Instructions on How to Mention Others in Social <u>Posts</u>



- 1. Begin a post or a comment on another post, photo, or video.
- 2. Start typing someone's name or a company anywhere in the post or comment. Facebook will make suggestions as you type.
- 3. Alternatively, type @ before typing a name and it will pull up options.
- 4. Tap the name of the user you want to tag when it appears.
- 5. Tap Post in the upper-right.



- 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.



1. Go to your homepage share box or click comment on someone else's update.

- 2. Type "@" and then begin typing a name in the box. You'll then see a list of potential people or companies you can mention.
- 3. Click a name you want from the list and continue typing your message.
- 4. After you select someone from the list and finish your update, that person will receive an email and an update letting him or her know you've mentioned them. The name will also be linked to a profile or Company Page from your update.