



Managing Digital and Social Media *Safely storing and sharing your media*

Summary:

In this class, we will guide you through the basics of managing and storing your digital media such as images and video, and how to share it on social media platforms. We will also teach how to create and use documents and spreadsheets and how to send and receive these files online.

Topics to be covered:

- Managing your digital media and files
- Creating documents and spreadsheets to store data
- Send data as attachment and share data between devices
- Explore social media platforms and their benefits like Facebook and LinkedIn
- Building and maintaining a positive online presence

What you will learn:

- How to upload/download and store your digital media
- How to send and receive files and share data
- How to create and use documents and spreadsheets
- How to identify misinformation online
- Learn how setup privacy settings on social networks, how to verify information, and how to engage thoughtfully

Prerequisites:

None

About your presenter:

Tom Wilson is the Founder/CEO of hyper.io, a company that provides a meta-service framework to remove the pain of working with cloud services. Before hyper, Tom was the CTIO with Tabula Rasa HealthCare Inc (TRHC). During this period, Tom serves the local technology community, inspiring and mentoring engineers. Connect with Tom on [LinkedIn](https://www.linkedin.com/in/twilson/).

Vitals

Cost:	FREE	Difficulty:	Beginner
Class start time:	9:00am	Computer:	Provided (if needed)
Class Length:	2 hours	Scholarships:	Available
Class size:	40 persons		

Location: 4 Conroy Street, Suite A, Charleston, SC 29403

Parking: Charleston Tech Center garage - 4 Conroy Street, Charleston, SC 29403