

Social Media

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



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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.
- 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.



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.



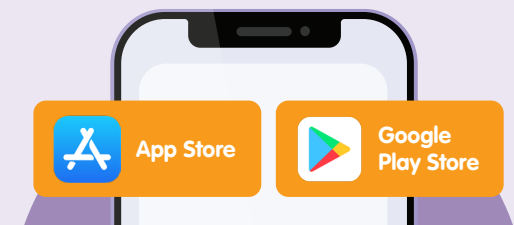
Block unknown users that send you unsolicited chats.



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

Page 5

The Common Features found across
Different Social Media Apps

Page 6

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.

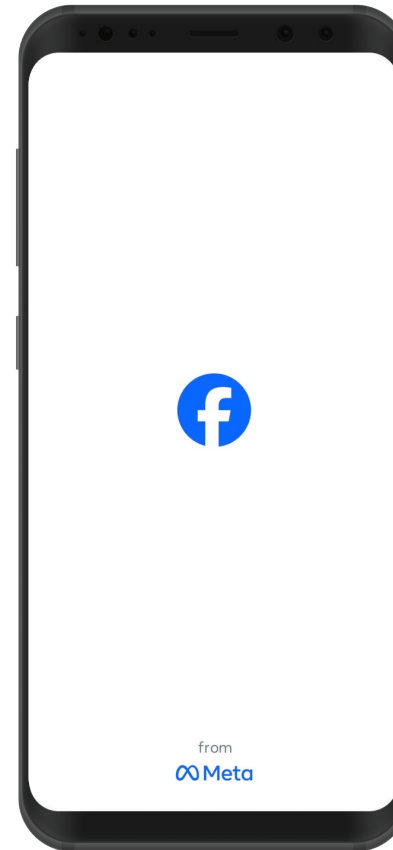
Unlike traditional forms of communication, such as phone calls or letters, social media enables instant and widespread interaction, often reaching large audiences across the globe. It facilitates the exchange of ideas, information, and media content in real-time, fostering connections and relationships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

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

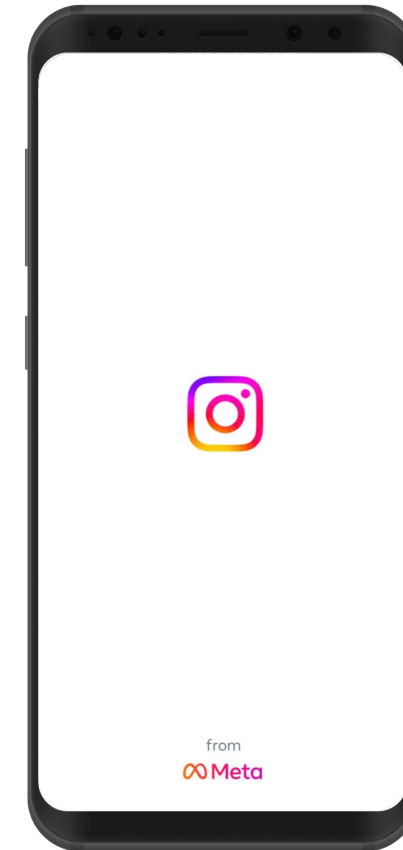
Pre-requisites to learning the app

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.



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.



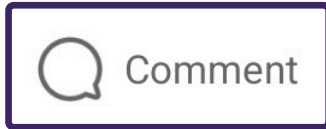
Like Icon
Tap on the "Thumbs-up" or "Heart" icon to like a post.



Common Features Across Different Social Media Apps

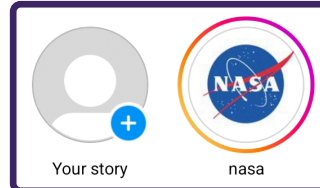
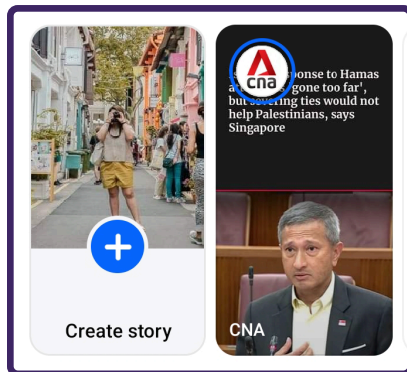
Facebook

Instagram



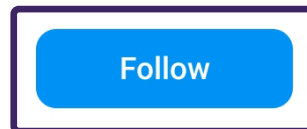
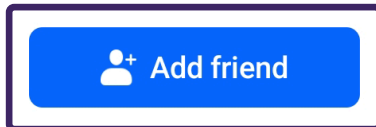
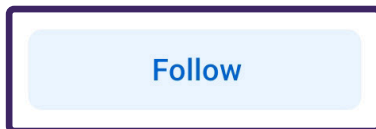
Comment Icon

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.

Navigating Common Steps to Use Social Media Apps

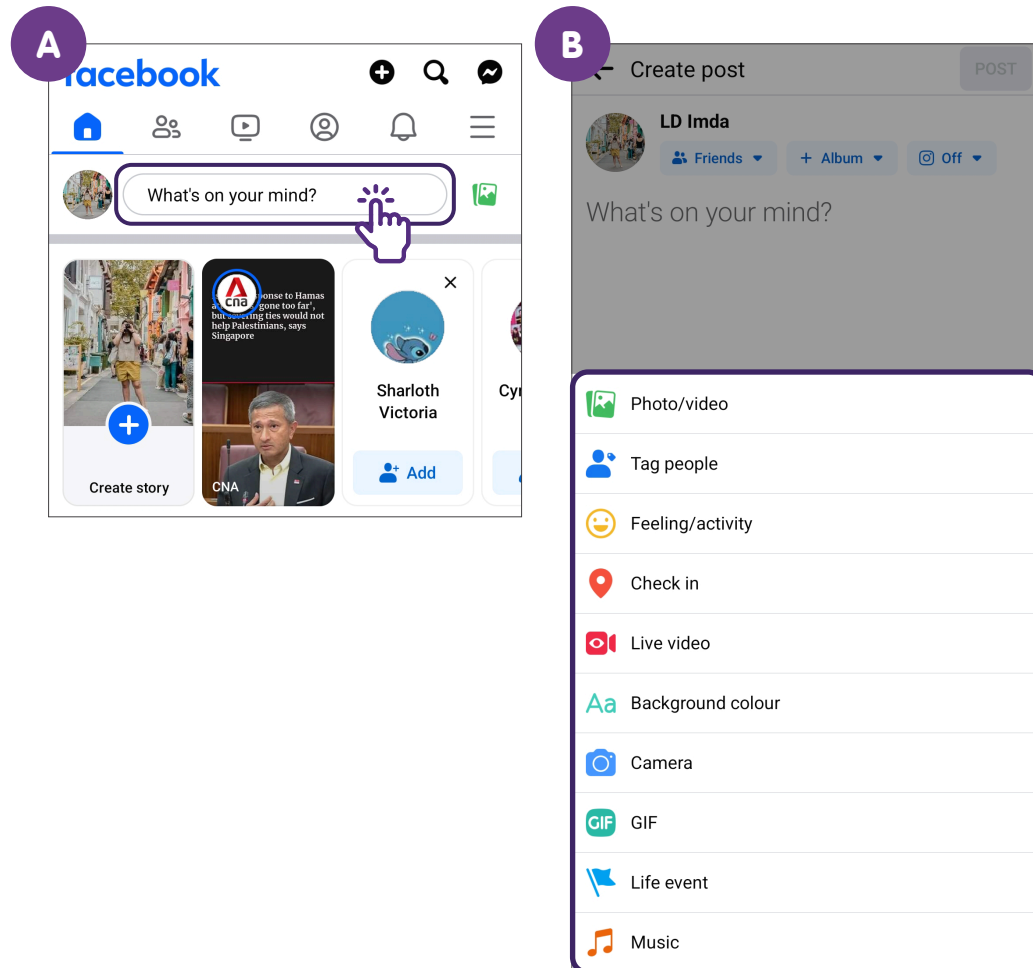
How to Create a Post	Page 9
How to Like a Post	Page 11
How to Comment on a Post	Page 12
How to View a Story	Page 13
How to Create a Story	Page 14
How to Add or Follow a Friend	Page 15

Common Steps to Use a Social Media App

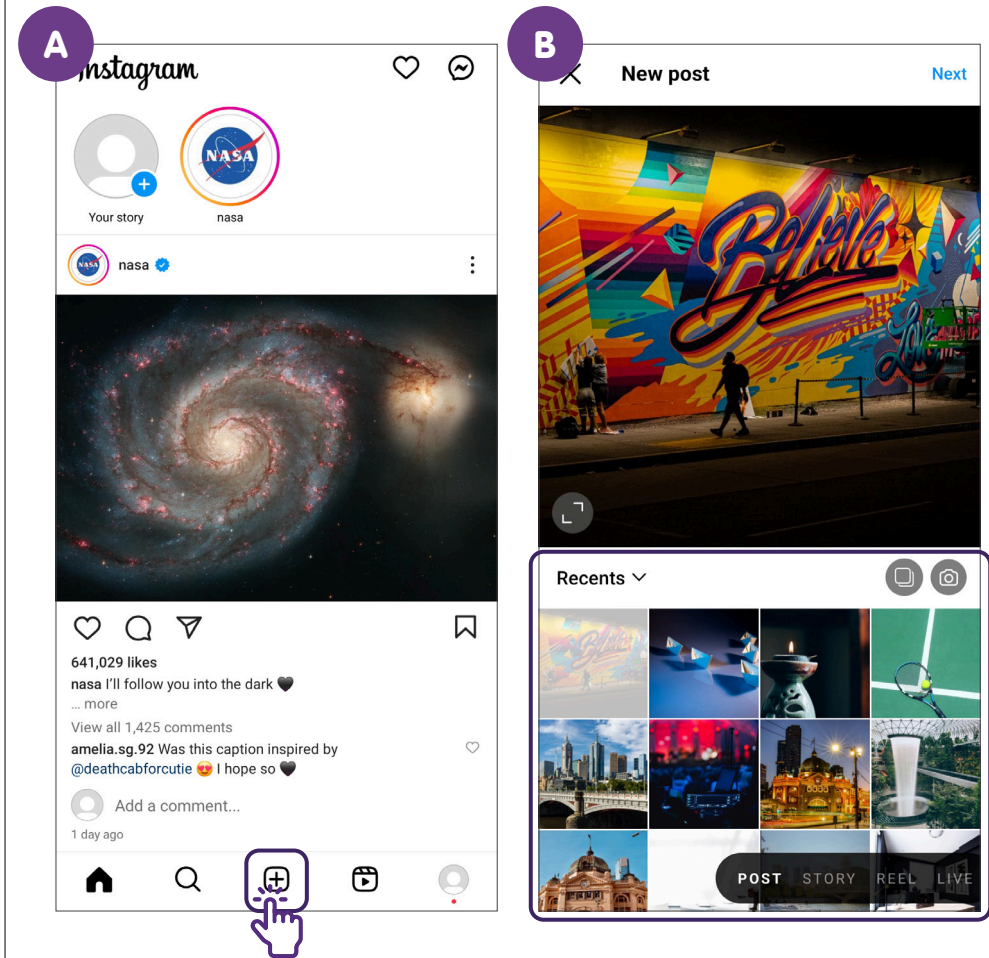
Create a Post

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

Facebook



Instagram

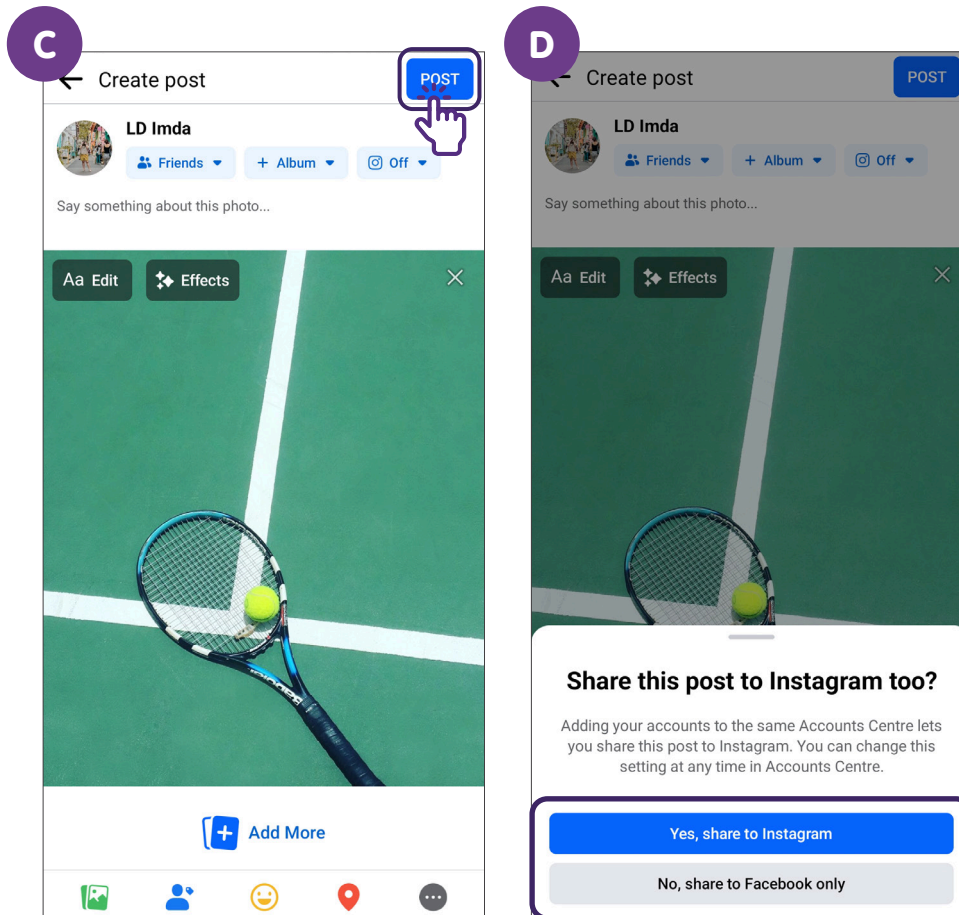


Common Steps to Use a Social Media App

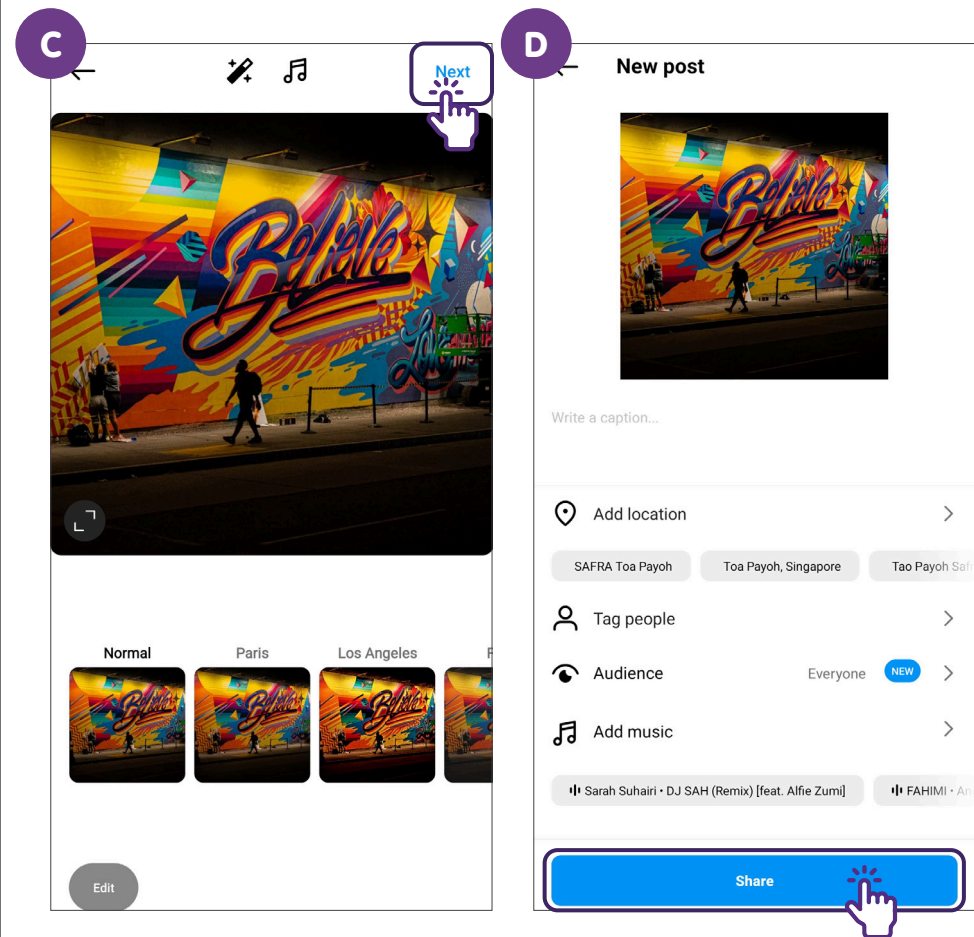
Create a Post

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



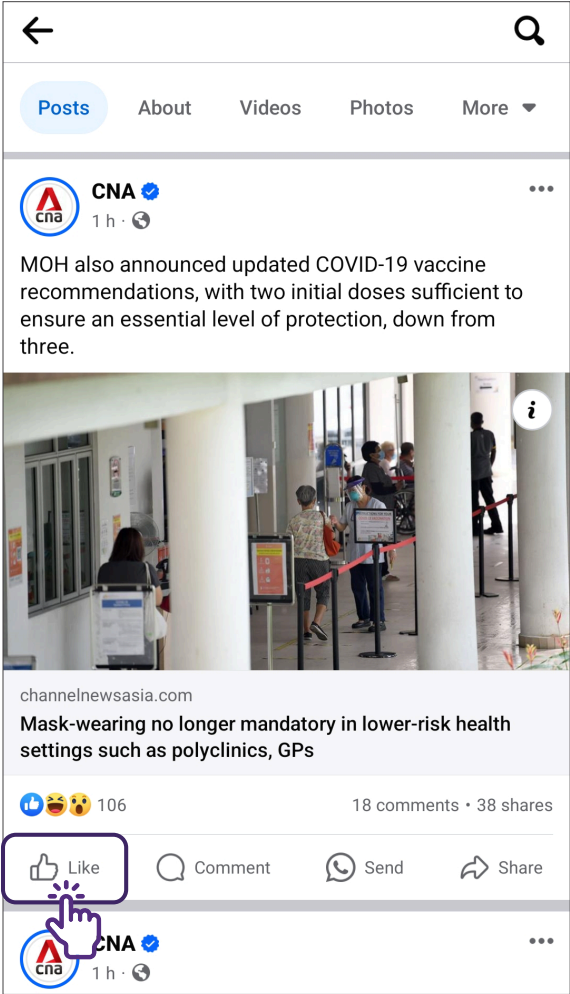


Common Steps to Use a Social Media App

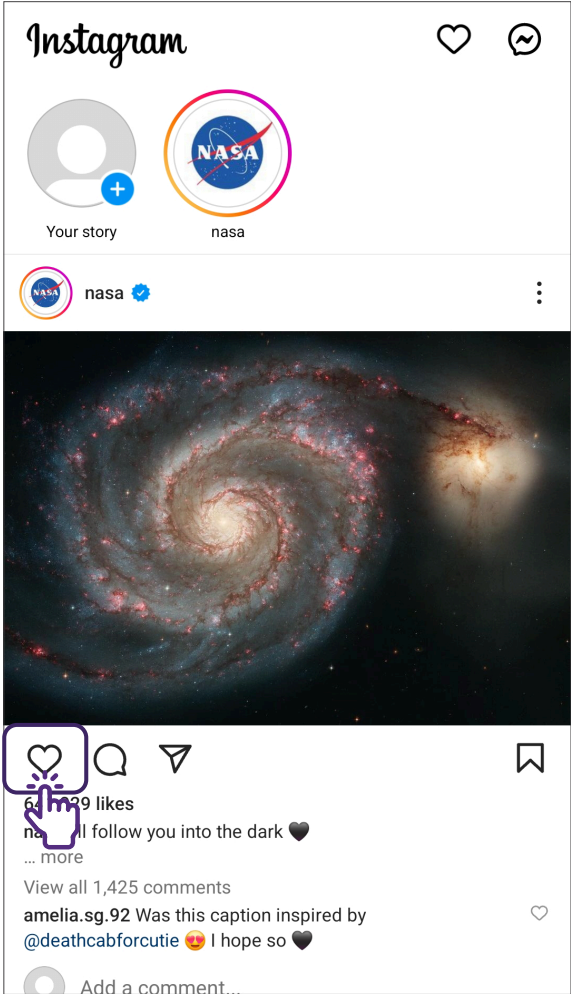
Like a Post

Tap on the  or  icon to like a post.

Facebook



Instagram

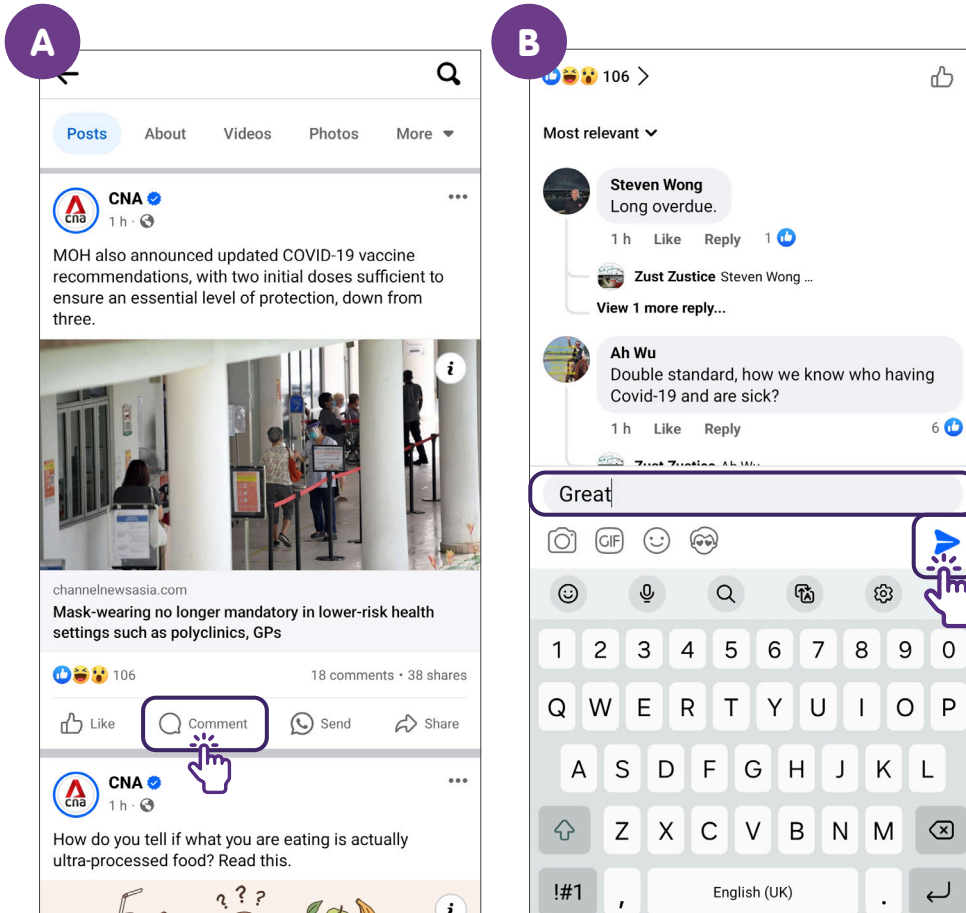


Common Steps to Use a Social Media App

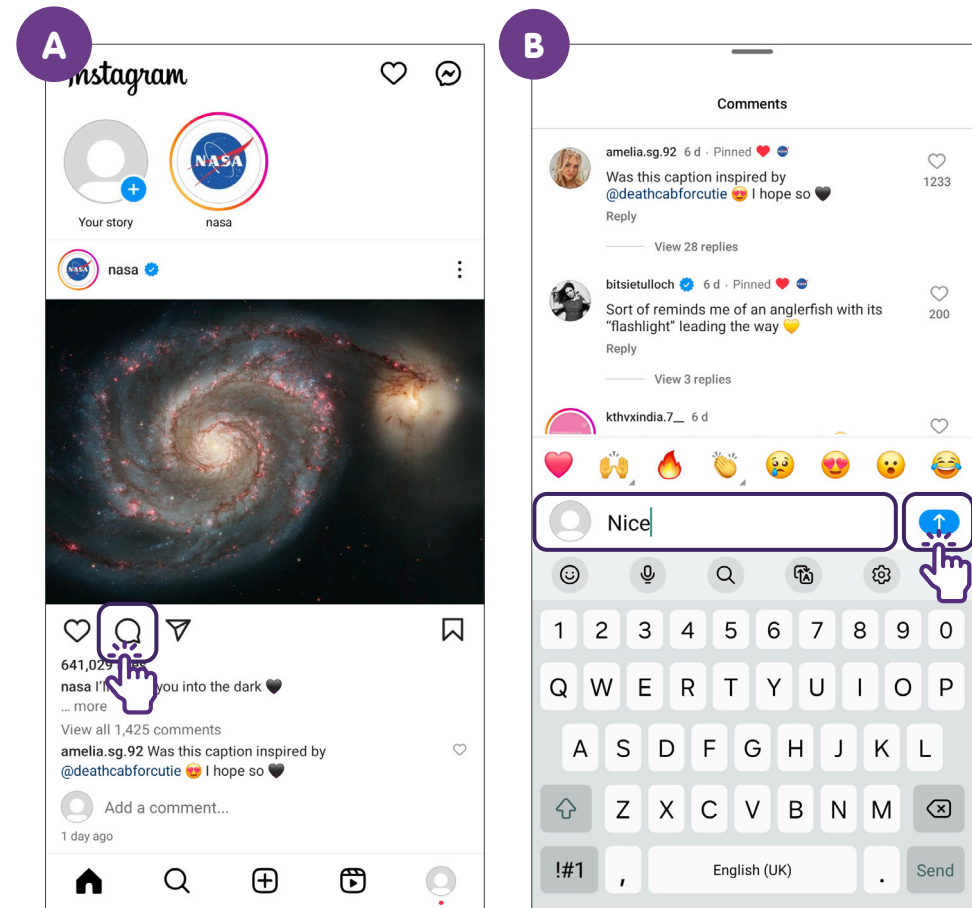
Comment on a Post

Tap on the  Comment or  icon, input your comment, and tap on the  or  icon to share.

Facebook



Instagram



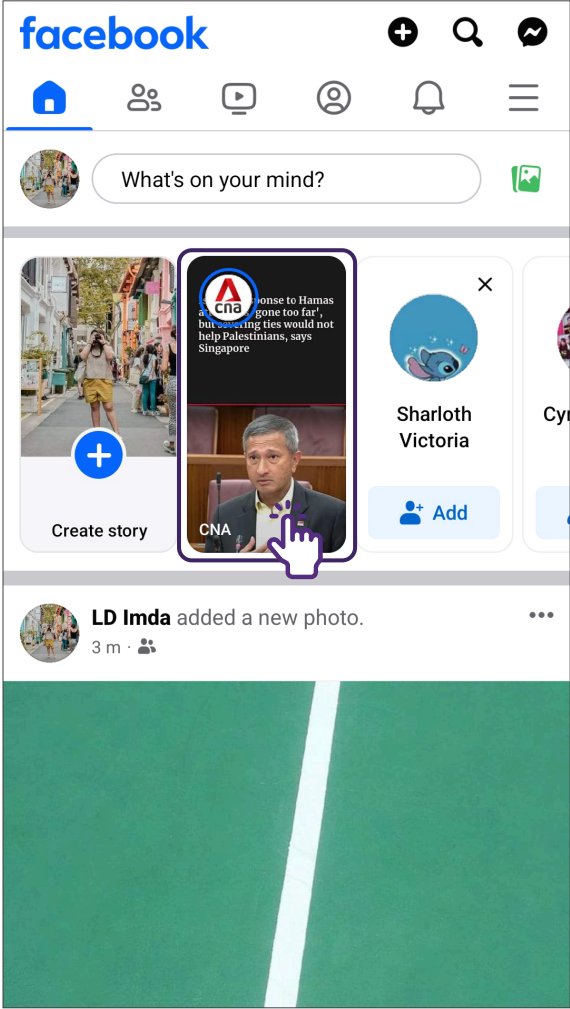


Common Steps to Use a Social Media App

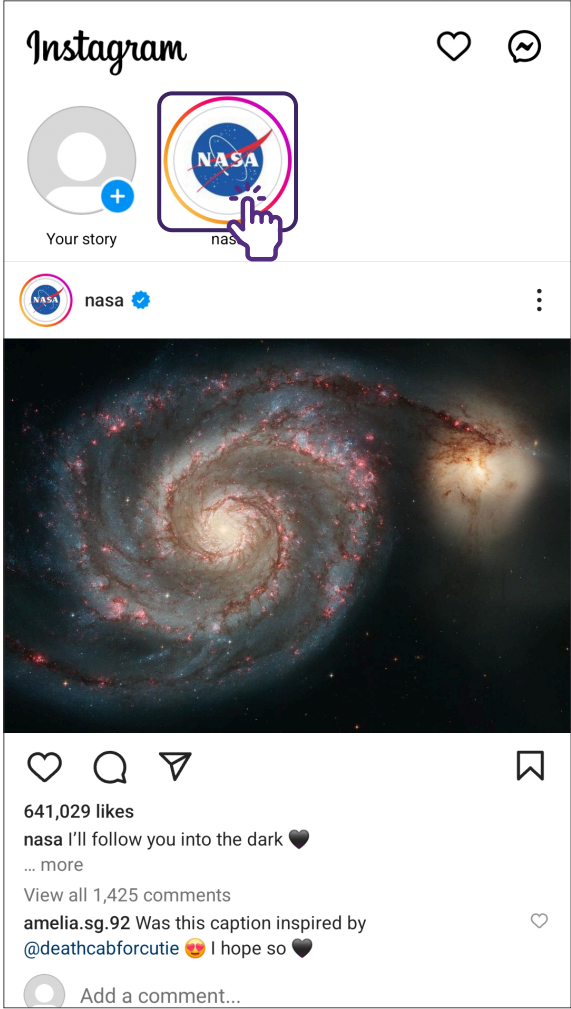
View a Story

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

Facebook



Instagram

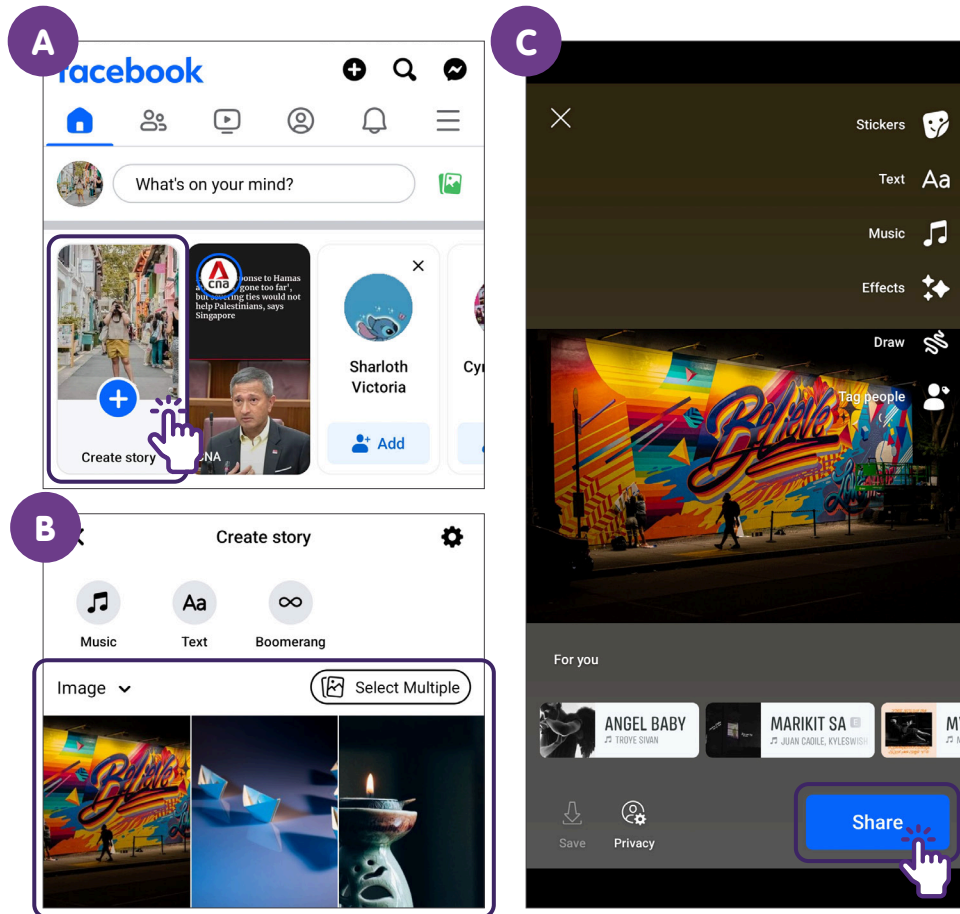


Common Steps to Use a Social Media App

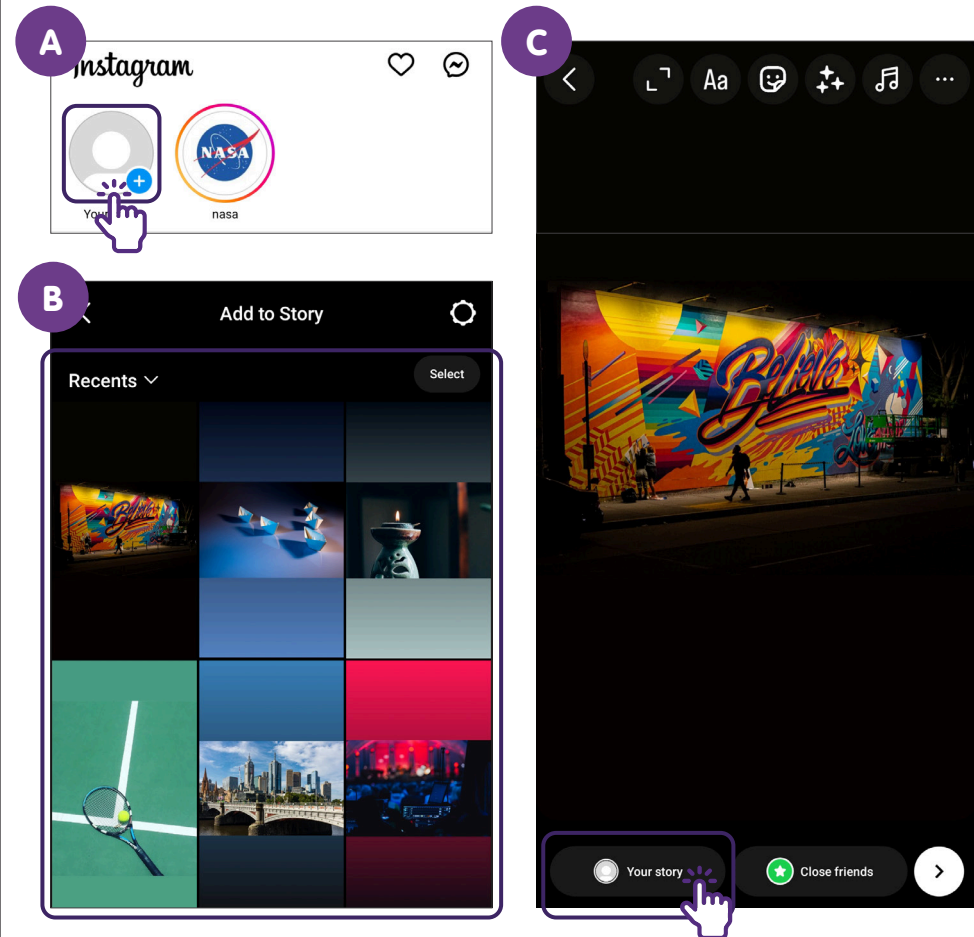
Create a Story

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

Facebook



Instagram



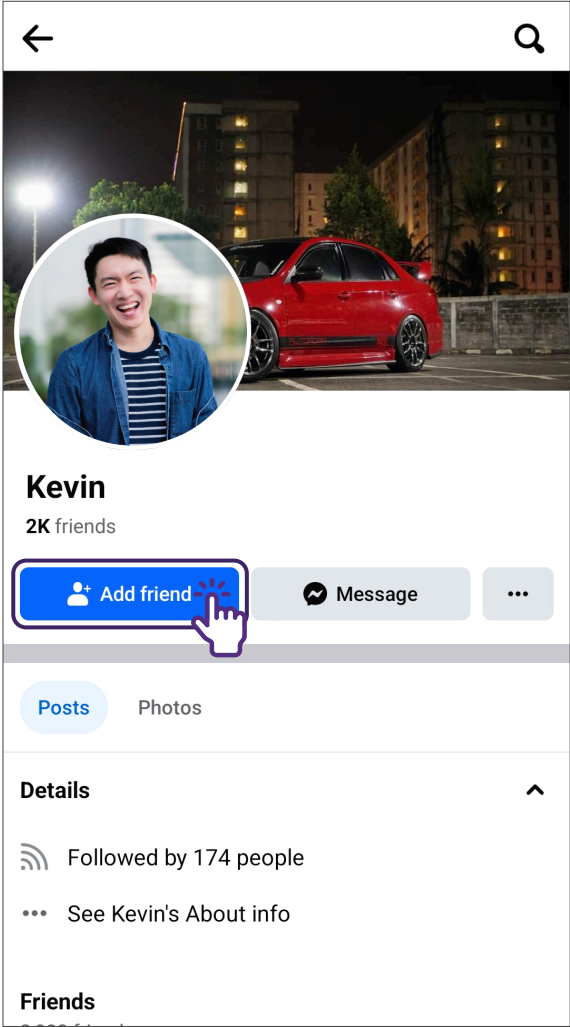


Common Steps to Use a Social Media App

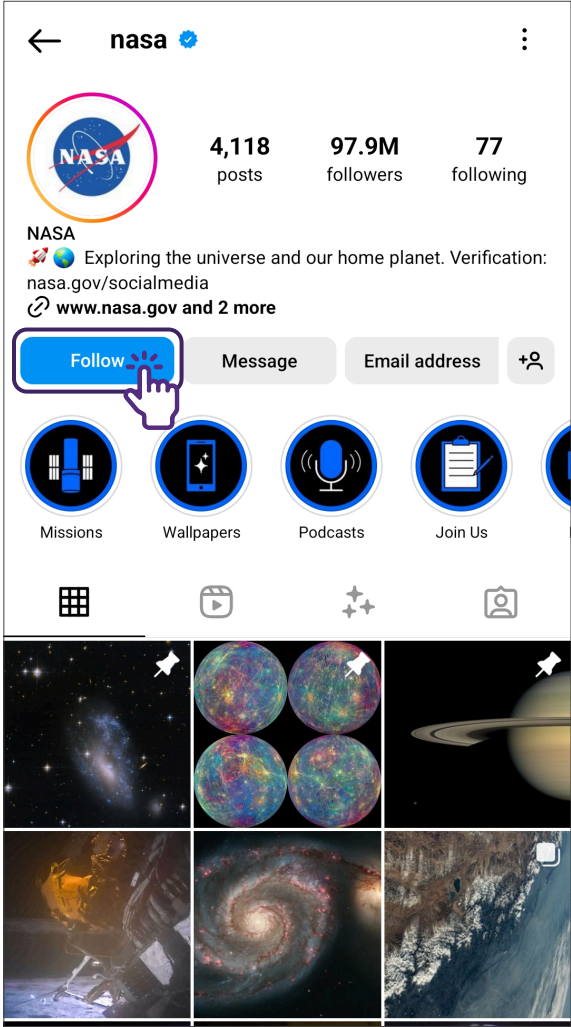
Add or Follow a Friend

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

Facebook



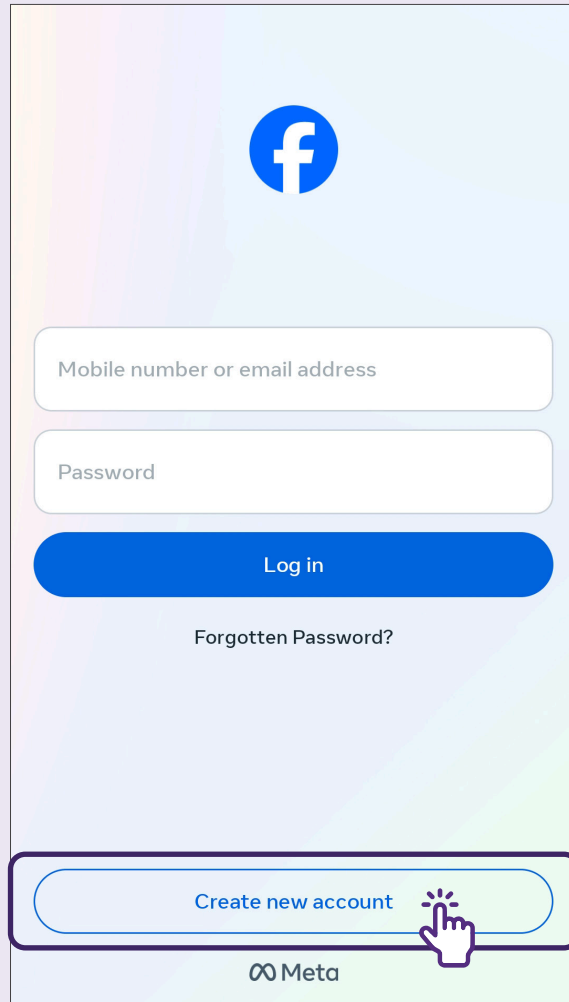
Instagram



Step-by-step Guide to use Facebook

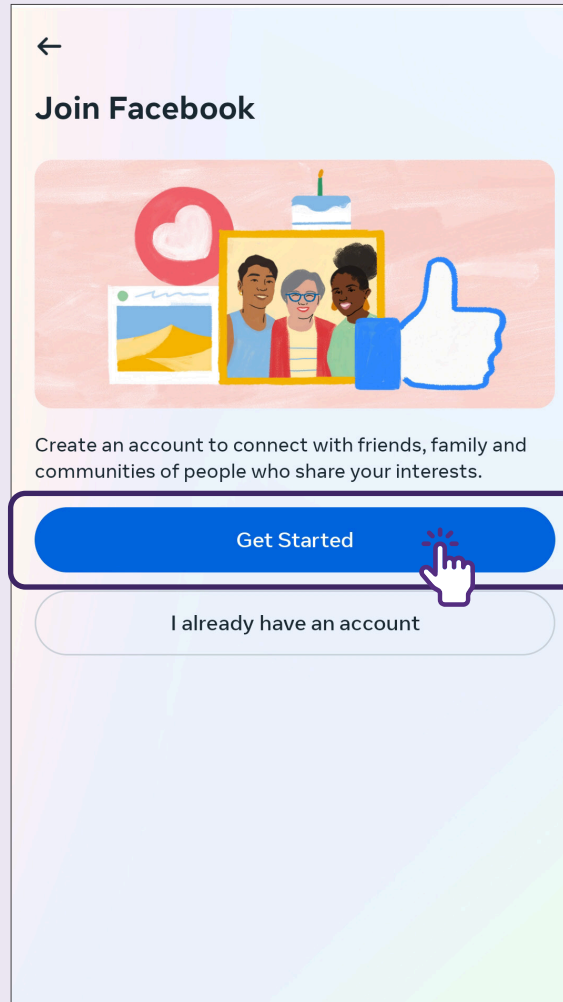
Sign up for a Facebook Account

1 Tap on Create new account



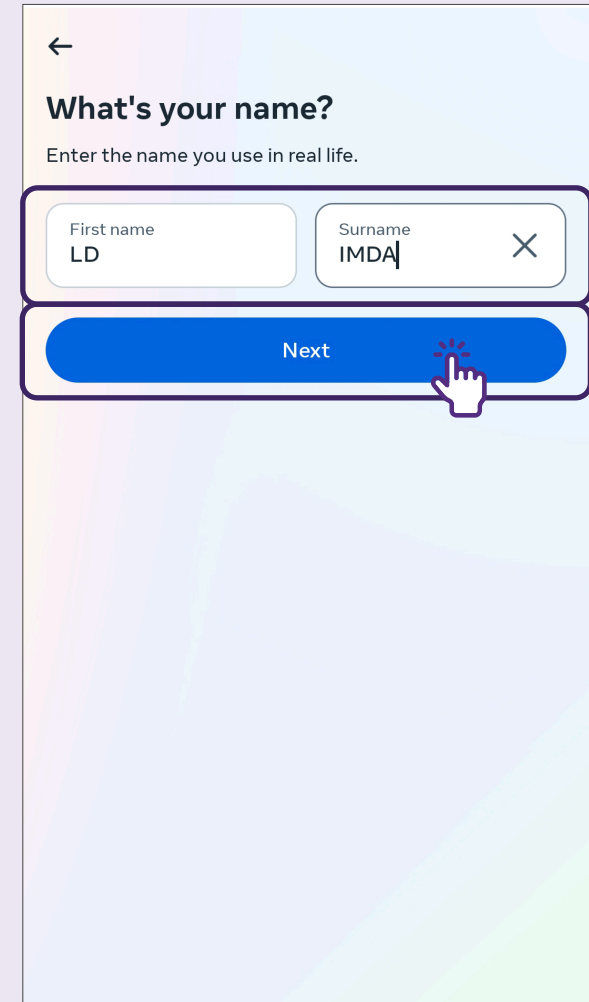
The screen displays the Facebook logo at the top. Below it are two input fields: "Mobile number or email address" and "Password". A blue "Log in" button is positioned below the password field. Underneath the "Log in" button is a link for "Forgotten Password?". At the bottom of the screen, there is a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

2 Select Get Started



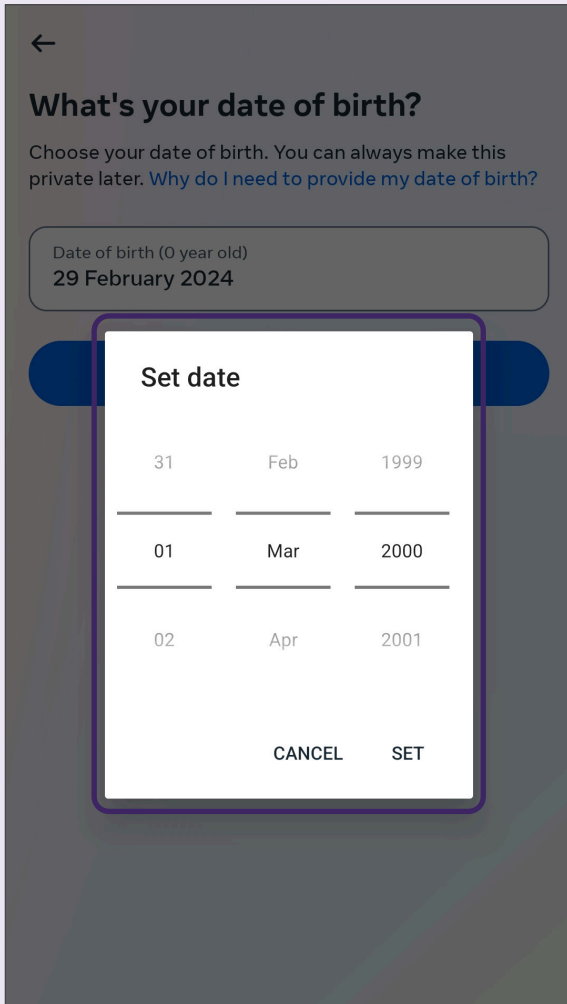
The screen is titled "Join Facebook" and features a back arrow in the top left. Below the title is an illustration showing a group of people, a birthday cake, a photo, and a thumbs-up gesture. A text prompt reads: "Create an account to connect with friends, family and communities of people who share your interests." At the bottom, there is a blue "Get Started" button highlighted with a hand icon, and a link below it that says "I already have an account".

3 Input Your Name

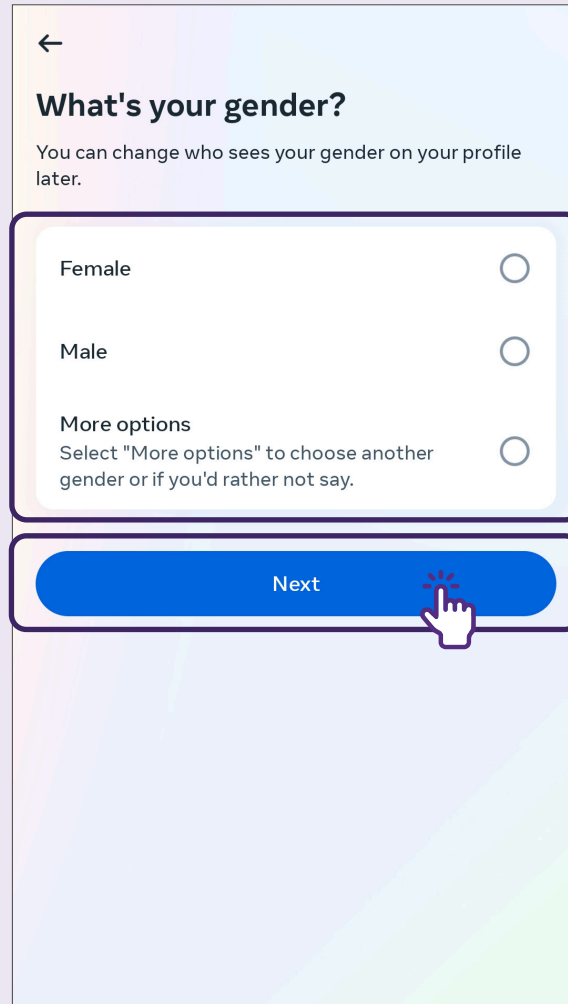


The screen is titled "What's your name?" with a back arrow in the top left. Below the title is the instruction: "Enter the name you use in real life." There are two input fields: "First name" containing "LD" and "Surname" containing "IMDA". A blue "Next" button is located below the input fields and is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

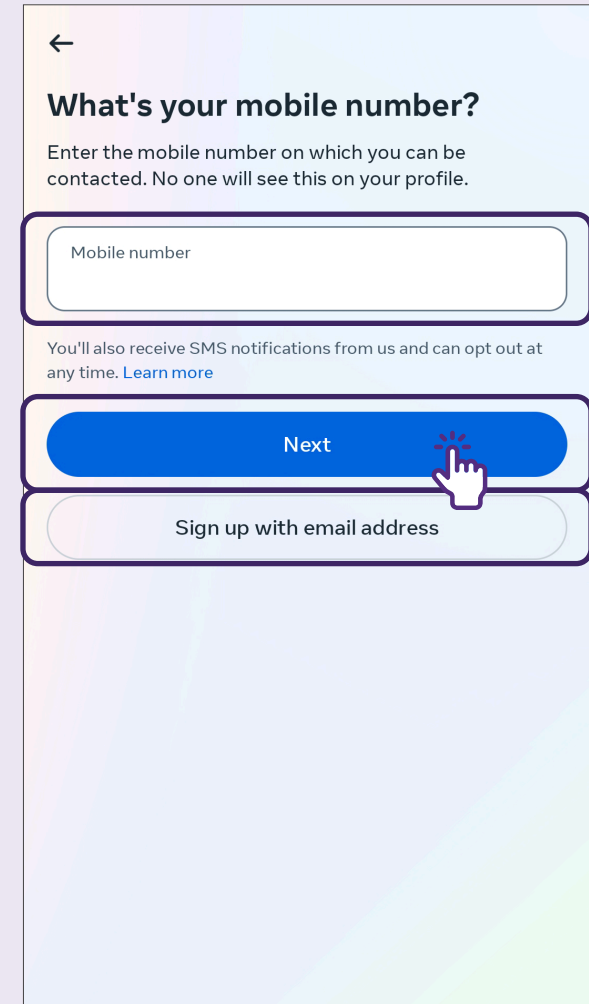
4 Set your Date of Birth



5 Select Your Gender



6 Sign up with Mobile Number or Email Address



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

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
z x c v b n m

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](#)

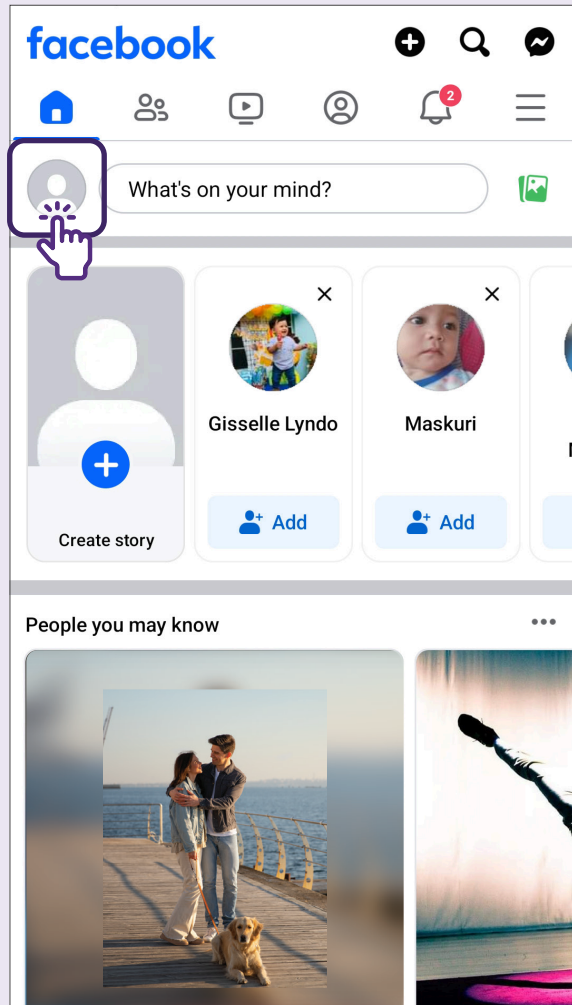
By tapping **I agree**, you agree to create an account and to Facebook's [terms](#), [Privacy Policy](#) and [Cookies Policy](#).

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.

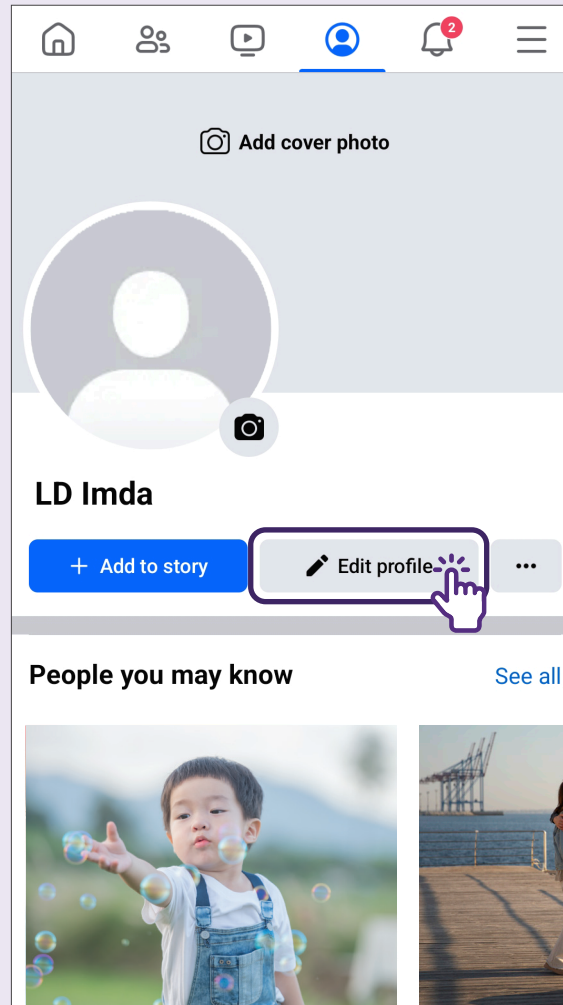
I agree

Manage Personal and Account Information

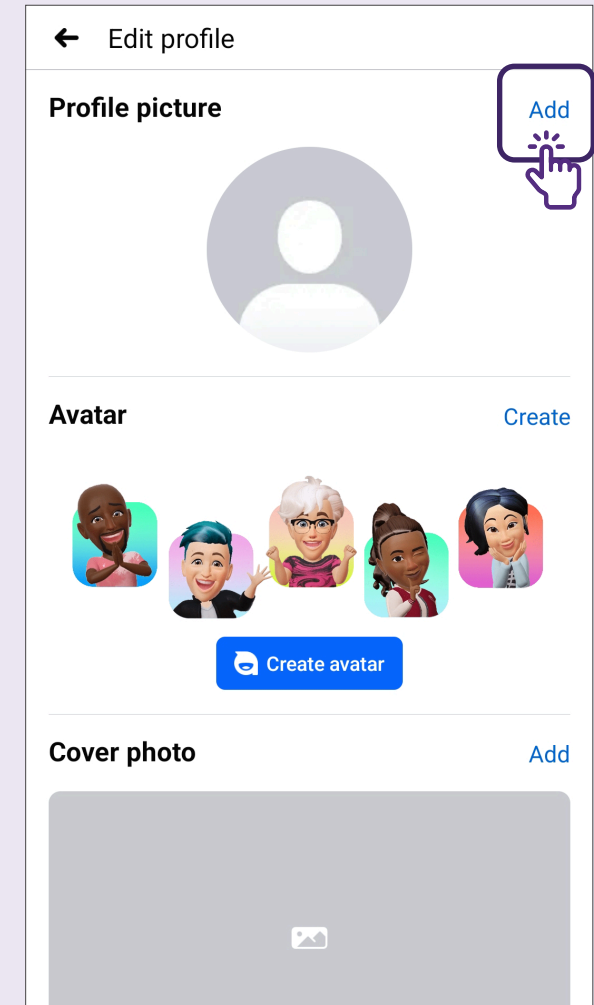
1 Tap on Profile Icon



2 Select Edit profile



3 Change Profile Picture

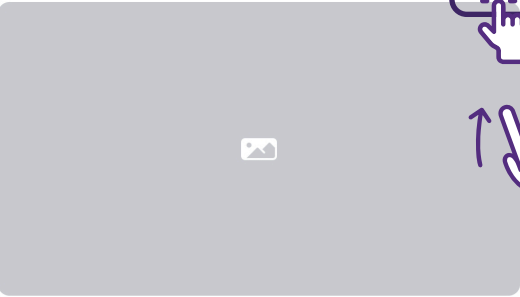


4 Change Cover Photo

← Edit profile

Cover photo

Add



Bio Add

Describe yourself...

Details Add

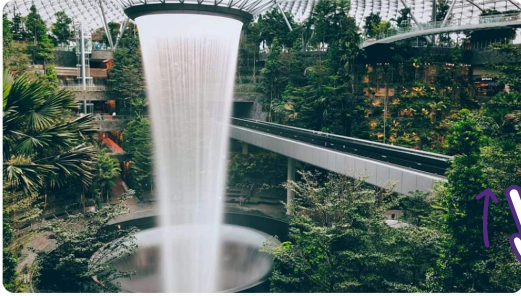
- Current town /city
- Workplace
- Education
- Home town
- Relationship status

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

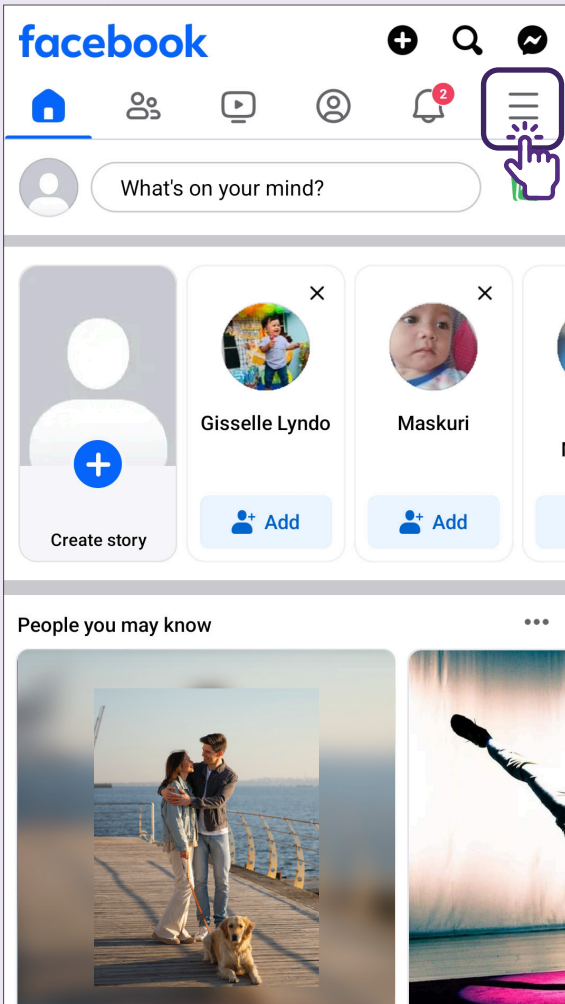


Add your favourite photos and stories here for all of your friends to see.

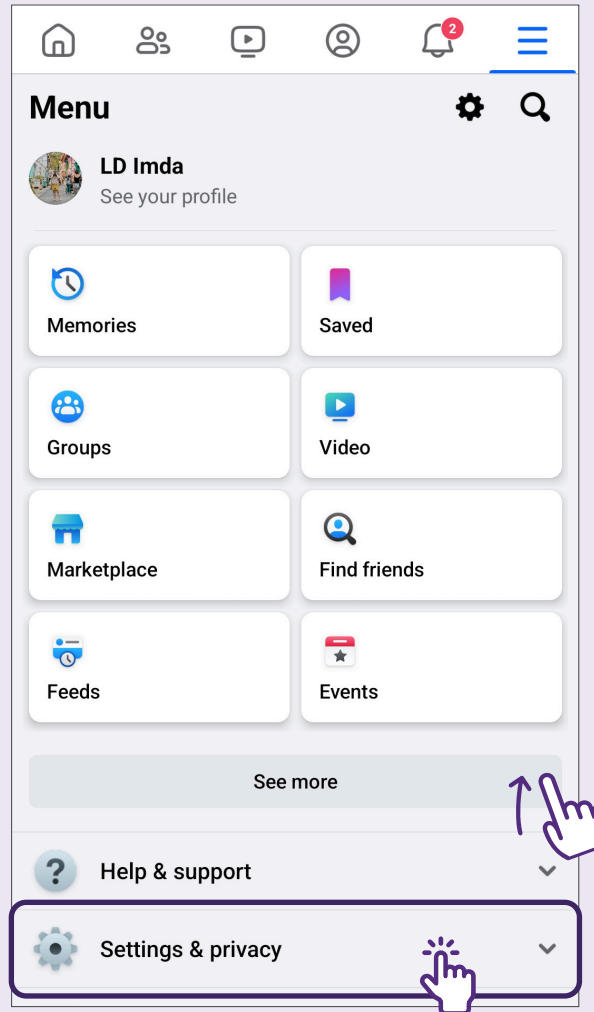
Try It

Manage Settings and Privacy

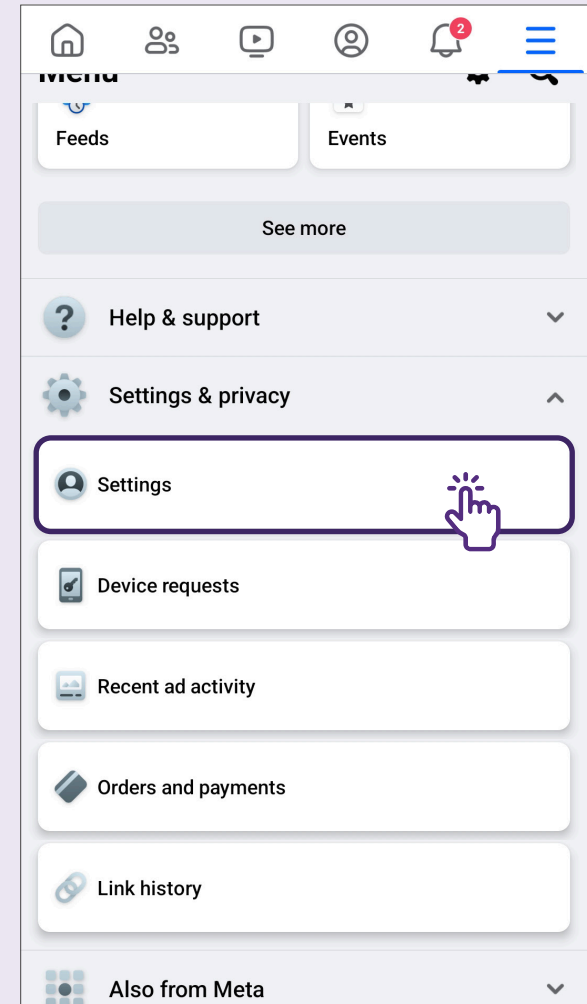
1 Tap on the Menu Icon



2 Tap on Settings & privacy

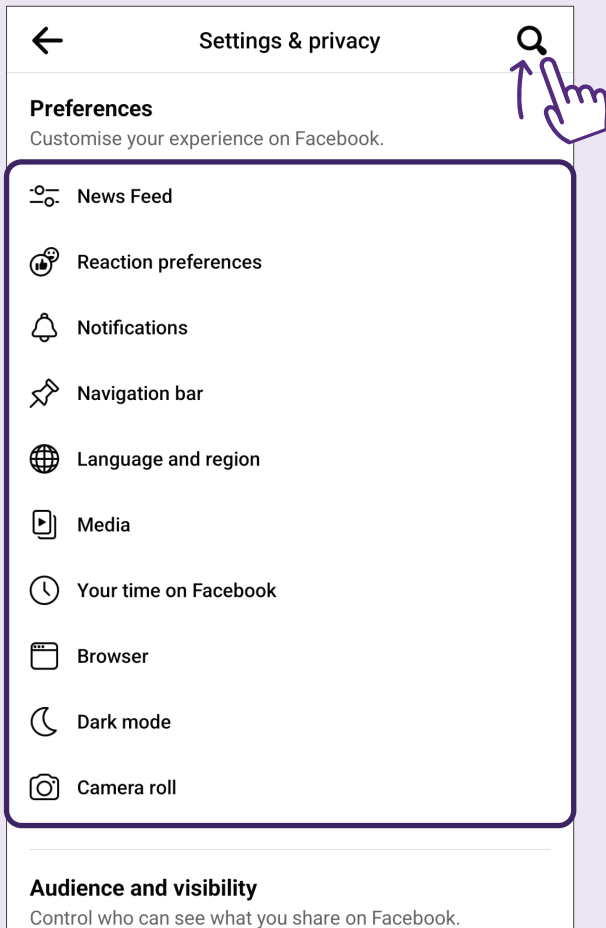


3 Select Settings



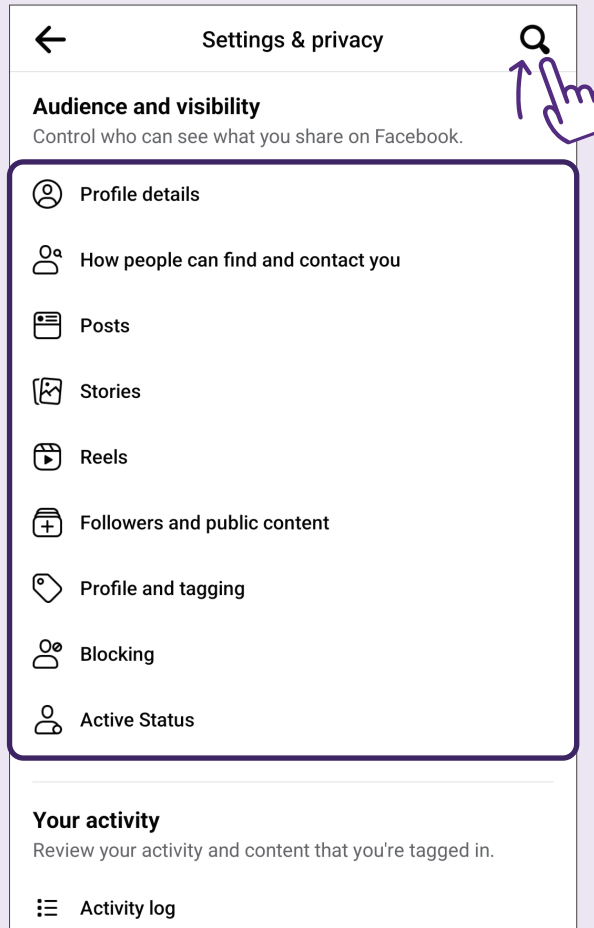
Manage Settings and Privacy

1 Adjust Your Preferences



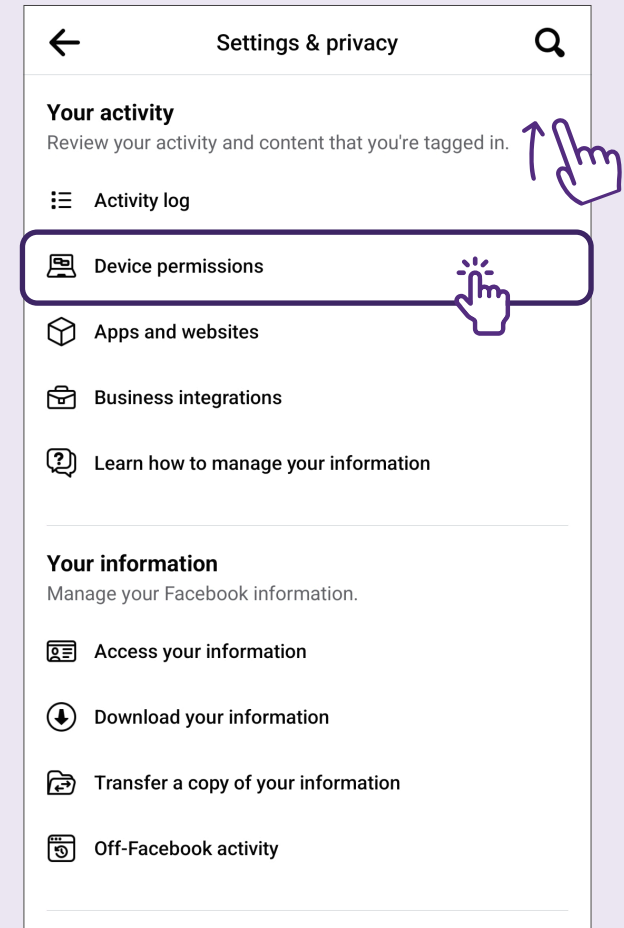
Tap on each tab to adjust your Facebook settings and preferences.

2 Set Audience and visibility



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

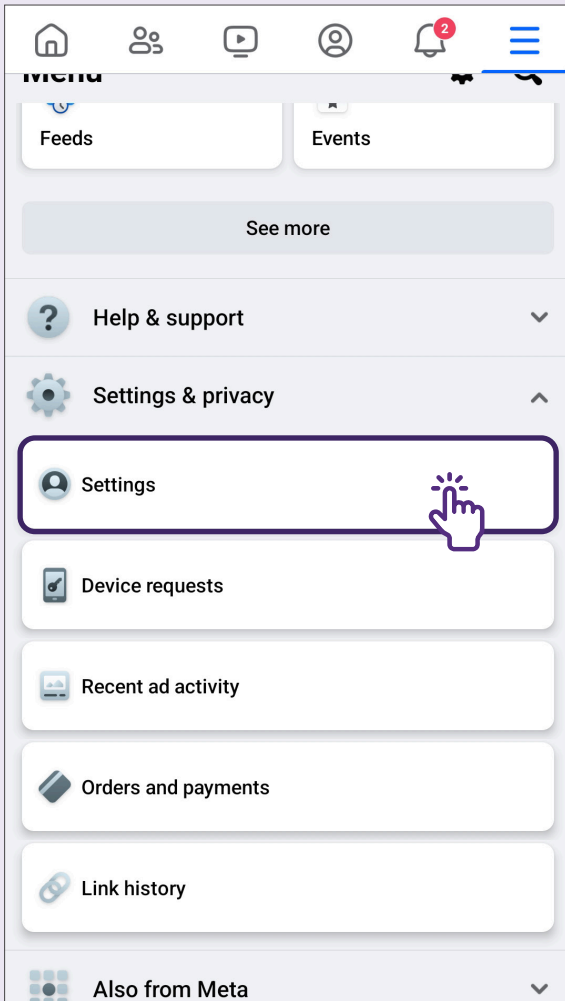
3 Change Device permissions



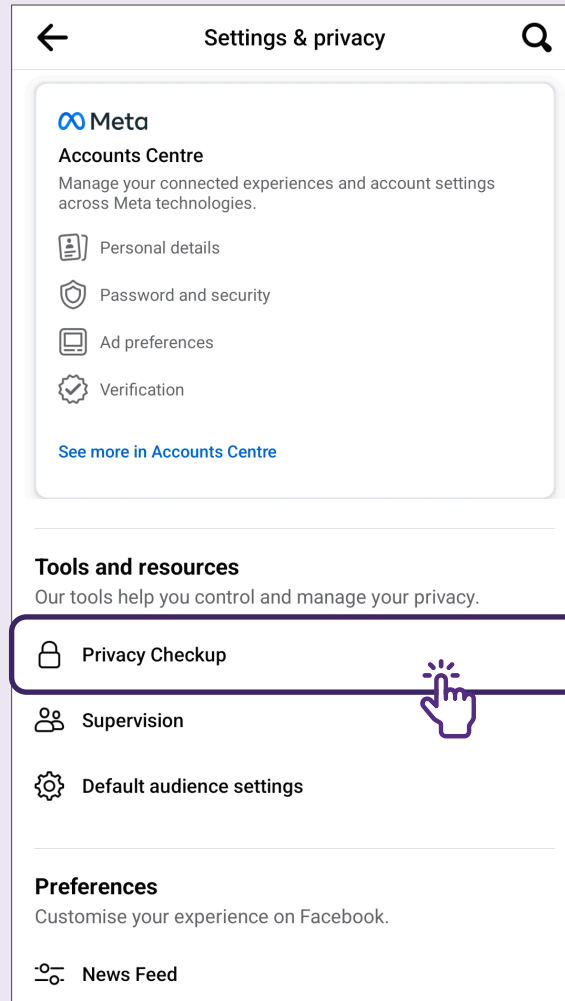
Tap on **“Device permissions”** to adjust your device's permission settings.

Manage Settings and Privacy

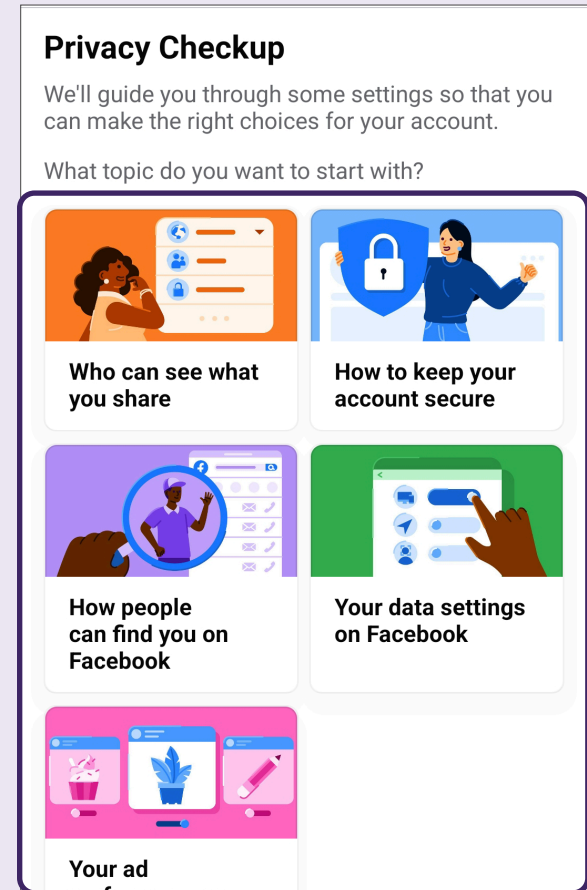
1 Tap on Settings



2 Tap on Privacy Checkup



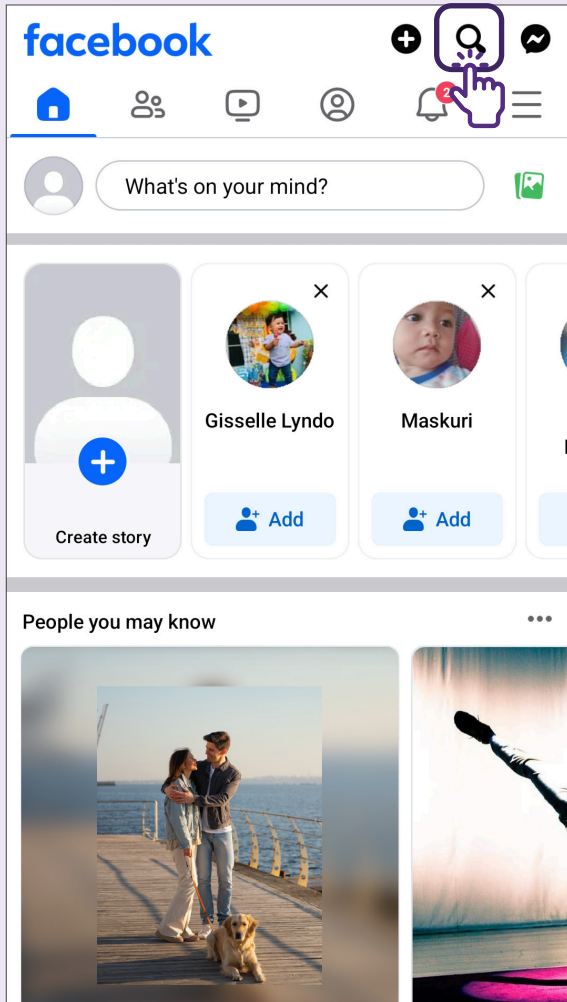
3 Adjust Your Privacy Settings



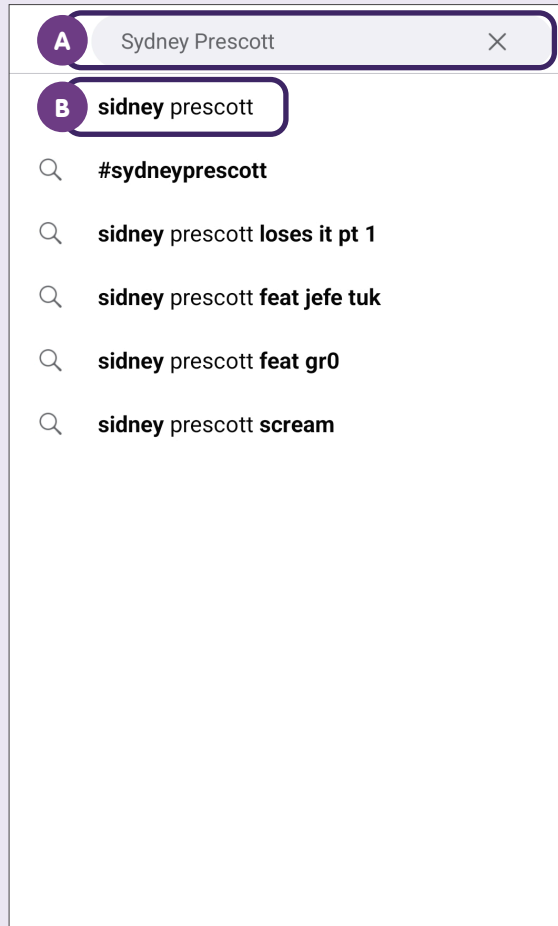
Tap on each option and follow the steps to adjust your privacy settings accordingly.

Find and Add Friends

1 Tap on Search Icon

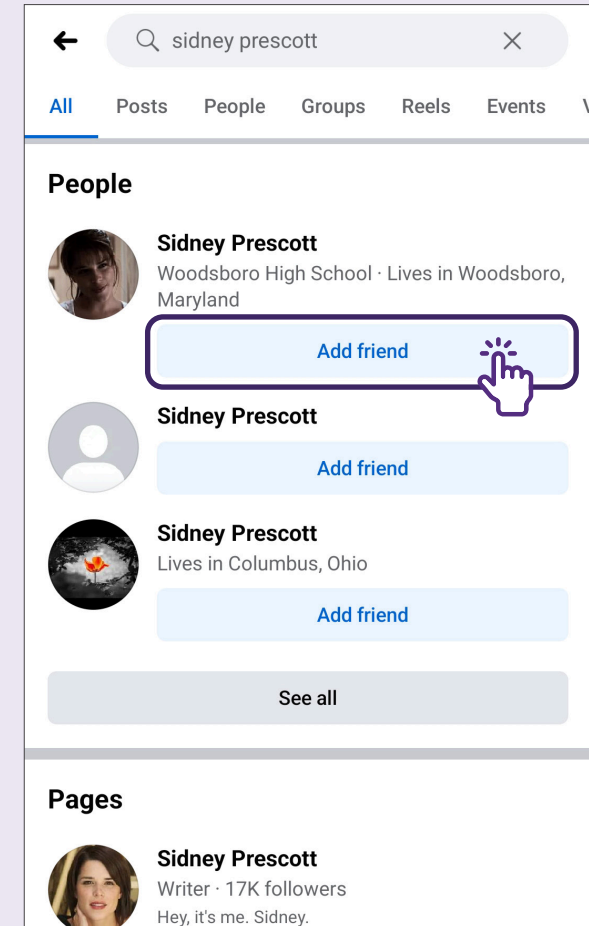


2 Search for a Friend



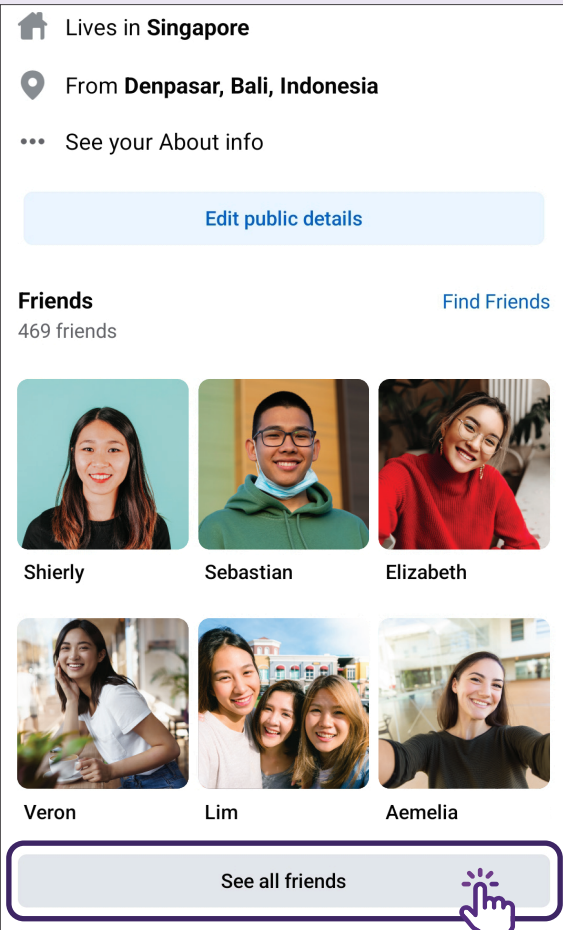
Enter a name into the search bar and tap on the name in the search field below.

3 Tap on Add friend



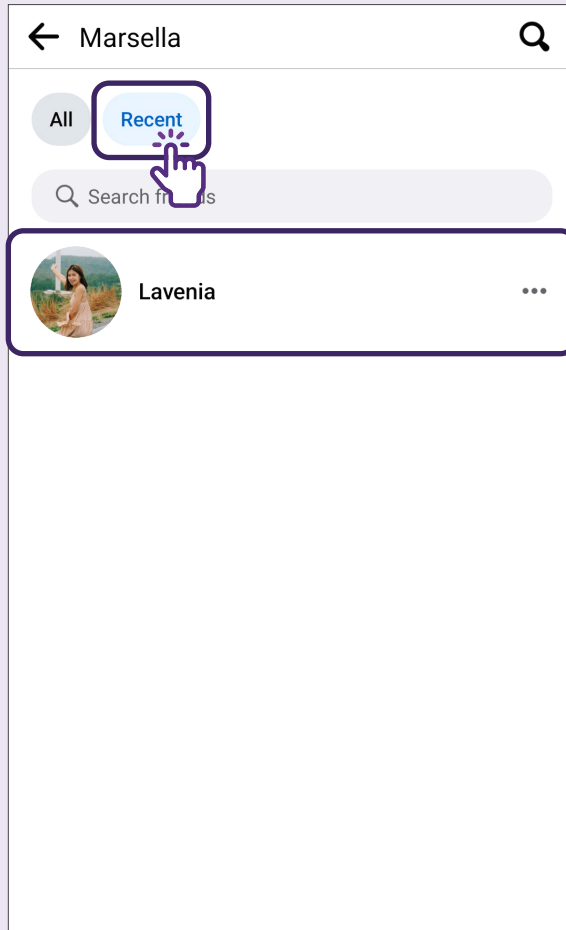
Tap on "Add friend" to send a friend request.

4 Tap on See all friends



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

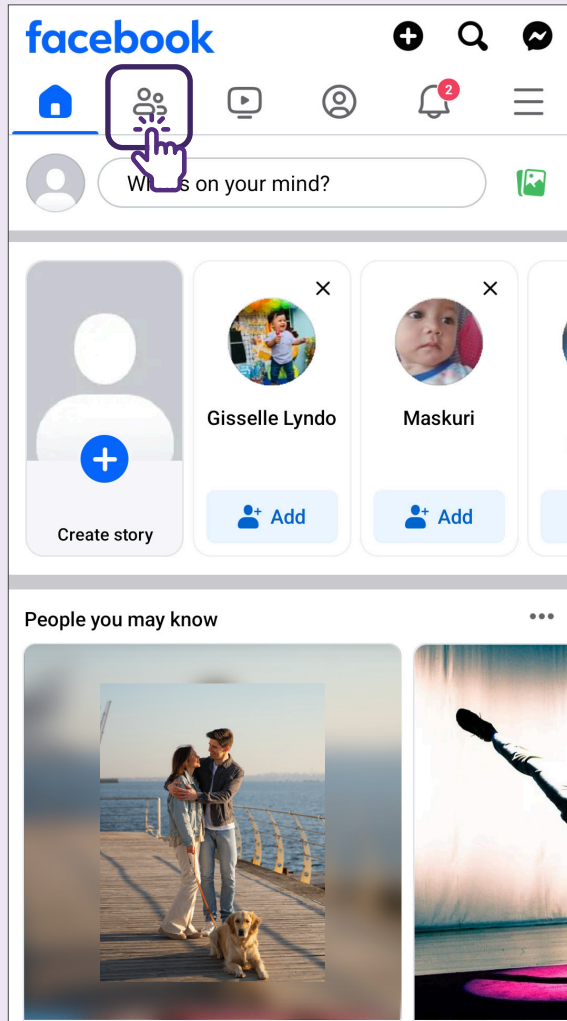
5 View Your New Friend



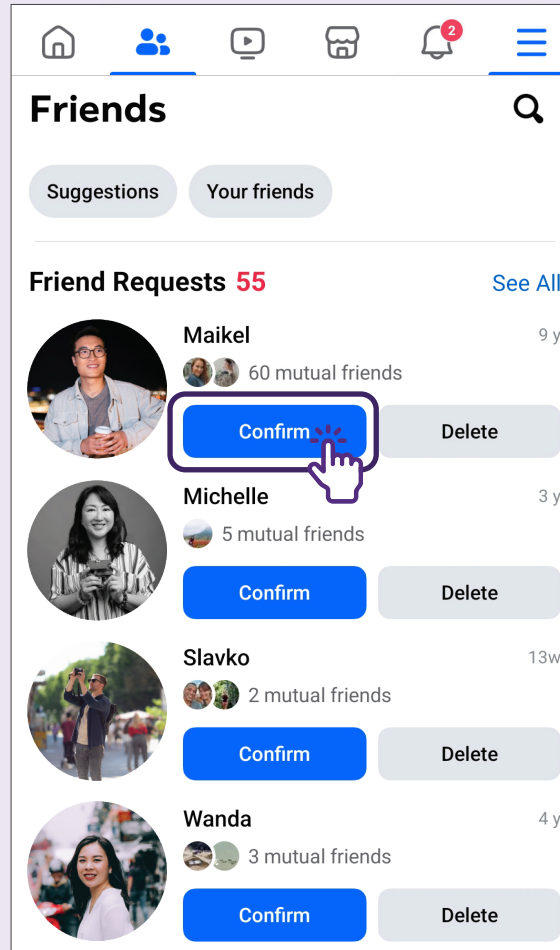
If your friend request is accepted, your new friend will be displayed on this page.

Accept and Reject Friend Requests

1 Tap on Friends Icon on the Homepage

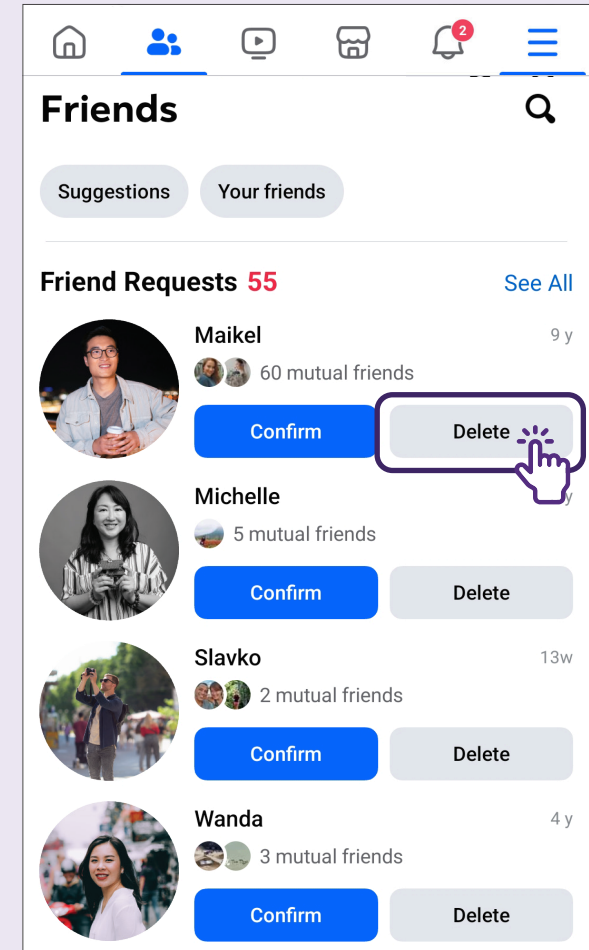


2 Accept Friend Request



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

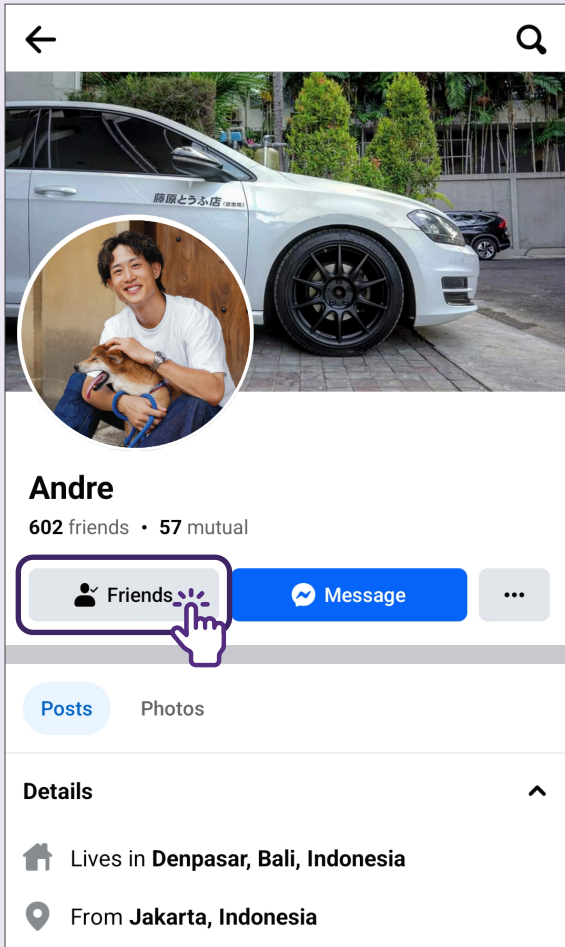
3 Reject Friend Request



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

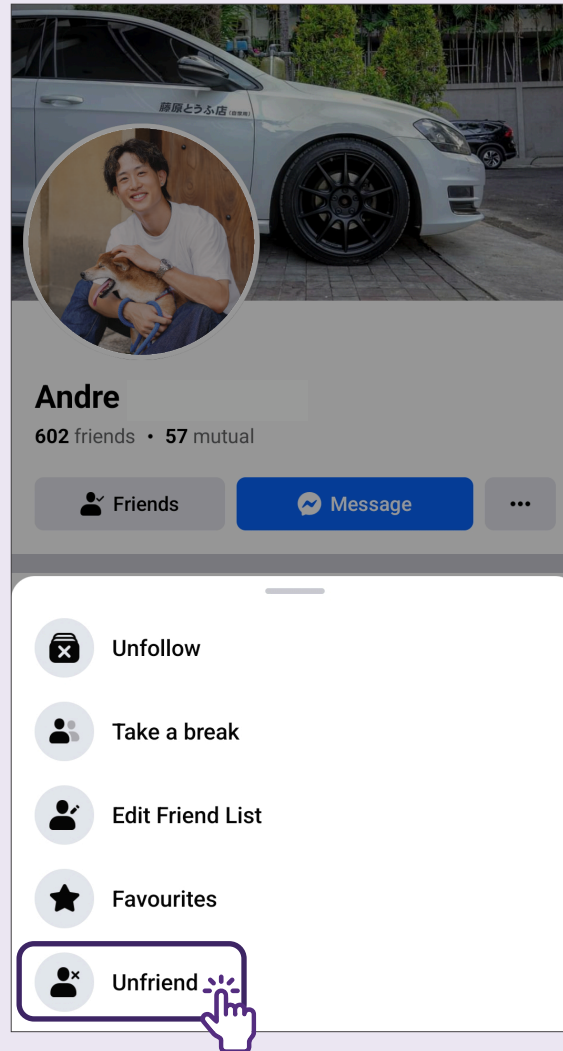
Remove a Friend

1 Access Your Friend's Profile Page



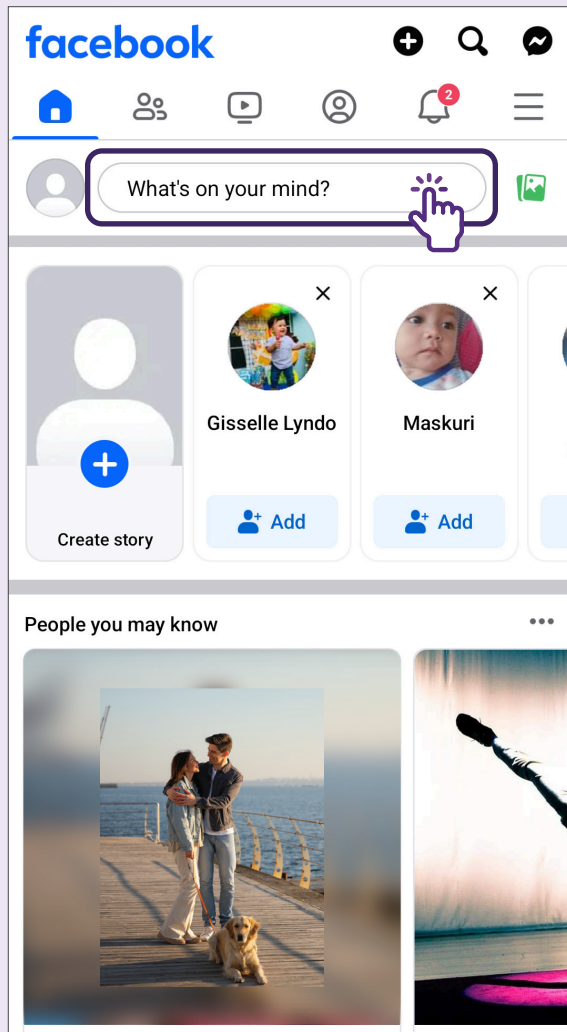
Tap on the **"Friends"** button to unfriend this person.

2 Tap on Unfriend to Confirm

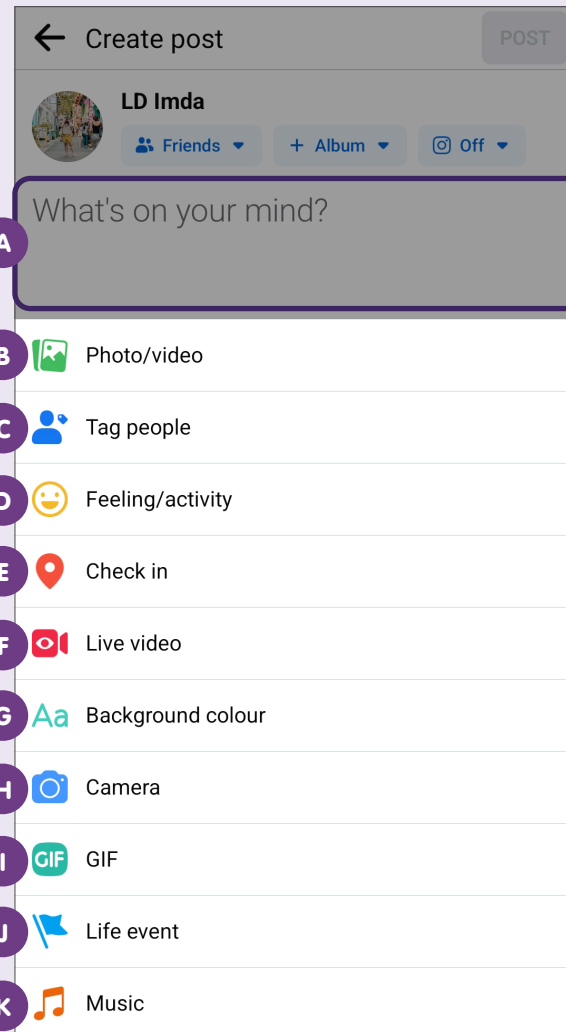


Create a Post

1 Tap on What's on your mind?

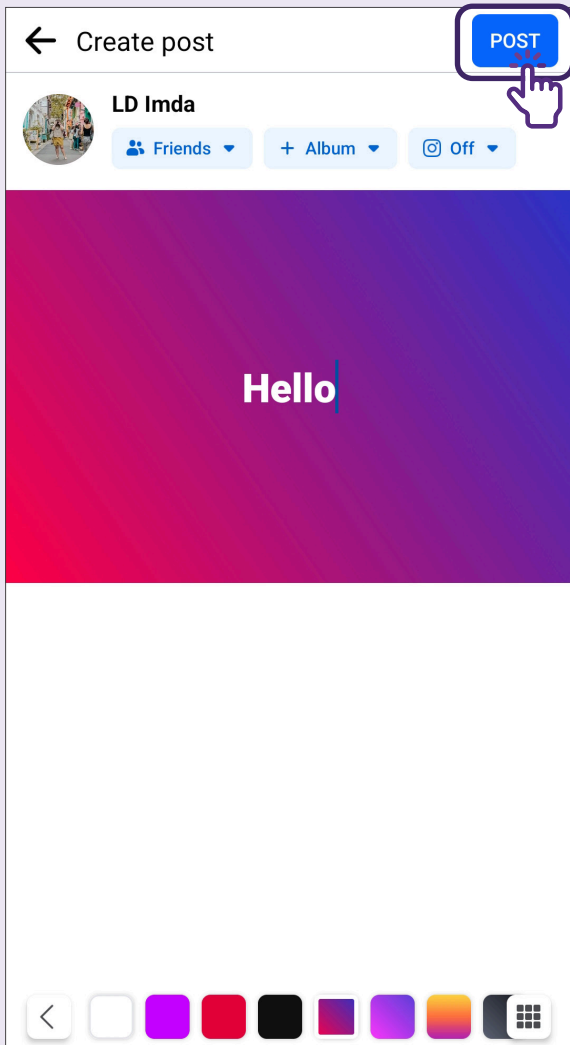


2 Create a Post

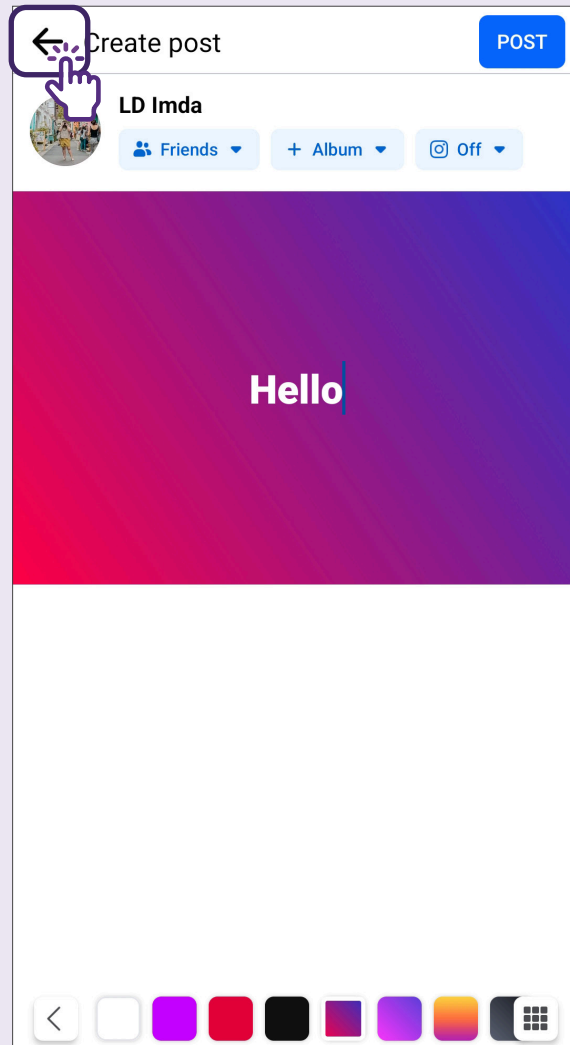


- A Input text here
- B Attach a photo or video
- C Tag a person
- D Insert your current feelings or activities
- E Add your location
- F Start a live video
- G Edit the background colour of your post
- H Take a photo or video
- I Insert a GIF
- J Share an important moment from your life
- K Share a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

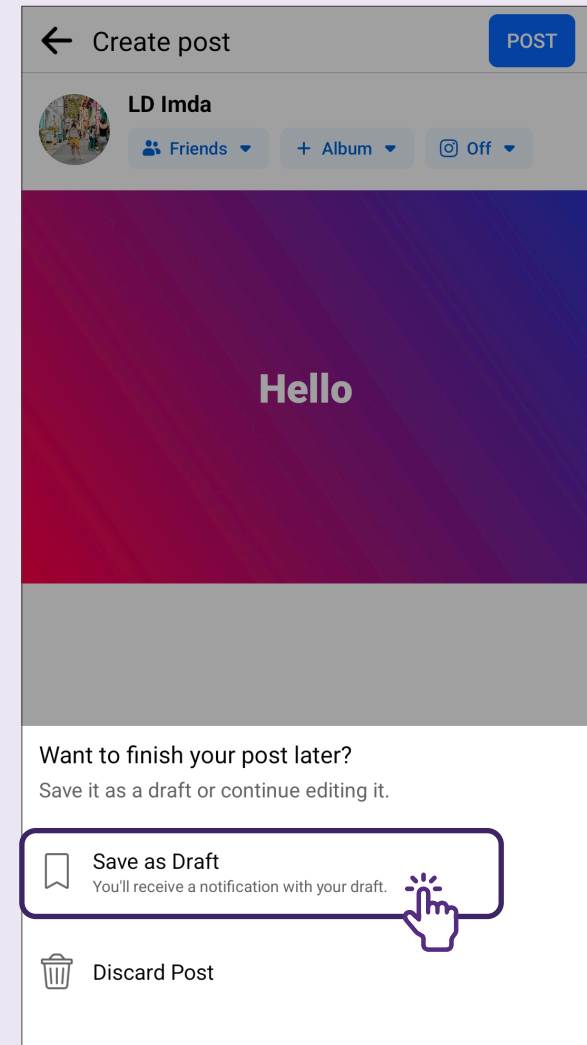
3 Tap on POST to Post Your Draft



4 Tap on ← to Save the Draft Without Posting

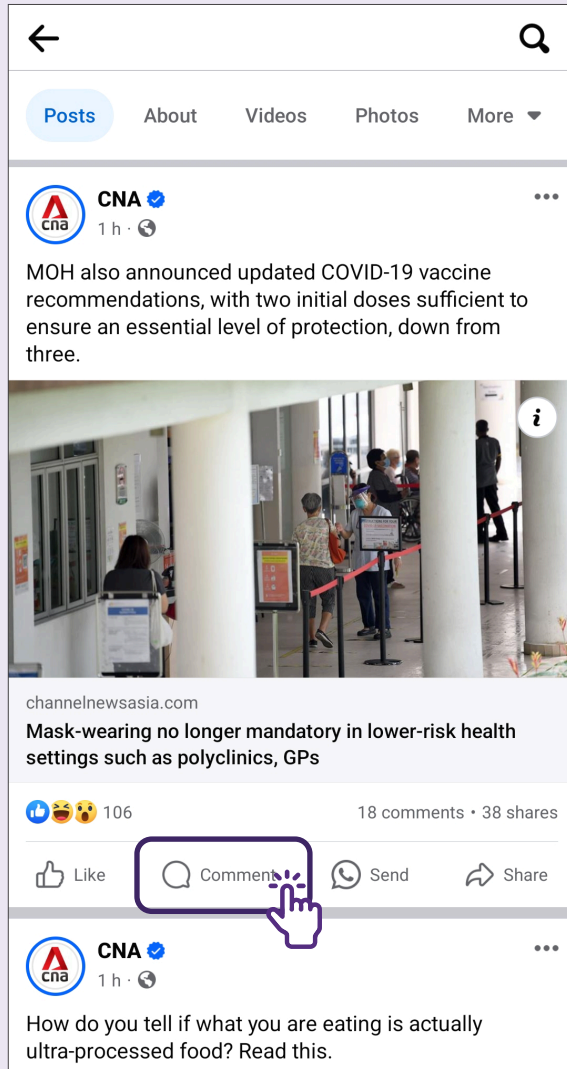


5 Confirm Save as Draft

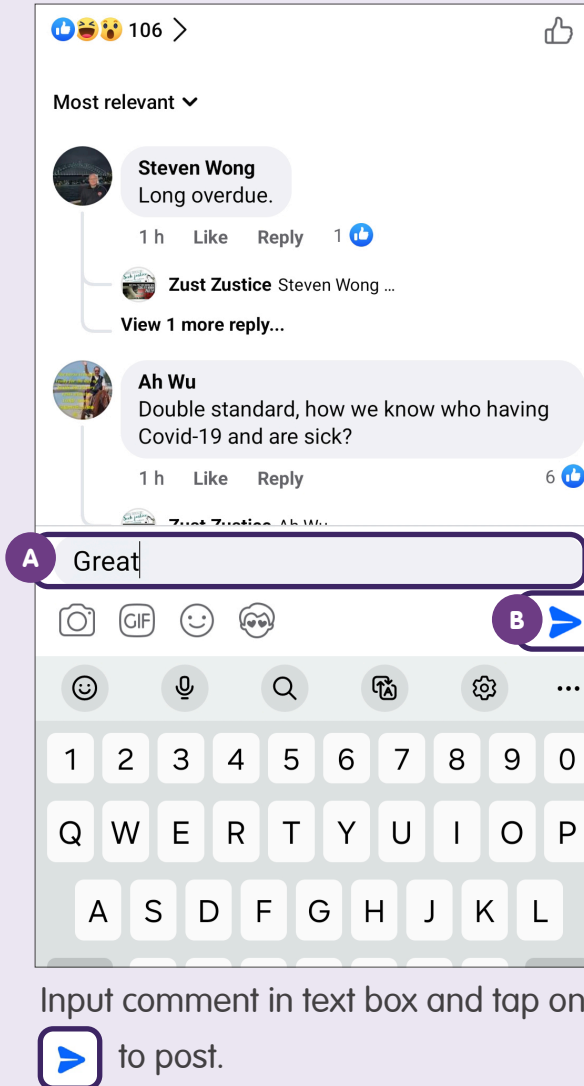


Comment on or Like a Post

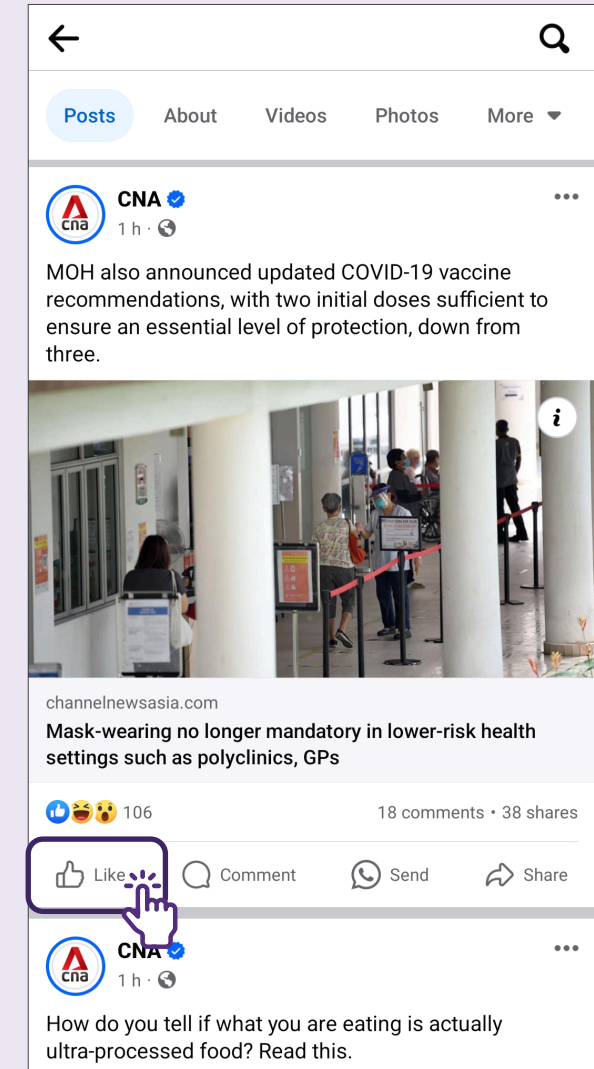
1 Tap on Comment



2 Post a Comment

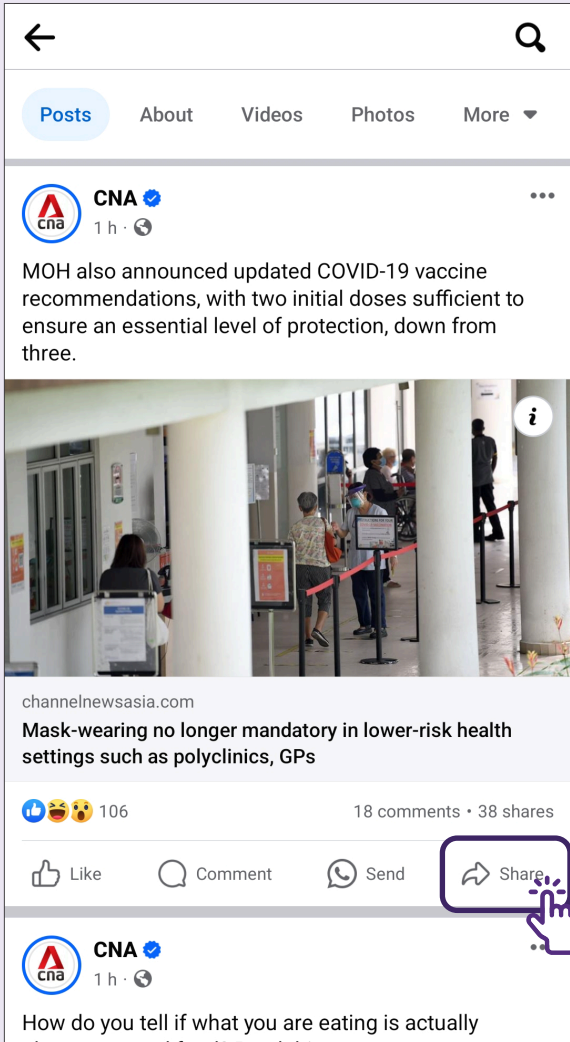


3 Like a Post

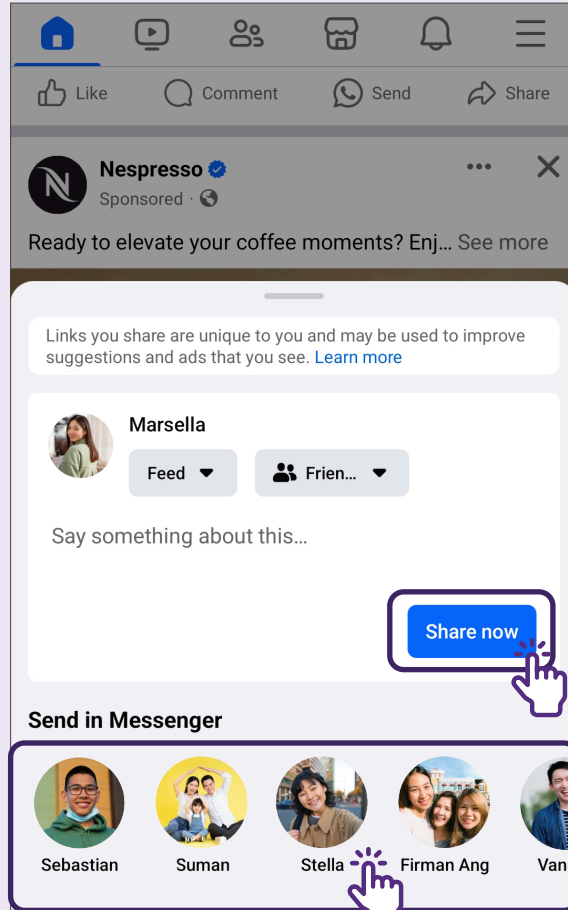


Share a Post

1 Tap on Share

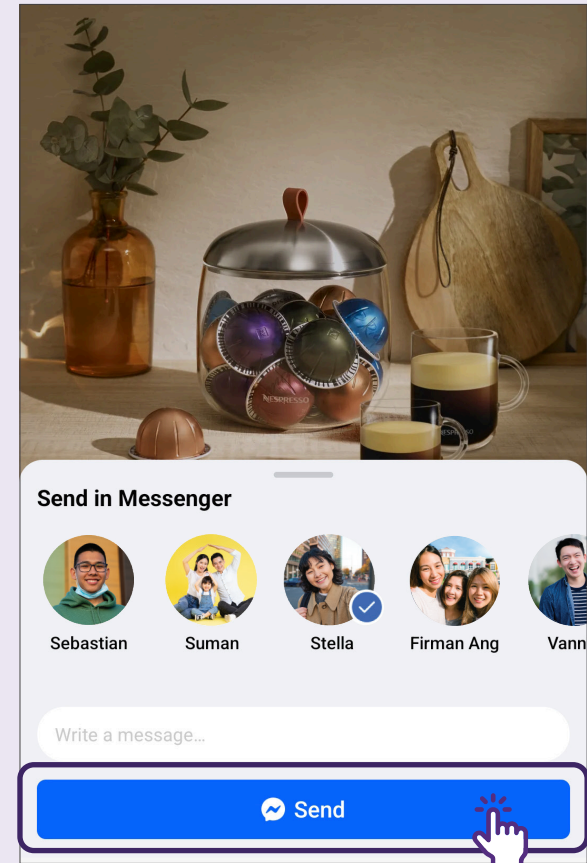


2 Share Post to Feed or with a Friend



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

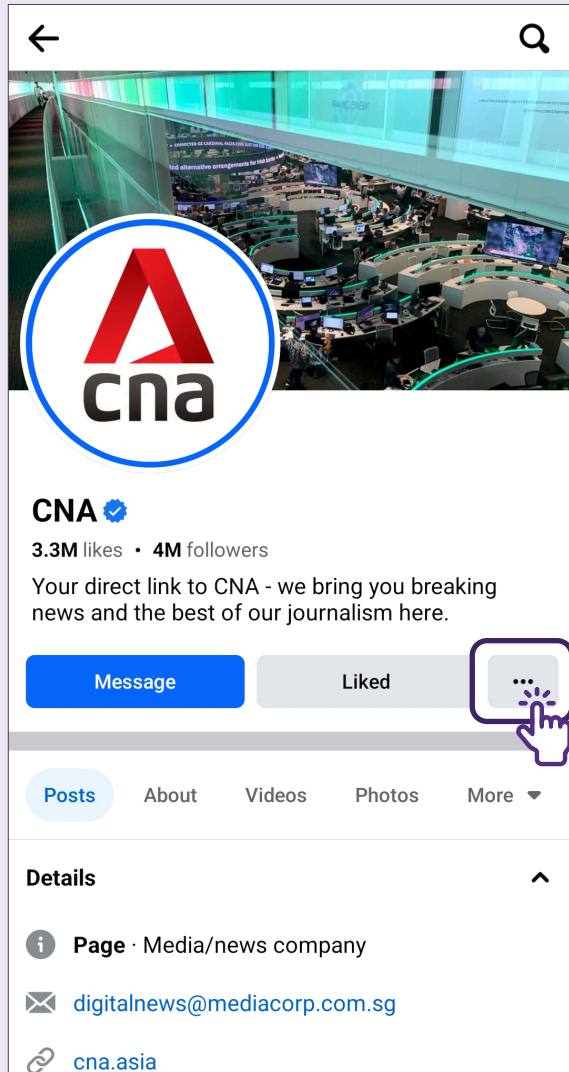
3 Tap Send to Confirm Sharing the Post with a Friend



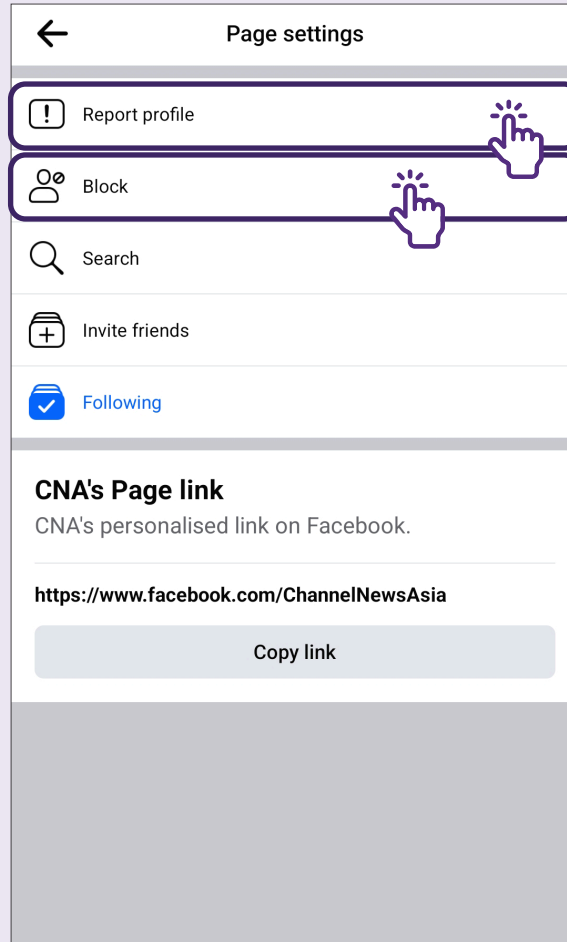
Tap on **"Send"** to share with a friend. (Messenger app required for this function.)

Block or Report a Page

1 Tap on the Menu Icon

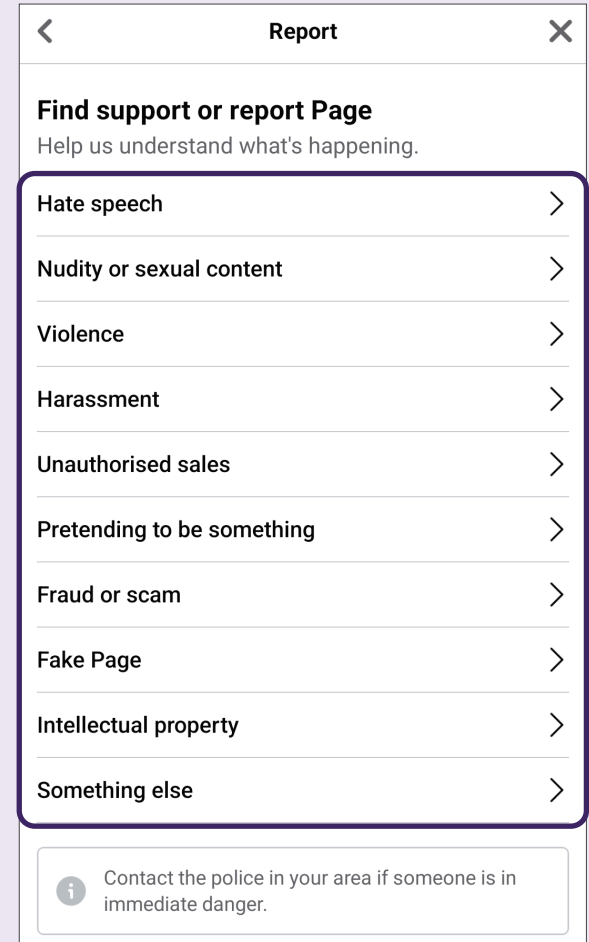


2 Block or Report Page



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

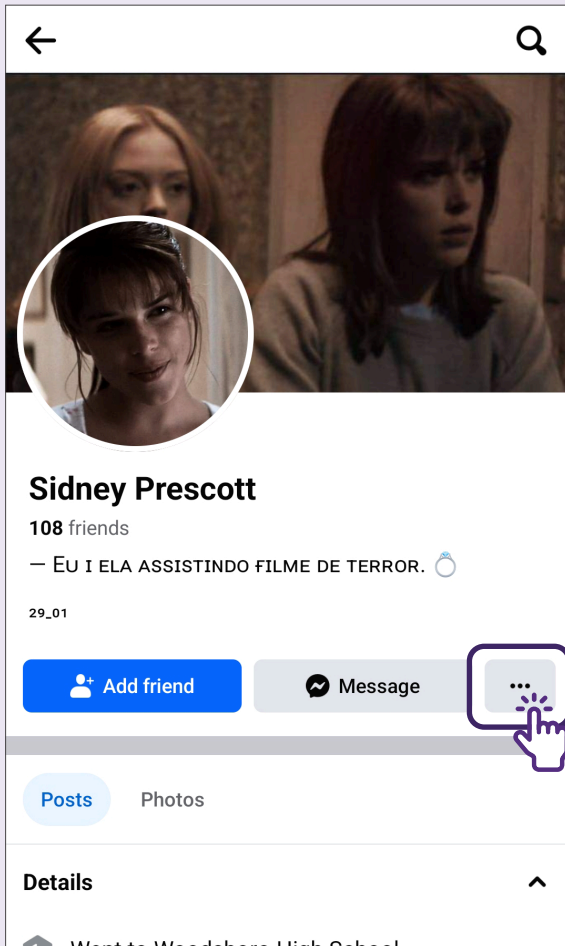
3 Report Page



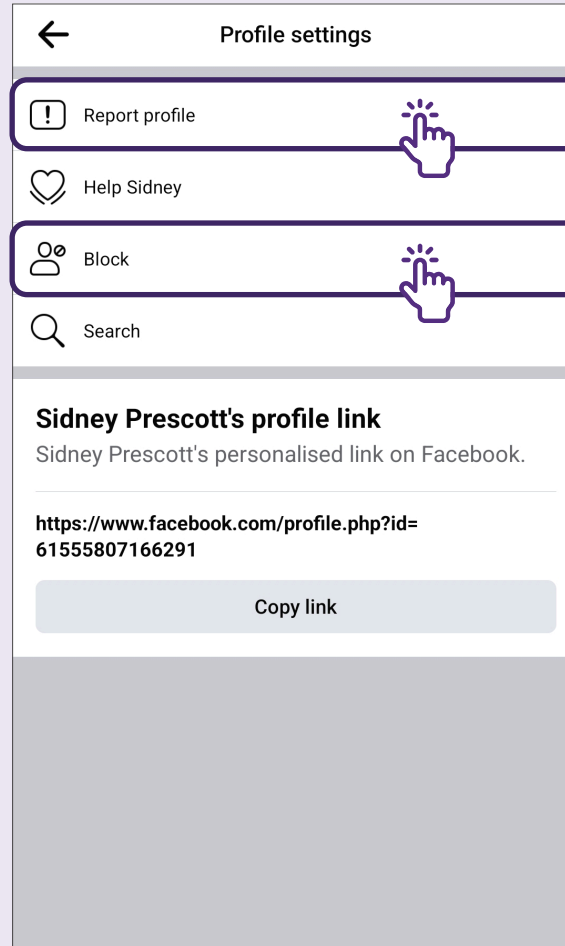
Select the option that best describes the issue to confirm reporting the page.

Block or Report a Profile

1 Tap on the Menu Icon

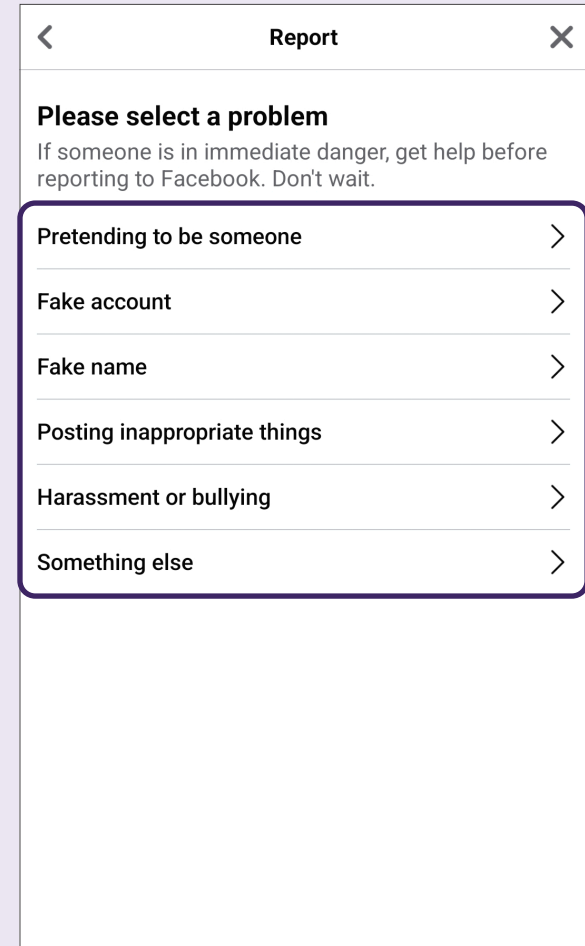


2 Block or Report Profile



Tap on **“Block”** to block the profile.
Tap on **“Report profile”** to report the profile.

3 Report Profile



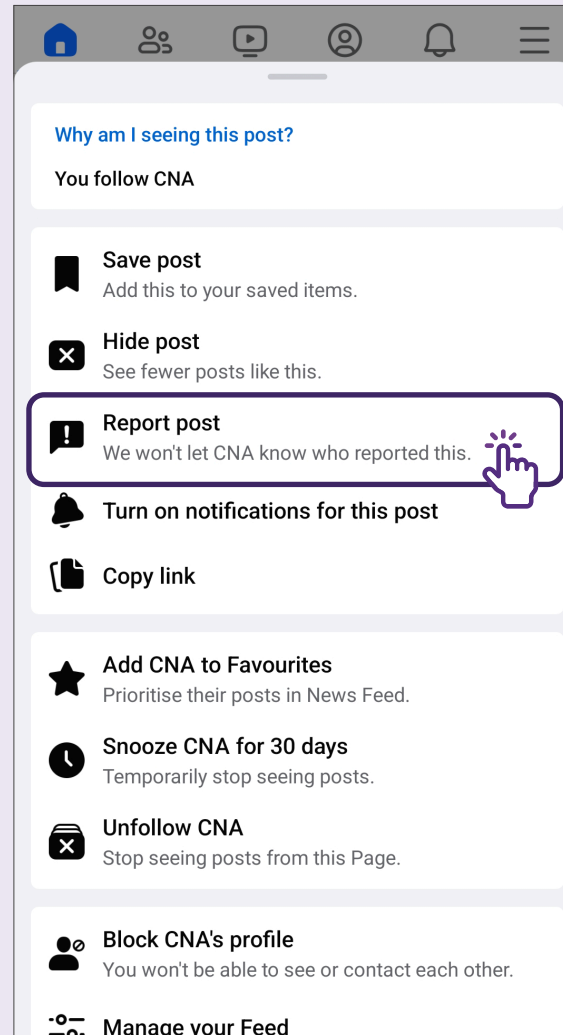
Select the option that best describes the issue to confirm reporting the profile.

Report a Post on Your Timeline

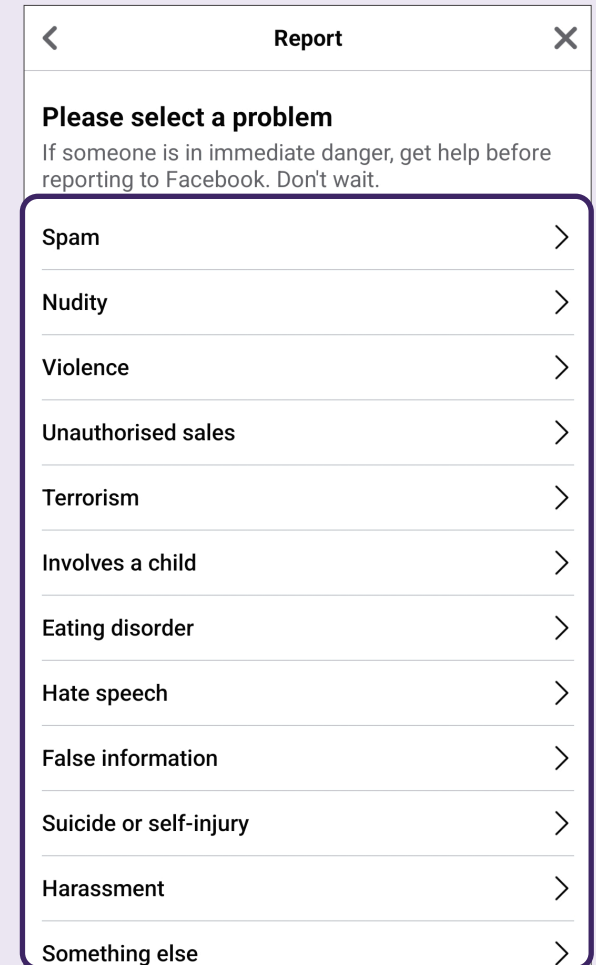
1 Tap on the Menu Icon



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

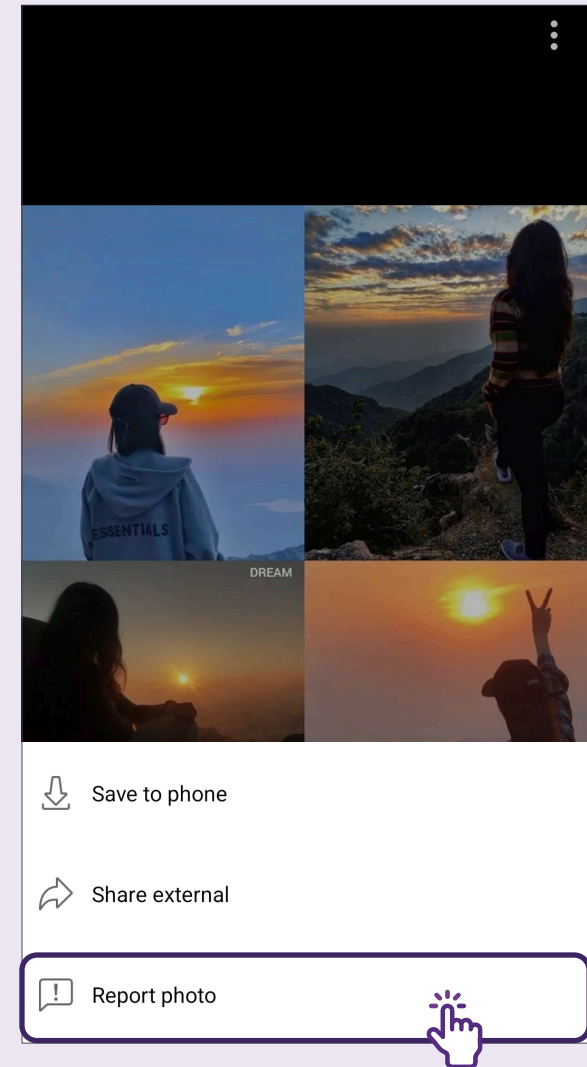
1 Tap on the Photo or Video



2 Tap on the Menu Icon

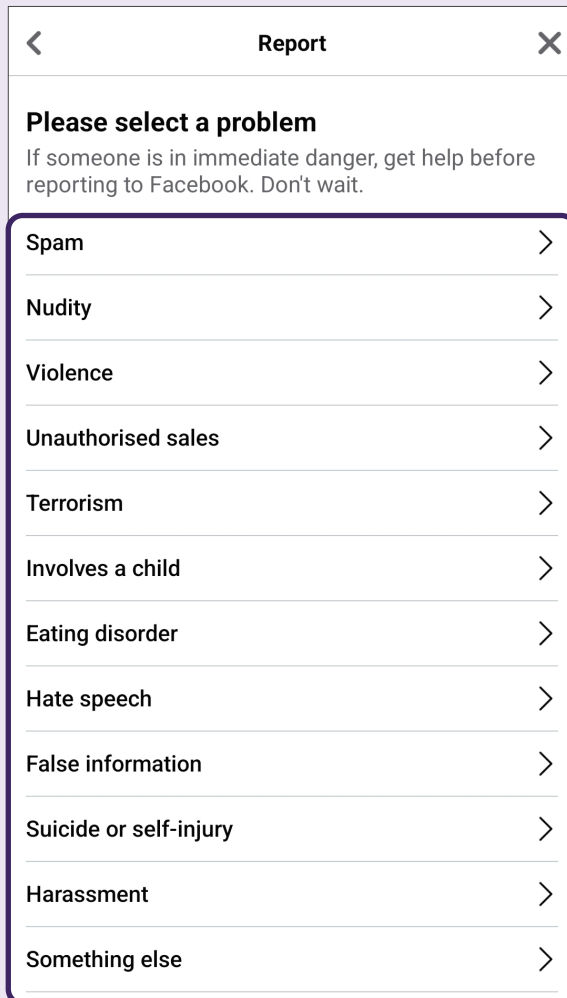


3 Report the Photo or Video



4

Select a Problem



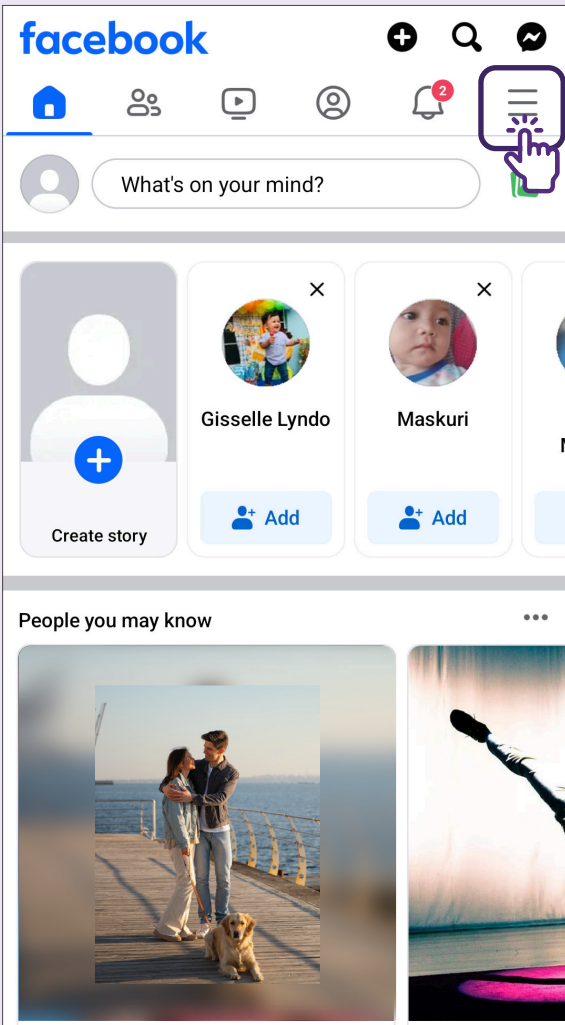
The screenshot shows a mobile interface for reporting a post. At the top, there is a back arrow, the word 'Report', and a close 'X' icon. Below this is the heading 'Please select a problem' followed by a warning: 'If someone is in immediate danger, get help before reporting to Facebook. Don't wait.' A list of 13 categories is shown, each with a right-pointing chevron. The categories are: Spam, Nudity, Violence, Unauthorised sales, Terrorism, Involves a child, Eating disorder, Hate speech, False information, Suicide or self-injury, Harassment, and Something else.

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

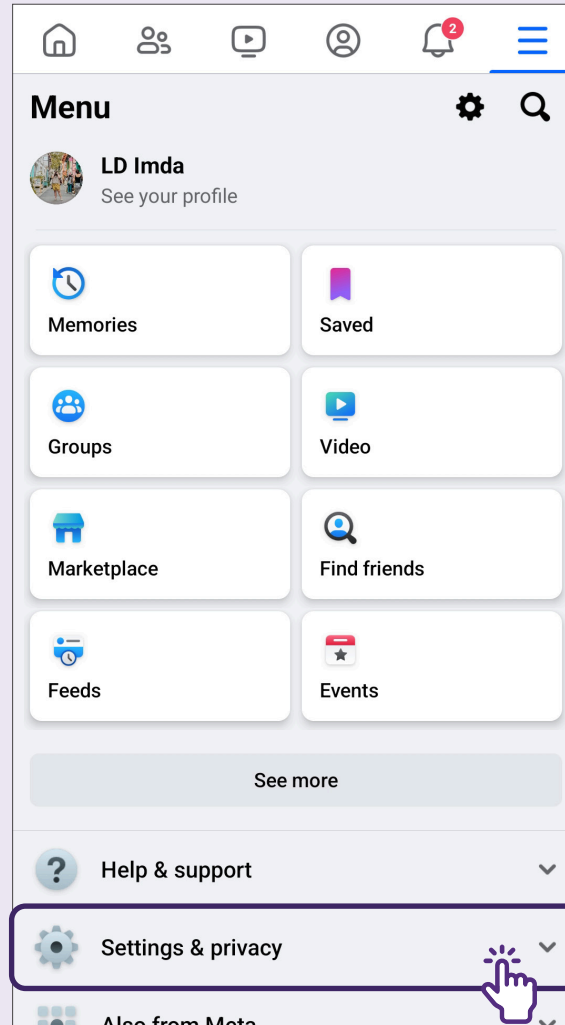
- Tap **“Report photo”** to report a photo, or tap **“Report video”** to report a video.
- Select the option that best describes the issue to confirm reporting the photo or video.

Deactivate or Delete Account

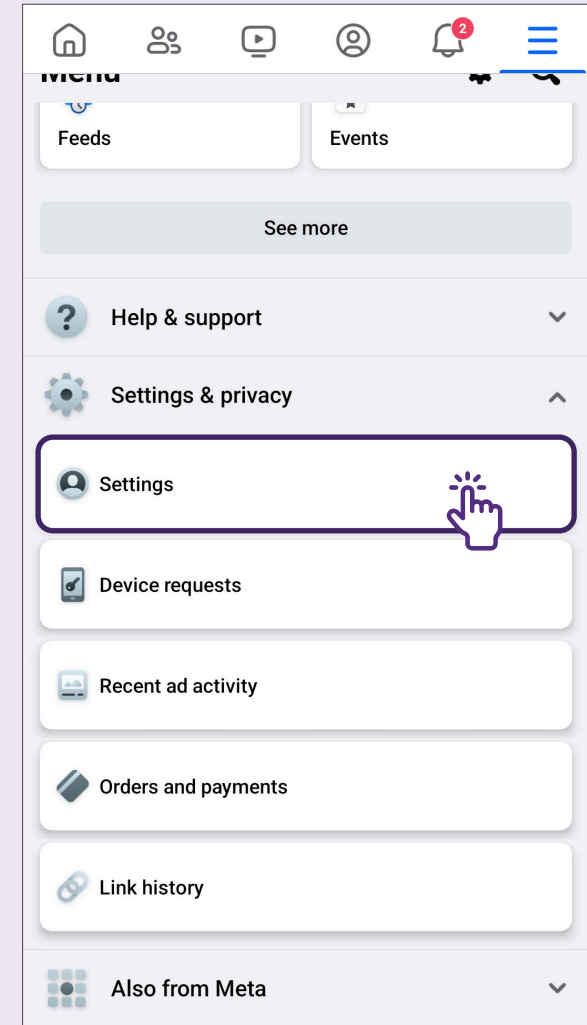
1 Tap on the Menu Icon



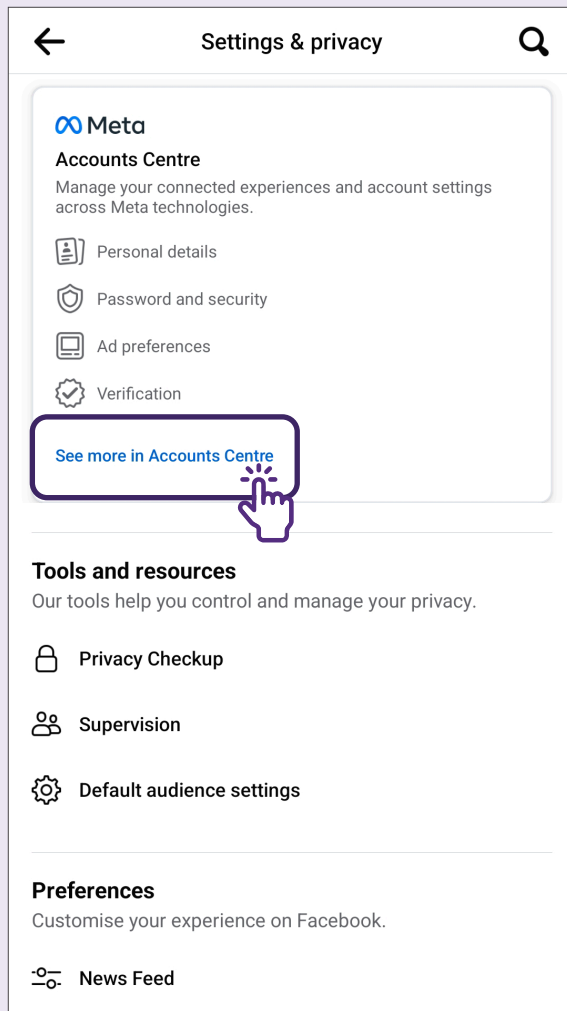
2 Tap on Settings & privacy



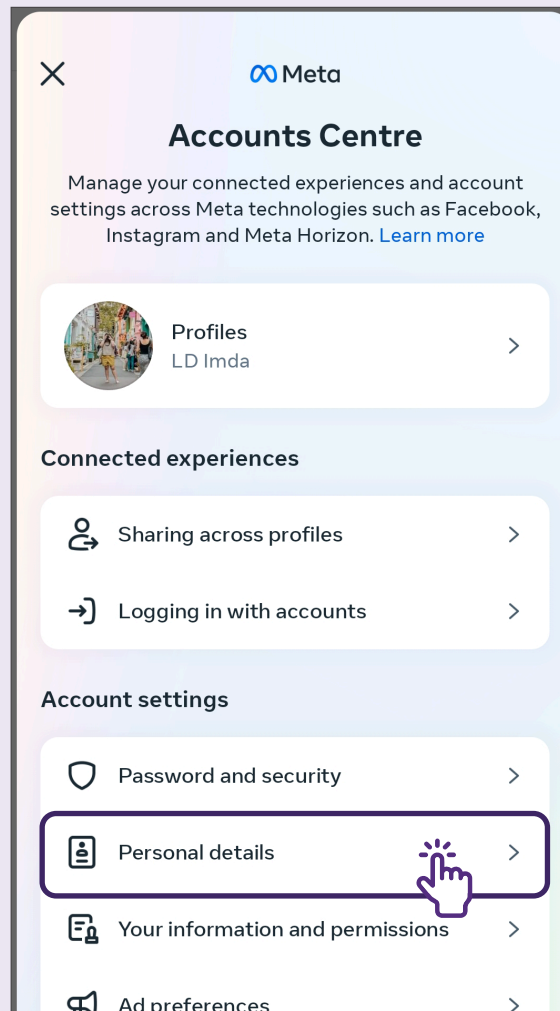
3 Tap on Settings



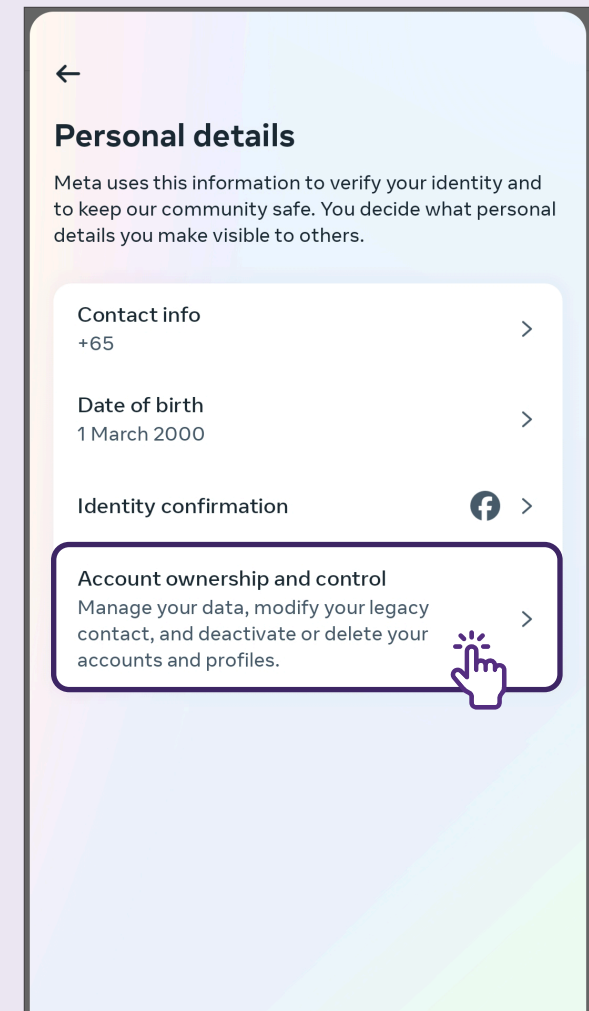
4 Tap on See more in Accounts Centre



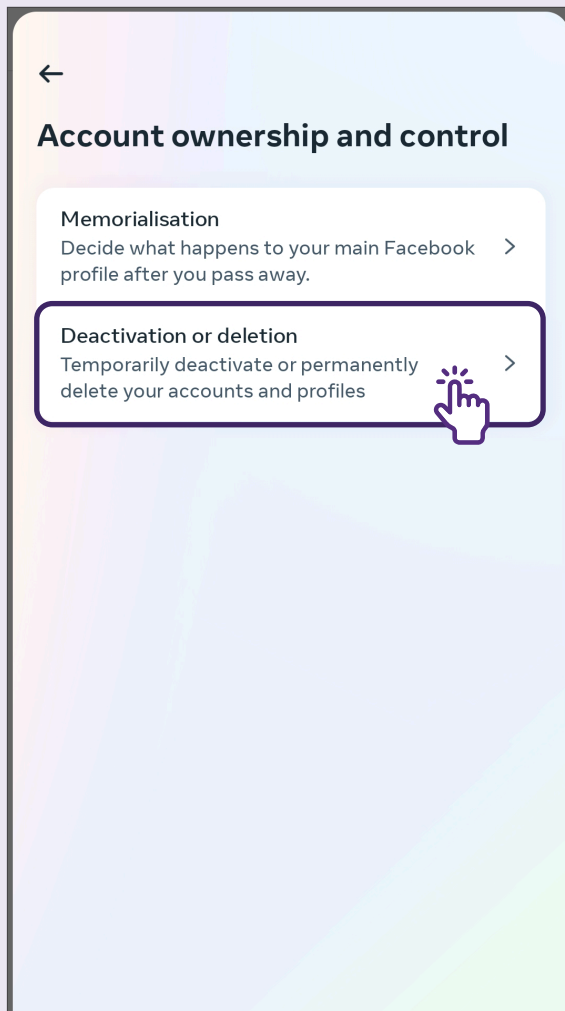
5 Tap on Personal details



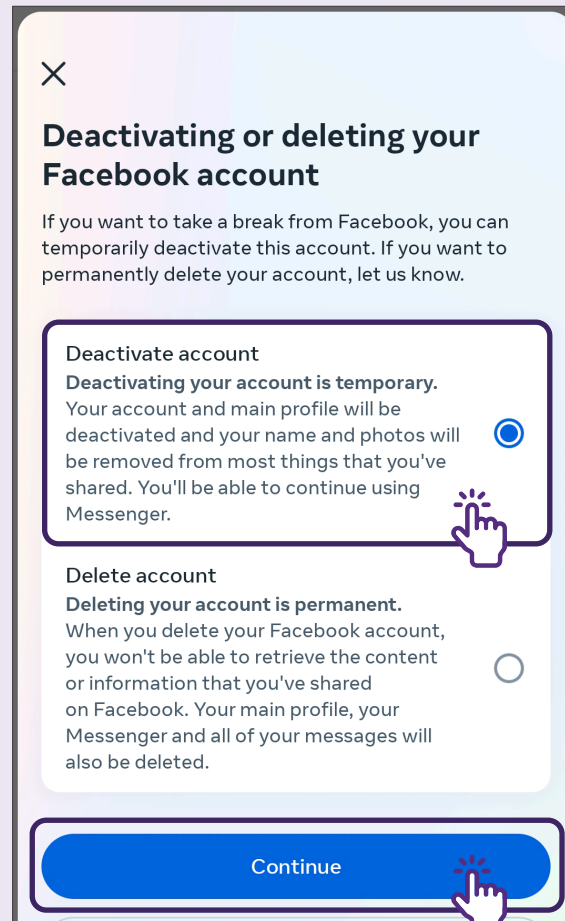
6 Tap on Account ownership and control



7 Select Deactivation or deletion

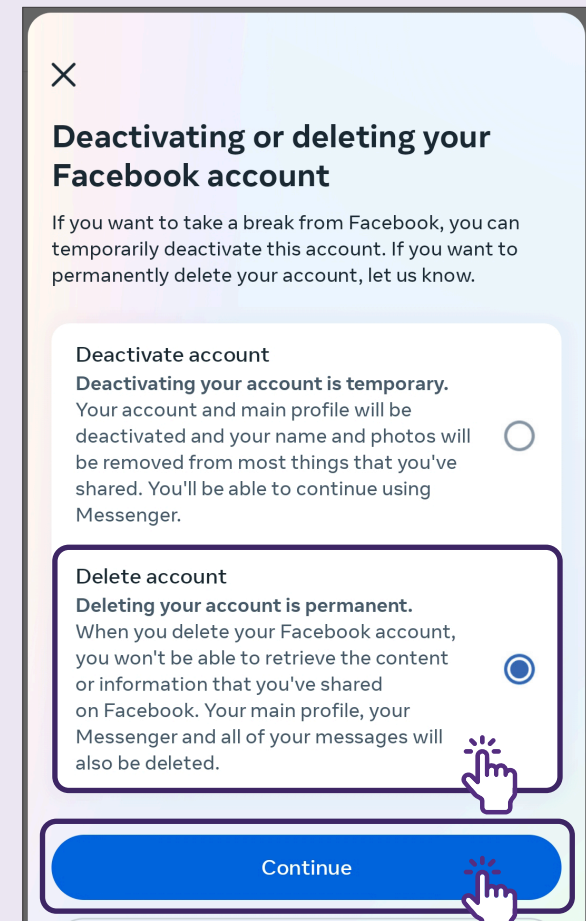


8 Deactivate Account



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.

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

IMDA Contact Centre

Hotline: +65 6377 3800

Feedback: go.gov.sg/imda-feedback

Website: digitalforlife.gov.sg



**Scan QR code to
visit the Digital for
Life Portal.**

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