



# Aoife Rigney

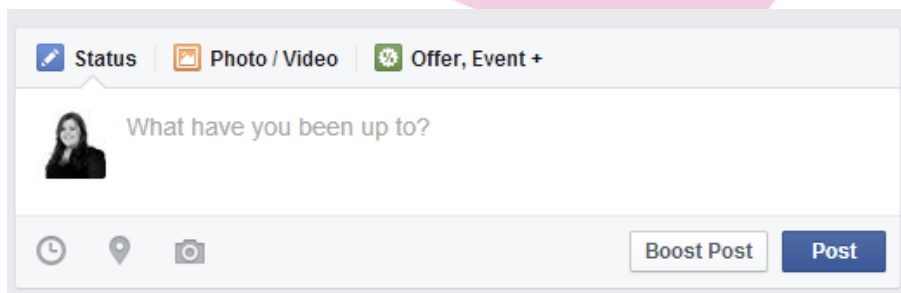
DIGITAL MARKETING

## 3 Easy Steps to Schedule a Post on Facebook

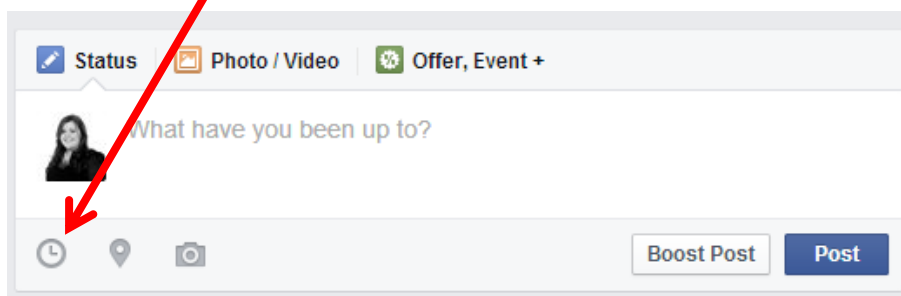
The scheduling feature allows Facebook Page Admins schedule posts for the future – once they have figured out their content plan which forms part of their overall social media strategy.

While scheduling posts is great, you must remember to check back and respond to any comments, messages and posts!

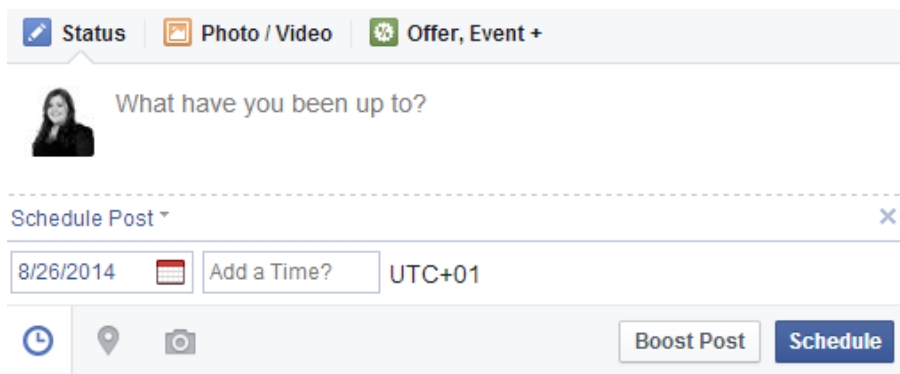
**Step 1:** Click into the status box as normal (What's on your mind?)



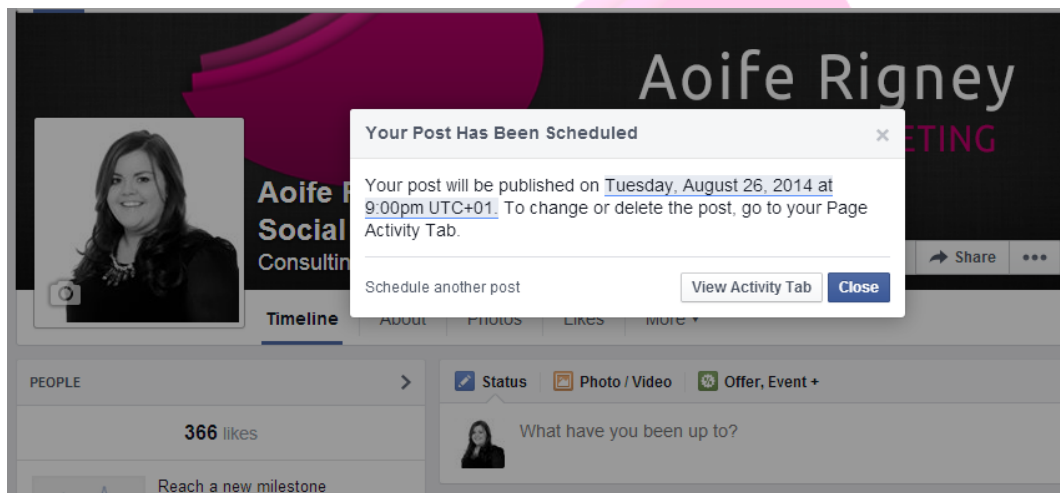
**Step 2:** Choose the time you want to schedule the post.



**Step 3:** Choose the date and type in the time you want your update to post. Then click schedule!



Once you have scheduled your post, this dialog box will appear on your screen:

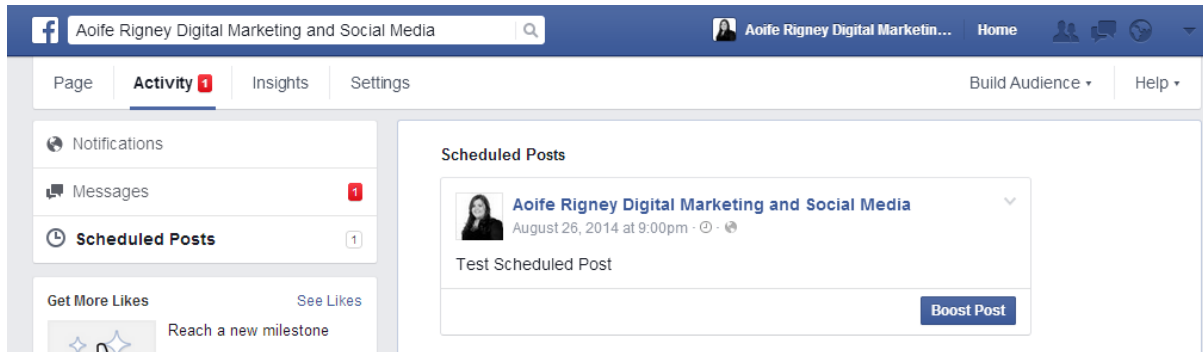


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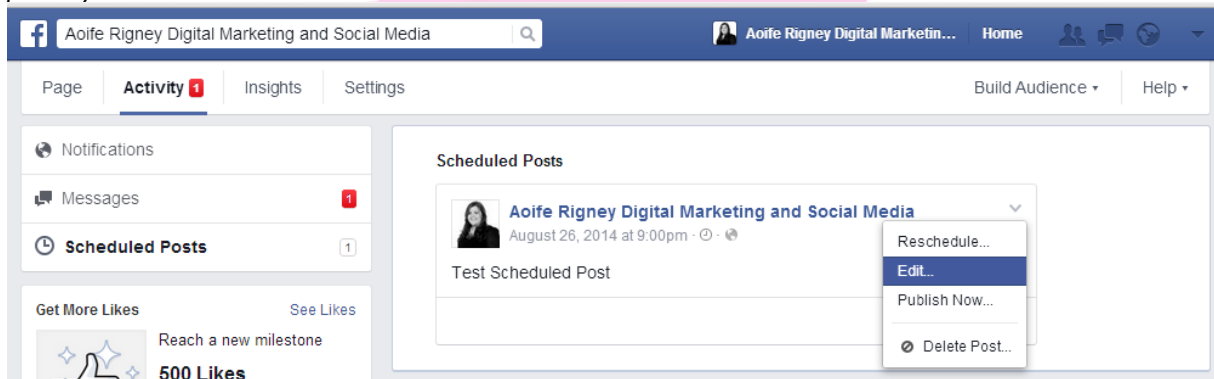
If you'd like to review, edit or reschedule your post – click "View Activity Tab". Otherwise, click close.

For more information and free advice:  
[www.aoiferigney.ie](http://www.aoiferigney.ie)

To view your scheduled posts... just go to Activity > Scheduled posts



To edit your scheduled posts click on the arrow on the top right corner of the post you'd like to edit

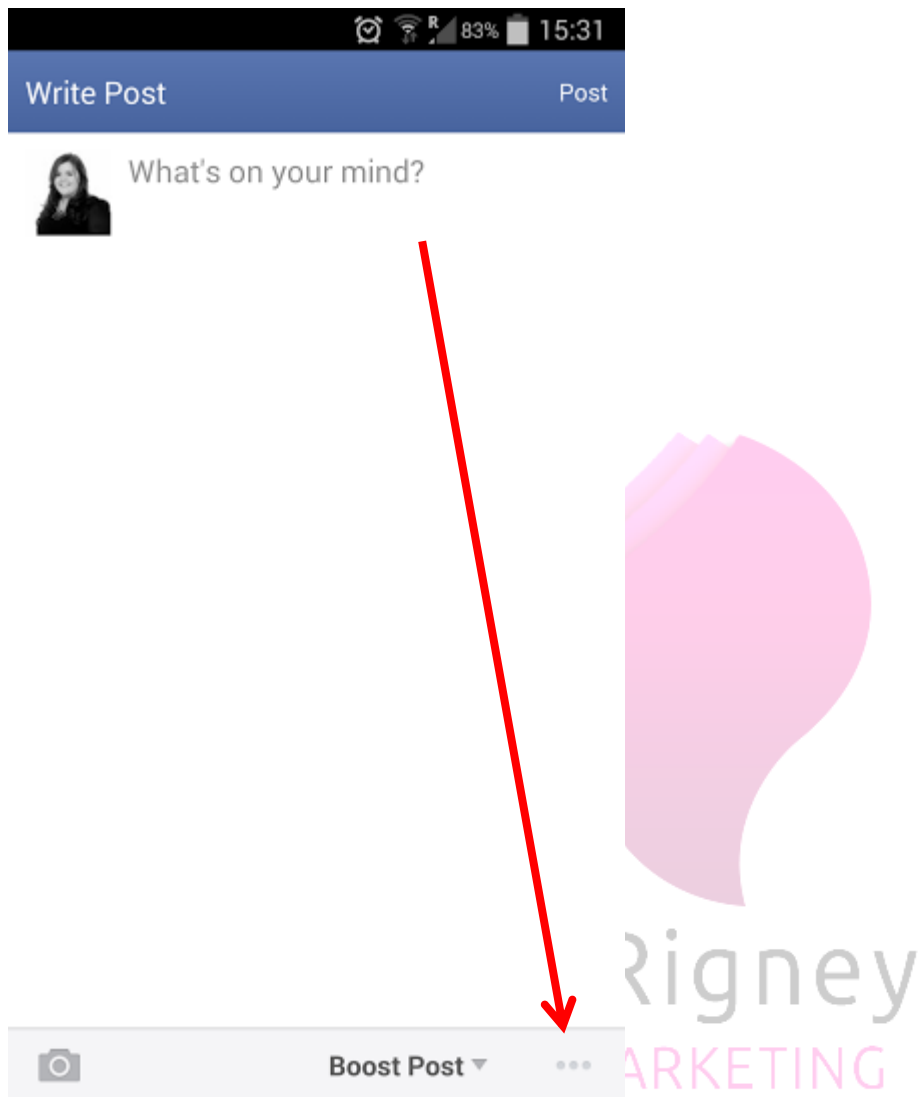


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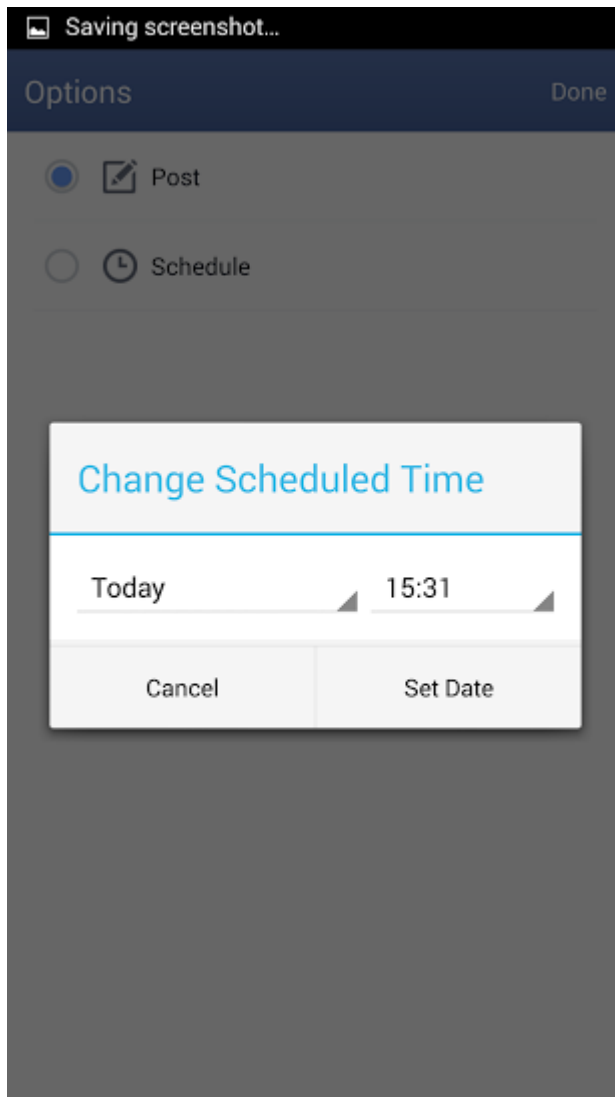
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**On mobile/tablet:**

Scheduling is the same process on your Pages Manager app on your phone – write your update, choose time and date then click schedule. The schedule button can be found here:

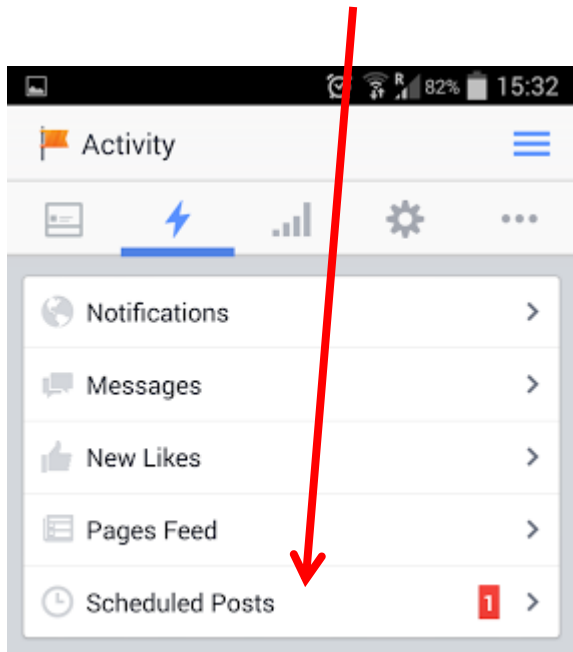


Next, choose time and date:

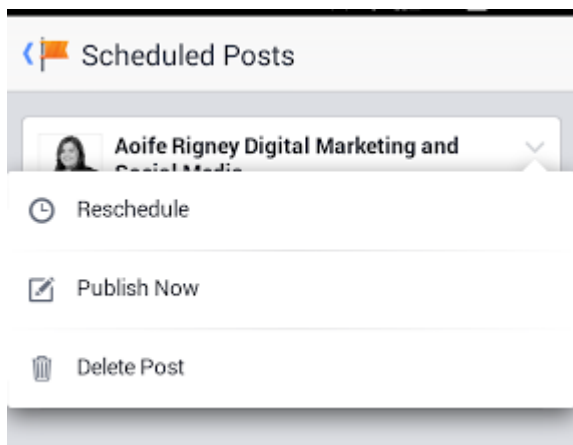


For more information and free advice:  
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Check your scheduled posts here:



Edit, reschedule or delete your scheduled posts here:



Rigney  
MARKETING

Scheduling a post on Facebook is simple!

For more information and free advice:  
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