

Introduction to Craigslist

Objectives:

After completing this class you will be able to:

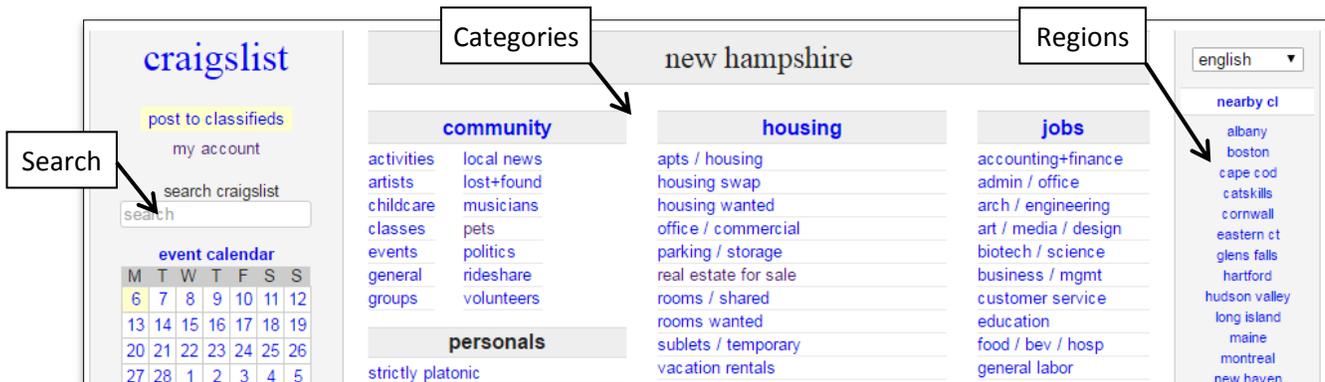
- Set up a Craigslist account
- List an item for sale
- Find items to purchase
- List tips for avoiding fraud and scams

What is Craigslist?

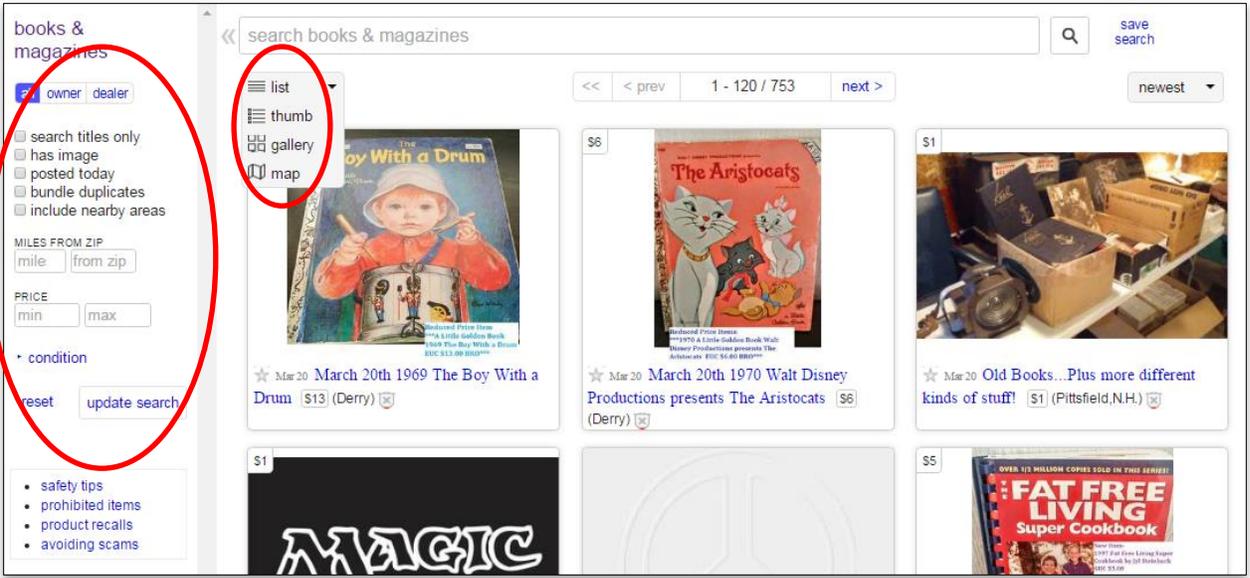
Craig's List is a website for classified ads, akin to the classified section of your local newspaper. Craigslist can help you find or sell anything from cars to books. Most listings are free, but some may cost a fee to post.

Browsing & Buying on Craigslist

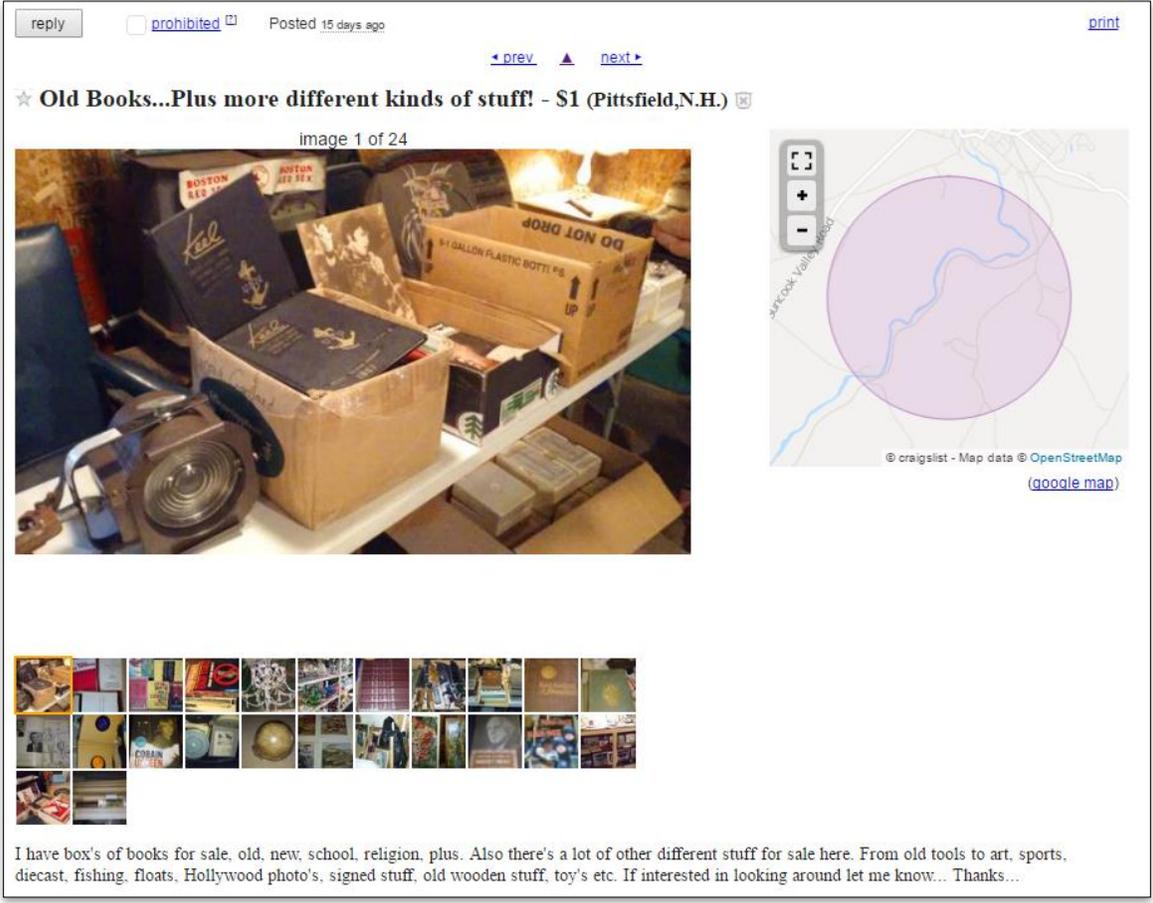
When you first visit Craigslist.com, it can be difficult to figure out where to start. From the main page you can search for specific item or you can browse by category. Craigslist will default to your local area, but you can choose nearby regions to browse from the list on the right side.



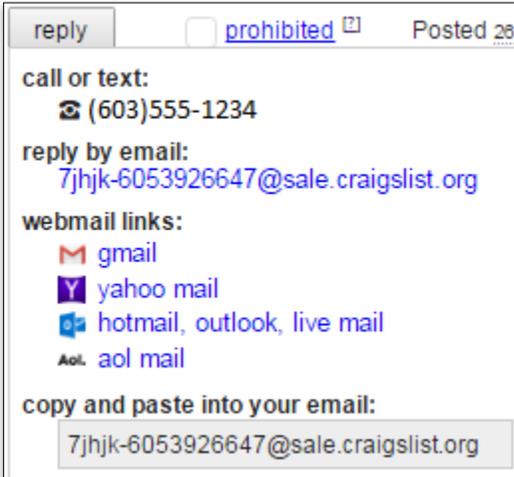
After entering search terms or choosing a category, you can view your results. On the search results page, the items can be narrowed down with the filters. Results can be filtered to search **only listing titles**, to show only **results with images**, items **posted today**, and to include **nearby regions**. Results can be further narrowed by **distance** from a location, by **condition** and **price**. You can also change the view mode of the search results from the drop-down menu in the upper left corner above the results.



Once you find an item you are interested in, click the link to load the listing page. The listing page will show images of the sale item(s), a description of what is for sale, and a map of where the item is located.



After reviewing the listing, if you want to contact the seller, click the **Reply** button. Depending on the seller's settings, this menu may include a phone number to call or text and/or links to send an email message. To send an email you can choose your email provided from the list. If it is not listed, you can copy and paste the email address at the bottom of the menu into the **To** field of your email message.

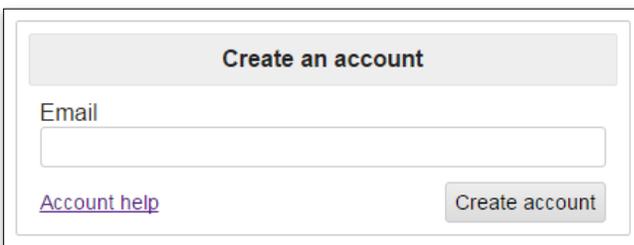


If the seller agrees to sell you the item, you will need to arrange to meet them. It is important to take steps to **remain safe** when meeting someone through craigslist:

- **Do not** transfer money electronically, pay in cash
- Meet in a public area during daylight hours. Public areas can include a café, bank, shopping center, or police department parking lot
- **Do not** invite anyone into your home or meet in a secluded space
- Take a friend with you if possible.
- Have your cell phone on you
- Use extra caution when buying expensive items
- Trust your instincts

Selling on Craigslist

To sell something on Craigslist an account is not required, but having one allows you to easily access your and edit your listings from a single menu once signed in. You can still edit listings made without an account through the confirmation email Craigslist sends.



To create an account, click the **My Account** link on the Craigslist homepage. Then under **Create an account**, enter your email address and click **Create Account**. On the next page enter a password and click **Submit Password and Log In**.

Please enter a new password of your own choosing. Your new password must be 8 characters or more.

Password:

Re-type Password:

Questions? Please email help@craigslist.org.

Once you are registered you can create a new listing by choosing a location from the drop-down menu under the **Postings** tab.

postings drafts searches settings billing

find your postings: all | active | inactive

in category: any ▼ search your postings search

Showing all postings

new posting in: new hampshire, nh, us ▼ go

(page: 1)

no postings found page: 1

To post an ad without an account, check that the location at the top of the webpage is correct. If it is correct, then click on **Post to Classifieds**.



Choose the appropriate category and a form will load. Fields in green are required. On the form you can enter the **posting title**, **price**, and **location**. In the **posting body** field, enter a description of the item and any information you want potential buyers to know. Provide as much detail as possible, but keep it brief. You also have the option to include a phone number that will allow potential buyers to contact you by phone and/or text. If you are selling without an account, you will be asked to enter an email address.

contact info

CL mail relay (recommended) [?](#)
 no replies to this email

email @gmail.com

users can also contact me:

by phone by text

phone number extension contact name

posting title price \$ specific location postal code

posting body

posting details

make / manufacturer model name / number size / dimensions

language of posting condition

include "more ads by this user" link

Note: For safety reasons, we recommend unchecking the box next to **show on map**. Checking this box would include your actual address in the listing.

show on maps [?](#)

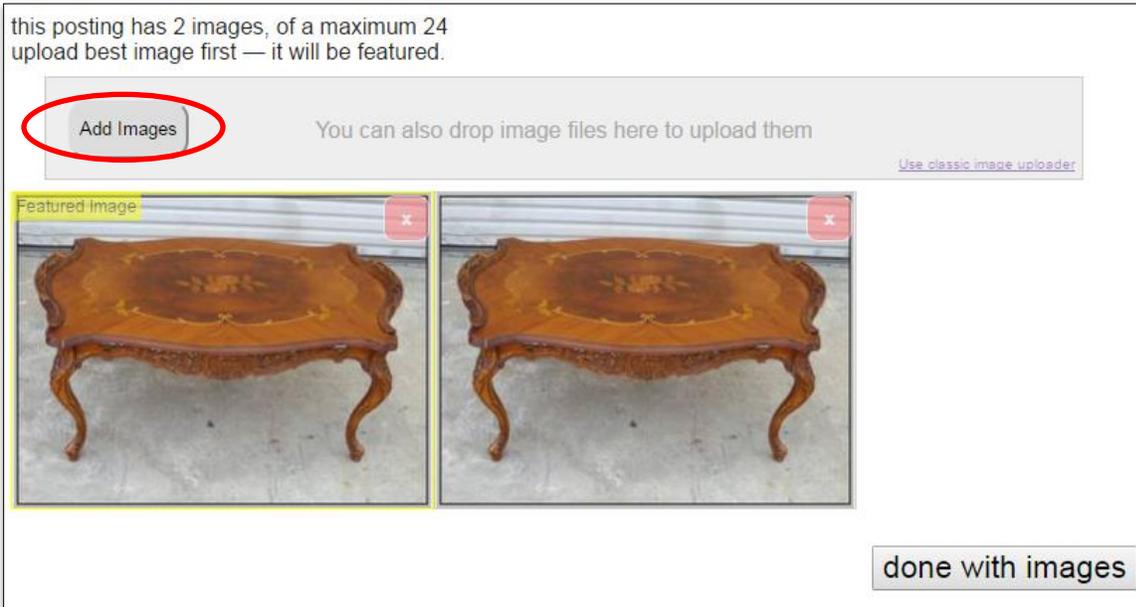
street optional

cross street optional

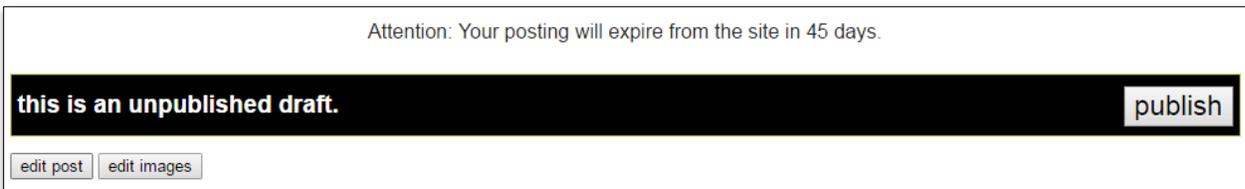
city

ok for others to contact you about other services, products or commercial interests

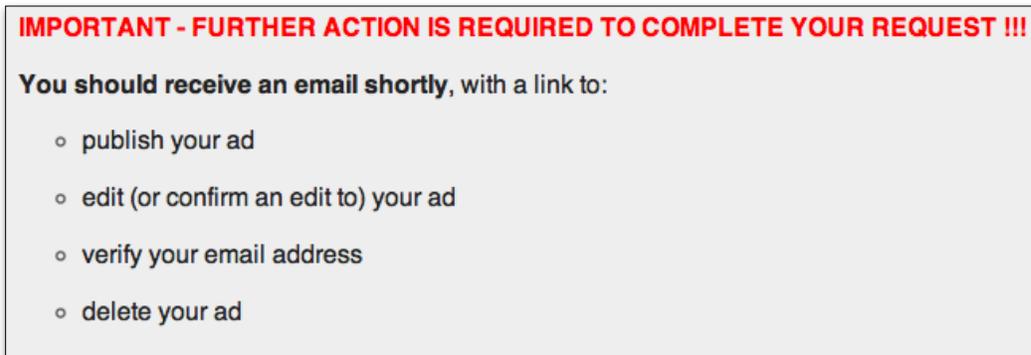
Once you are finished with the form, click the **Continue** button. On the next page you can add images to your posting. Click the **Add Images** button. A dialog box will appear where you can navigate to and select the photos you want to include. Once your photos are uploaded, Craigslist automatically designates the first image as the **Featured Image**. You can change the featured image by clicking and dragging another photo in front of the current featured image.



When you are finished adding images, click **done with images**. On the next page you will be shown a draft version of your listing with the following header. If any changes need to be made, click **edit post** or **edit images**. If everything is correct and you are ready to post, click the **publish** button.



Posting involves an extra layer of security, so you will need to confirm your post via email. You may see the following message.



Check your email for a message from Craigslist. Open the email and click the confirmation link.

IMPORTANT - FURTHER ACTION IS REQUIRED TO COMPLETE YOUR REQUEST !!!

FOLLOW THE WEB ADDRESS BELOW TO:

- PUBLISH YOUR AD
- EDIT (OR CONFIRM AN EDIT TO) YOUR AD
- VERIFY YOUR EMAIL ADDRESS
- DELETE YOUR AD

If not clickable, please copy and paste the address to your browser:

<https://post.craigslist.org/x/xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>

PLEASE KEEP THIS EMAIL - you may need it to manage your posting!

It may take about 15 minutes for your listing to appear.

Editing or Deleting a Post

After posting, you can edit or delete your listing at any time. If you have an account, go to your account page and click on the **postings** tab. This will load a list of posts where you can edit or delete them.

(page: [1](#) [2](#) postings 1 - 50 of 58 total)

status	manage	posting title	
Deleted	undelete	auto part for car - \$89	van
Active	edit delete	Skilled home interior painter -	sfo
Active	edit delete	Pontoon boat - \$25000	sfo
Active	edit delete renew	Cool bike - \$150	sfo

- Click **edit** to make changes to the posting text or images.
- Click **delete** to remove the post. You will be prompted to confirm deletion of the post
- Click **renew** to bump your posting to the top of the list in its category.

If you don't have an account, go to the confirmation email and click on the link. From here you can edit, delete or renew your posting.

If not clickable, please copy and paste the address to your browser:

<https://post.craigslist.org/x/xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>

PLEASE KEEP THIS EMAIL - you may need it to manage your posting!

[Edit this Posting](#) You can make changes to the content of your posting.

[Delete this Posting](#) This will remove your posting from Craigslist.

[Renew this Posting](#) This will move your posting to the top of the list in its category.

When a buyer contacts you, you can arrange to meet them. As with buying items on Craigslist, be cautious when meeting a buyer. Follow the same tips recommended for buying found on page 3.