

# Instructions for Adding CloudMellow

## Adding CloudMellow as an admin on your Facebook Business Page:

*If You are Using the New Facebook:*

1. Starting on your Facebook News Feed, click **Pages** in the left menu
2. Go to your page and click **Page Settings** in the bottom left
3. Click **Page Roles** in the left column
4. Type our email address ([webanddigital@cloudmellow.com](mailto:webanddigital@cloudmellow.com)) in the box
5. Click to select the role of **Admin** from the dropdown menu
6. Click **Add** and enter your Facebook password to confirm

*If You are Using the Classic Facebook:*

1. Click **Settings** at the top of your Page
2. Click **Page Roles** in the left column
3. Type our email address ([webanddigital@cloudmellow.com](mailto:webanddigital@cloudmellow.com)) in the box
4. Click to select the role of **Admin** from the dropdown menu
5. Click **Add** and enter your Facebook password to confirm

## *Accepting an Admin Request from CloudMellow Business Manager*

1. CloudMellow will send an "Admin Request" to manage your Facebook Business Page
2. An email from [webanddigital@cloudmellow.com](mailto:webanddigital@cloudmellow.com) will be sent to the email address the Page was created with
3. You can also accept the request from the Page Settings
  - a. Go to Your Facebook Business Page
  - b. Select **Edit Page Settings** in the top admin menu bar
  - c. Scroll down to **Page Roles** on the left hand side
  - d. Click **Accept** on the Admin request
4. **\*only ADMINS will be able to see and/or ACCEPT and GRANT any new admin requests**

## Adding CloudMellow as an admin on your Facebook Group:

1. From your Facebook News Feed, click **Groups** in the left menu and select your group (If you don't see you **Groups**, click **See More**)
2. Add CloudMellow ([webanddigital@cloudmellow.com](mailto:webanddigital@cloudmellow.com)) to your Facebook group

3. Click **Members** below your group's cover photo
4. Click the **three little dots** next to CloudMellow's name
5. Select **Make admin** or **Make moderator**, then click **Send Invite**

## Adding CloudMellow as an admin on your LinkedIn Company Page:

1. From your LinkedIn homepage, click the **Me** icon
2. In the **Manage** section, select your company page
3. Click the **Admin tools** dropdown
4. Under **Manage**, select **Page admins**
5. On the left rail, click the **type of admin** you'd like to add (**Designated Admin**)
6. Type [webanddigital@cloudmellow.com](mailto:webanddigital@cloudmellow.com) in the box as the admin you'd like to add
7. Click **Save Changes**

## Adding CloudMellow as an admin on your Instagram Business Account:

*You will need to provide the login information to your Instagram account to CloudMellow, so we are able to publish and schedule content on your behalf. This access and the credentials will allow us to link your Instagram page to your Business Facebook page if it is not already and our social media management tool.*

## Granting Twitter Access to CloudMellow

*You will need to provide the login information to your Twitter account, so CloudMellow can post and schedule content to be published on your behalf.*

## Adding CloudMellow as an admin on your YouTube Channel:

1. Sign in to the **Content Owner** using the administrator Google Account
2. In the left menu, click **User**. You'll see the list of users who have access to the content owner
3. Click **New User**
4. Enter [webanddigital@cloudmellow.com](mailto:webanddigital@cloudmellow.com)
5. Choose the **Role** that you are granting CloudMellow
6. Click **Invite** to send the invitation for admin