MOM EMPIRE

Buffer How To:

Step 1 – Sign in

Go to Buffer. com and sign in. you can sign in with any of your Facebook, Twitter, Linkedin accounts or your email id.
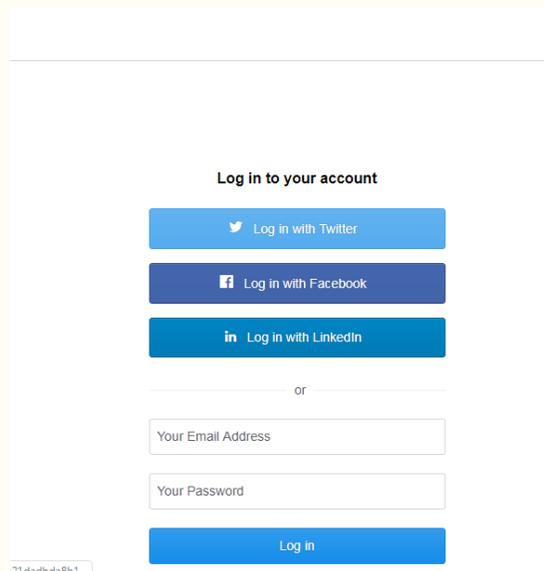
Log in to your account

> Log in with Twitter

> Log in with Facebook

> Log in with LinkedIn

or

Your Email Address

Your Password

Log in

21dadbda8b1...

Step 1 – Connect to Social Media Accounts

Once you have logged in, you can connect your Facebook page, Facebook group, Instagram, Twitter, LinkedIn Page, LinkedIn Profile to your buffer account. Please note: You can connect **only** up to 3 accounts on your buffer account in the free version.
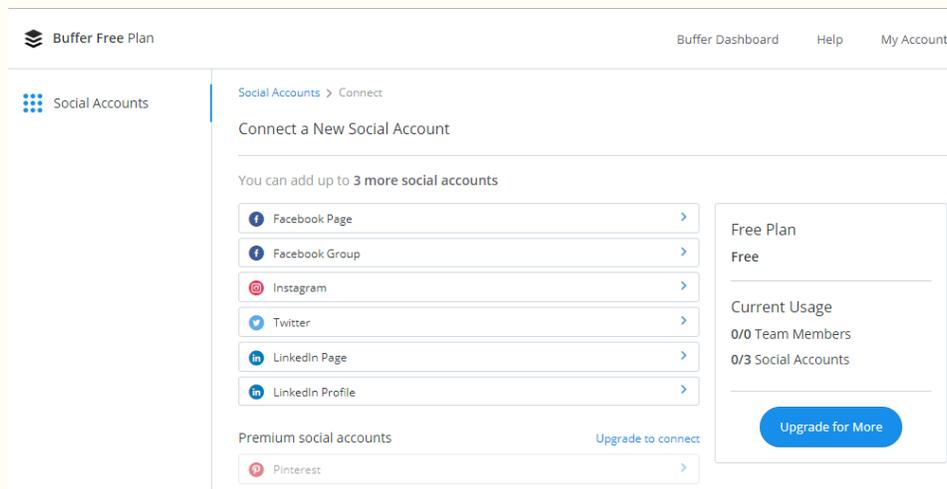
Buffer Free Plan   Buffer Dashboard   Help   My Account

Social Accounts

Social Accounts > Connect

Connect a New Social Account

You can add up to **3 more social accounts**

Facebook Page	>
Facebook Group	>
Instagram	>
Twitter	>
LinkedIn Page	>
LinkedIn Profile	>

Free Plan
Free

Current Usage
0/0 Team Members
0/3 Social Accounts

Upgrade for More

Premium social accounts   Upgrade to connect

Pinterest   >

Step 3 – Write and Schedule

Once you've logged in you will come to the dashboard, where you can write post, schedule them, queue them and can see settings of each account.
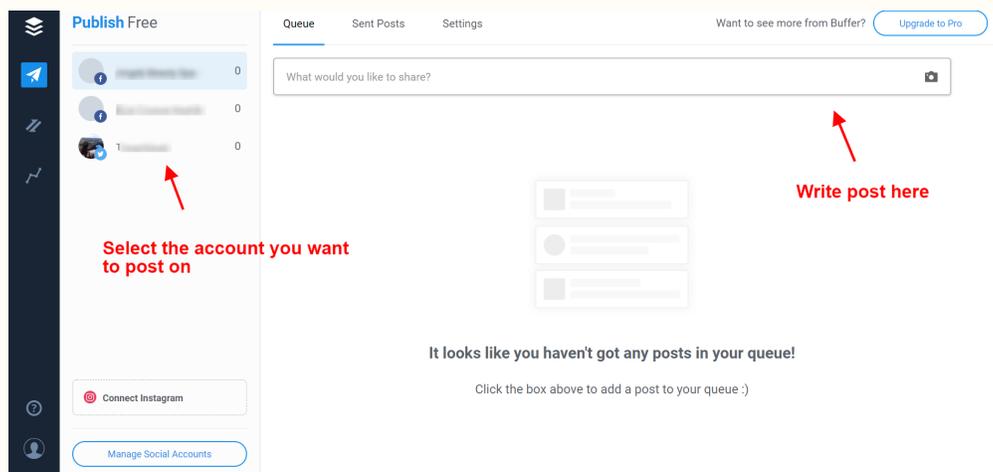
Step 4 – Publish post, video or images

Write an update, you can add images and videos as well while updating. Once your post is ready you can choose all the accounts you want to post it on. You can also either share the update immediately or schedule it for later.
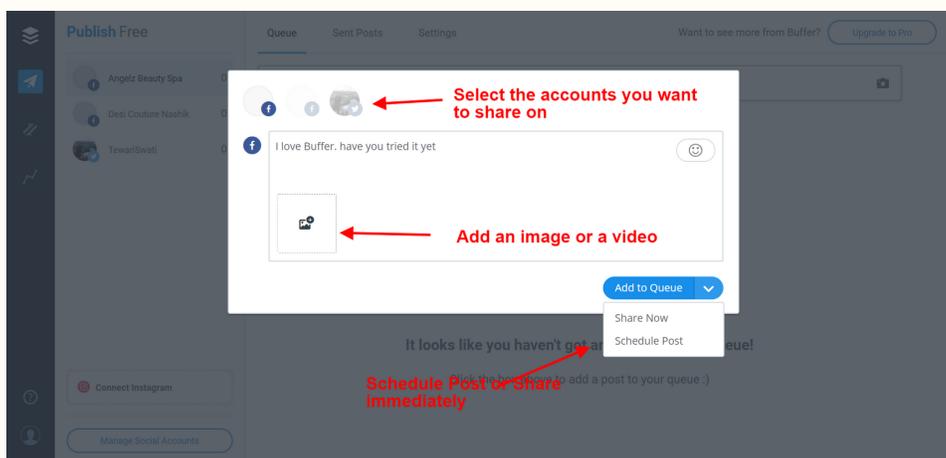
Step 4b – Publish post, video or images

You can also click on the timeslot you wish to post in and write your post that way. You will not be able to post to all of your accounts at once that way but sometimes your scheduled times are not the same on every account…simply copy and paste to other accounts.

Step 5 – Check the Status & Analytics

You can view your post that is not yet published on social media under 'Queue'. Under the 'Sent Posts' you can see all the updates that are already published. On Buffer itself, you can view the insights or analytics of each post.

Step 6 – Check the Schedule Times

You can edit your time zone and posting times in settings. The settings tab it at the top of the page under your Publish Tab.

Queue	Analytics	**Settings**

General	**Posting Schedule**

Your posting schedule for Enlighten Heart Services

Timezone

New York

Stop all posts from being sent on this channel? Learn more

[Pause Queue]

Add a new posting time

Every Day ⌄	Choose times	12	00	PM	[Add Posting Time]

Posting times ❓   [Clear all Posting Times]

Monday On ⬤	Tuesday Off ◯	Wednesday On ⬤	Thursday Off ◯	Friday On ⬤	Saturday Off ◯	Sunday Off ◯
12 : 00 PM	12 : 00 PM	12 : 00 PM	12 : 00 PM	12 : 00 PM	12 : 00 PM	12 : 00 PM
05 : 00 PM	12 : 00 PM	05 : 00 PM	12 : 00 PM	05 : 00 PM	05 : 00 PM	05 : 00 PM
	12 : 30 PM		12 : 30 PM			
	05 : 00 PM		05 : 00 PM			