

*** Whenever you are doing something related to your PCAP snap a pic and then.... ***

1. How to post on Instagram: go here - WikiHow: Click [HERE](#)
2. Go to the app store on your phone and download the instagram app if you don't already have it
3. Once the app is downloaded you are going to make an account with your desired username and password and follow the prompted steps from Instagram
4. There are two ways to post something (once your account is set up) regarding your PCAP or anything you think is related to carbonCREW

a. Instagram Story (stays up for 24 hours)

- i. In the lower right hand corner of your screen you will see a circle with your profile picture, tap that and it will bring you to your profile page
- ii. Once on your profile in the left hand side you will see again your profile picture and a small blue plus button you can tap that and a camera should open
- iii. Now you can take a picture of what you are doing and people can see it for 24 hours
- iv. After you take the picture you will be able to type on it by simply tapping on the screen
- v. Make sure you tag **@carboncrew50** so we can repost it on our page as well as use the hashtags **#reduce50** and **#carboncrew**
 1. To tag or hashtag us click your image and a cursor will come up, all you have to do is type **@carboncrew50** and then **#reduce50** and **#carboncrew**

b. Instagram Post

- i. Take a picture of the related content with your phone
- ii. To post this picture you will tap the white square with plus sign in it on the top of the page (if your account is new allow access to camera and camera roll)
- iii. From here your camera roll will open and you can tap on the picture you would like to post and then press the "next" button in the upper right hand side of your screen twice
- iv. From here you can write a caption of whatever you would like it to say, it will say "write a caption..." where you can put your caption in **but make sure you tag @carboncrew50 so we can repost it on our page as well as use the hashtags #reduce50 and #carboncrew**
- v. You can also add your location and Tag people (us or your friends) to get more interaction on your post!