**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 

1. Box will pop up.

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



1. Add the message you’re posting into the text box 
2. In the Media box, drag and drop your photo or video



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



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





**Additional Resource:**

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