Boris Johnson: Social media profile access handover

This memo outlines the essential steps and procedures required for the handover of secure access methods associated with Boris Johnson's Social Media.

# Requirements

Please ensure the following are prepared and readily available before handover:

* Access to the primary phone number for authenticating login is available. A personal phone number can be used as phone numbers are not publicly available. If a non-personal phone number needs to be used, TG recommends purchasing a prepaid sim, and using dual sim functionalities offered to the most recent models of smartphones.
* Primary email address for authenticating login is available. If multiple people require access to his Social Media, we recommend creating a shared email address login.
* Meta Business Manager access for controlling accounts. This will be the only Business Manager that is required for accessing accounts.
* Ensure all apps are downloaded via Mobile prior to the handover, on the primary device responsible for receiving complete access. After the handover is complete, access can also be shared using the login methods outlined in the Access to Channels document.

# Handover process

We recommend allocating 1-hour to validate access and the changeover of contact details of each platform. TG swap email addresses and phone numbers over ahead of this meeting. The meeting will be primarily used to validate access and troubleshoot logging in issues.

# Platform specific notes

## Facebook

Accessed via:

* Mobile App
* Desktop browser

Both app and desktop logins require using personal Facebook login details. Access to the Boris Johnson page is gained through Business Manager, which is accessed through personal logins.

Both desktop and mobile can be used to post immediately, but scheduling is done through Desktop.

Sharing access can be done through inviting users to the Business Manager.

## Instagram

Accessed via:

* Mobile App
* Desktop browser

Both desktop and mobile can be used to post immediately, but scheduling is done through Mobile. TG recommends posting via mobile app in the majority of cases due to a wider availability of post settings and options.

Sharing access can be done by distributing the login details.

## X (Formerly Twitter)

Accessed via:

* Mobile App
* Desktop browser

Both desktop and mobile can be used to post immediately, but scheduling tweets is only available through desktop. Longer videos require posting through desktop, using [X Media Studio here.](https://studio.twitter.com/library)

Sharing access can be done by distributing the login details.

## YouTube

Accessed via:

* Desktop browser (personal login details - Google-managed email required)

We recommend only posting YouTube videos via desktop for access to all posting settings and functions.

Sharing access can be done by inviting users through their Gmail managed email account.

## LinkedIn

Accessed via:

* Desktop browser
* Mobile app

We recommend primarily posting via desktop. Several emails can be used to log into a single account.

Sharing access can be done by distributing login details.

## Snapchat

Accessed via:

* Mobile app only

Posting only available through the mobile app.

Sharing access can be done by sharing login details.

## Threads

Accessed via:

* Mobile app only, using Instagram details to login.

Posting only available through the mobile app.