



## Managing your Twitter Account

Twitter is a social networking and microblogging site whose users send and read text-based posts online. The site surged to worldwide popularity with +310 million active users as of 2016, generating 500 million tweets and 1.6 billion search queries daily.



**Following** are people you subscribe to  
**Followers** subscribe to your tweets  
**Private tweets** will only be visible to flowers you approve

**“Tweets”** are short text-based messages –up to 140 characters—that users post to Twitter. A “Tweet” can refer to a post as well or to the act of posting to Twitter. Tweets are public, indexed, and searchable unless protected by the user. Many users never Tweet, choosing only to follow persons or topics of interest.

**Mentions** (@username) are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the private account profile becomes public.

**Hashtags** (#topic) are used to mark a keyword or topic in a Tweet. Posts with hastags are categorized by topics on the Twitter search engine. Hashtagged words that become popular become Trending Topics (ex. #olympics).



## Social Networks – Do’s and Don’ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

## Twitter Best Practices

- Avoid using hashtags (#) in updates to avoid being indexed and associated with a topic by Twitter Search.
- *Tweet responsibly.* Do not provide personal details regarding your whereabouts and activities in your post.
- Do NOT upload links to personal photos or websites on Twitter.
- Do NOT allow Twitter to use your location on mobile devices.
- Change your Twitter **username** periodically to limit account exposure.



## Account and Privacy Settings

Apply the Privacy settings shown below to ensure that your information is shared in a limited fashion.



**Nemsys**  
@NemsysTraining

- Account >
- Security and privacy** >
- Password >
- Cards and shipping >

### To protect your privacy consider:

- DO NOT use a face photo
- Use nicknames, initials or pseudonyms
- Use general location, such as country or Metropolitan area for location
- Do not connect to Facebook
- Do not connect your phone
- Change your Username every 6 months.

**Caution:** Do not login to or link third-party sites (e.g. Facebook, Instagram) using your Facebook account. "Facebook Connect" shares your information, and your friends' information, with third-party sites that may aggregate and misuse personal information. Also, use as few apps as possible. Apps such as Farmville access and share your personal data.

### Privacy

- Photo tagging**
- Allow anyone to tag me in photos
  - Only allow people I follow to tag me in photos
  - Do not allow anyone to tag me in photos
- Tweet privacy**
- Protect my Tweets
- If selected, only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. [Learn more.](#)
- Tweet location**
- Add a location to my Tweets
- When you tweet with a location, Twitter stores that location. You can switch location on/off before each Tweet. [Learn more](#)
- [Delete location information](#)
- This will delete location labels you have added to your Tweets. This may take up to 30 minutes.
- Discoverability**
- Let others find me by my email address
- This setting will take affect once you add an email. [Add now](#)
- Let others find me by my phone number
- This setting will take affect once you add a phone number. [Add now](#)
- [Learn more](#) about how this data is used to connect you with people.
- Address book**
- [Manage your contacts](#)
- Contacts you've uploaded to Twitter from your address book.
- Personalization**
- Tailor Twitter based on my recent website visits
- [Learn more](#) about how this works and your additional privacy controls.
- Promoted content**
- Tailor ads based on information shared by ad partners.
- This lets Twitter display ads about things you've already shown interest in. [Learn more](#) about how this works and your additional privacy controls.
- Twitter for teams**
- Allow anyone to add me to their team
  - Only allow people I follow to add me to their team
  - Do not allow anyone to add me to their team
- Organizations can invite anyone to Tweet from their account using the teams feature in TweetDeck. [Learn more.](#)

To deactivate your account, go to **Profile and Settings** and then select **Account** page. At the bottom of the page, click '**Deactivate my account.**' After deactivation, the user can reactivate the account within 30 days. After **30 days**, the account is permanently **deleted**.