

Procedures

Facebook Business Pages

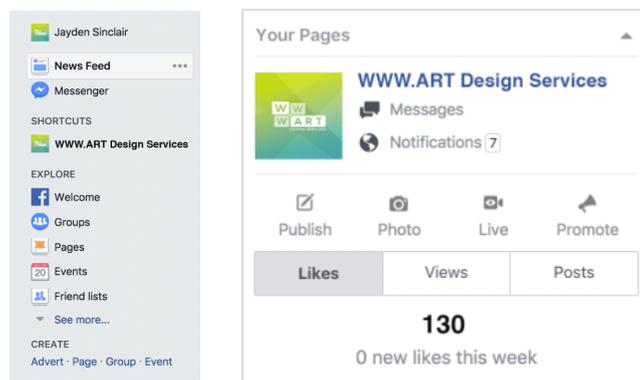
Assigning a New Page Role



Step 1:

Finding your Facebook Business Page

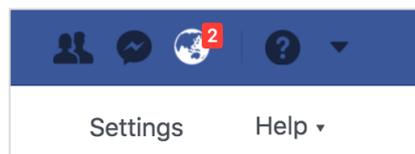
From the personal Facebook account that your business page is linked to, navigate to your page by using the left navigation sidebar, or by using the 'Your Pages' section on the right.



Step 2:

Accessing Your Page Settings

Navigate to your page settings in the top right of your page.



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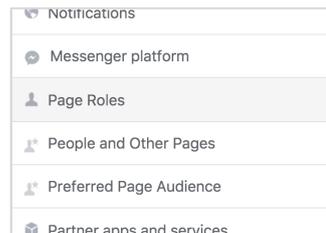
Assigning a New Page Role



Step 3:

Navigate to 'Page Roles'

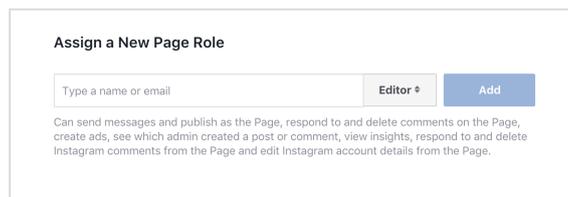
In the left hand menu, navigate to 'Page Roles'



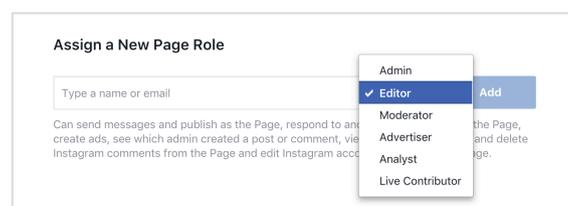
Step 4:

Assign a New Page Role

Navigate to the 'Assign a New Page Role' section. Here you will enter either the name or email of the person you would like to provide page access to.



You should also use the select menu to choose what level of access this user will have to your page. Review this before sending the request.



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Step 5:

Sending Access to WWW.ART Design Services

When sending Facebook Business Page access to WWW.ART Design Services, please use the following email address.

projects@wwwart.com.au

