

## How to Edit a Post in Hootsuite

1. On the bottom, click on Publisher icon (Second from left)

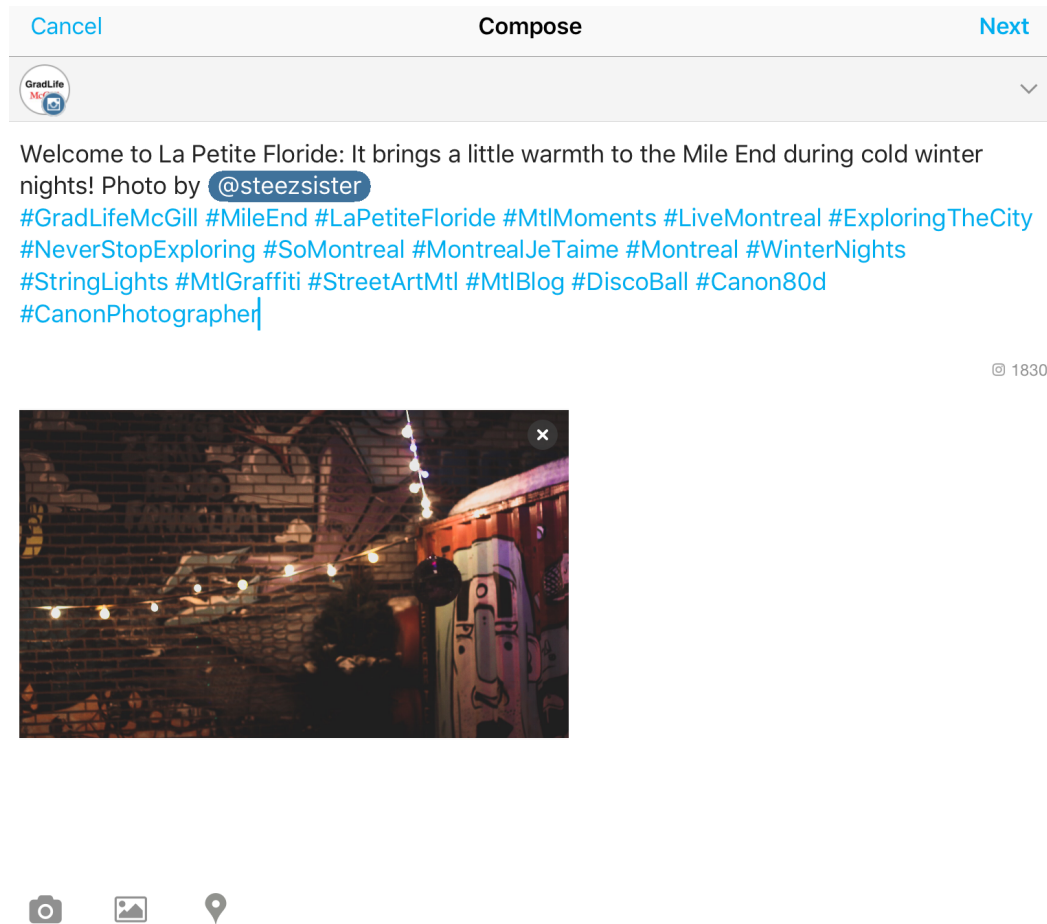


2. On the left side, you will see a scroll down menu of all scheduled posts, pick the one you want to edit



3. On the top right, click Edit

4. Make the necessary changes
5. On the top right, click Next



6. Click on “Save” to save changes or “Change Scheduled Time” to change the time of the post

