

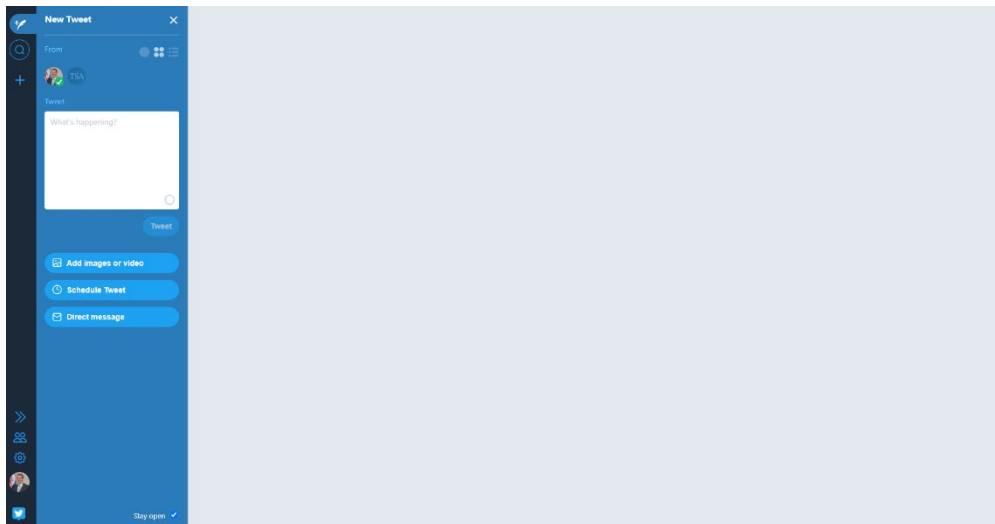
Setting Up Tweetdeck

Overview

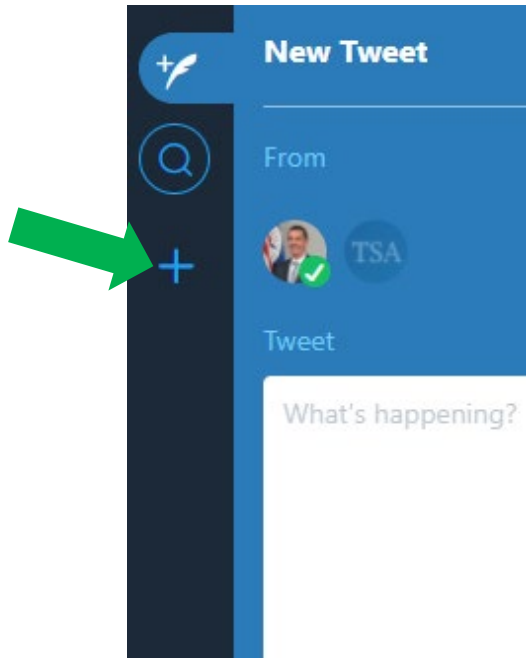
Tweetdeck allows for multiple 'streams' to be set up to allow for social listening. Through the Tweetdeck platform, you can also like and retweet content to the feed.

Step By Step Instructions

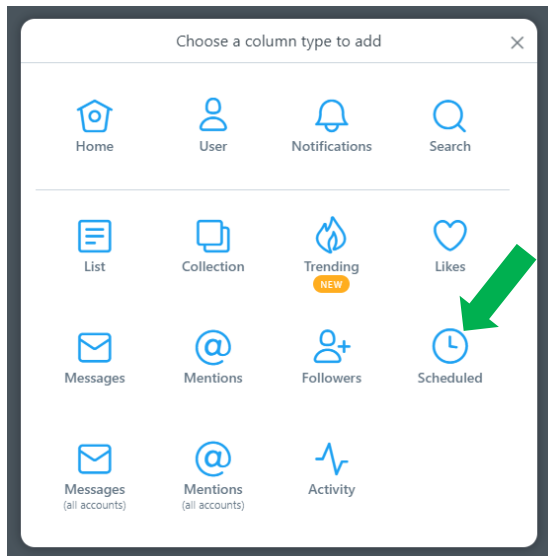
- Log in to Tweetdeck
 - <https://tweetdeck.twitter.com/>



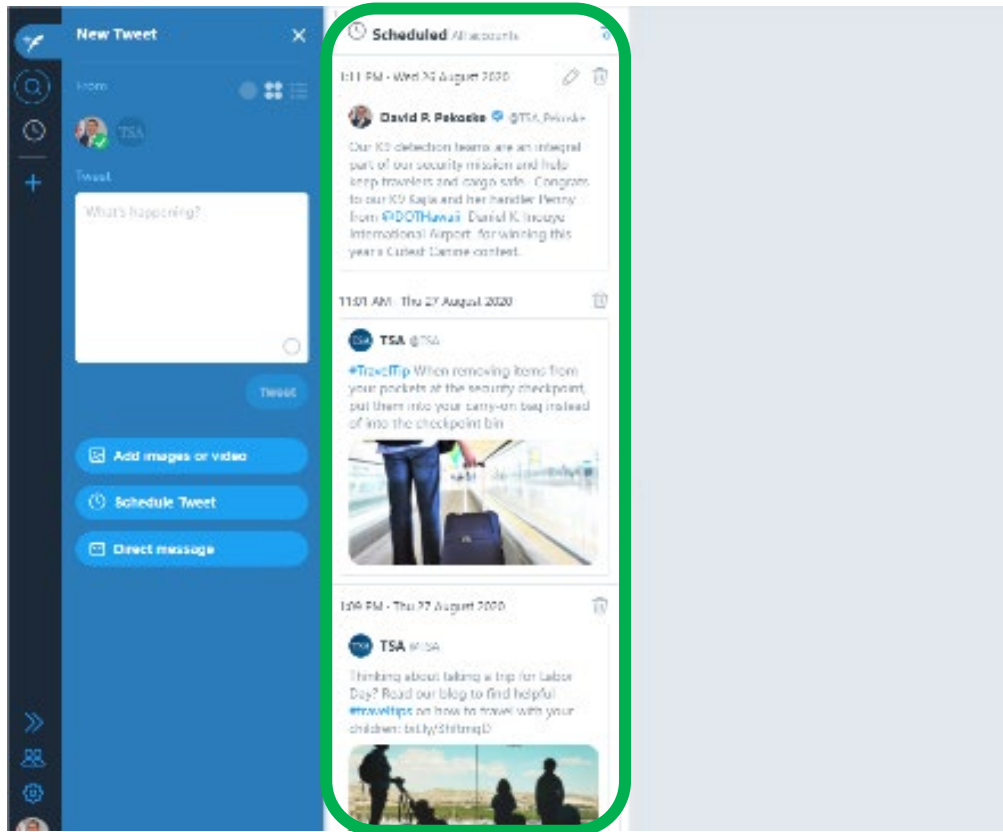
- Along the left side of the screen, click on the '+' sign on the left side of the window



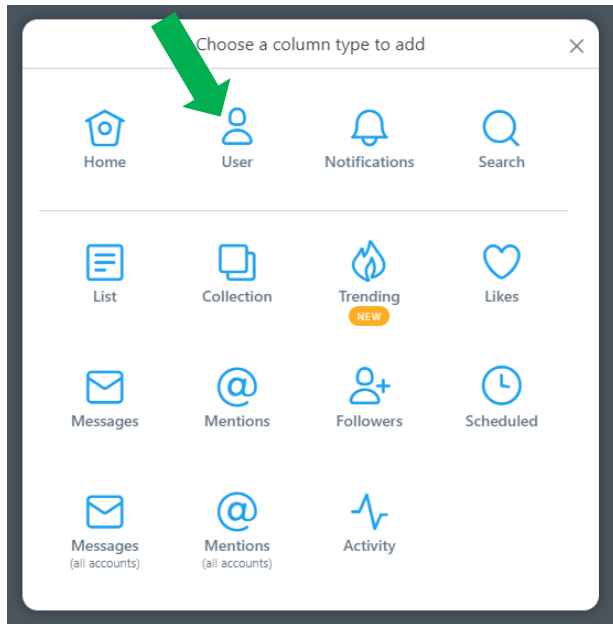
- In the pop-up window, click on 'Scheduled' (the clock sign)



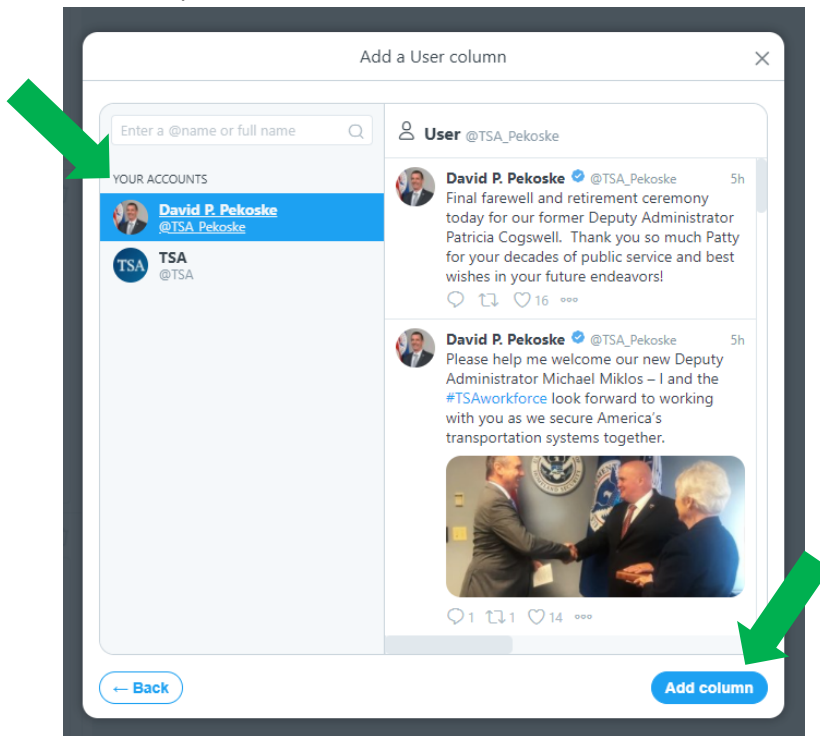
- Once the stream is added, you should be able to see all of the scheduled content. If you have not scheduled any content yet, the stream will be empty



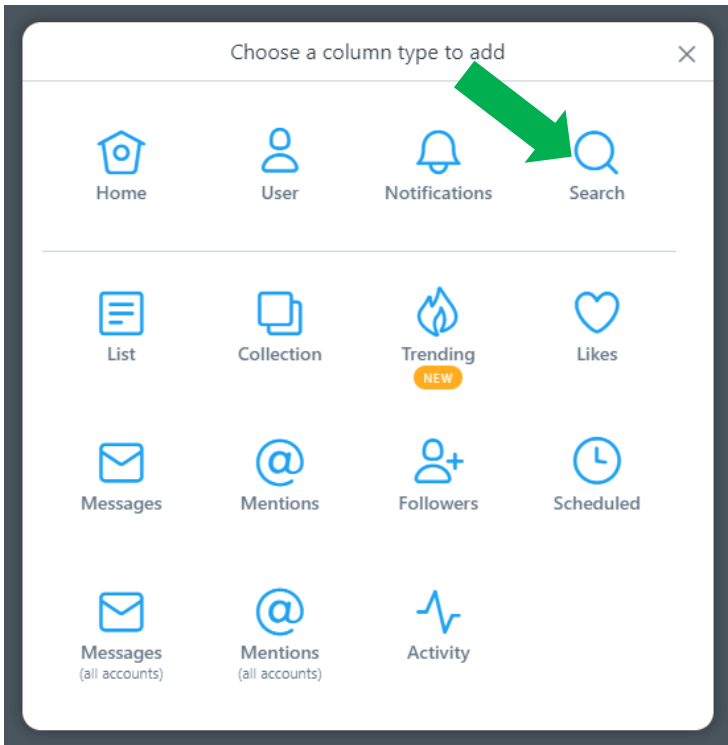
- In addition to seeing the scheduled content, you can also add streams for specific users or Twitter lists
- To add a user, click on the '+' sign along the left side of the window
- In the pop-up window, select the 'User' option



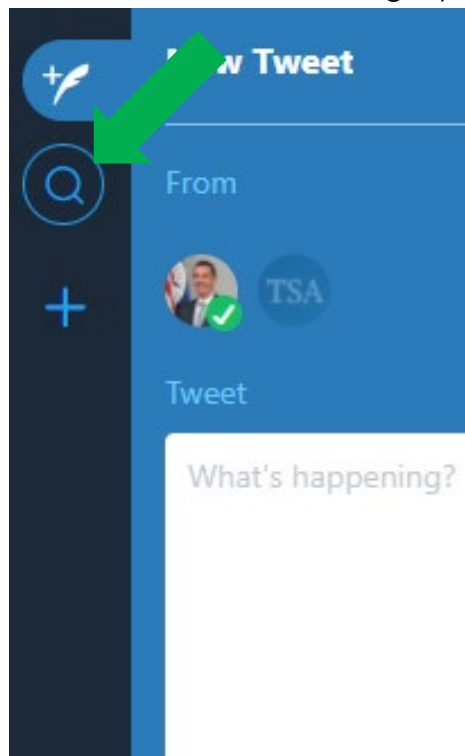
- In the next window, select the account you want to monitor or search for the account you would like to add



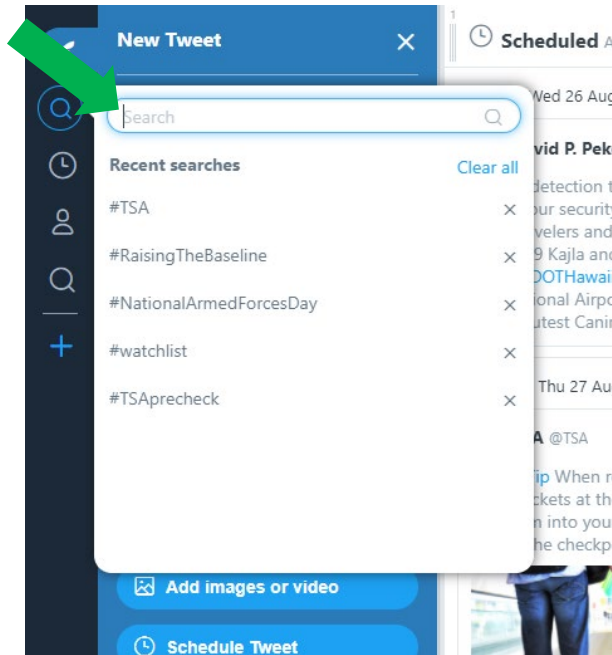
- Select 'Add column'
- You can also add a column where you can search for hashtags or key words. The search option will look at everything posted on Twitter
- To add the search option, click on the '+' sign along the left side of the window
- In the pop-up window, select the 'Search' option



- You can also select the magnifying glass on the left side of the window



- In the search bar that pops up, type the term you want to follow and hit enter
 - Once the column is made, you do not have to add a new column. You can simply type a new term in the search bar at the top of the column



- To remove a column, click on the two horizontal lines with circles in the upper right corner of the column
 - In the options that drop down, click on 'Remove'

