



Facebook Business Suite Tips (Meta)

Facebook Business Suite lets you manage your Facebook and Instagram accounts in one place.

- ✓ You can post across all platforms at once.
- ✓ You can manage your inboxes across all accounts and create Automatic Responses for faster replies.
- ✓ You can create ads.
- ✓ You can track insights and trends.
- ✓ You can see all your pages activities at a glance.

First step, is you need to link your Instagram to your Facebook Business Page.

1. Open your Facebook Page.
2. Select **Settings** on the left menu.
3. Select **Instagram**.
4. Select **Connect Account**. Make sure the “Allow access to Instagram messages in Inbox” is toggled on and then click **Continue**.
5. Enter your Instagram account username and password, then select **Login**.

Logging into Facebook Business Suite

1. Go to <https://business.facebook.com> and enter in your Facebook Business page username and password. This should log you in.

OR

1. Go to your page.
2. Click **Business Suite** on the left side menu.

Create and schedule posts for Facebook & Instagram simultaneously:

1. Go to **Posts & Stories** or **Calendar**.
2. Click **Create Post**. (You can also click **Create Post** from the **Home** tab).
3. Select where you want to schedule a post (Facebook, Instagram, or both).
4. Enter all the details of your post including text, media, links, location, etc.
5. Preview your post on the right. To see a different preview, click on the dropdown on the top of the window or on the arrows on the top right. You can see how it will look on Facebook compared to Instagram or on desktop compared to phone.
6. Click **Publish**, if you want to post now. To schedule for later, hit the down arrow next to Publish.
7. Click **Schedule Post**, add the date and time you want it to go live.
8. Click **Schedule**.