

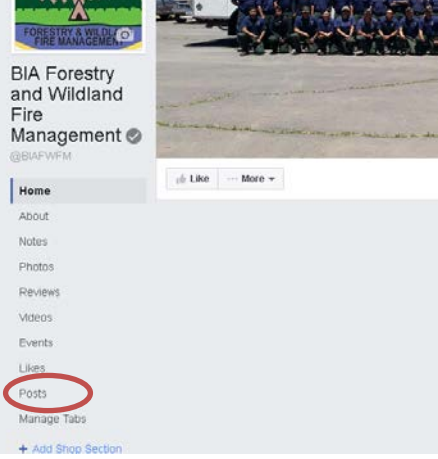
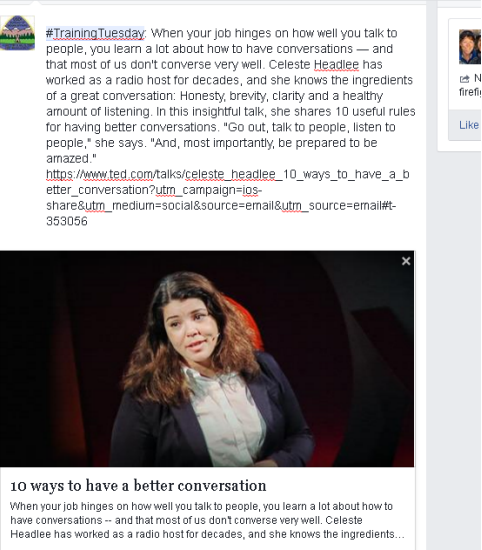
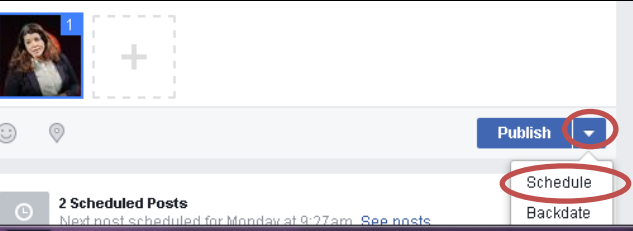


# Division of Forestry & Wildland Fire Management

## Social Media Instructions

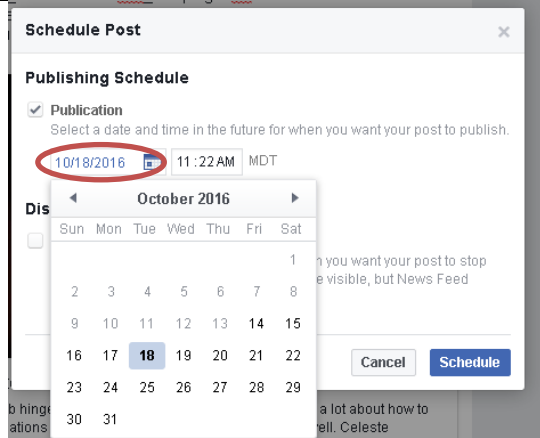
### How to Schedule a Post in Facebook

Last Updated: Oct. 14, 2016

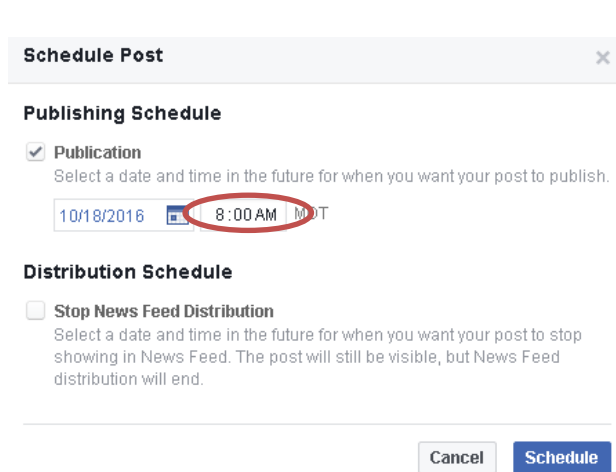
<p>1. From public screen, select “Posts”</p>	
<p>2. Enter the post you wish the schedule in the status update.</p>	
<p>3. Click the dropdown arrow next to “Publish” a. Click “Schedule”</p>	

4. Select the date and time which you would like to have it posted.

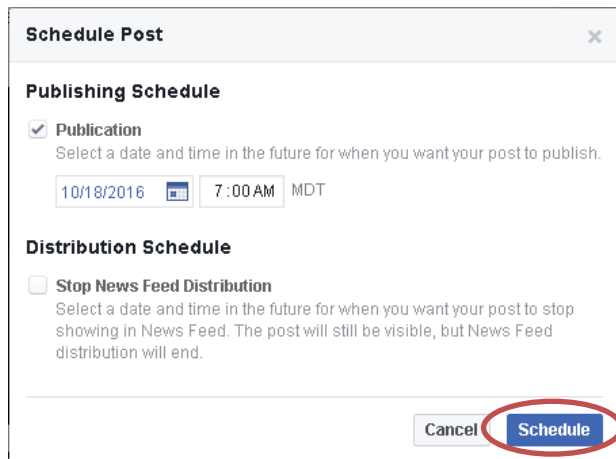
a. Click the calendar button and select the day of the week.



b. Select the time of day you wish to post. *\*It's best to have the time be between 7-8a.m so people can see the post throughout the day.*



c. Click Schedule



5. DONE. FB returns you to the posting page. – You know your post is scheduled when you see black bold text that says “x Scheduled Posts”

