



What is Meta Business Suite?

Meta Business Suite is a tool small businesses can use to manage their Facebook and Instagram in one spot. You have access to marketing and advertising functions, you can schedule posts, view insights and respond to messages or comments all from the one place.

How does it work?

Meta Business Suite is a business function, so you will need to have a business page, it is not for personal Facebook or Instagram profiles.

To access the Meta Business Suite you need to login to your Facebook account and go to your business page.

You can access this Facebook tool by either a desktop computer or smart phone. Please keep in mind that there are more functions to access on your desktop computer.



**It's easy to stay up-to-date when you can view
all functions in the one place.**

What functions does it have?

- Overview of your business social media (Facebook & Instagram)
- Notifications and page activity
- Inbox features
- Create posts, Facebook stories, Instagram reels (you can publish or schedule)

There are more tools on the desktop display

- Ads Manager
- Page settings
- Business settings
- Manage permissions

Meta Help Business Centre have all the information you need to learn about the functions.

Go to 'Help' at the bottom of the lefthand sidebar and press the 'Help' button in the pop-up. Once it appears you can type what you are looking for.

