carbonhouse



Setting Up Instagram

Instruction Manual

As of Thursday, October 11, 2018

Step 1: Add carbonhouse as a page admin on Facebook

1. Log in to Facebook and select the page you wish to set up.

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	See More	

2. Click "Settings", then "Page Roles"

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	 Videos 	(2	Page Owner			Jump to Section	
1	Page Roles		_+	Agonoico			Jump to Section	
r	People and O	ther Pages		Existing Page Roles			Jump to Section	
r	Preferred Pag	e Audience						
٩	Authorization	S		Assign a New Page Role				
16	Branded Con	tent		T		Editor è	٥	
Ő	Instagram			Can send messages and	publish as the Page, respond to	and delete comm	ents on the	
★ Featured Page, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page and edit Instagram account details from the Page								

Step 1: Add carbonhouse as a page admin on Facebook

- 3. Under "Assign a New Page Role", change the dropdown to "Admin"
- 4. In the input, enter facebookdev@carbonhouse.com and click "Add"

Assign a New Page Role

		Admin	
Type a name or email	~	Editor	Add
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Page, create ads, see which admin created a post or com		Advertiser	its, respond to
and delete Instagram comments from the Page and edit I Page.	L	Analyst	t details from the



PLEASE NOTE: carbonhouse MUST be added as an admin to your Facebook account in order for the Instagram widget to work. If not, we will send you alternate instructions and you will have to refresh the Instagram settings every two months.

Step 2: Attach Instagram to your page on Facebook

1. Log in to Facebook and select the page you wish to set up.

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- 2. Click "Settings", then "Instagram"
- 3. Click "Login"



Step 2: Attach Instagram to your page on Facebook

4. Log in to Instagram

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🔅 General		
Messaging	Manage Instagram on Facebook	
🌣 Edit Page	Add your instagram account to Facebook so you can easily edit your account details, create Instagram ads and more.	
🚝 Post Attribution		×
Notifications		
Messenger Platform	Instagram	Log in
■4 Videos	Log in to Instagram so you can connect	
1 Page Roles		
People and Other Pages		
	Username	count
 Authorizations 	Password	ger app
🐨 Branded Content		
⊙ Instagram		
★ Featured		
Crossposting		
Page Support Inbox	Don't have an account? Sign up	
Wi-Fi Network		
I Activity Log		

Step 3: Contact carbonhouse

Reply back to your Project Manager to let us know when you have completed these steps so we can finalize the implementation.