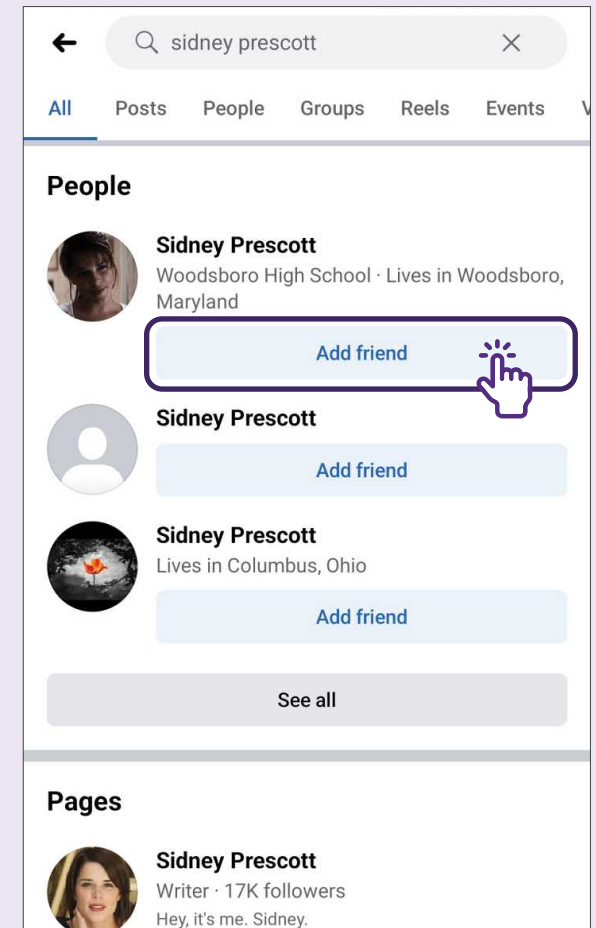
Tap on **"Add friend"** to send a friend request.

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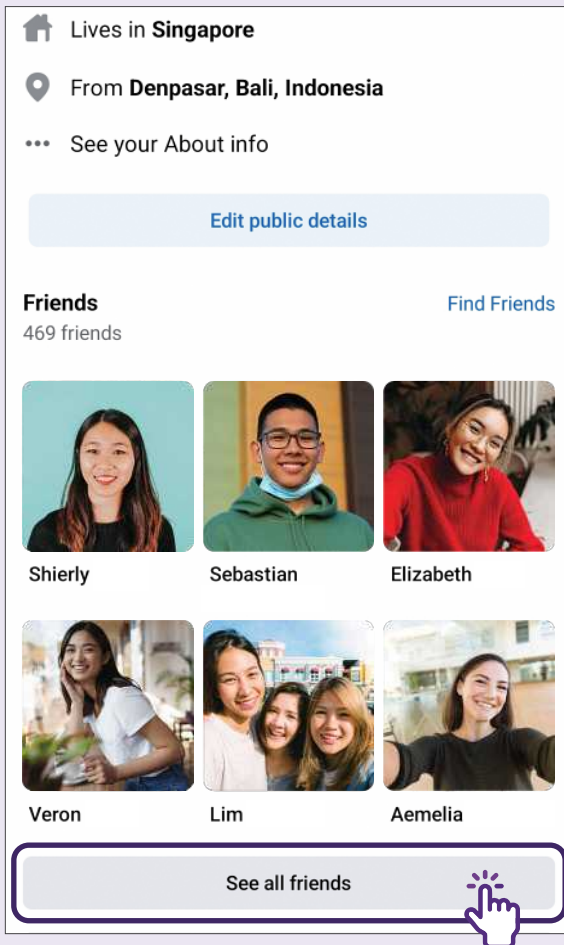
Tap on **"See all friends"** on your profile page.

5 **View Your New Friend**
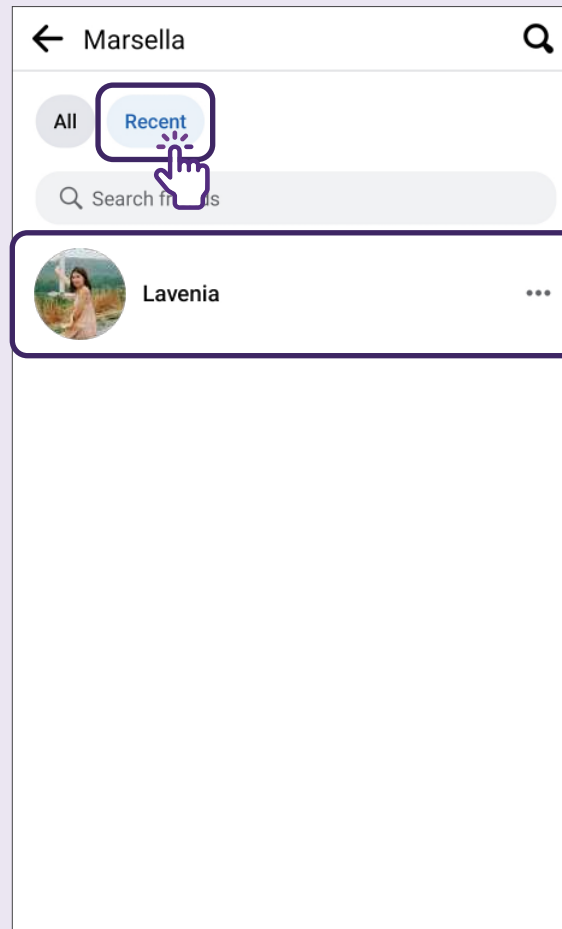
If your friend request is accepted, your new friend will be displayed on this page.

Accept and Reject Friend Requests

1 Tap on Friends Icon on the Homepage
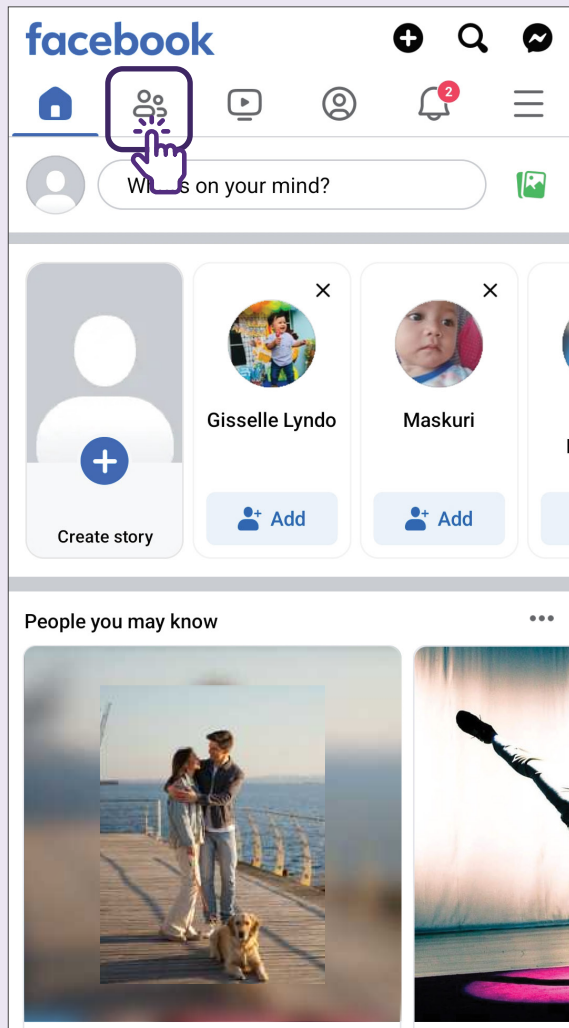
2 Accept Friend Request
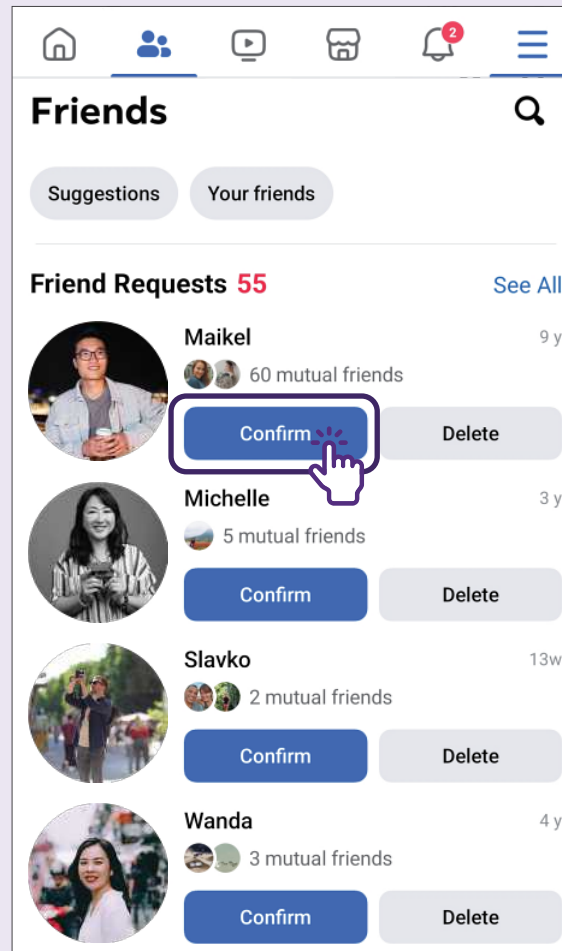
Click on the **"Confirm"** button to accept any friend request.

3 Reject Friend Request
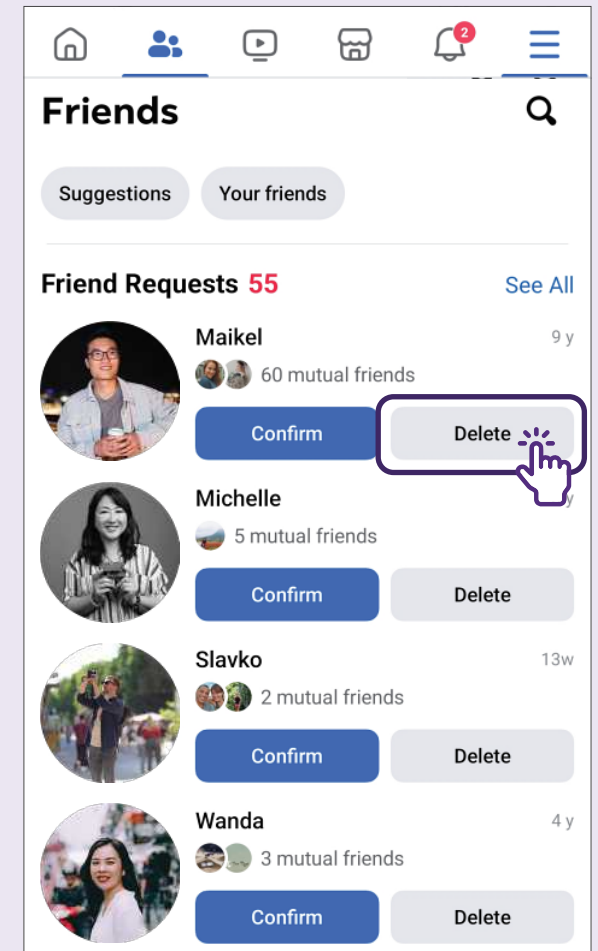
Click on the **"Delete"** button to reject any friend request.

Remove a Friend

1 Access Your Friend's Profile Page
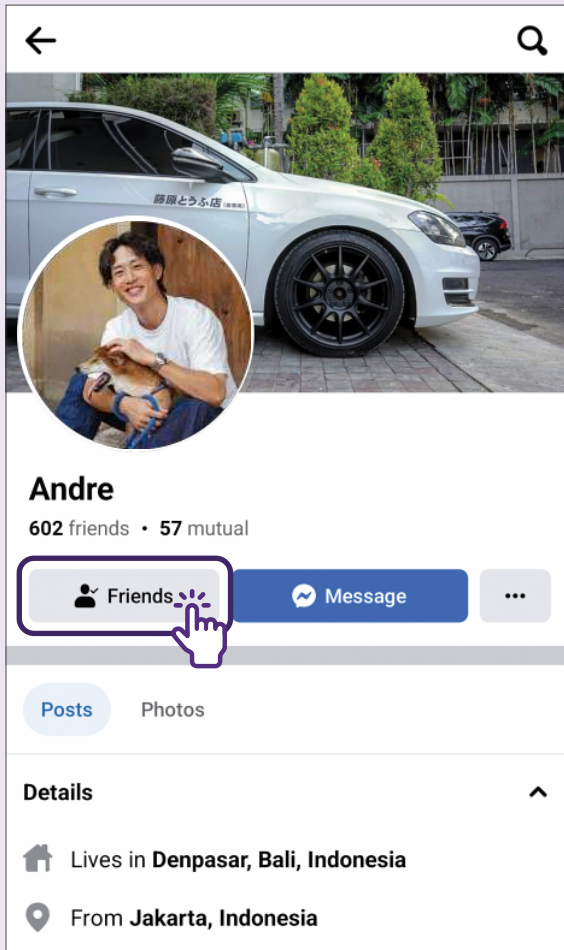
Tap on the **"Friends"** button to unfriend this person.

2 Tap on Unfriend to Confirm
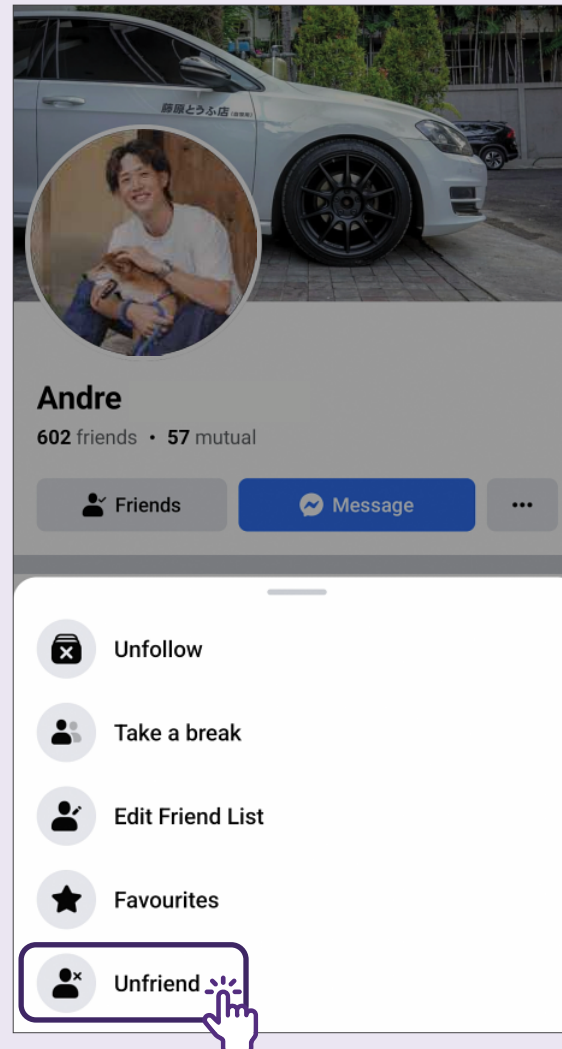
Create a Post

1   Tap on What's on your mind?

facebook

What's on your mind?

Gisselle Lyndo   Maskuri

Add   Add

Create story

People you may know

2   Create a Post

← Create post   POST

LD Imda

Friends ▾   + Album ▾   Off ▾

A   What's on your mind?

B   Photo/video

C   Tag people

D   Feeling/activity

E   Check in

F   Live video

G   Aa   Background colour

H   Camera

I   GIF

J   Life event

K   Music
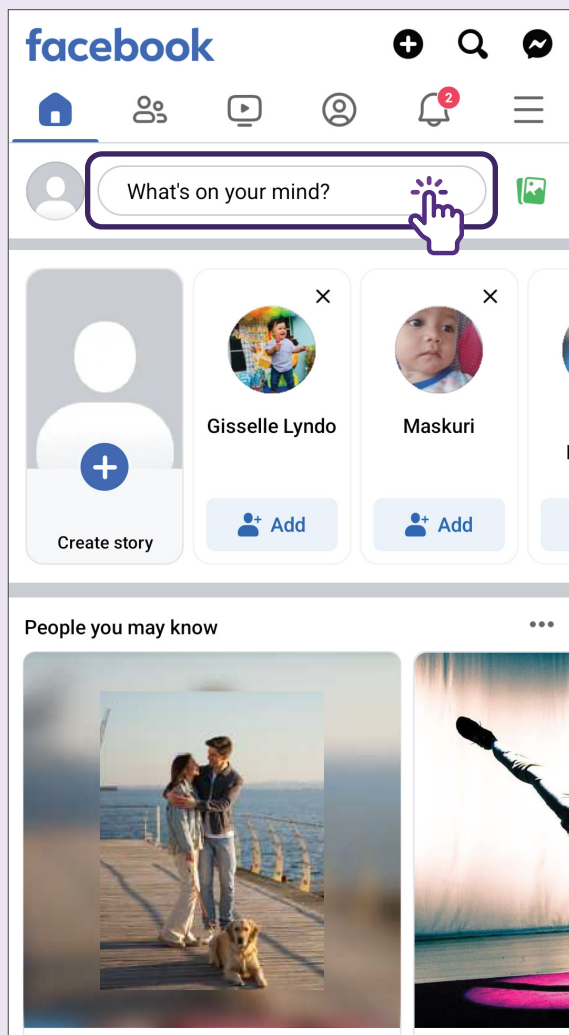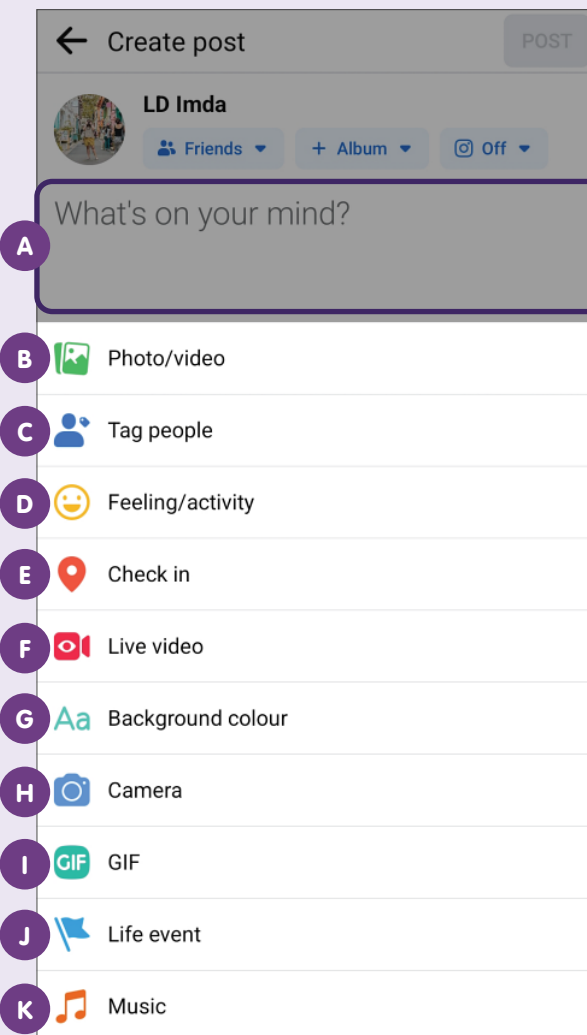
A Input text here

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**

← Create post · · · · · POST

LD Imda
👥 Friends ▾ · · ＋ Album ▾ · · ◎ Off ▾

Hello
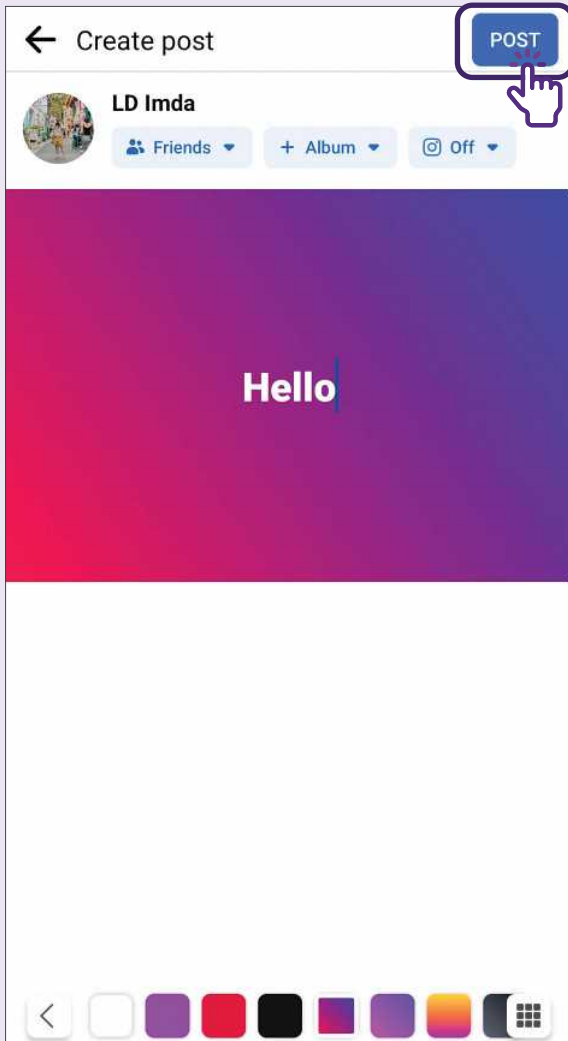
4 **Tap on ← to Save the Draft Without Posting**

← Create post · · · · · POST

LD Imda
👥 Friends ▾ · · ＋ Album ▾ · · ◎ Off ▾

Hello

5 **Confirm Save as Draft**

← Create post · · · · · POST

LD Imda
👥 Friends ▾ · · ＋ Album ▾ · · ◎ Off ▾

Hello

Want to finish your post later?
Save it as a draft or continue editing it.

🔖 Save as Draft
You'll receive a notification with your draft.
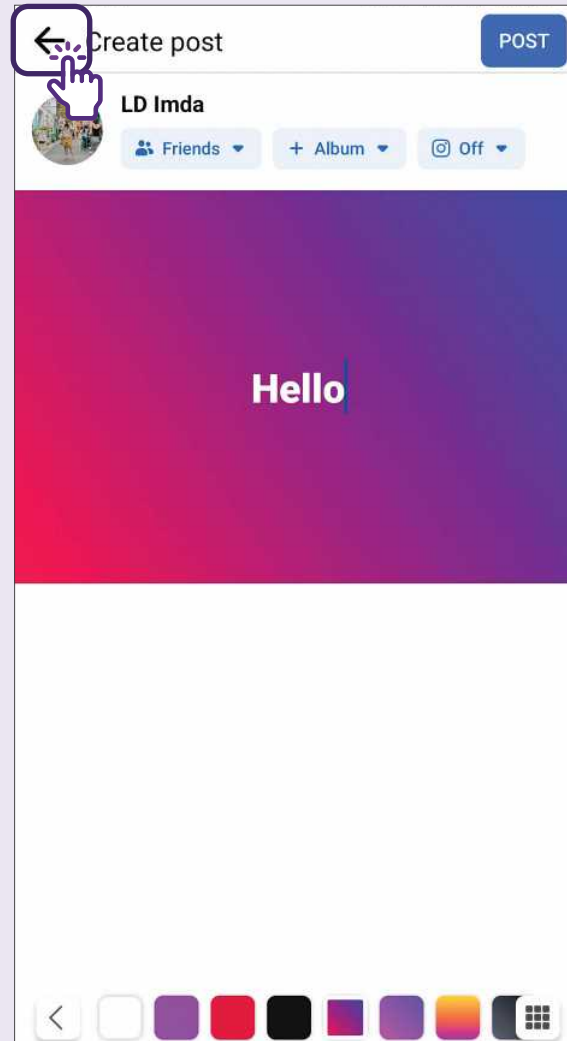
🗑 Discard Post
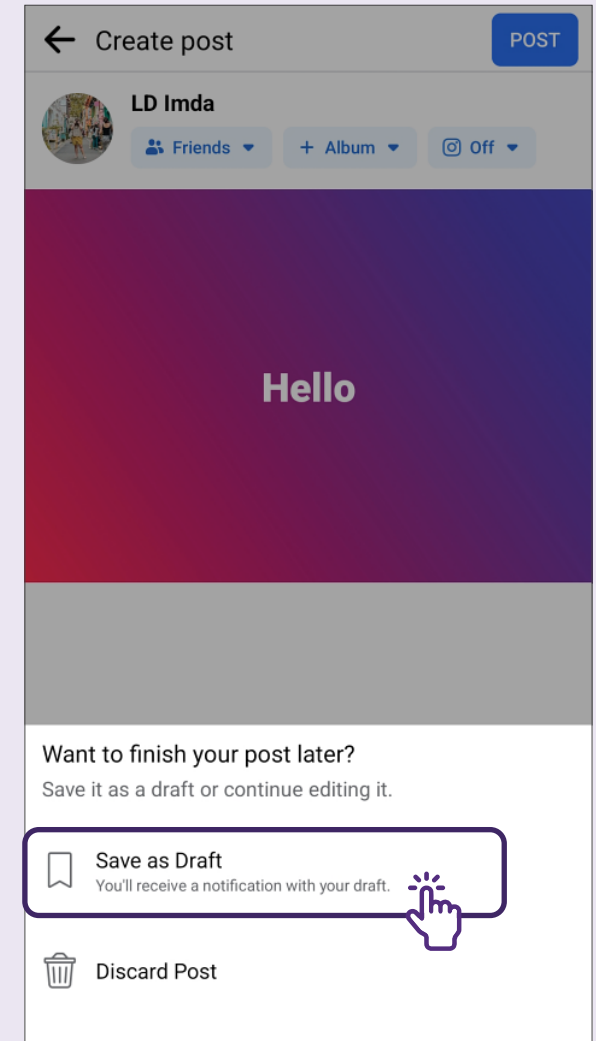
Comment on or Like a Post

1 Tap on Comment

MOH also announced updated COVID-19 vaccine recommendations, with two initial doses sufficient to ensure an essential level of protection, down from three.

channelnewsasia.com
Mask-wearing no longer mandatory in lower-risk health settings such as polyclinics, GPs

2 Post a Comment

Steven Wong
Long overdue.

1 h   Like   Reply   1

Zust Zustice   Steven Wong …

View 1 more reply...

Ah Wu
Double standard, how we know who having Covid-19 and are sick?

1 h   Like   Reply   6

A   Great

B

Input comment in text box and tap on

to post.

3 Like a Post

MOH also announced updated COVID-19 vaccine recommendations, with two initial doses sufficient to ensure an essential level of protection, down from three.

channelnewsasia.com
Mask-wearing no longer mandatory in lower-risk health settings such as polyclinics, GPs

Share a Post

1 Tap on Share
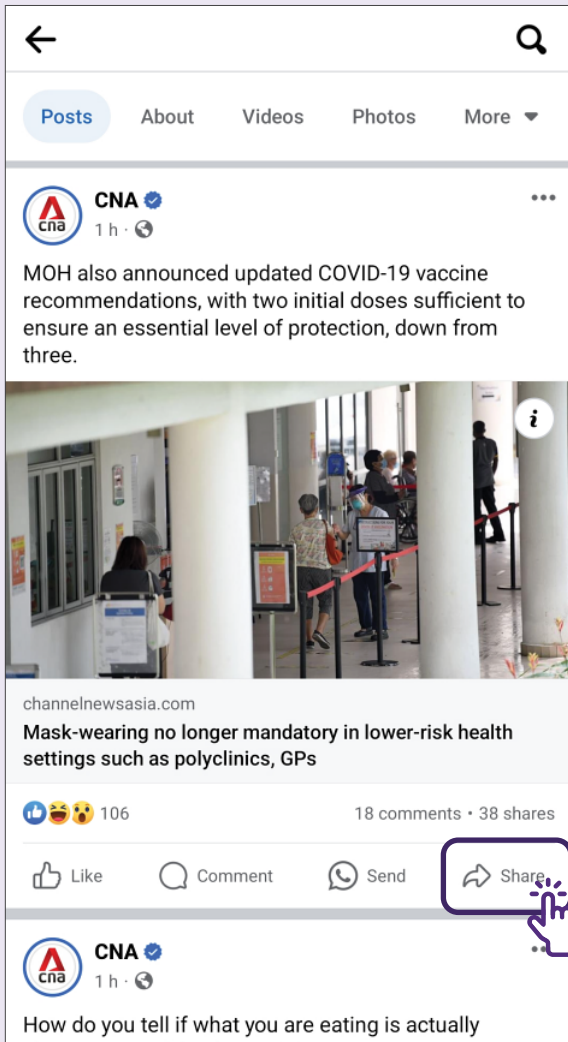
2 Share Post to Feed or with a Friend
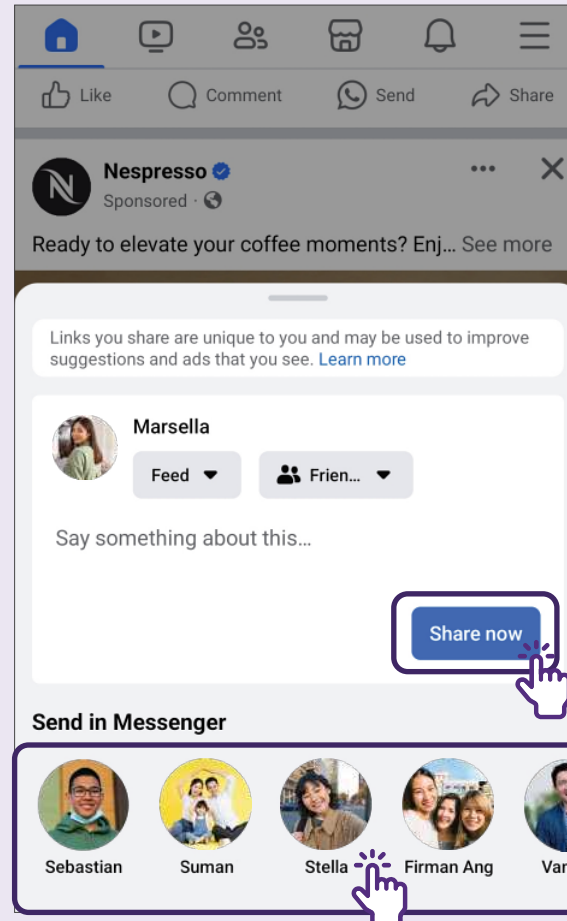
Tap on **"Share now"** to share the post to your feed, or tap on a friend's name to share it privately.

3 Tap Send to Confirm Sharing the Post with a Friend
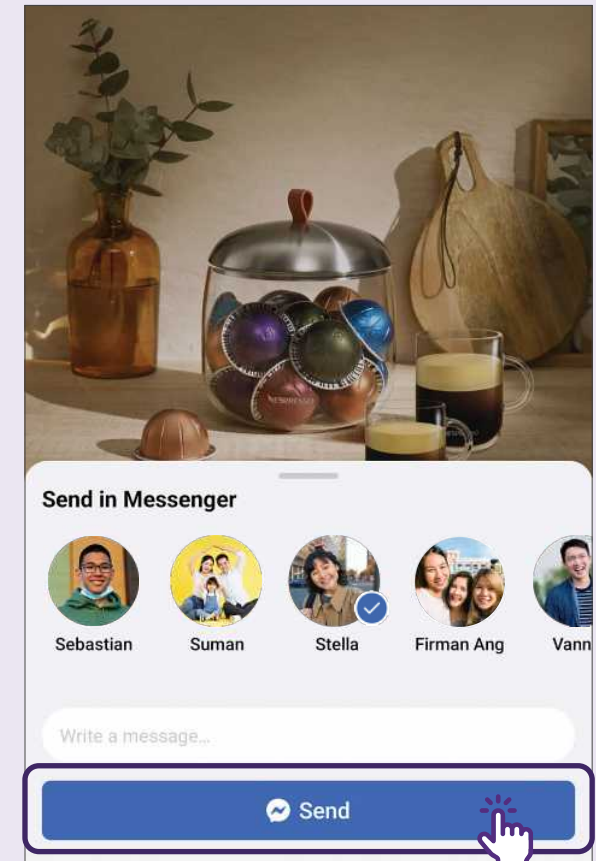
Tap on **"Send"** to share with a friend. (Messenger app required for this function.)

Block or Report a Page

1 Tap on the Menu Icon
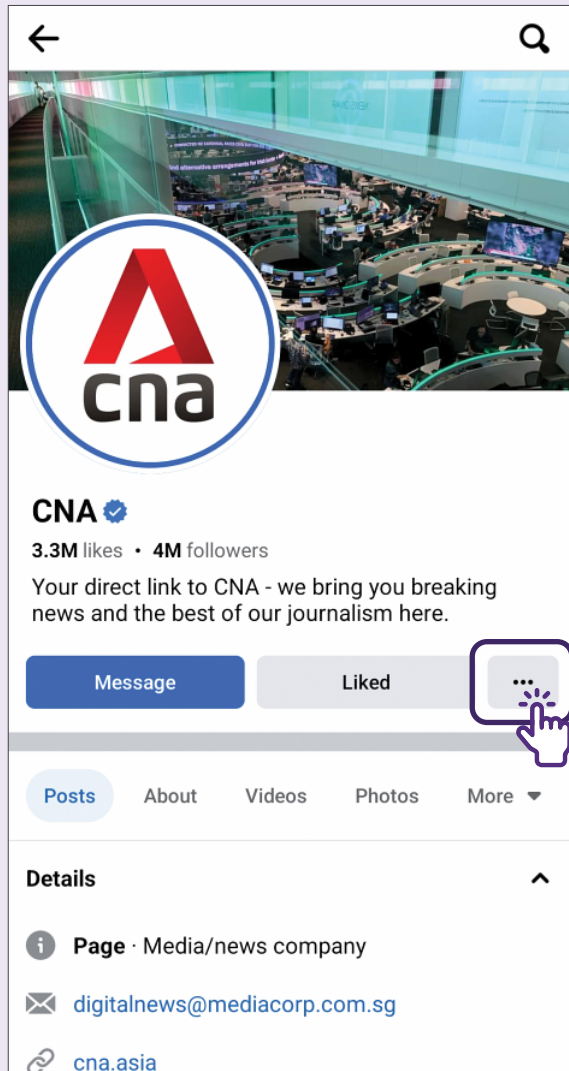
2 Block or Report Page
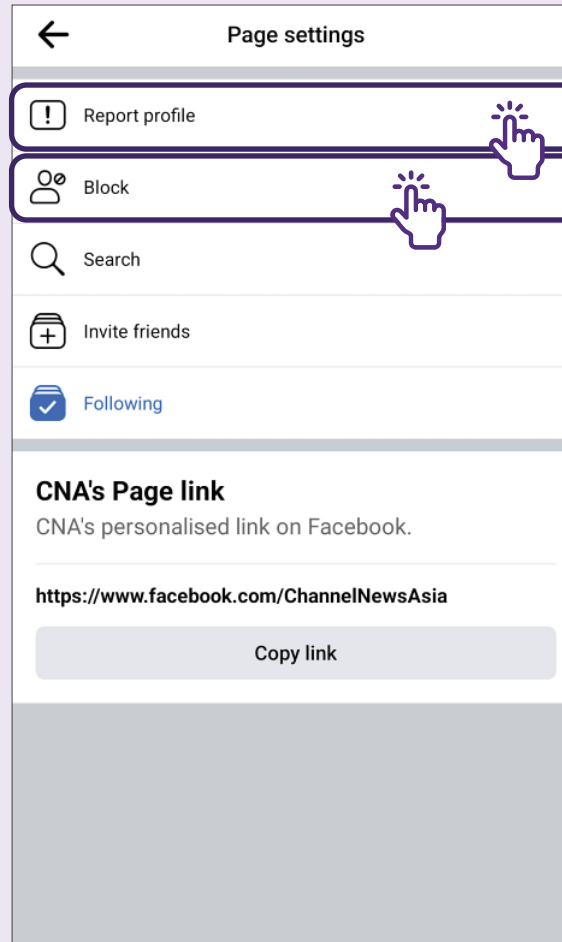
Tap on **"Block"** to block the page.
Tap on **"Report profile"** to report the page.

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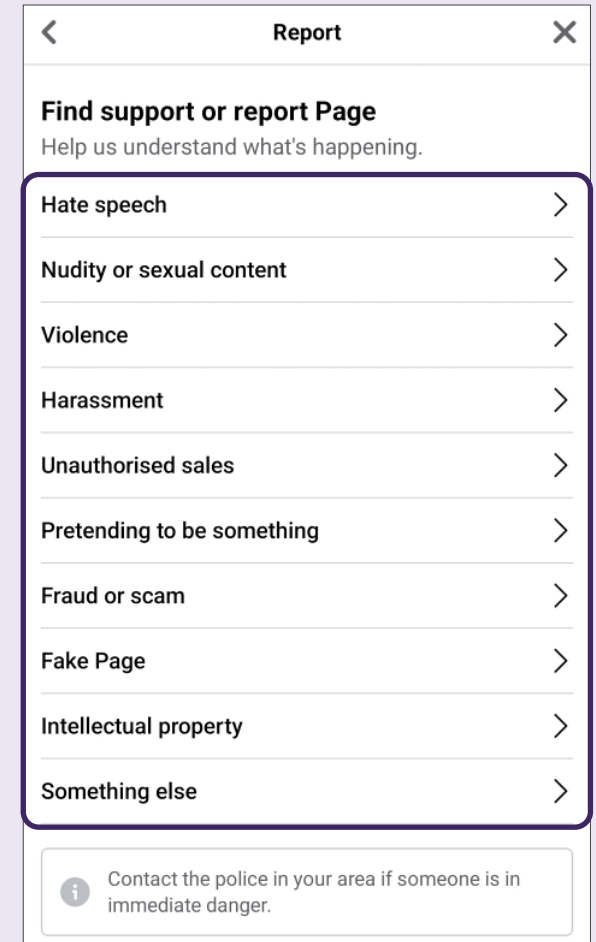
Select the option that best describes the issue to confirm reporting the page.

Block or Report a Profile

1   Tap on the Menu Icon

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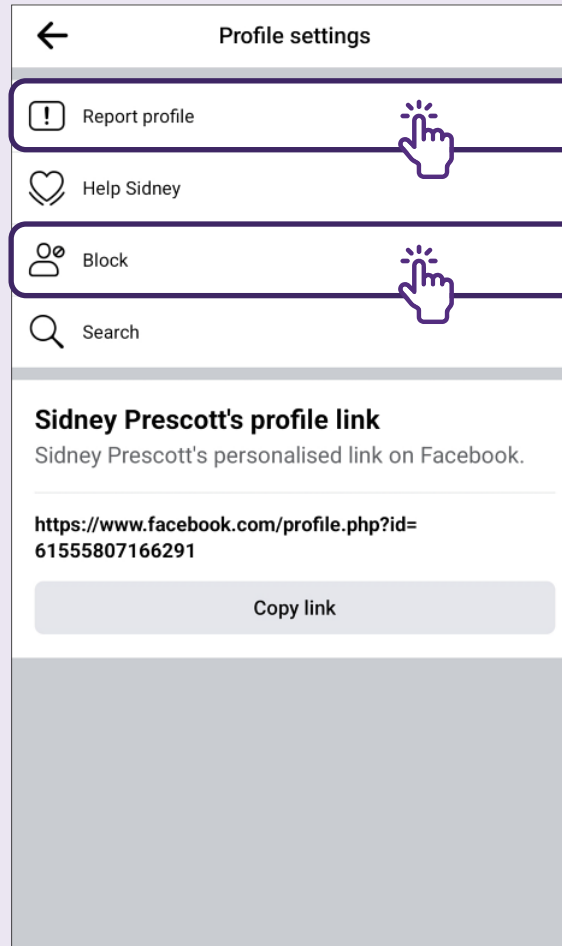
Tap on **"Block"** to block the profile. Tap on **"Report profile"** to report the profile.

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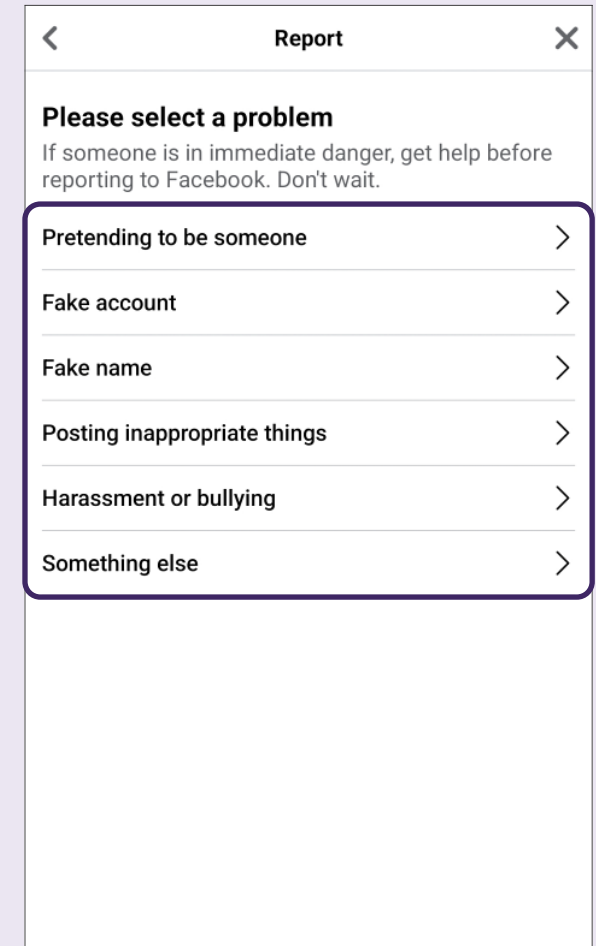
Select the option that best describes the issue to confirm reporting the profile.

Report a Post on Your Timeline

1 Tap on the Menu Icon

Beautiful Roses · Follow
Recommended post · 4 d · 🌐
#roses #garden #flowers #DlovanMahmood

❤️ 51k   617 comments · 5.1k shares

👍 Like   💬 Comment   📞 Send   ↪ Share

2 Report Post

Why am I seeing this post?
You follow CNA

Save post
Add this to your saved items.

Hide post
See fewer posts like this.

Report post
We won't let CNA know who reported this.

Turn on notifications for this post

Copy link

Add CNA to Favourites
Prioritise their posts in News Feed.

Snooze CNA for 30 days
Temporarily stop seeing posts.

Unfollow CNA
Stop seeing posts from this Page.

Block CNA's profile
You won't be able to see or contact each other.

Manage your Feed

3 Select a Problem

Report

Please select a problem
If someone is in immediate danger, get help before reporting to Facebook. Don't wait.

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

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**
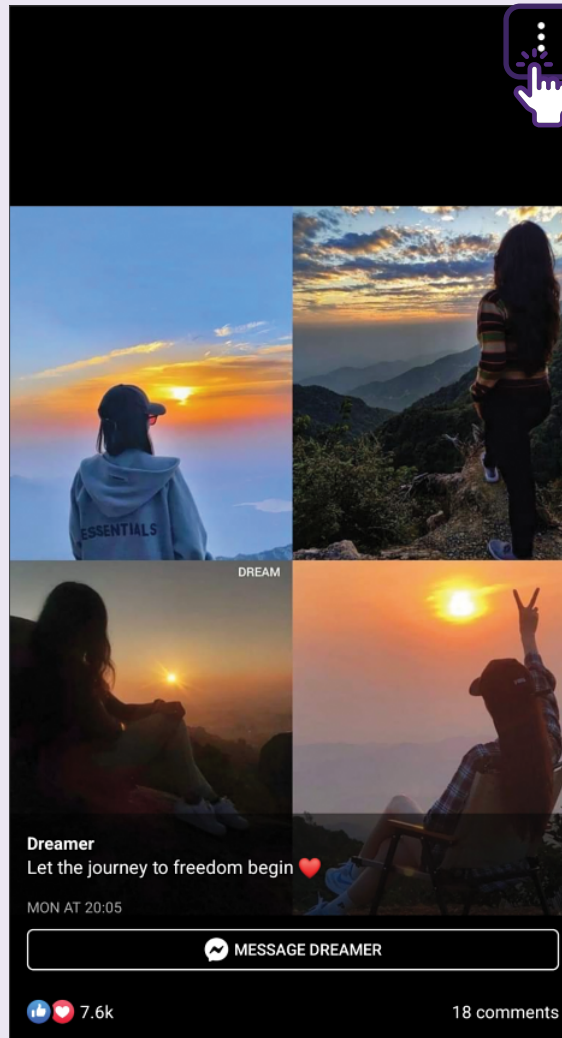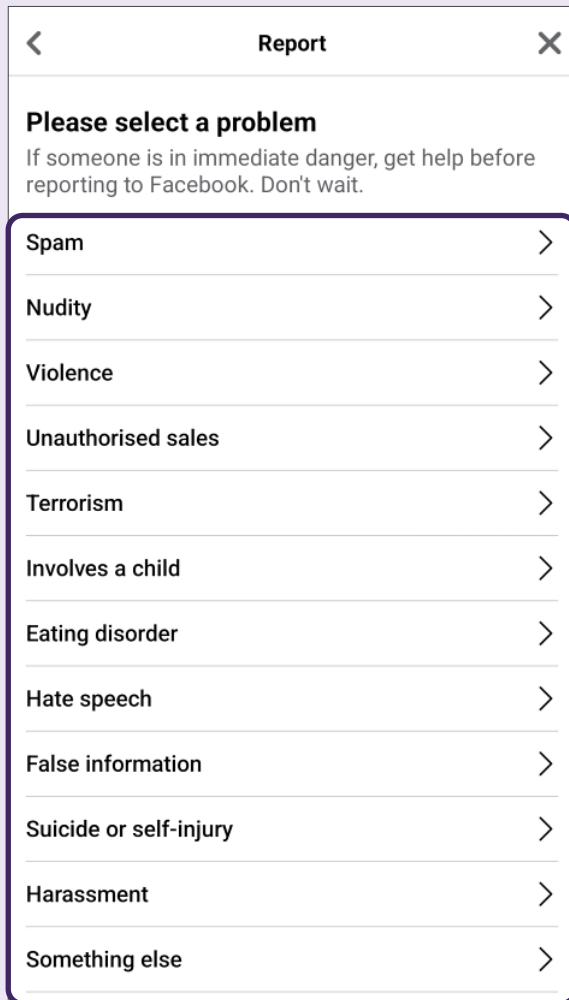
3 **Report the Photo or Video**

4 Select a Problem

Report

Please select a problem

If someone is in immediate danger, get help before reporting to Facebook. Don't wait.

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**

facebook

What's on your mind?

Gisselle Lyndo
Maskuri

Create story
Add   Add

People you may know

2	**Tap on Settings & privacy**

Menu

LD Imda
See your profile

Memories   Saved

Groups   Video

Marketplace   Find friends

Feeds   Events

See more

? Help & support

Settings & privacy

Also from Meta

3	**Tap on Settings**

Feeds   Events

See more

? Help & support

Settings & privacy

Settings

Device requests

Recent ad activity

Orders and payments

Link history

Also from Meta

4 · Tap on See more in Accounts Centre

← **Settings & privacy** 🔍

∞ **Meta**
Accounts Centre
Manage your connected experiences and account settings across Meta technologies.

📇 Personal details

◎ Password and security

🖥 Ad preferences

✅ Verification

See more in Accounts Centre 👆

Tools and resources
Our tools help you control and manage your privacy.

🔒 Privacy Checkup

👥 Supervision

⚙️ Default audience settings

Preferences
Customise your experience on Facebook.

〰 News Feed

5 · Tap on Personal details

✕   ∞ **Meta**

Accounts Centre

Manage your connected experiences and account settings across Meta technologies such as Facebook, Instagram and Meta Horizon. Learn more

Profiles
LD Imda   ›

Connected experiences

👥 Sharing across profiles ›

→] Logging in with accounts ›

Account settings

🛡 Password and security ›

📇 Personal details 👆 ›

📑 Your information and permissions ›

📢 Ad preferences ›

6 · Tap on Account ownership and control

←

Personal details

Meta uses this information to verify your identity and to keep our community safe. You decide what personal details you make visible to others.

Contact info
+65   ›

Date of birth
1 March 2000   ›

Identity confirmation 🅕 ›

Account ownership and control
Manage your data, modify your legacy contact, and deactivate or delete your accounts and profiles. 👆 ›

41

7 Select Deactivation or deletion

Account ownership and control

Memorialisation
Decide what happens to your main Facebook profile after you pass away. >

Deactivation or deletion
Temporarily deactivate or permanently delete your accounts and profiles >

8 Deactivate Account

Deactivating or deleting your Facebook account

If you want to take a break from Facebook, you can temporarily deactivate this account. If you want to permanently delete your account, let us know.

Deactivate account
Deactivating your account is temporary.
Your account and main profile will be deactivated and your name and photos will be removed from most things that you've shared. You'll be able to continue using Messenger. ●

Delete account
Deleting your account is permanent.
When you delete your Facebook account, you won't be able to retrieve the content or information that you've shared on Facebook. Your main profile, your Messenger and all of your messages will also be deleted. ○

Continue

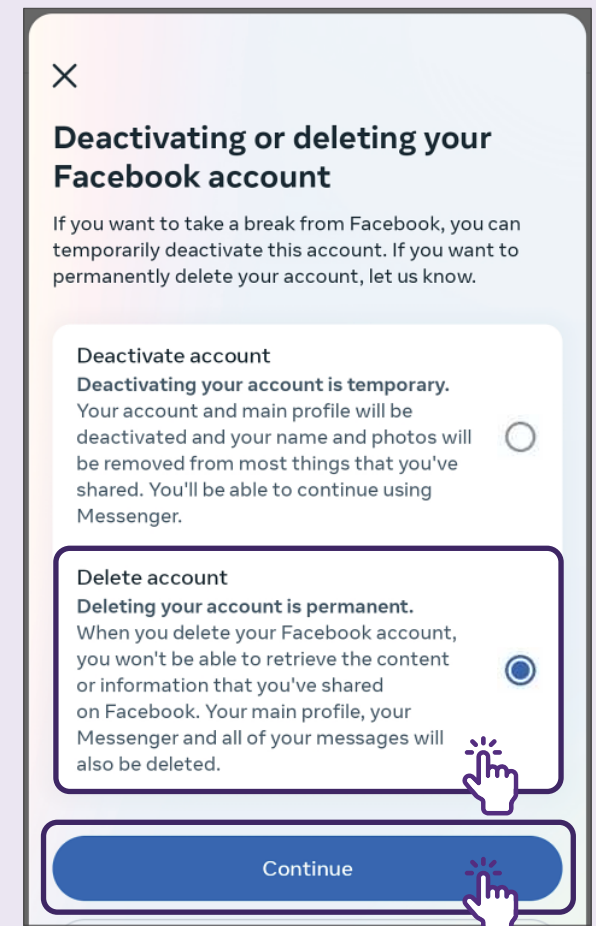Select **"Deactivate account"** and then tap on **"Continue"** to temporarily deactivate your account.

9 Delete Account

Deactivating or deleting your Facebook account

If you want to take a break from Facebook, you can temporarily deactivate this account. If you want to permanently delete your account, let us know.

Deactivate account
Deactivating your account is temporary.
Your account and main profile will be deactivated and your name and photos will be removed from most things that you've shared. You'll be able to continue using Messenger. ○

Delete account
Deleting your account is permanent.
When you delete your Facebook account, you won't be able to retrieve the content or information that you've shared on Facebook. Your main profile, your Messenger and all of your messages will also be deleted. ●

Continue

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

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

Scan QR code to visit the Digital for Life Portal.