



CHANGE THE NAME ON A FACEBOOK BUSINESS PAGE

HOW DO I CHANGE MY PAGE'S NAME?

1. Click the **profile icon** on the top right of your Business Page.
2. Select **setting & privacy**, then **settings**.
3. The next page will say **General Page Settings** at the top. Underneath it will have two lines, one with your **page name** and one with your **username**.
4. Click the blue **edit** on the right of the name line, enter a **new Page name**, and click **Review Change**.
Please note, you won't be able to change the name of the page for a certain period after you have done this.
5. Click **save**.
6. The username is how people of Facebook find you. So you can edit this one as well if you choose.

HOW DO I CHANGE MY PAGE'S USERNAME?

1. Click the **profile icon** on the top right of your Business Page.
2. Select **setting & privacy**, then **settings**.
3. Under the General Page Settings heading, it will have two lines, one with your **page name** and one with your **username**. The username is how people find you on Facebook.
4. Click the blue **edit** on the right of the username line, enter a **new username**, and click **save**.

New skill, tick!

