

## Instructions on How to Share Social Posts



To share a post you see on your News Feed:

1. Click **Share** below a post.
2. Select **Share...** in the dropdown menu.
3. To choose where you want to share, click **Share on your own timeline** at the top of the popup menu, and select one of the following options:
  - **Share on your own timeline**
  - **Share on a friend's timeline**
  - **Share in a group**
  - **Share in an event**
  - **Share on your Page you manage**
  - **Share in a private message**




**From Web:**

1. Hover over a Tweet.
2. Click the Retweet icon.
3. A pop-up will show you the Tweet and a comment box.
4. Type your own comments in the Add a comment field.
5. Click the Tweet button.
6. The Tweet will then be shared with your followers as a quote Tweet!

## From mobile apps:

1. Tap the Retweet icon.
2. Tap Quote Tweet.
3. Add a comment and tap Tweet.
4. The Tweet will then be shared with your followers as a quote Tweet!



When you click the  **Share** icon under a post, you can either share the post on LinkedIn or send it as a message to specific individual(s).

To share a post on LinkedIn:

1. Click **Share** under the post you want to share.
2. Under the **Share to Feed** tab, write a comment or use "@" to mention people, companies, or schools.
3. Select [who you want to share the post with](#).
4. Click **Post** on the bottom right corner.

To share a post as a message:

1. Click **Share** under the post you want to share.
2. Click the **Send as Message** tab.
3. Type the name(s) of the recipient(s) in the **Type a name or multiple names** field.
4. You can also type a message in the **Write a message** field.
5. Click **Send**.