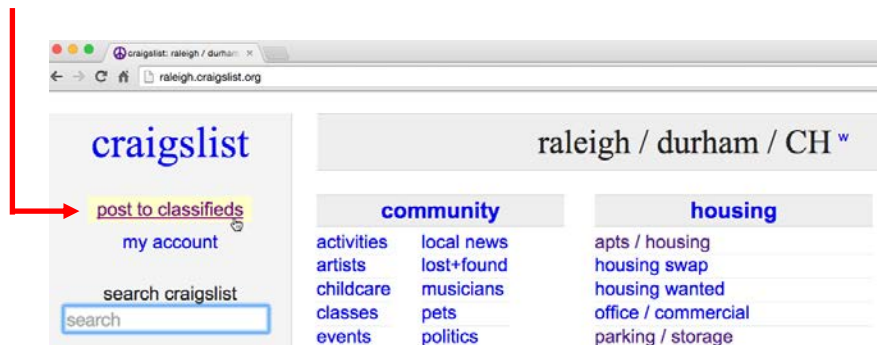


Need to sell something quickly? **Craigslist** is a website you can use to view and post local advertisements. It works just like the Classifieds section of a newspaper, and it's completely free to use. We'll show you how to post something for sale on Craigslist, along with some tips for creating the best type of listing and how to stay safe when making a transaction.

1. To get started, go to www.craigslist.org in your web browser, then locate and select **post to classifieds**.



2. Select the type of posting you want to make. In this example, we're selling a bicycle, so we'll choose **for sale by owner**.

raleigh craigslist > choose type

please limit each posting to a single area and category, once per 48 hours

what type of posting is this: (see [prohibited](#) list before posting.)

- job offered
- gig offered (I'm hiring for a short-term, small or odd job)
- resume / job wanted
- housing offered
- housing wanted
- for sale by owner
- for sale by dealer
- wanted by owner
- wanted by dealer
- service offered
- personal / romance
- community
- event / class

3. Next, choose a category for your item. We'll choose bicycles.

raleigh craigslist > for sale > choose category

[Avoid scams](#). Deal locally and meet in person. Beware shipping, wire transfers, cashier checks. [Learn more](#).

please choose a category: (see [prohibited](#) list and [recall information](#) before posting.)

- antiques - by owner
- appliances - by owner
- arts & crafts - by owner
- atvs, utvs, snowmobiles - by owner
- auto parts - by owner
- baby & kid stuff - by owner (no illegal sales of [recall items](#), e.g. drop-side cribs, [recalled strollers](#))
- barter
- bicycle parts - by owner
- bicycles - by owner
- boat parts - by owner
- boats - by owner
- books & magazines - by owner
- business/commercial - by owner

4. The main posting page will appear.

This is where you'll add information about the item. Pay special attention to the **contact info** section near the top. We recommend using the Craigslist mail relay option.

contact info

email

henri.rousseau30@gmail.com

henri.rousseau30@gmail.com

CL mail relay (recommended) [?]

no replies to this email

users can also contact me:

by phone by text

phone number

contact name

You'll only want to provide your **email address** here. This creates a temporary email address, and any messages you receive about the item will be forwarded to your inbox. We don't recommend adding your phone number here, just for the sake of privacy.

-
5. Now you can enter the title, the desired price, and some additional information about the item in the posting body.

We recommend providing as much detail as possible here. The more questions you can answer at this stage, the easier it will be to sell your item. As with your phone number, we don't recommend adding your physical address for this initial posting, so you'll want to **uncheck the box** next to **Show on Maps**.

The screenshot shows a Craigslist posting form with the following sections:

- contact info:** email field with `henri.rousseau30@gmail.com`, radio buttons for `CL mail relay (recommended)` (checked) and `no replies to this email`, and checkboxes for `users can also contact me:` by phone and by text.
- posting title:** `Schwinn Road Bike`
- price:** `$100`
- specific location:** `Raleigh`
- postal code:** `27606`
- posting body:** `Like new Schwinn road bike. Steel frame, fenders, front brakes, rear rack; in great working condition! I've used this bike for several years and I'm finally ready to upgrade to an aluminum model. If you're just getting started with biking, or if you just want an occasional commuter, this is the bike for you!`
- posting details:** `condition` dropdown set to `excellent`, `include "more ads by this user" link` checkbox, `make / manufacturer` `Schwinn`, `model name / number` `Gateway 700 CC`, and `serial number` field.
- size / dimensions:** `length x width x height` field.
- show on maps:** A checkbox labeled `show on maps` is highlighted with a red box and a red arrow pointing to it from the text above.
- location fields:** `street` (optional), `cross street` (optional), and `city` fields.
- links:** `safety tips`, `prohibited items`, `product recalls`, and `avoiding scams`.
- checkbox:** `ok for others to contact you about other services, products or commercial interests`.

[continue](#)

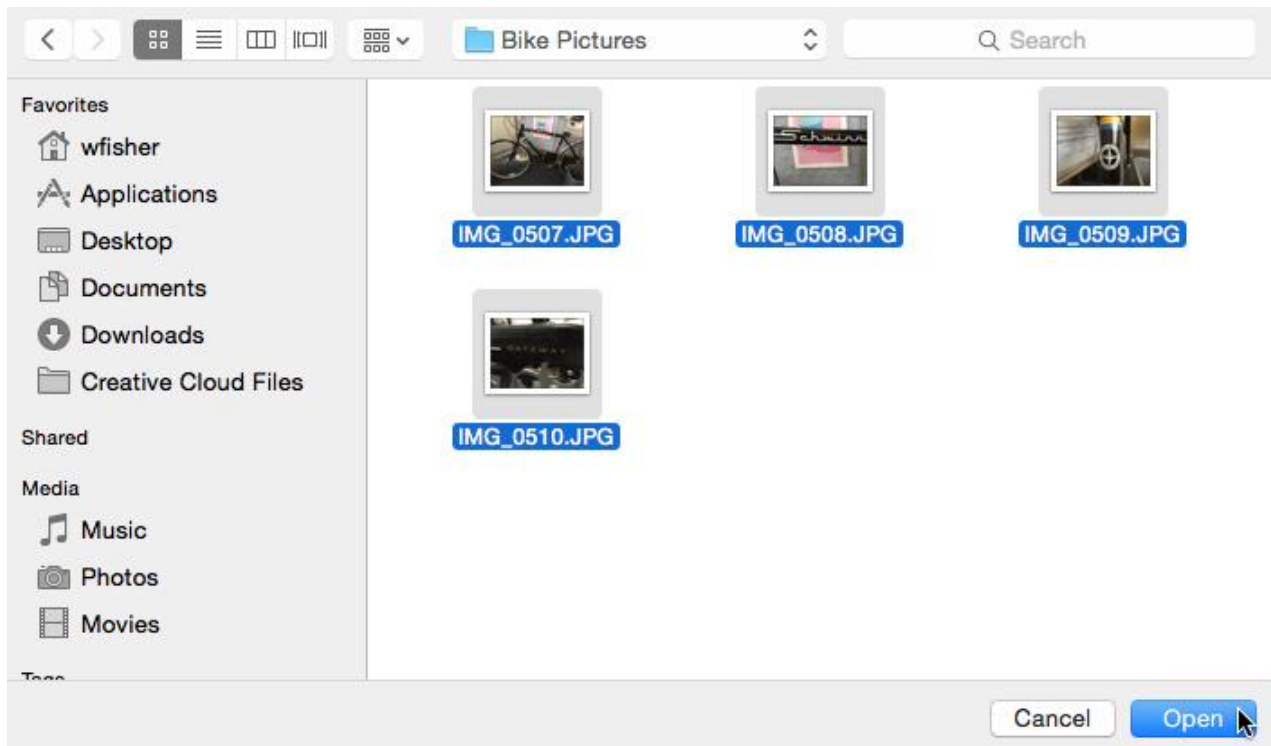
When you're ready, click continue.

The **Image Uploader** page should appear. This is where you can include a photo of the item, which is highly recommended. To get started, click **Add Images**.

raleigh craigslist > for sale > bicycles - by owner > create posting

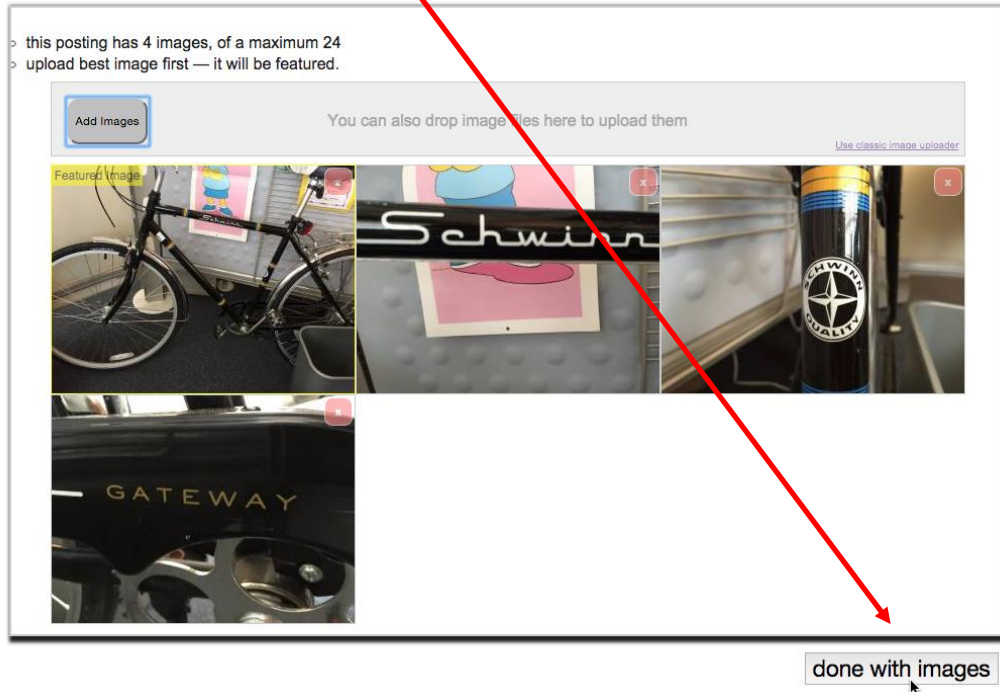


A dialog box will appear. Locate and select some photos from your computer.



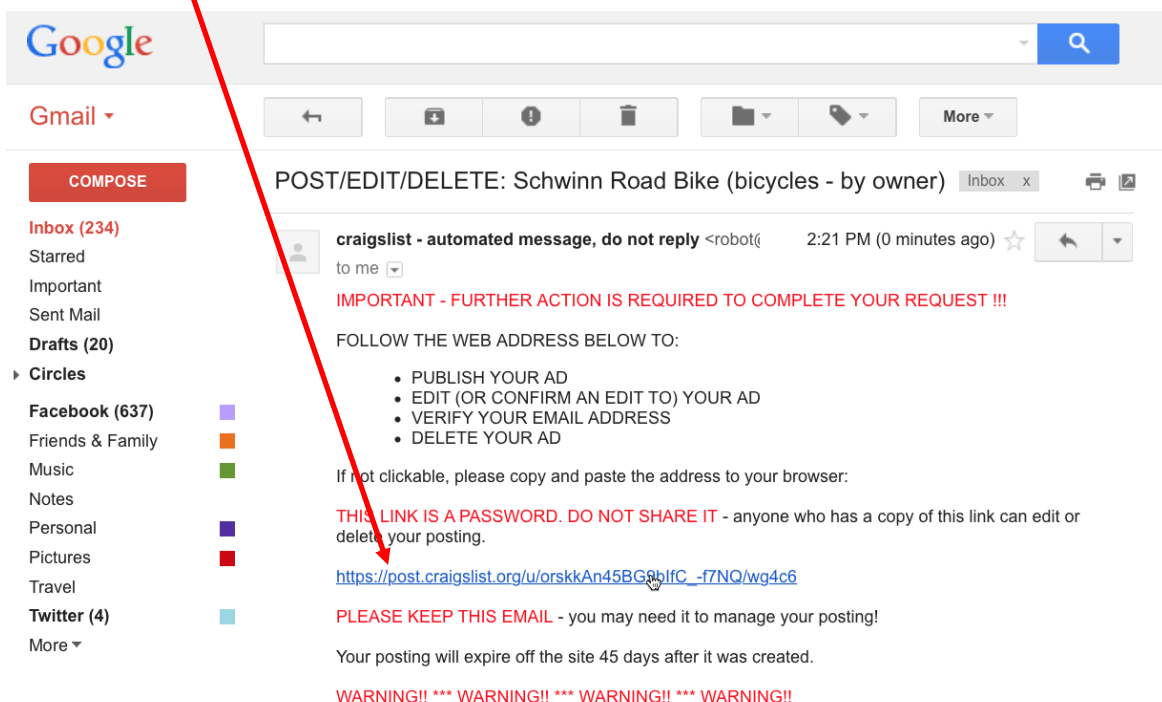
6. When you're finished, click done with images.

bicycles - by owner > create posting



7. Confirm the posting from your inbox.

At this point, you'll need to check the email address you provided and look for a message from Craigslist. Once you open the message, locate and click on the **very first link** you see.



- This will take you to the posting confirmation page. You'll need to **Accept the Terms of Use for Craigslist**, and your item will be posted.

raleigh craigslist > for sale > bicycles - by owner > create posting

Terms of Use

ACCEPT the terms of use

DECLINE the terms of use

WELCOME TO CRAIGSLIST. We hope you find it useful. By accessing our servers, websites, or content therefrom (together, "CL"), you agree to these Terms of Use ("TOU"), last updated December 05, 2013.

LICENSE. If you are 18 or older, we grant you a limited, revocable, nonexclusive, nonassignable, nonsublicensable license to access CL in compliance with the TOU; unlicensed access is unauthorized. You agree not to license, distribute, make derivative works, display, sell, or "frame" content from CL, excluding content you create and sharing with friends/family. You grant us a perpetual, irrevocable, unlimited, worldwide, fully paid/sublicensable license to use, copy, perform, display, distribute, and make derivative works from content you post.

USE. You agree not to use or provide software (except for general purpose web browsers and email clients, or software expressly licensed by us) or services that interact or interoperate with CL, e.g. for downloading, uploading, posting, flagging, emailing, search, or mobile use. Robots, spiders, scripts, scrapers, crawlers, etc. are prohibited, as are misleading, unsolicited, unlawful, and/or spam postings/email. You agree not to collect users' personal and/or contact information ("PI").

- Wait for buyers to contact you.

Ok, so now what? At this point, you'll have to wait until someone contacts you about your posting. If you used the CL Mail Relay option as we suggested, you should see messages about your posting in your inbox. Depending on the item you're selling, people may have follow-up questions about the item, or they may just want to come see it in person.

The screenshot shows a Gmail interface. On the left is a sidebar with navigation options like 'Compose', 'Inbox (235)', 'Starred', 'Important', 'Sent Mail', 'Drafts (20)', 'Circles', 'Facebook (637)', 'Friends & Family', 'Music', 'Notes', 'Personal', and 'Pictures'. The main area displays an email titled 'Schwinn Road Bike' from 'Julia Fillory <9d022b9d0a7d392abca699fa55ef80db@reply.craigslist.org>' to '8qv2g-50122243'. The email body, highlighted with a red box, reads: 'Hi! I saw your posting on Craigslist for the road bike and would love to meet up and take a look! Would you be free to meet: near downtown this afternoon around 5:30 PM? Thanks! Julia'. Below the email, there are links for 'Original craigslist post', 'About craigslist mail', and 'Please flag unwanted messages (spam, scam, other)'. The footer of the page contains copyright information, a page number, and the date 'Craigslist 10/15/15 RV'.

This is probably the most important point in the entire selling process, and it really doesn't involve Craigslist at all.

Basically, you'll need to choose a time and place to meet with interested buyers to let them see the item and decide if they'll purchase it.

Drafts (20)

► **Circles**

Facebook (637) ■

Friends & Family ■

Music ■

Notes

Personal ■

Pictures ■

Travel

Twitter (4) ■


More ▾

Would you be free to meet near downtown this afternoon around 5:30 PM?

Thanks!

Julia

Original craigslist post:
<http://raleigh.craigslist.org/bik/5012224333.html>
About craigslist mail:
<http://craigslist.org/about/help/email-relay>
Please flag unwanted messages (spam, scam, other):
<http://craigslist.org/mf/5e0911b1c3ab3a8079314c42a29443fce43f5a83.1>

 **Henri Rousseau** <henri.rousseau30@gmail.com>
to Julia ▾

Sure! Would 5:45 at Cafe Muertos work for you?

10. Meet up and exchange the item.

Here comes the part where you'll need to take your transaction into the real world. And while the majority of transactions on Craigslist are completely safe, you'll want to take some basic precautions whenever you use the site:

- Meet in a **public place**, like a coffee shop or a busy shopping center. **Many local town and city police departments welcome you to meet in their parking lot. If the buyer has unsavory intentions, then he or she's not likely to show up, thus, the worst that will happen to you is that you'll get "stood up," but you're safe.**
- **Never** invite someone directly to your home.
- Meet during **daylight hours**.
- If at all possible, **use cash**. Never accept a personal check or wire transfer.



If you're selling something you can't take to a public place such as furniture, we recommend having at least an extra person with you for safety.

As with any service like this, **use your best judgment**. If an offer sounds too good to be true, it probably is. And if you don't feel comfortable during a transaction, you can always ask the buyer to leave. Check out [Craigslist's personal safety tips](#) page for even more advice.

11. Delete the posting.

After you've sold your item, you'll want to go back to your original email from Craigslist, use the link to open the **manage posting** page, then **delete** the posting. This will prevent other people from contacting you about the item.

raleigh craigslist > manage posting

Your posting can be seen at <http://raleigh.craigslist.org/bik/5020179580.html>.

Edit this Posting

You can make changes to the content of your post.

Update Images

Add or remove images attached to this posting

Edit Location

Change how this posting appears on a map.

Delete this Posting

This will remove your posting from active listing.

CL raleigh > for sale > bicycles - by owner

reply

Posted: 2 hours ago

Schwinn Road Bike - \$100 (Raleigh)



That's it! Happy Craigslisting!

We hope this class has given you a good overview of the selling process for Craigslist! We'd also recommend Craigslist's [Help and FAQ page](#) for even more advice about using the site.