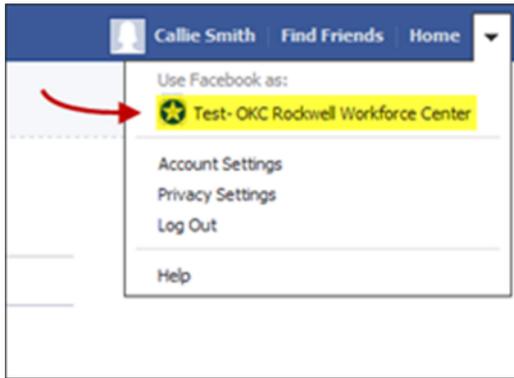


## Updating Facebook: As Easy As 1, 2, 3 and a Short Note!

1) Remember when logging in each time, you will need to select “Use Facebook as” – this will ensure that you are always posting as the local office page and NOT as the person.



2) To begin a new post, click in the conversation box labeled “What’s on your mind” and begin typing. Click “Post” when done.



3) To upload a photo/video, click on “Photo/Video. Then select “Upload Photo/Video” and select “Browse” to select the appropriate image file. For example, you may have an image saved to your desktop or a folder located on your desktop.



**Note:** Remember to update your Version History and send to Fred Tawes, [fred.tawes@oesc.state.ok.us](mailto:fred.tawes@oesc.state.ok.us) by the end of each month!

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If you have any problems with Facebook, please contact:

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405-557-5394

OR

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