

Social Media Student Series

How to Add an Admin to a Facebook Page



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How to Add an Admin to a Facebook Page

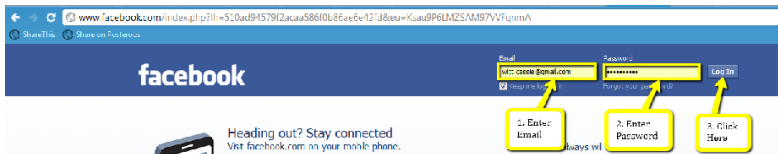


1. Make sure the admin is your friend on Facebook or has "Liked" your page or you will get the message shown below.

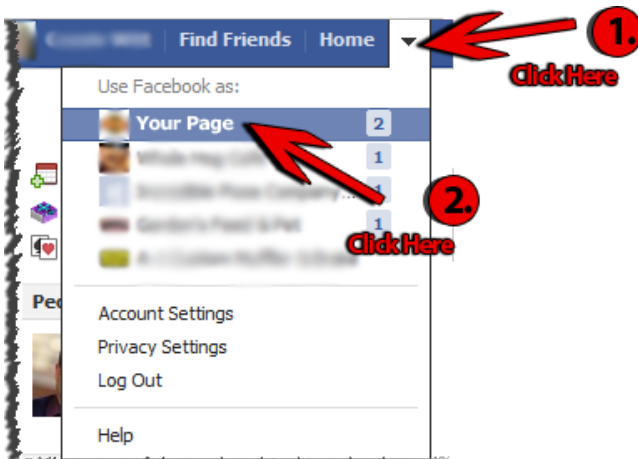
The new admin could not be added. You may only add friends or people who already like this page. If you need to add a non-friend, make sure that they like the page first.

To get people to "Like" your page, access your page, copy and paste your Facebook url into an email, and ask them to "Like" your page in that email. Once they have, follow the steps below to add them as an admin.

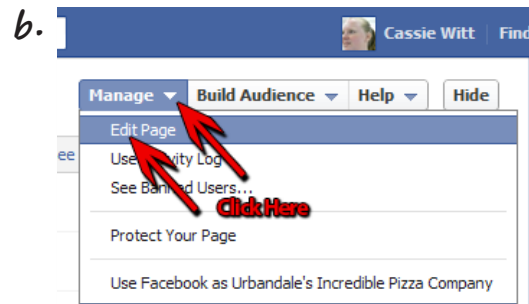
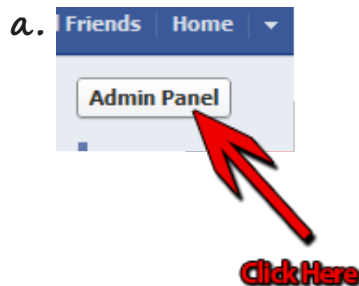
2. Login to Facebook



3. Navigate to Your Page



4. Edit Page

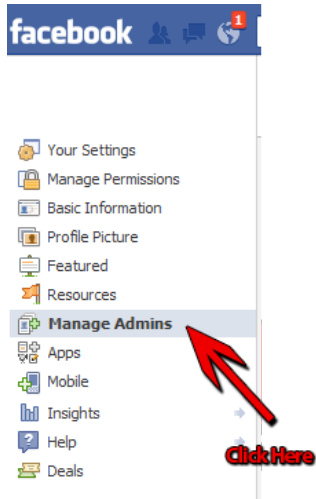




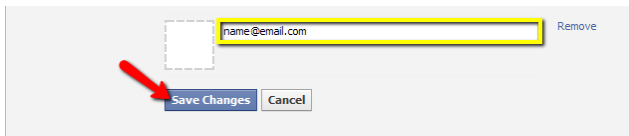
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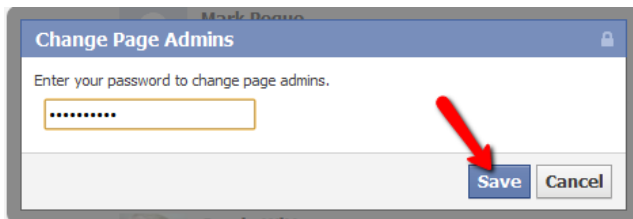
5. Click on "Manage Admins" on the left.



6. Add their email address and click "Save Changes".



7. You'll need to enter your password again as an extra security measure.



Voila! You have added a new admin to your Facebook page!



To find more great tutorials and resources:

Cassiewitt.com

Facebook.com/cassiewittsocial

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