ADDING GWEN AS A LINKEDIN PAGE ADMIN

This takes about two minutes, and once it's done I can schedule and post your approved posts straight to the MLCS page!

BEFORE YOU START

You'll need to be a super admin of the MLCS page. Whoever created the page has that role automatically.

LinkedIn only lets you add someone who follows the page or is connected to you, so I'll follow the MLCS page first.

01 Open the MLCS page

On LinkedIn on a computer, open the MLCS company page from My pages on the left side of your home feed. That opens your super admin view.

02 Go to Manage admins

In the left menu, click Settings, then Manage admins.

03 Open Page admins

Pick the Page admins tab, then click Add admin.

04 Find Gwen

Type Gwen Diede and pick the profile that says HazelPiper Creative. That's my own LinkedIn, so I sign in to the page with my usual login.

05 Pick Content admin

Choose Content admin. It lets me post, manage posts and reply to comments as MLCS. Super admin stays with you.

06 Save

Click Save. I'll check that MLCS shows up under my pages and let you know once I'm in!

Content admin, for Gwen

Posts, manages posts and replies to comments as MLCS. Can't change page details or admins.

Super admin, stays with you

Adds and removes admins, edits page details and can deactivate the page.

Don't see Manage admins? You may not be a super admin yet, so the person who set up the page can add you first. On your phone? No problem, we can do it together on a computer.