1. Select **Social** under the **Get Started** drop down.

2. Review the available social posts. There are up to three content categories (Copiers & Printers, Dynabook, and Pro AV) to select. Click **Post** on the one you want to use.

3. After you click post, a small window will pop up with details about your post. Here you will:

- **Select your channel**
- **Edit the text as needed**
- **Select an image**

After the top three steps are completed, you can post immediately by clicking **Post** or schedule for a later date and time by clicking the **Schedule Post** check box (as shown in the screenshot below).

4. After you've reviewed the post, you can click on **Post**, or **Schedule Post** if you've chosen that option, and you are all set.

If you have any questions, please reach out to marketingcentersupport@sharpusa.com