#### 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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www.wwwart.com.au

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contact@wwwart.com.au

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### Step 3:

#### Navigate to 'Page Roles'

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

Ø	Notifications
Ø	Messenger platform
1	Page Roles
<b>1</b> *	People and Other Pages
<b>1</b> *	Preferred Page Audience
	Partner apps and services

# 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.

Type a name or email	Editor ¢	
Can send messages and publish as the Pag create ads, see which admin created a post creater and comments from the Page and ed	e, respond to and delete comment or comment, view insights, respon	s on the Page, nd to and delete he Page

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.



 Solution
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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



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