

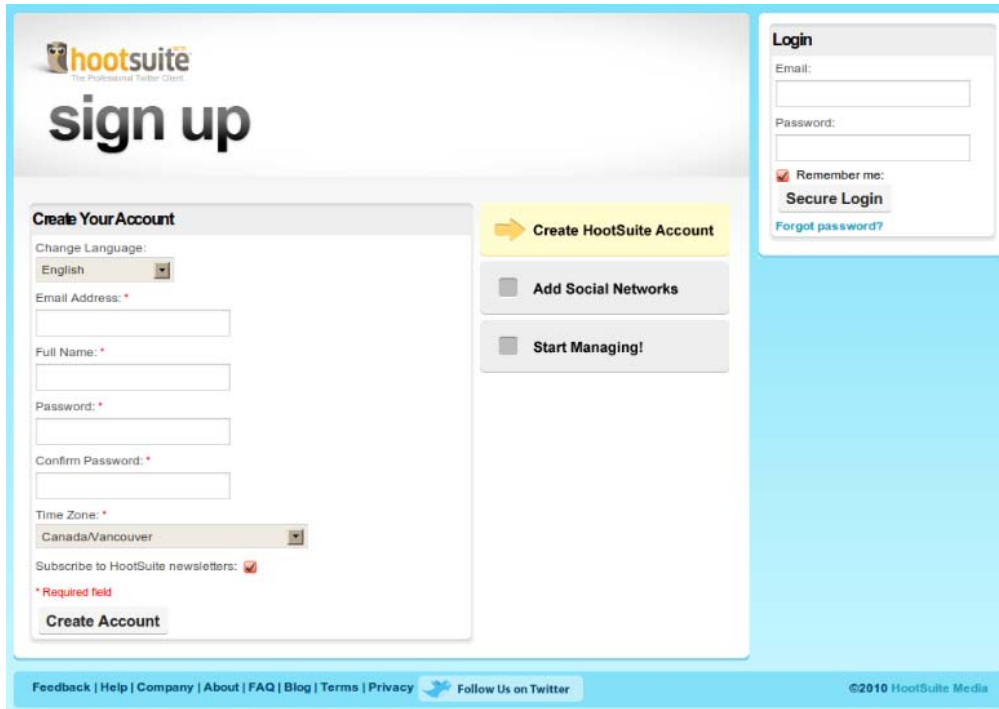
HootSuite Quick Start Guide



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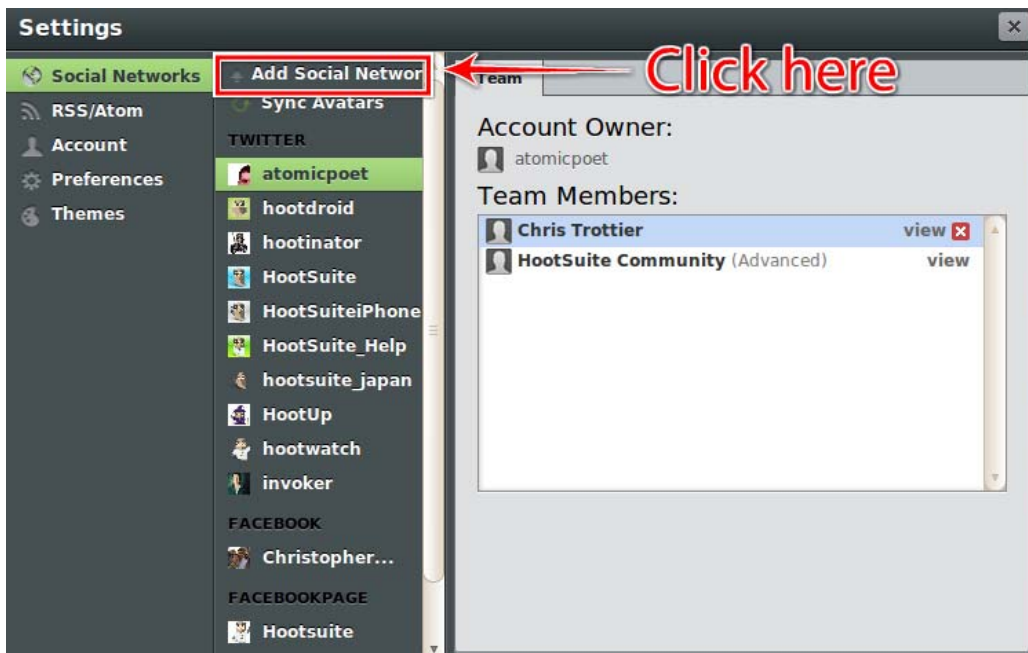
The HootSuite Quick Start Guide is a short introduction to the social media dashboard to help you get going so that you can start making the most of your social media networks. The following instructions will take you through 7 simple steps for using the HootSuite dashboard, and provides information for where to get additional help.

1. Sign Up for HootSuite



Lets start at the beginning. At the home page, click "Sign up now". Enter your required information, then click "Create Account".

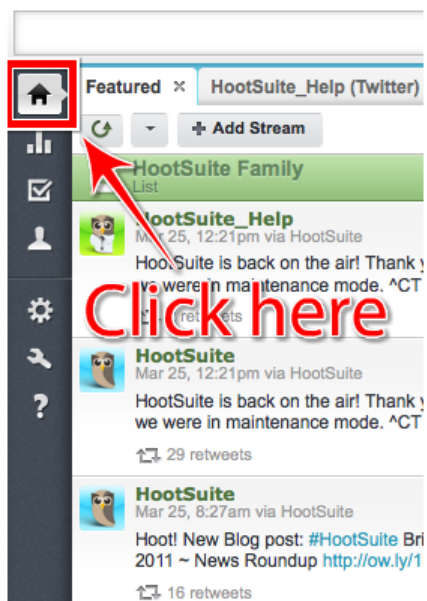
2. Add a Social Media Profile



Now you can start adding networks. First, click the Launch Bar at the top left hand corner of your screen. Go to "Settings"

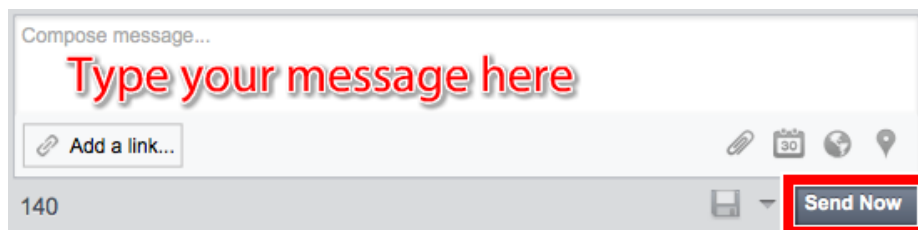
select "Social Networks" and click the "Add Social Network" button, and it's done!

3. Access the HootSuite Launch Menu



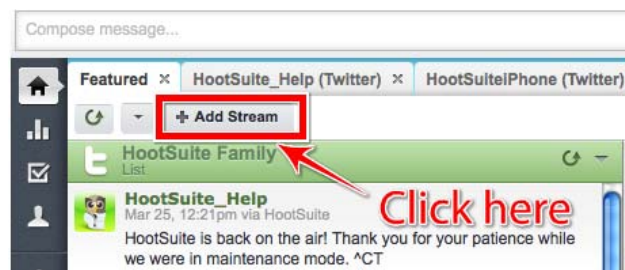
To access the HootSuite Launch Menu, click the Launch Bar on the upper left hand corner of your screen.

4. Compose a Message



Okay, it's time to start posting updates. First, click inside the "Compose" field and type a message. Then, select a social network from the list on the right and click "Send Now".

5. Add a Column or Stream



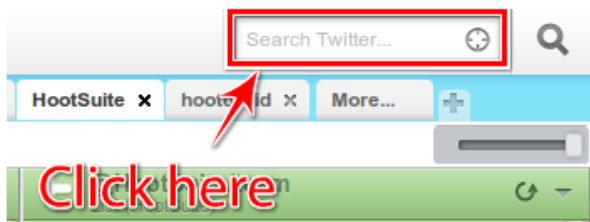
You'll also want to add a column or stream to start monitoring your networks. Click the "+ Add Streams" button at the top of the page to create a column for Home Feed, Mentions, Search, etc.

6. Reply, Retweet, Direct Message



Hover your mouse over a tweet, and choose to reply, retweet, or direct message by clicking the buttons that appear in the top right corner.

7. Twitter Search



At the top right corner is the "Twitter Search" field. Enter a search term in the "Search Twitter..." field, then press "Enter".

8. Fit More Columns on a Screen



Want to see more? Take a look at the toggle bar near the top right corner of your screen. Shift right or left to adjust column widths so you can fit more in.

Download Quick Start

Feel free to download, embed, and share this portable version of the quick Start Guide with friends and colleagues so they can get going too.

[HootSuite Quick Start Guide](#)

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