



So, you're ready to become a Digital Diva, fantastic.

## Getting Started with Twitter Lists

### How to set up a Twitter List...

- 1 Login to your Twitter account** and click on your icon/logo top right. Choose LISTS
- 2 Lists dashboard:** Here you'll see a list of your existing 'lists' :) Ones that you have created and ones you've been added to by other people as a member. (more to come on this later).
- 3 Create a new list:** Scroll down and in the left hand menu you will see CREATE A LIST Hit create new list and give the list a name and short description.

**TOP TIP: ALWAYS NAME YOUR LISTS SOMETHING COMPLIMENTARY TO THE PEOPLE YOU WILL BE ADDING I.E BRILLIANT BLOGGERS (THAT WAY THEY ARE ALWAYS HAPPY TO BE ADDED)**

- 4 Public or Private:** You now have the option of sharing that list with anyone on Twitter or keeping it private (if you're building a potential client list maybe keep it private)
- 5 Click save list:** That's it you are ready to start adding your peeps to your new list.

### Adding people to your list:

This bit is super simple, just find the person or brand in the twitter search field top right and type their account @XXXXX Hit Search. Once you've found them, next to the follow/following button you have 3 small dots. Click these dots and in the drop down choose add or remove from list. BINGO job done!

**A few top tips:** The beauty of Twitter Lists is that there are 1000's already set up and waiting for you to join or search. You can easily subscribe to other peoples lists or snoop in the list and add the people from their list to yours.

**SEE NEXT PAGE FOR HOW TO MAKE THE MOST OF EXISTING TWITTER LISTS.**



# Digital Divas

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### How to use existing Twitter Lists:

#### Finding existing Twitter Lists

Route 1 - simply click on the profile of someone you follow and under their header image you'll see: TWEETS / FOLLOWING / FOLLOWERS / FAVOURITES / **LISTS**

You'll see 'SUBSCRIBED TO' AND 'MEMBER OF' Click on the list title and if you want to subscribe to that list - the button is on the left-hand side.

**Viewing the Twitter lists that your favourite industry influencers belong to is one of the fastest ways to find new people to follow & talk to.**

**For this tip, just look at the 'MEMBER OF' list - not the lists they've created.**

### Here are 3 really cool reasons you should love Twitter lists:

- 1 - Subscribing to a list lets you easily track somebody without officially following them on Twitter.
- 2 - It's easy to follow everyone on a list.
- 3 - Adding others to your list is a great way to meet new people on Twitter

Away you snoop :)

**ANY QUESTIONS POST THE OVER ON THE FACEBOOK GROUP:**  
[facebook.com/groups/DigitalDivasAcademy](https://www.facebook.com/groups/DigitalDivasAcademy)