**HOOTSUITE Quick Guide**

**GO TO** [**hootsuite.com**](http://www.hootsuite.com) and click “Login”

**ENTER LOGIN INFO** (keep this in a safe place; not online)

**HOW TO POST:**

1. On leftnav, click edit icon A close up of a sign

   Description automatically generated

1. Box will pop up.  
   A screenshot of a cell phone

   Description automatically generated
2. Click inside “Post to” box. Check boxes next to each platform you’re posting to

A screenshot of a cell phone

Description automatically generated

1. Add the message you’re posting into the text box A screenshot of a cell phone

   Description automatically generated
2. In the Media box, drag and drop your photo or video

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Description automatically generated

1. To post immediately, click yellow button “Post Now”:

A close up of a logo

Description automatically generated

1. To schedule a post for later, click blue button “Schedule for later”….and put in time and date. Click “Done” and yellow “Schedule” button

A screenshot of a cell phone

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A close up of a logo

Description automatically generated

**Additional Resource:**

“How to use Hootsuite in 11 minutes” video - <https://youtu.be/Bg1BcNDXBi4>