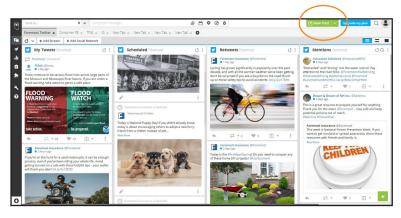
Scheduling Future Twitter and LinkedIn Posts

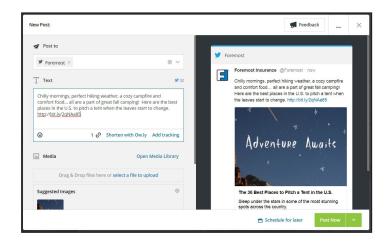


Unlike Facebook, Twitter and LinkedIn[™] do not have a built-in post scheduling option. However, you can get a free platform for scheduling posts on all social media pages at <u>www.hootsuite.com</u>. You'll need to set-up a Hootsuite[®] account and link it to the social media pages that you would like to use. (This process is fairly straight-forward. Begin by visiting the Hootsuite website and clicking the green **"Sign Up"** button in the top right corner).

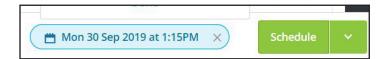
 Once you've created an account, you can begin scheduling posts. First, click the green "New Post" button in the top right corner.



3. Prepare your tweet or post. Once it's ready, click the **"Schedule for later"** button in the bottom right corner (to the left of the "Post Now" button).



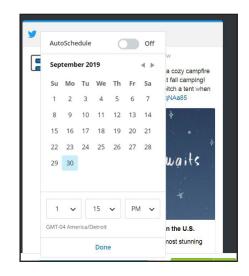
5. Hit the "Schedule" button.



2. Select the social media platform you would like to post with.

Select social networks	
PRIVATE NETWORKS (ONLY VISIBLE TO YOU)	
The Foremost Insurance Guy	ê
Foremost	ê
Foremost Insurance	6
tile foremostinsurance Business	ę
Add a social network	

4. Select a date and time.



Now you're good to go! You can schedule as many posts as you'd like, and you can see a list of your scheduled posts in your Hootsuite "Scheduled" column.

PRO TIP: Get all your content to post from Foremost's SocialMediaSuitcase.com. It makes your job that much easier!

A Better Insurance Experience.

The information in this job aid is based on experience, research and opinions from the Foremost Insurance Group. The content of this job aid is not affiliated or approved by GoogleTM, Yelp[®], YouTube, Facebook, Twitter or any other website, search engine or social media platforms or services. 9017734 04/20

