Welcome!

Online Auxiliary Academy
How to Edit or Delete a Post on Your Auxiliary Facebook Page
A post has been published.

What if a mistake was made or the post needs to be removed?
Select the “**Three Dots (…)**” in the upper right-hand corner of “**Posts**” - it will be close to the Auxiliary name.

From the drop-down menu, select “**Edit Post**” to edit the post or “**Delete from Page**” to delete the post.
To edit a Post, select the “Three Dots (...)” in the upper right-hand corner of “Posts” - it will be close to the Auxiliary name.

From the drop-down menu, select “Edit Post.”
Make the changes and click the “Done Editing” button when completed.
The edited post will display.
To delete a post, select the “Three Dots (…)” in the upper right-hand corner of “Posts” – it will be close to the Auxiliary name.

From the drop-down menu, select “Delete from Page.”
A pop-up box will appear to verify you want to delete the post. If so, select the “Delete” button. If not, select the “Cancel” button.
If the “Delete” button was selected, your Auxiliary page will display with the post removed.
Questions?

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