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

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.

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.
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**.

A dialog box will appear. Locate and select some photos from your computer.
6. When you're finished, click done with images.

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.
8. 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.

9. 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.

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

**Terms of Use**

![Accept the terms of use button]

**WELCOME TO CRAIGSLIST.** By accessing our servers, websites, or content therewith (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, nonsub licensible 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/sub licensible 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").

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**Gmail**

**Schwinn Road Bike**

**Julia Fillery** <6d022bf8d0a7d392abc699fe55af80d6b@reply.craigslist.org>

to: 8q2q-501222424.

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

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Original craigslist post: [http://raleigh.craigslist.org/bik/5012224333.html](http://raleigh.craigslist.org/bik/5012224333.html)

About craigslist mail: [http://craigslist.org/about/help/email-relay](http://craigslist.org/about/help/email-relay)

Please flag unwanted messages (spam, scam, other): [http://craigslist.org/mf/f5e6091b1f3ab3a86279314c42a29443f3eaf3f5a831](http://craigslist.org/mf/f5e6091b1f3ab3a86279314c42a29443f3eaf3f5a831)
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.

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.

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.