

Sharing is Caring



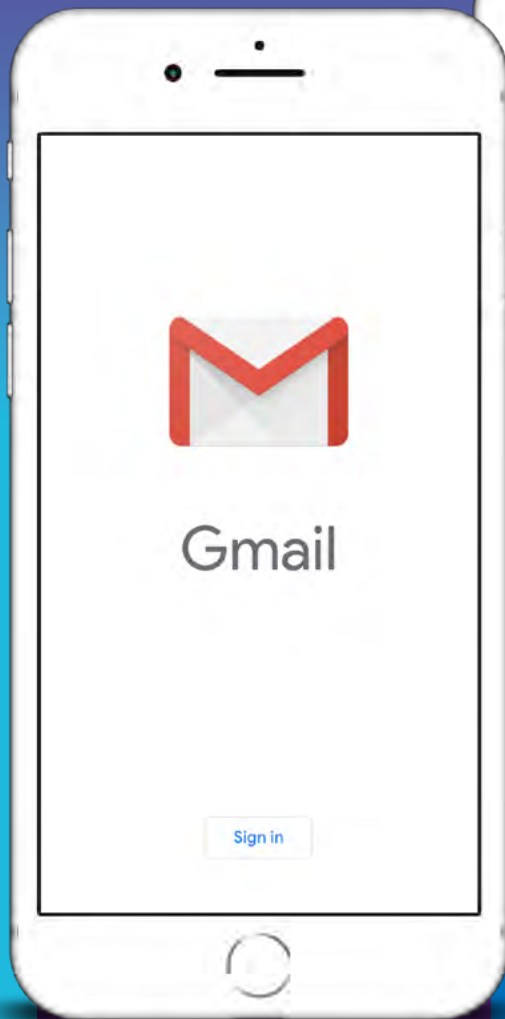
A day is full of events and adventures.
And of course, you want to **share them with the whole world!**
Sure, you know how to do that on many different platforms. But not everyone is as digi-smart as you are. So, use the information at hand to explain others in no time how to share their pictures and ideas.

#SharingIsCaring

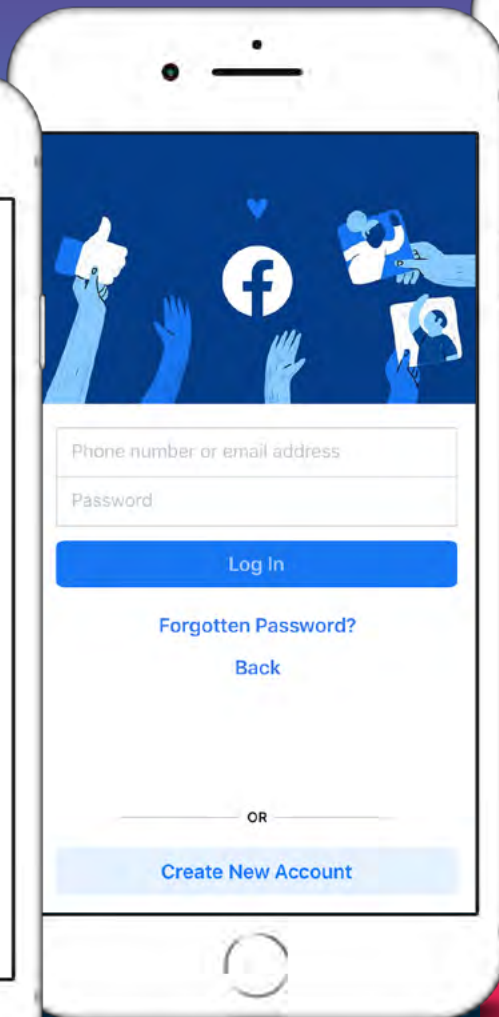
diggit

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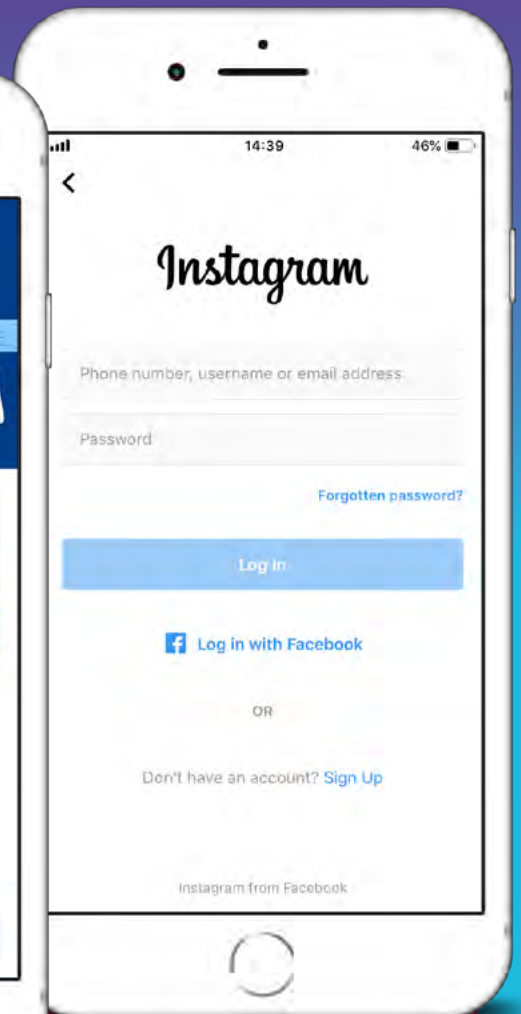
Who what where



Maybe you've heard of a carrier pigeon? Well, **e-mail's** the same, but a thousand times trendier. And much faster, of course! You use it to send **texts and images** to all kinds of people, from your friends to your boss.



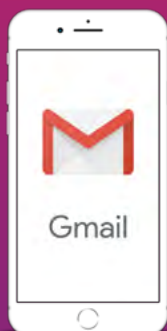
On **Facebook**, people from all over the world share **information, photos and videos** with their friends - real and virtual ones. That kind of page is also called a social network.



Instagram works Facebook alike, but **images are much more important**. You can publish comments and send private messages (DMs or direct messages to use the jargon), just like on Facebook. And stories, of course.

Getting started!

Time to share! But first you have to fix **an account**. Really easy, look (hand icon). 🙌



1	Choose your website	We go for Gmail	There's only one Facebook, so you don't have to choose	Same here
2	Enter your data	First name & name	First name, name, mobile phone number and date of birth	First name, name, mobile phone number and date of birth
3	Choose your username	Keep it simple and professional	Just your name, so others can find you	Do what you like
4	Choose a strong password	At least 8 characters	At least 8 characters	At least 6 characters
5	Click the button in the confirmation mail	Just click	Come on, let's move it	You want this, really really badly!

Gmail is "hot"

You could go for Hotmail, Yahoo, Thunderbird... if you want!

The name game

You have to **carefully choose the name** for your account. Or how would you feel, if someone asked you your mail address in 10 years' time and you had to answer HarryStylesFan568@gmail.com.

"Strong" password?

No, a strong password really didn't Crossfit or anything. It's a **combination of numbers, letters and special characters** that's not easy to guess or trace. Go to our **internet security module** to learn more.

Off you go mailing, Facebooking and Instagramming!

When?

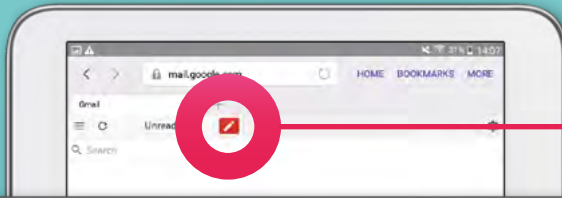
All set! You now have your Instagram, Facebook and Gmail account.
But **which one to use when?**

You can't go wrong using this handy checklist.

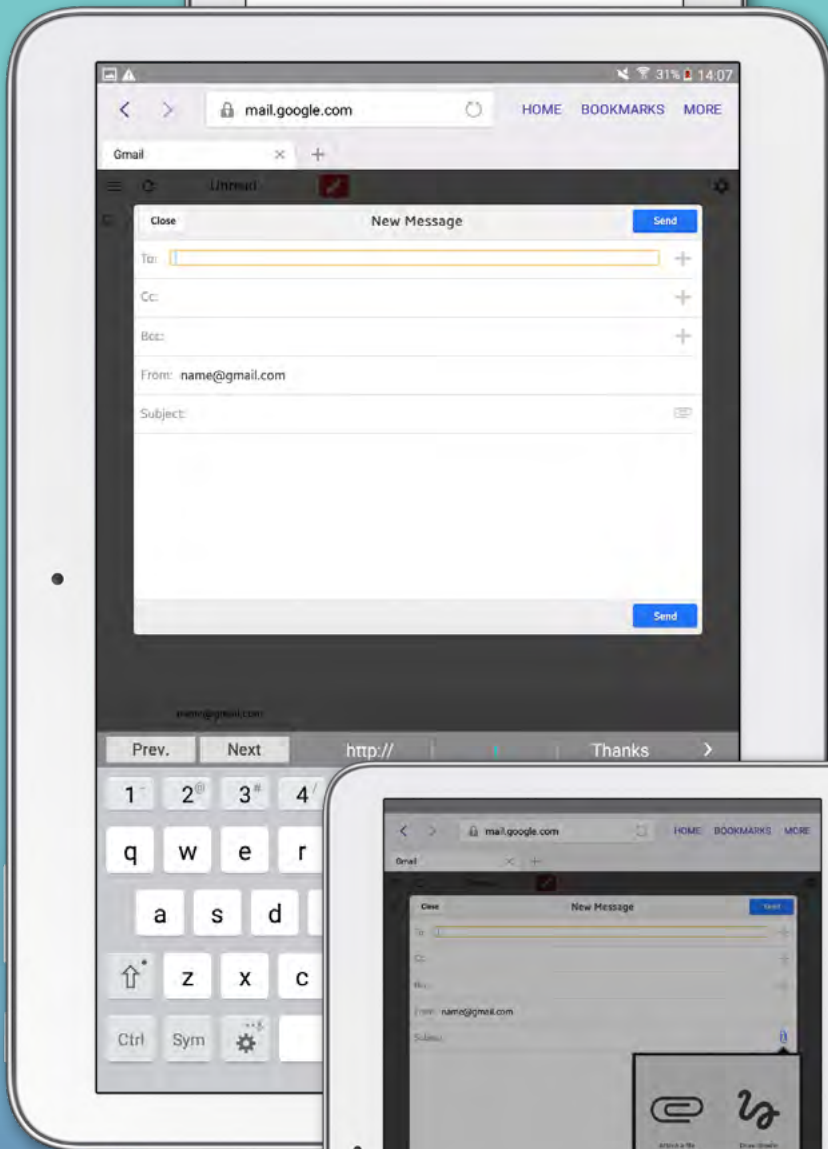
Here's what I want to share:	With...	E-mail	Facebook	Instagram
An announcement, message or question	Friends, family, business contacts, etc.	✘		
An announcement, message or question	Friends and family		✘	
How I feel	Friends and family	✘	✘	✘
A hilarious joke	Friends and family		✘	
Nice pictures	The organiser of a photo contest	✘		
Nice pictures	Friends and family		✘	✘
A self-made video	Friends and family		✘	✘
A video I found online	Friends and family		✘	



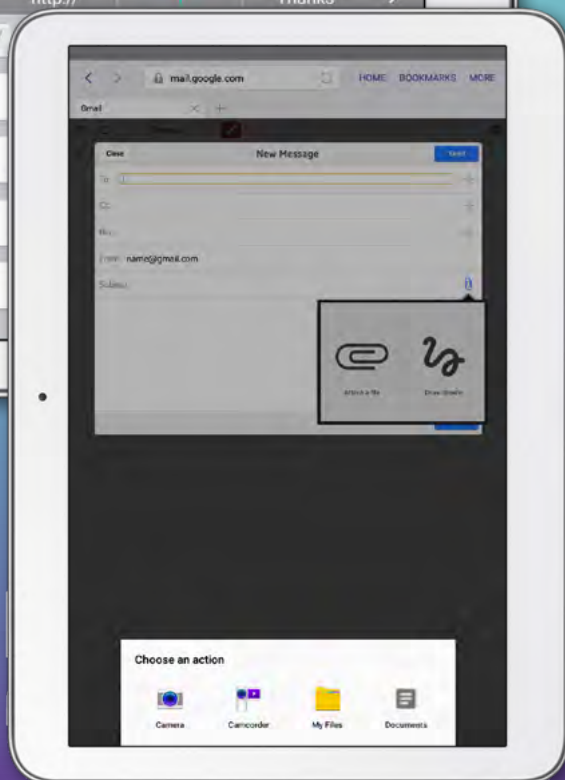
Create an e-mail



Click **'Compose'**.
Here's what you'll see:



- Enter the recipient in the field **'To'**.
- Put a clear title for your e-mail in the field **'Subject'**.
- In the big white area, you can write your e-mail.
- Ready? Click **'Send'**.
- You can also send an e-mail to **several people at the same time!**
Just add addresses in 'To'.
- 'Cc' is for people who need to see the e-mail but don't necessarily have to answer, and 'Bcc' is for people who can read your mail in secret (they are invisible to the recipient).



Attachments

Would you like to **send a photo or document?**
Then click on the paper clip at the bottom and choose your file. Careful: don't send anything too private or shocking.

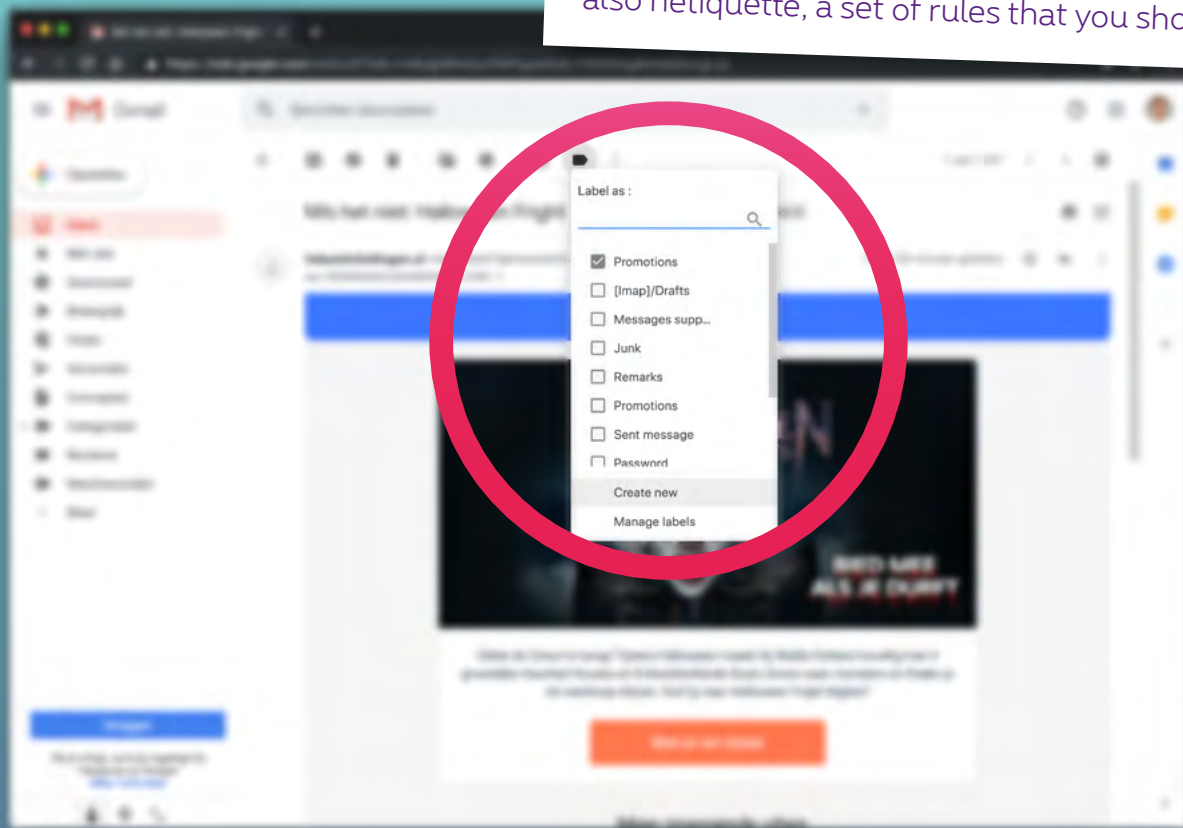


You've got mail!

Once you've started sending e-mails you will soon start receiving them. You can **label** the e-mails you receive to easily find them.

Know who you're writing to

Whether you're writing an e-mail, on Facebook or on Instagram, you should always know who you're writing to. In e-mails, you really don't have to write "Dear ..." all the time, and even on Instagram, you don't have to tell your bank advisor "What's up fam?". Online, there is also netiquette, a set of rules that you should stick to.



- First, click on **the label icon**.
- A menu opens in which you can **select a label** for your incoming mail. Here, you can also **create a new label** or **manage your labels**.
- Now choose the right label and done! Nice and neat!

I want to be informed...

On the internet you are often asked to register for **newsletters**. Only do so if you're really interested in the subject - so Yes to cat photos, No to boring news for grown-ups. Tired of getting the newsletter? Then you can always click "unsubscribe" at the bottom of the mail.

Who's that!?

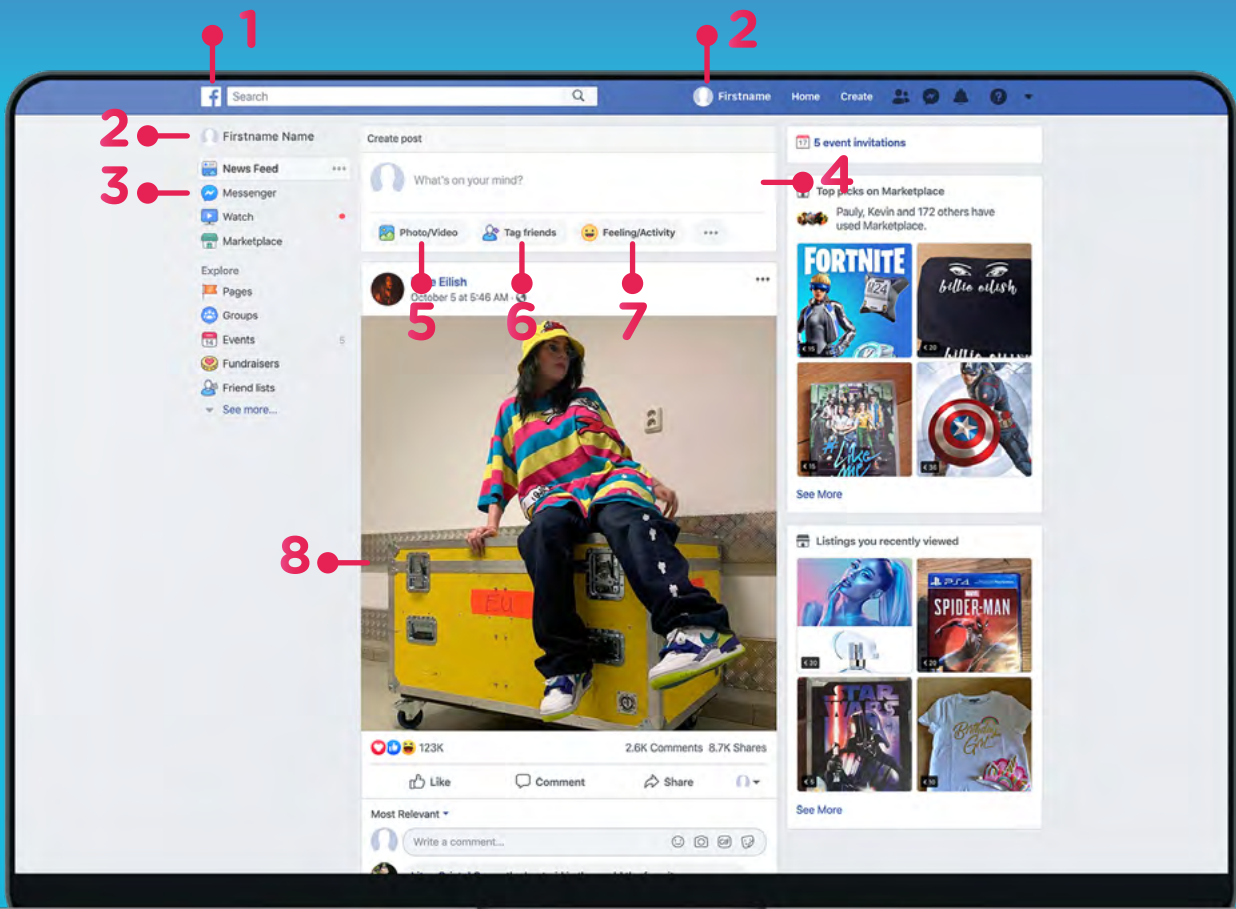
Did you get an e-mail from an **unknown address** or with a **strange subject**? Don't open it, it can be dangerous! And, of course, never give away your mail address, home address or mobile number to people you don't know (well enough).

Facebook posts

Right, mailing no longer holds any secrets; time for a new challenge!
Let's get that **Facebook** thing sorted out!

You created your account earlier, so now all you have to do is log in.
If you remember your password, duh! 🤪

This is what your **timeline** looks like:

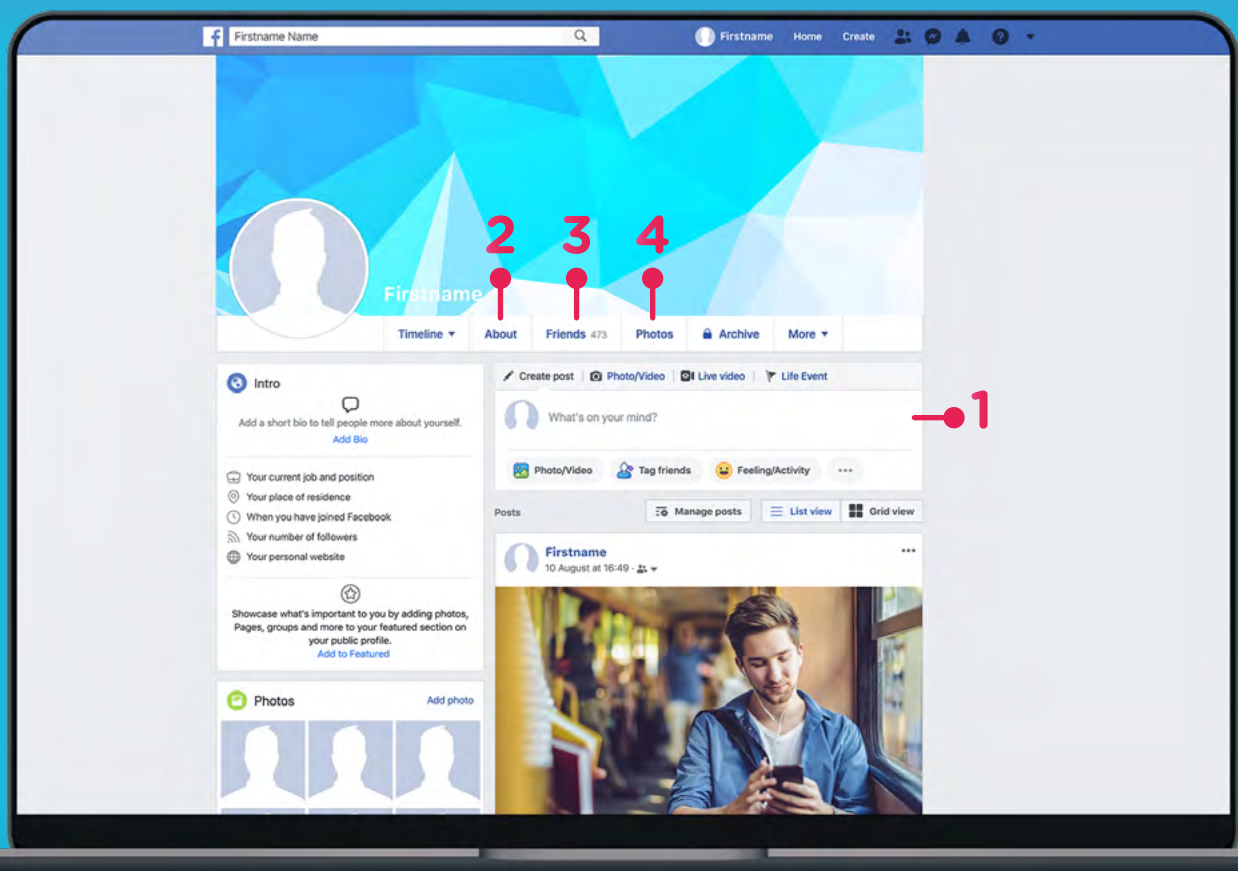


- 1 Here you can open the **home page**.
- 2 This is where you get to **your profile**.
- 3 Via Messenger you can have **private conversations** with your friends (chat for the WizzKids!).
- 4 **Write messages** that your friends can read.
- 5 Add **photos or videos** to your message.
- 6 This allows you to **tag friends**, of course if they agree, e.g. if you've been out together.
- 7 Express **how you feel**: happy, angry...
- 8 Your timeline has all **messages from friends or groups and pages** you follow. Scroll down to see them.

And off you go! 👍

Your own profile on Facebook

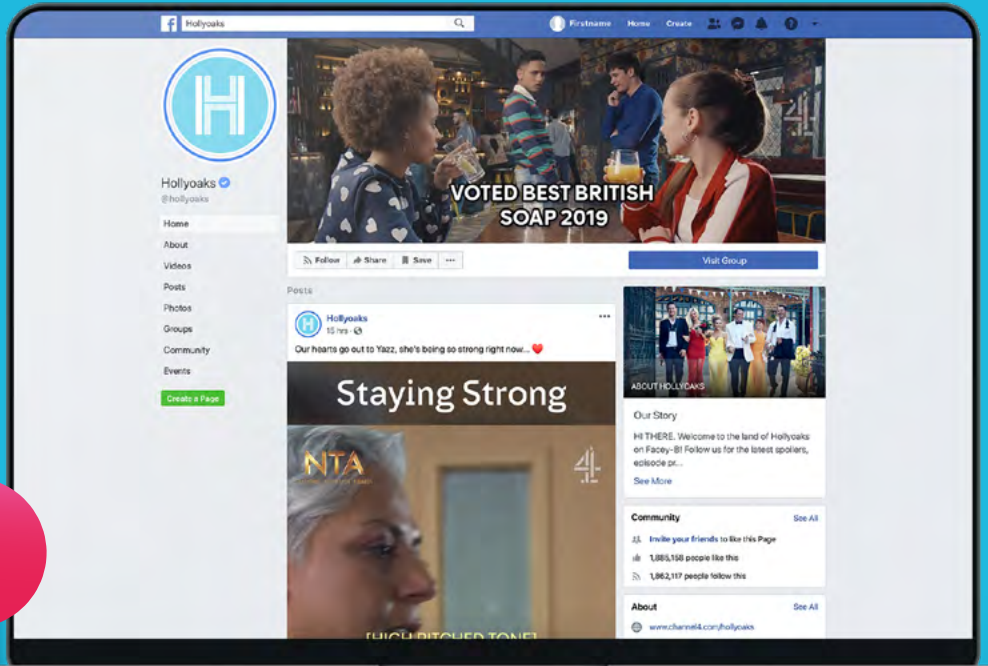
This is what your **profile** looks like:



- 1 On your timeline, you and your friends can **post all kinds of stuff**. A post also appears when you publish a picture, for example. Your friends can add comments or likes.
- 2 Here's the **personal info** you want to share.
- 3 On this page you will see **all your real and virtual friends** on Facebook.
- 4 This is where all **your photos** are stored.

Other Facebook pages

Did you know you can do more on Facebook than sharing with friends? You can also **follow companies, brands and celebrities?** You knew that, of course, but spread the word! Just enter 'Hollyoaks' or 'Dan and Phil' in the search bar and then click **Follow**.



Careful

Do you play Farmville or do you want to test which Kardashian sister you look like the most? Then you may be asked to install an app. Don't do that unless you're 100% sure you want to!

The emoji test!

Do you know what every emoji on Facebook stands for?



- A** I like this
- B** This makes me angry
- C** I'm utterly surprised
- D** This is really great
- E** This makes me sad
- F** This has me roaring with laughter

Get started with Instagram

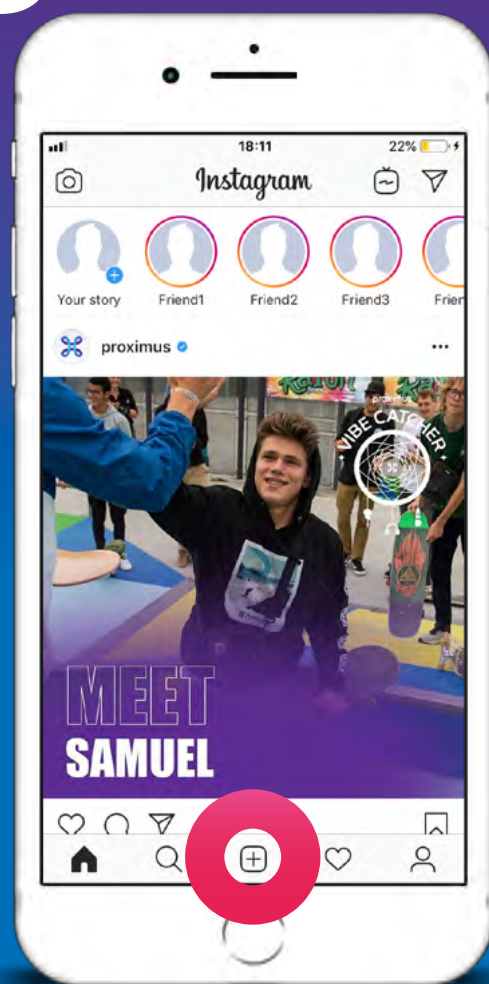
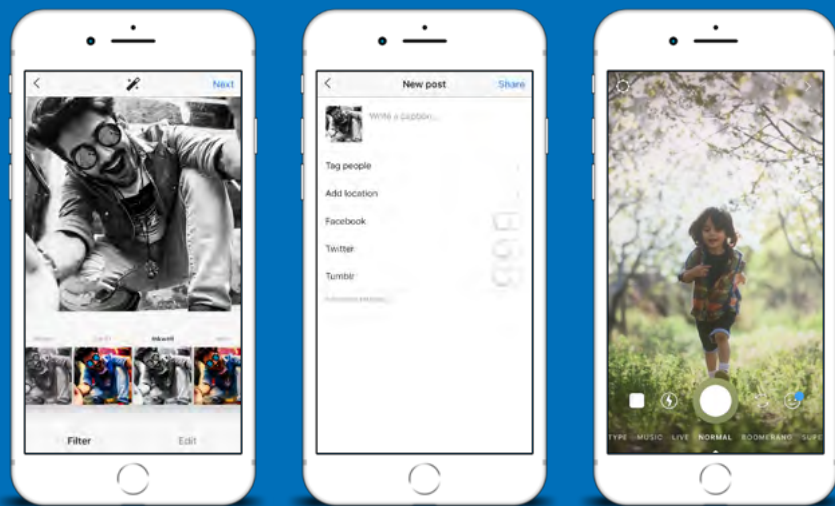
E-mail? Check! Facebook? Check!
Now **Instagram!**

Your account is ready too, and you can just log in. When you do that, you see a screen that's almost empty because you're not following anyone yet.

So, start **following people** you like and then click on the **plus sign at the bottom** to post something yourself. Now you can choose a picture or video that you've already had, or make a new one.

Are you taking a new picture or are you making a video? You can also put a filter or a crazy effect on it. Then, you write a text and tag people – if they are ok with it, that is.

Your post is ready!



Insta Stories

Nothing like the **stories on Facebook and Instagram!** See those circles at the top of the screen? Click on the one with your face to upload a video or photo that is only visible for 24 hours. Or check your friends' stories by clicking on their circle.

#Hashtag

On Instagram you often see hashtags, **words or short sentences with a hashtag in front of them.** These hashtags make sure that your message can quickly be found by people looking for a certain type of info or photos. You can look for hashtags in the search bar yourself! How about this one:
#tbt #cute #selfie #bff
#goodmorning #swag

Right of publicity? 'xcuse me?

You, your friends, your family all have right of publicity. This means that no one can publish a photo or video of you **without your permission** – also online.

This can be done by indicating on Facebook that you want to approve photos where you're tagged before they appear online. Take it into account yourself, and don't post images of people who have not (yet) told you that they're okay with it.

That's private!

On Instagram and Facebook, you can send **private messages** to your friends/followers. But careful: private only means they don't end up on your timeline or account. Information that you really want to keep to yourself is best not shared online, not even in a private message.

Privacy on Instagram

On Instagram, you can choose whether your profile is **private or not**. In case of a private account, only the people you accepted as friends can see your photos and text. In your stories and posts you can also indicate that only your 'best friends' can see your picture or video.

Privacy on Facebook

On Facebook, you can choose your own friends, but you can also indicate who can see every individual post: everyone, just your friends, everyone but certain people.

Privacy in mails

E-mails are only sent to certain persons, but keep in mind that your messages can be forwarded. Of course, you don't make insults anywhere, but you certainly don't make them online.

Find your friends

Obviously, you need friends or contacts to use Facebook, Instagram and e-mail properly. On FB and Insta you can easily find them by clicking on the magnifying glass and then entering the right name. That's how they can send requests to you as well.

No inspiration? Then they suggest you potential friends - so you might find someone you hadn't thought of before. On Facebook, friendship has to come from two sides, but on Instagram, you can follow someone - Justin Bieber for example - without him following you - you wish!

With e-mail it's different. It is impossible to guess an e-mail address: you need the person to communicate it to you or, for companies, brands and professional contacts, find it on a website.

Important!

You **must not accept** every friendship request.

Sign out, too!

Do you work on a **public computer**, like in the library or an internet café? Always sign out of Facebook, Instagram and all other websites. That way, people with bad intentions can't abuse your accounts.



Space for the WizzKids

Your grandma or grandpa, they want to get digi-smarter too. So, here's some **extra #SharingsCaring**.

In this space you are in the right place for stuff to pimp your e-mail, Facebook or Instagram. Show us you're the **WizzKid!**

Instagram +

Make sure your friends don't miss any picture or video of you! Of course, you know better than anyone that you can post your **message on both Instagram and Facebook**. Because Instagram and Facebook are part of the same group. Easy, right?

E-mail +

With an e-mail you can do **sooooo much more than just send a message** with an attachment. What do you mean? Here's what I mean!

- Answer a message (always nice for the sender to get a reaction, no!?)
- Forward a message to someone else.
- Save all your contacts, to send e-mails even faster the next time.
- Organise all messages in folders (when you're a bit of a perfectionist). 😊
- Set a messages as "junk", aka "spam".
- Search the message of your favorite friend.

And ... you being a WizzKid, you know how to do that ! Mega cool!

Facebook +

Posting on Facebook is peanuts to you! Plus, I bet you know what other **fun stuff** Facebook has to offer:

- Share a post with a friend.
- Create a photo gallery.
- Visit the marketplace (and even better: what you can do with it).
- Chat with all your friends through Messenger.
- Create your own Facebook page, for example, the fan page of your own sports team.



Can you diggit? Yes, you can!



proximus