

**The Social Share** 

## Buffer: Downloading, Installing, and Scheduling Tweets

1. Go to <u>https://buffer.com/welcome</u> and click on the blue "Install the Chrome Extension" button.

buffer		
Instal	l the Chrom	e extension!
Share l	inks, pictures and videos from whe	rever you are on the web. Skip this step →

2. Click "Add Extension" when prompted.



3. When the sign-in screen appears, choose "Sign in with Twitter."



Are you using social media as a business? Try Buffer for Business

4. And then authorize the app to access your Twitter account.

Authorize Buffer to use your account?						
Authorize app Cancel	<b>Buffer</b> By Buffer bufferapp.com					
<ul> <li>This application will be able to:</li> <li>Read Tweets from your timeline.</li> <li>See who you follow, and follow new people.</li> <li>Update your profile.</li> <li>Post Tweets for you.</li> </ul>	Buffer is a service to help you tweet interesting and valuable content to your Twitter followers more consistently.					
Will not be able to:						
Access your direct messages.						
See your Twitter password.						

- 5. Skip through the step of adding a second account, unless you want to connect another social media account to this scheduling tool.
- 6. Confirm your time zone.

7. Allow Buffer to suggest what they consider to be optimal posting times. You can adjust these later, if you choose.



- 8. Select a number of times to tweet daily. Beginners should choose 1-3 times a day.
- 9. Click through the remaining setup slides, and launch your dashboard.



10. Click "Get the Buffer Button" and then "Add Extension."



11. When you are ready to tweet, click into the field that reads "What do you want to share?" and begin typing your tweet. Paste in your link, it will shorten automatically, and then click "Add to Queue."

	buffer is hiring!			Upgrade to Awesome	Help	My Account		
	Accounts +	Content 📚	Analyt	ics 👖 S	chedule 🔛	Settings 🏚		
~		Queue Con	tributions Feeds					
	Facebook Connect it now!	Your U You have 0	Your Upcoming Posts You have 0 posts scheduled - oh no!					
	f Connect More     in 8 <sup>+</sup> Profiles and Pages							
		TYPE TWE	EETS HERE					
		Ad	dd photos or a video		123 Add to	Queue 🔻		

12. Your tweet is now scheduled to go out at your predetermined, optimal time. Add more tweets, and pat yourself on the back. Job well done, friend.