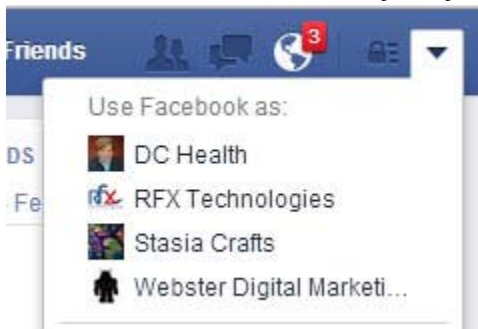


How to Use Facebook as Your Page

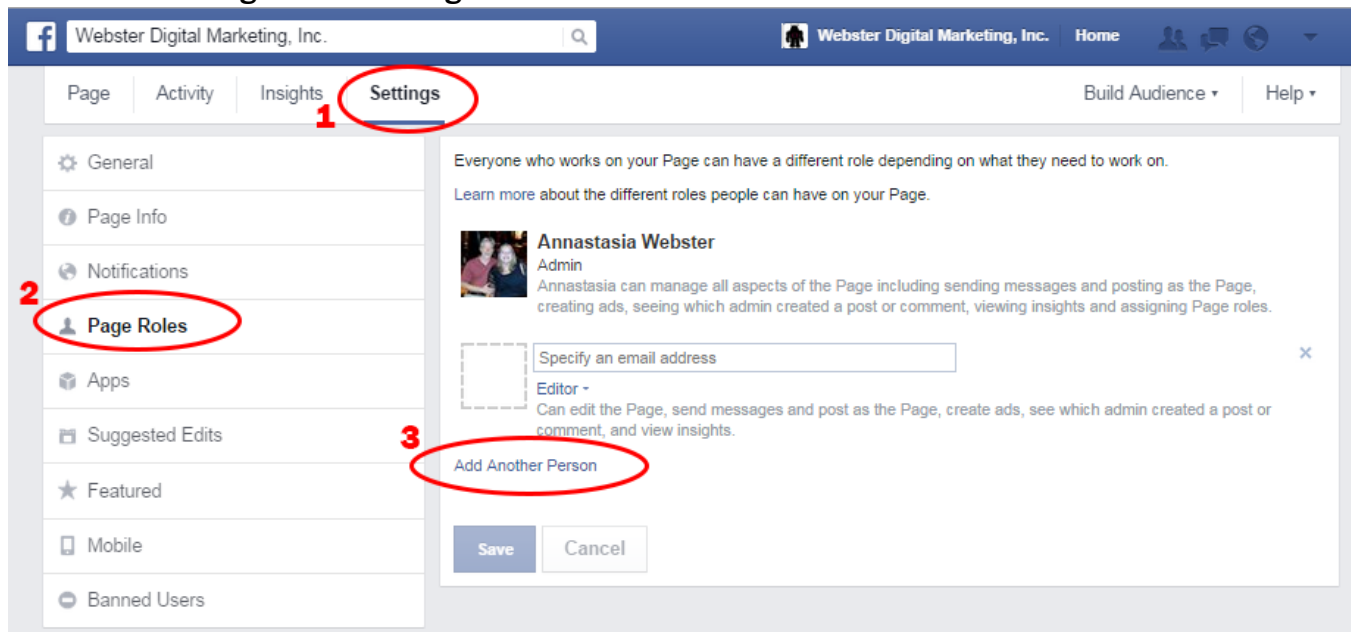
1. Log in to Facebook.
2. At the top of the page, you will see a down arrow. Click this (circled below):



3. You will see your company listed under “Use Facebook as:”. Click on that name (your list will be different from mine below and may only contain one choice).



4. From here you can create posts, view analytics, see who has liked your page and write messages as your page.
5. To get back to using Facebook as yourself, just click on the same arrow at the top and select your name under the “Use Facebook as:” drop down. It wasn’t a choice before, but it will be once you are using Facebook as your page.
6. Click on Settings and then Page Roles. Then click on Add Another Person.



7. Type stasia@websterdigitalmarketing.com in the email address box.
8. Click on the word “editor” under the email address. A drop-down box will appear. Select “admin”.
9. Click Save.