

EMAIL, FACEBOOK, WEBSITE

EMAIL

URL: <http://www.gmail.com>
Name: capeflatshoney@gmail.com
Password: xx

- Check Email
 - Regularly sign in and read emails under “inbox”.
- Respond to emails
 - From reading an email, click “Reply” near the top right of the message.
- Create Emails
 - From general screen, click “Compose Mail” on the left hand side.

FACEBOOK

URL: <http://www.facebook.com>
Name: capeflatshoney@gmail.com
Password: xx

- Upload photos
 - Under “Wall” click “Photos” then “Upload Photo”
 - Here you can upload more than 1 photo
- Share news
 - Write updated news or advertisements in the space provided under “Status”
- Edit Information
 - Edit information by clicking “Edit Infor” on the main page under the Co-operative’s name.

WEBSITE

URL: <https://sites.google.com/site/capeflatshoney/>

- Sign-in
 - Sign into capeflatshoney@gmail.com, then click the “sites” tab on the top left.
- Edit Page
 - Click on the pencil figure on the top right to edit the page showing.
 - To edit a different page, click “more” on the top right and choose “manage site” from the dropdown menu.
- Layout
 - To change the layout, colours, or themes, scroll down to the last three options of the manage site’s page. The scroll is on the left hand side.