

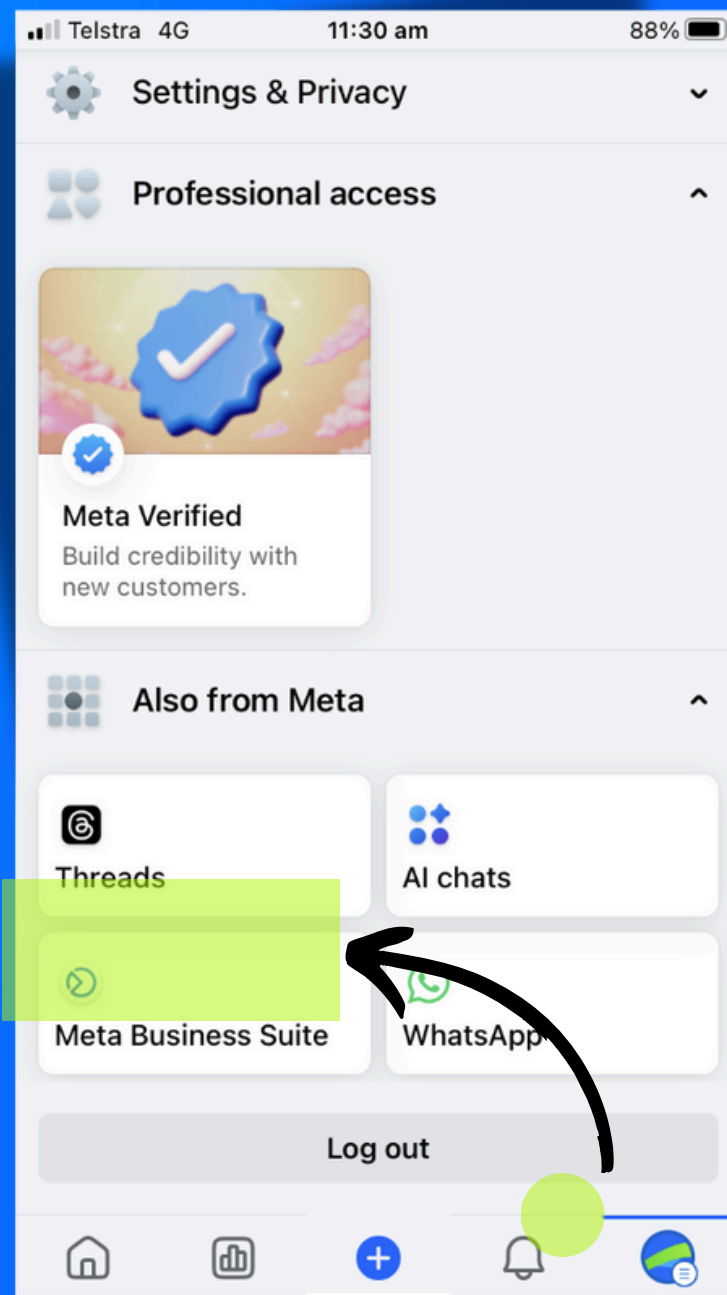


# How to schedule posts on Meta (Facebook)



# How to schedule posts on Meta using your mobile device

1



Download on the  
**App Store**



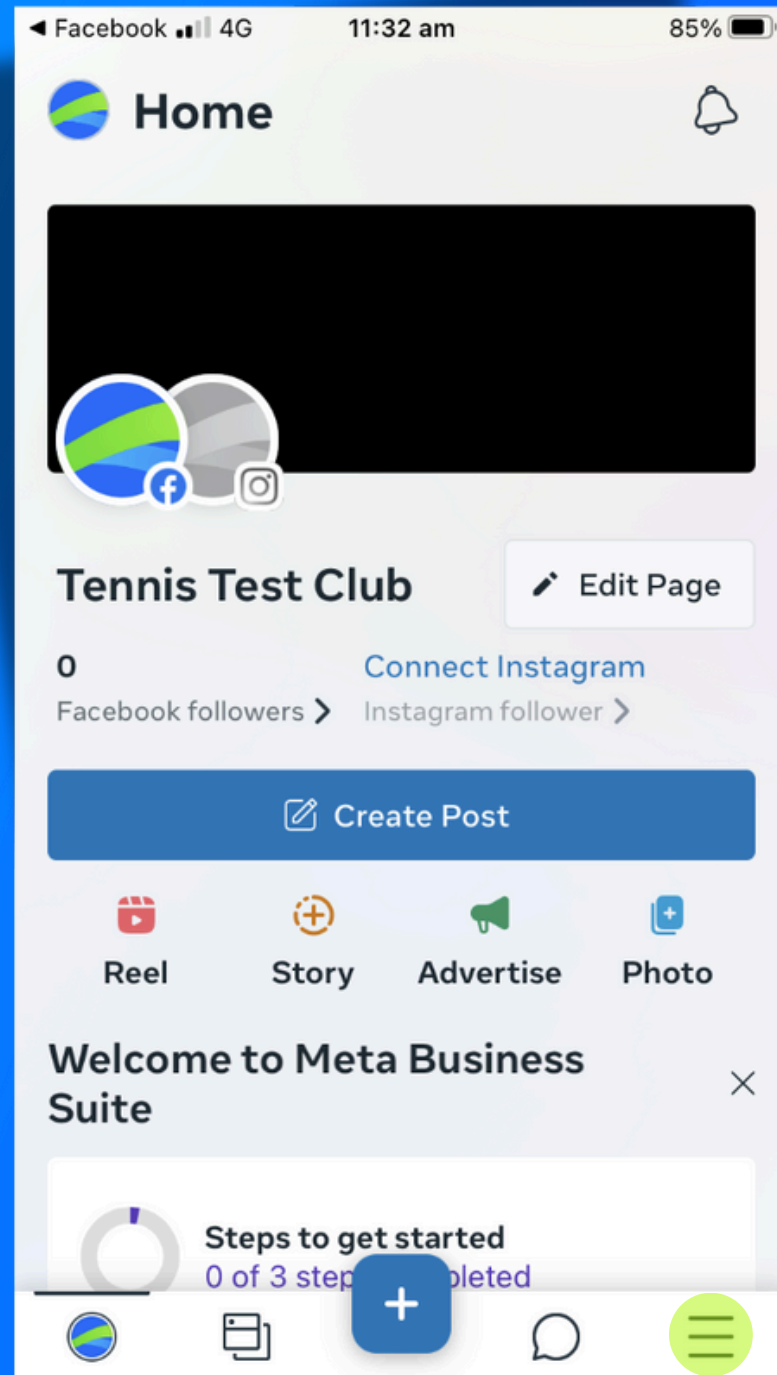
GET IT ON  
**Google Play**

## Step 1:

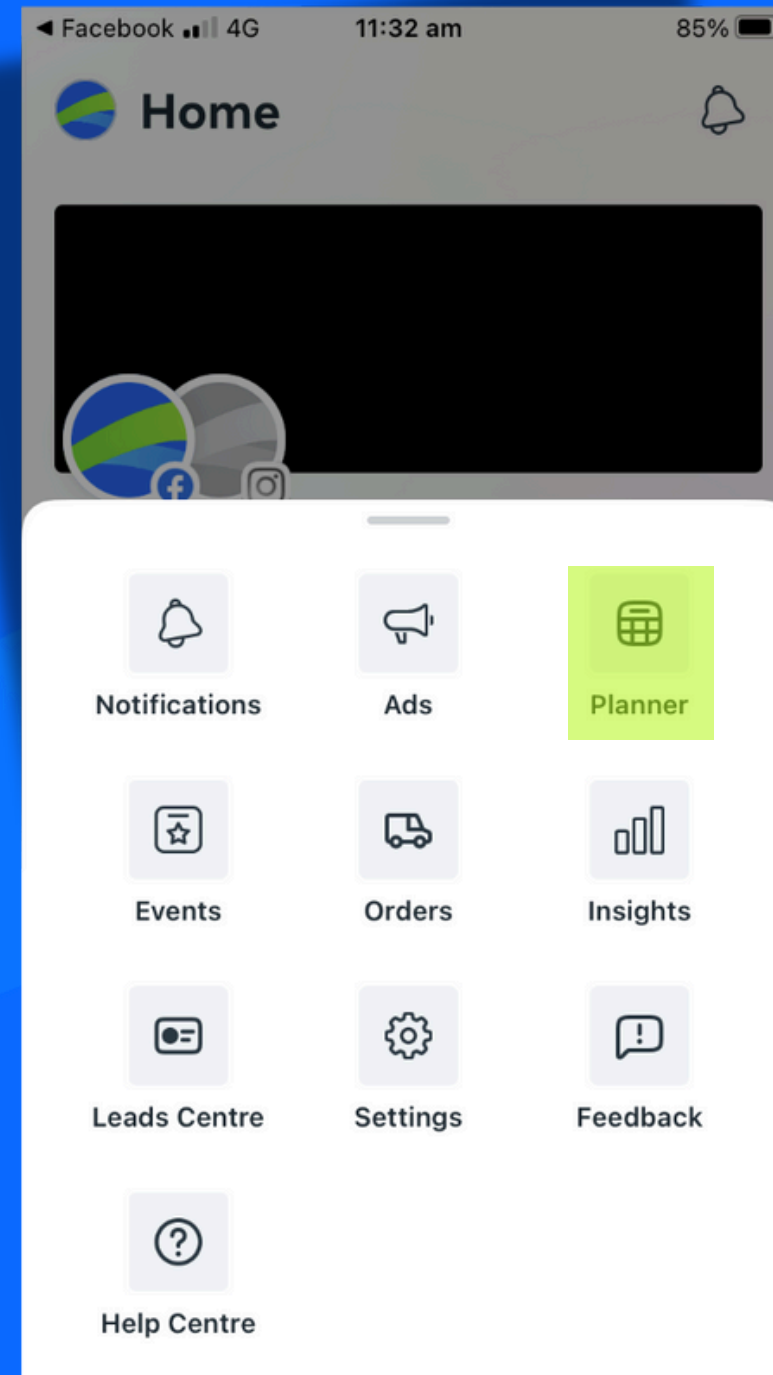
Open the Facebook app on your mobile device. Select 'Menu' by clicking your profile picture, scroll to the bottom of your screen and select 'Meta Business Suite'.

*Tip:* You'll need to install the 'Meta Business Suite' app on your mobile.

2



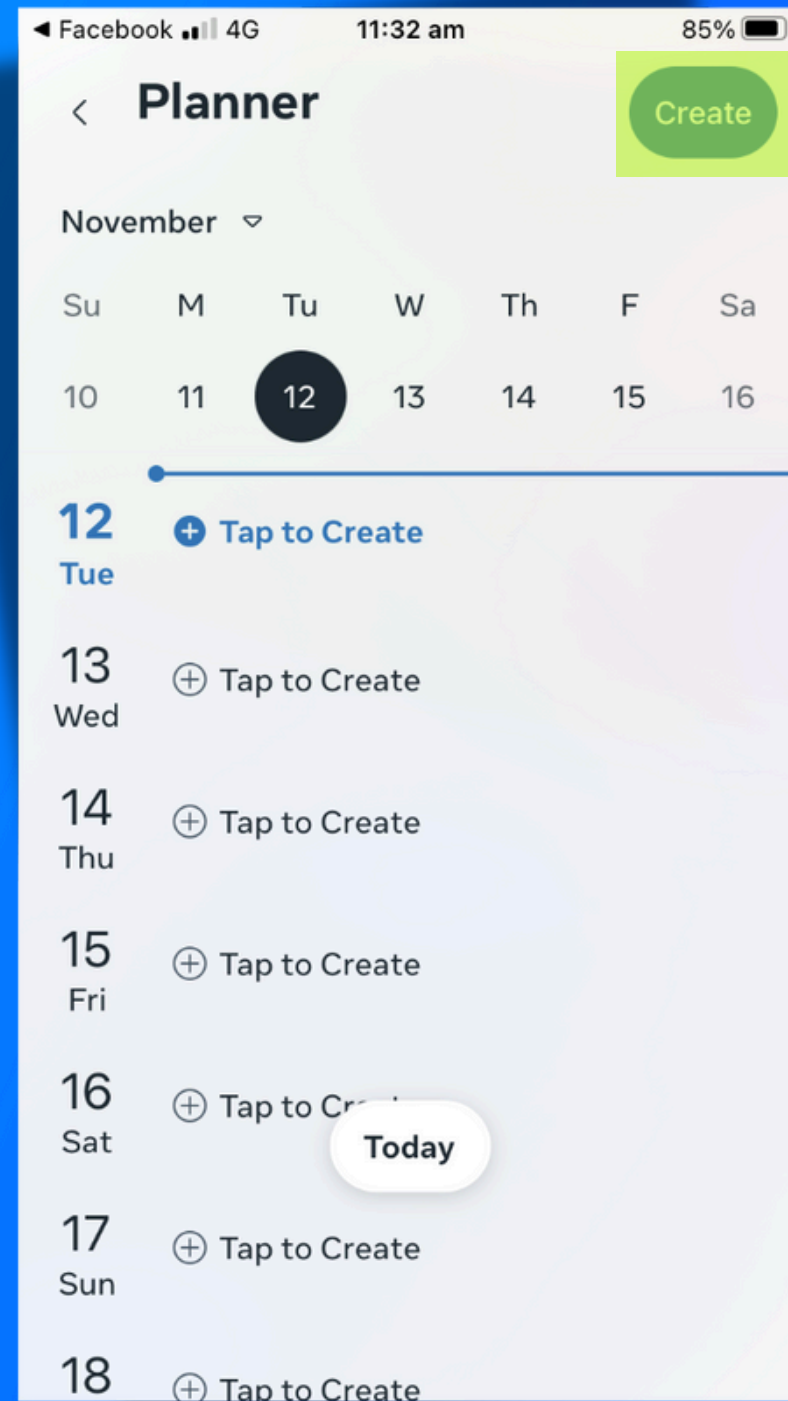
3



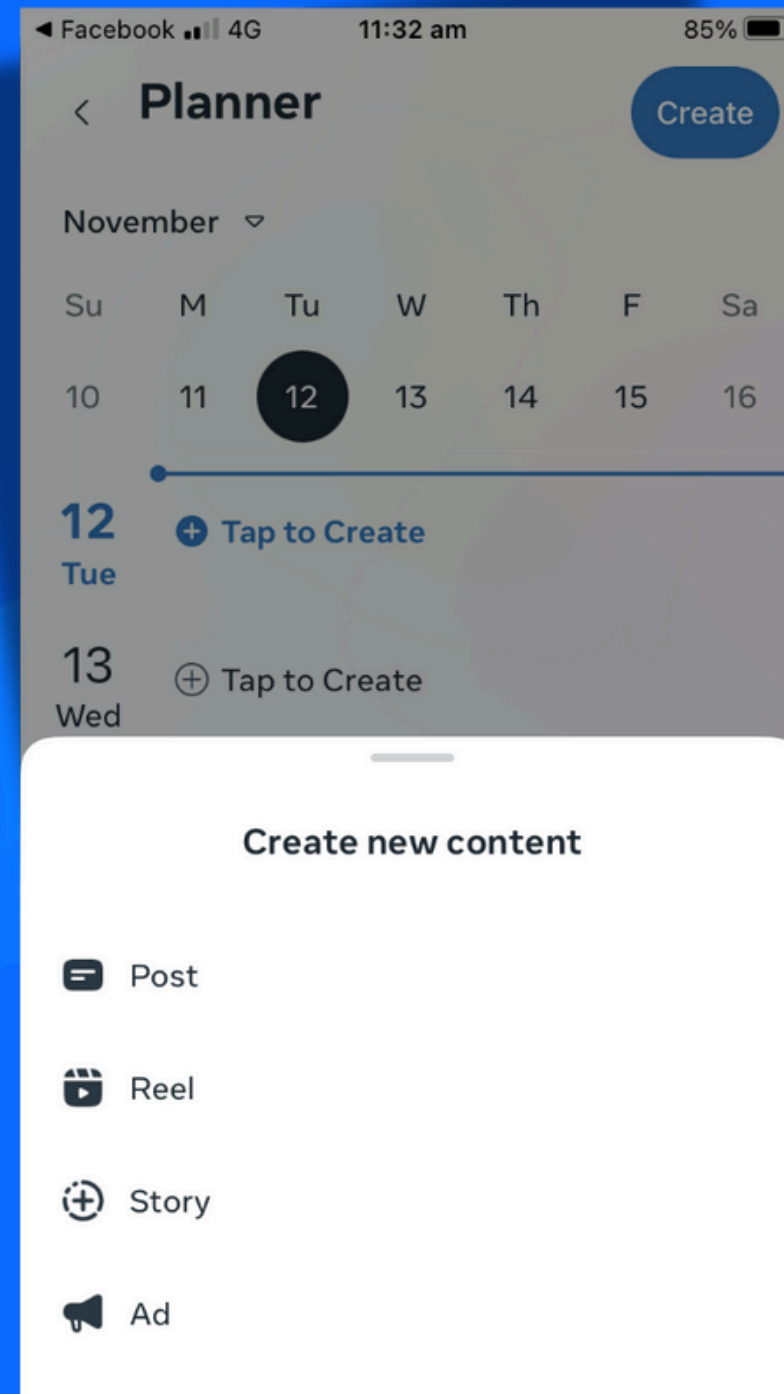
**Step 2:**  
**Select 'Menu'.**

**Step 3:**  
**Select 'Planner'.**

4



5

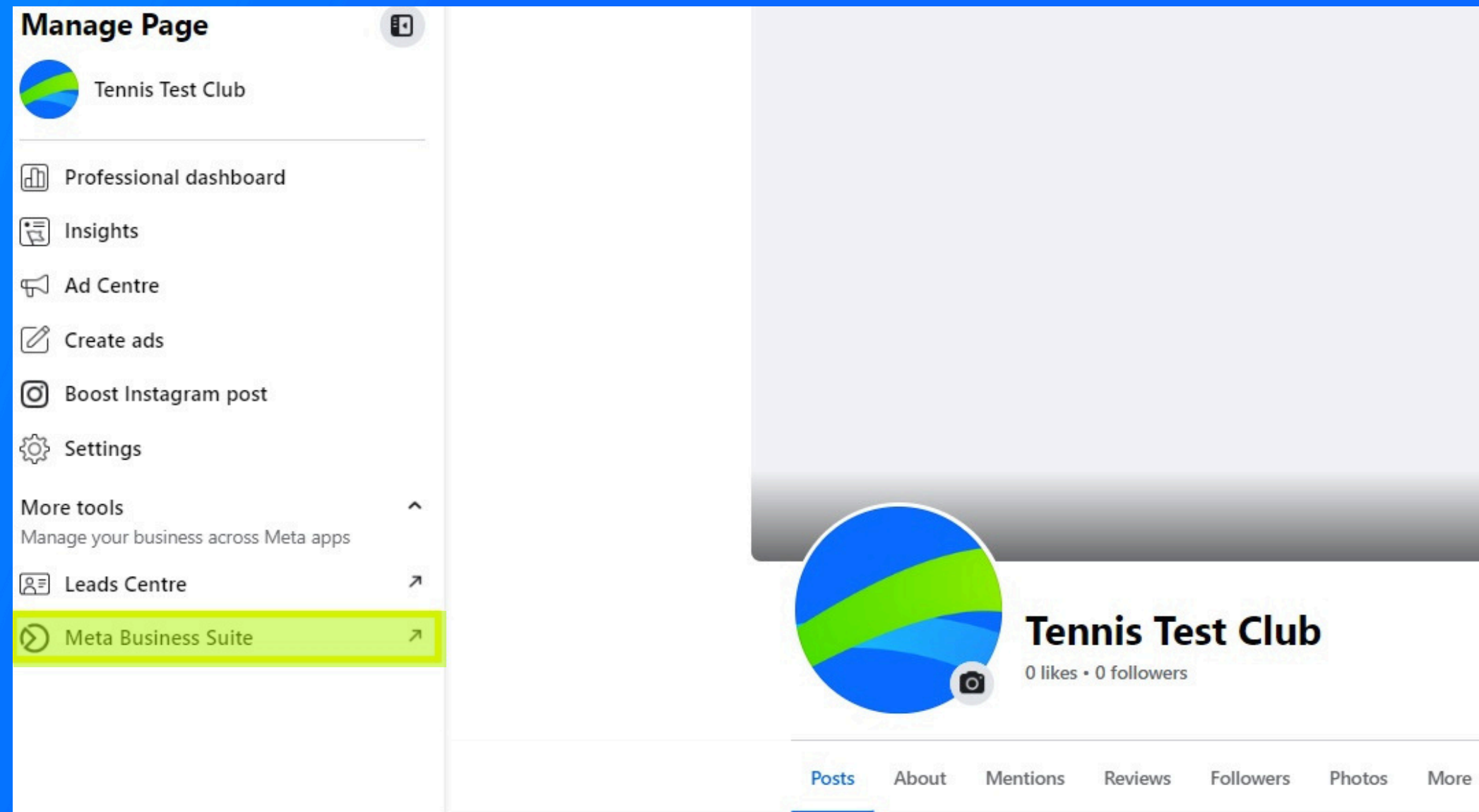


**Step 4:**  
**Select 'Create'.**

**Step 5:**  
**Start scheduling your posts with the resources provided.**

# How to schedule posts on Meta using your computer desktop

1

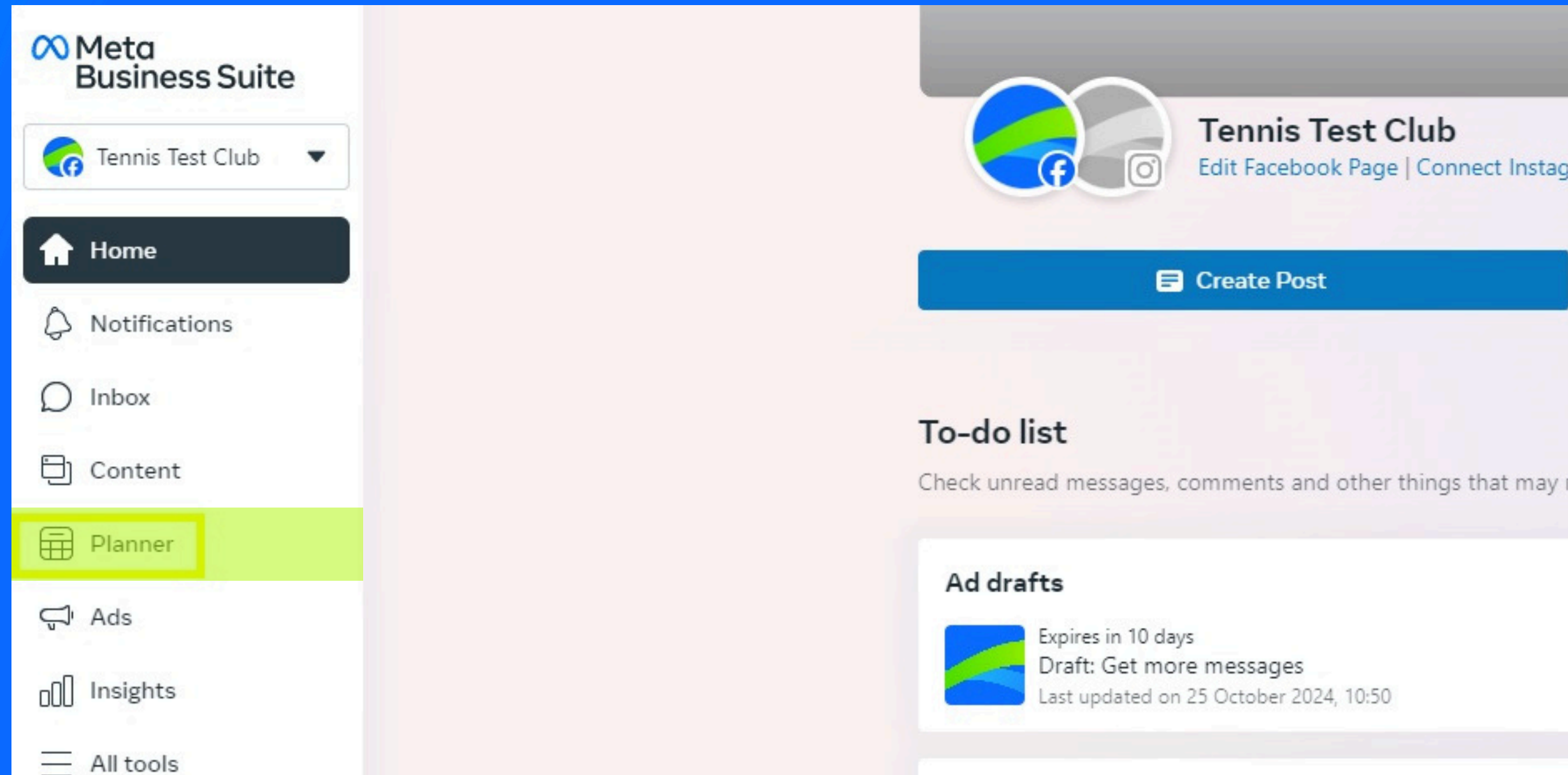


**Step 1:**  
Open Facebook in  
your web browser on  
your computer.  
Select 'Meta  
Business Suite'.



## Step 2: Select 'Planner'.

2



**Step 3:**  
**Select 'Create post' or use the drop-**  
**down option.**

3

The screenshot displays the Facebook Planner interface. At the top, the 'Planner' header includes the text 'Plan your marketing calendar by creating, scheduling and managing your content.' Below this, a navigation bar shows 'Week', 'Month', and 'Today' tabs, with 'November 2024' centered. A calendar grid for the week of November 10-16 is visible, with 'Tues 12' highlighted. A dashed box on Tuesday, November 12, contains an illustration of a laptop and a briefcase, with the text 'Create a post, story or ad. Share with your audience today.' and a 'Create post' button. On the right side, a 'Create post' button is highlighted in green, and its dropdown menu is open, showing options: 'Create post', 'Create Story', 'Create reel', 'Bulk upload reels', and 'Post video across Pages'. Below the calendar, a 'Goals' section is visible, featuring a 'Start new goal' button and a description: 'Set a goal, track progress and learn helpful tips for your professional success.' At the bottom right, there is a 'Create post' button with a dropdown arrow.



**Thank you!**