Scheduling a post on Meta Business Suite
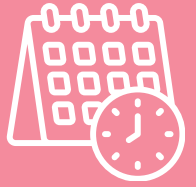
1   Log in to your Facebook business account.

2   Click the top left hand corner icon ▶ to bring up the Meta Business Suite menu.

3   Click the drop down arrow to show more options i.e Inbox, Ads, Advanced Insights and Planner.

4   Click on 'Planner'. Select the date you want to post, and click schedule.

5   Select from 'schedule post', 'schedule story', 'create reel', or 'schedule ad'.

6   A pop up will appear, choose the date and time you want the post to appear and save.

   Please note: if you manage multiple Facebook Pages, choose the Page for which you want to schedule the post.

7   Write your post content, add images, videos, or any other media you want to include.

8   Look for the option to schedule your post under 'scheduling options' further down the page, make sure the information is correct, otherwise change the date and time to what you want. There is the option to look at active times to help you get the best out of your post. Make sure to choose the correct time zone.

9   Before scheduling, review your post to ensure everything looks correct.

10   Once you are happy with how it looks, click on the "Schedule" button.

11   You should receive a confirmation pop up indicating your post has been scheduled successfully 'under the heading post details. You will also have the option to 'boost post' or 'publish now'. If you don't want either of these options close the window by clicking the cross in the top right hand corner.

12   You will then see your post in the planner ready to go. Thats all you need to do. You can log out and it will automatically post on the date and time you selected.