Admin Quick First Steps



- 1. Log in to Inphlu.com. 💻
- 2. From the Overview Page, access the top right menu and click on "Profile."
- 3. Connect all desired Social Media Accounts.
- 4. Return to the top right menu and select "Company Details." 👀
- 5. Add one or more Company Users.



- 6. Go to the Storyboard Menu.
- 7. Click the blue "Create New" Post button.
- 8. Fill in the fields to Preview the Post.
- 9. Schedule the Post. 🐯
- 10. Click "Edit Post" to finalize changes.
- 11. Go to the Approved Posts tab.
- 12. Hover over the post and click on the share button.

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bakersfieldnow.com		ul 26 at 4:00 PM
		Ctown board >
Storyboard Page	Post Edit Pane (bottom)	storyboard >
	· · · · ·	Approved Posts Page

- 13. Choose the audience you want to share the post with.
- 14. CONGRATULATIONS! You are done! 🔽