

Class Title: **How to HootSuite**

Duration: **1 Day**

1. Create A Hootsuite Account And Learn Its Sign Up Process
2. Understand The Hootsuite Dashboard
3. Add And Manage Multiple Social Media Profiles
4. Employ The App Directory And Integrate Your Apps Within Hootsuite
5. Access Twitter Accounts And Automate Tweets From Hootsuite
6. Use Hootsuite To Post On Social Networks
7. Learn Tips To Increase Engagement
8. Enhance RSS Feeds By Checking User Profiles And Conversations
9. Form Teams And Assign Tasks To Team Members
10. Generate Reports Using Hootsuite Analytics