# How to Facebook, Instagram, X and LinkedIn
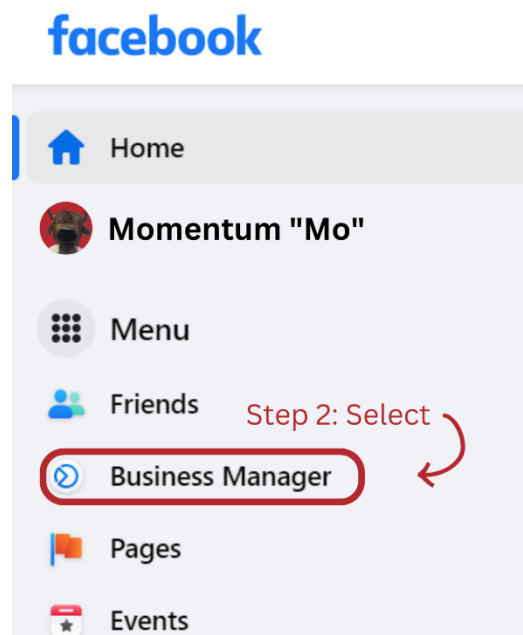
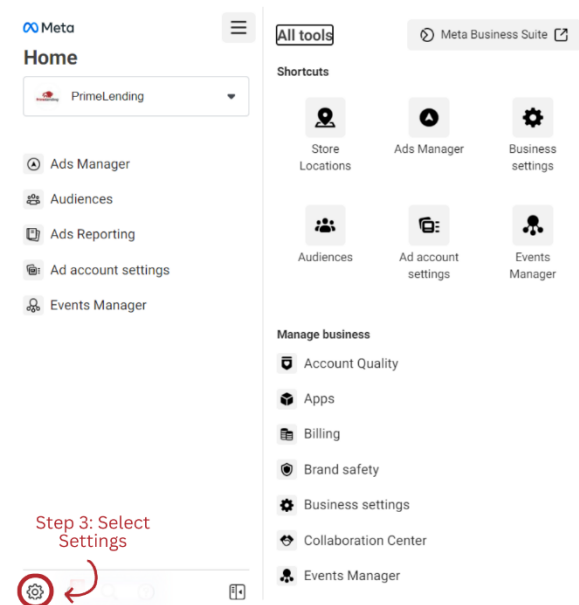Navigate to a section by clicking a link below.

## Connecting Your Business Instagram Page to Facebook (Meta)
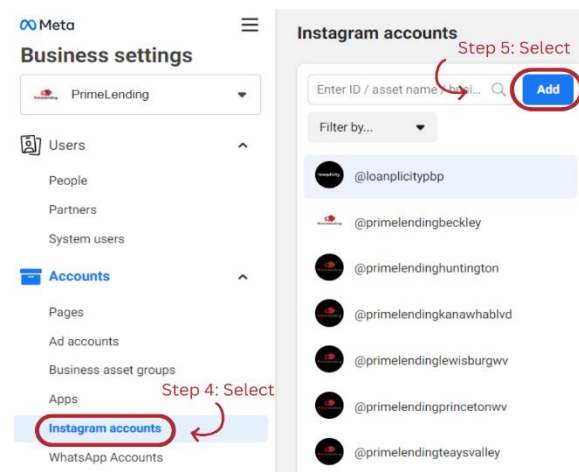
**Step 1**: Login to your Business Facebook Account

**Step 2**: Navigate to the left-side menu > Select "Business Manager"



## Posting On Instagram and Facebook through Meta Business Suite

**Step 1**: Navigate to Meta Business Suite

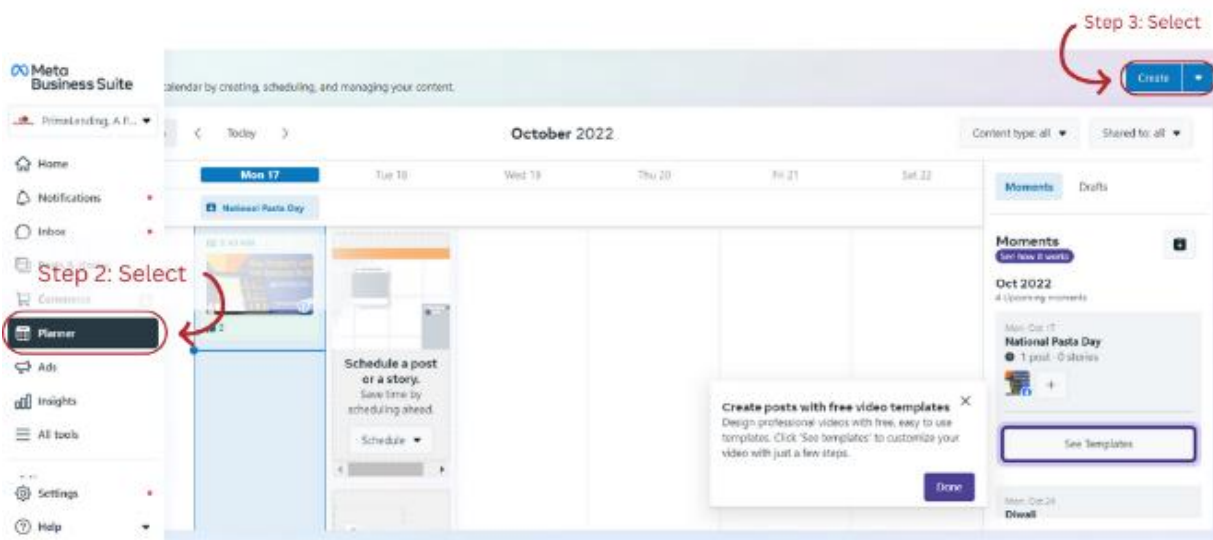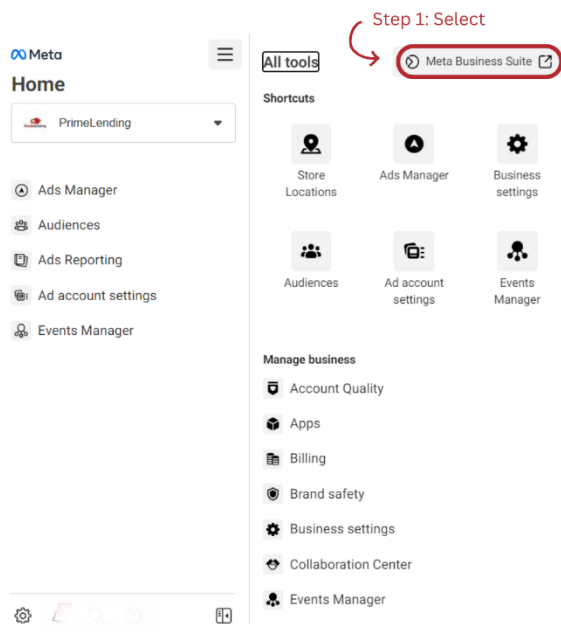**Step 3**: Select the Settings cog in the bottom left corner of the menu



**Step 4 & 5**: Under "Accounts", select "Instagram Accounts". Select the blue button labeled "Add". Follow prompts on the screen to link your business Instagram account to your business Facebook.

**Step 1: Select**



**Step 3: Select**

**Step 2: Select**

**Step 2 & 3**: Select Planner in the left-hand menu. This will give you a calendar view of your currently scheduled posts. To create a new post, simply click the blue "Create" button. Enter

**Step 4**: Upload your image or video and enter your caption. Remember to select the correct platform(s) that you'd like the image/video to post to.



**Step 5**: If you want the image/video to post immediately, click "Publish"! If you would like to schedule the post for a future date and time, select the dropdown arrow and select "Schedule Post". Please see the image below for reference. Select the date and time you'd like your content to be posted for all platforms. When you are done, select save.

Posting on LinkedIn

1. **Login to your LinkedIn page**

2. Click Start **a post and** enter your update text or URL (website or article) in the window that appears.

   o    Updates will be displayed in the language you used for your update.

3. Click the Camera icon, Video **camera** icon, or Document icon to upload a photo, video, or document from your computer.

4. Click **Add hashtag** and enter your text next to the symbol. (optional)

5. To adjust the privacy settings, click the dropdown and select **Anyone** or **Targeted Audience**. The default setting is **Anyone**.

6. Click **Post**.

Posting on Twitter

### Step 1

Type your Tweet (up to 280 characters) into the **compose box** at the top of your Home timeline, or select the **Post** button in the navigation bar.

### Step 2

You can include up to 4 photos, GIF, or a video in your Tweet.

### Step 3

Select the **Post** button to post to your profile.

To save a draft of your **Post**, select the **X** icon in the top left corner of the compose box, then select **Save**. To schedule your Tweet to be sent at a later date/time, select the **calendar** icon at the bottom of the compose box and make your schedule selections, then select **Confirm**. To access your drafts and scheduled **Posts**, select **Unsent Posts** from the Tweet compose box.