Welcome!

Online Auxiliary Academy

How to Edit or Delete a Post on
Your Auxiliary Facebook Page

VFW Auxiliary

A post has been published.

What if a mistake was made or the post needs to be removed?

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Select the "**Three Dots (…)**" in the upper right-hand corner of **"Posts"** - it will be close to the Auxiliary name.

From the drop-down menu, select **"Edit Post"** to edit the post or **"Delete from Page"** to delete the post.

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To edit a Post, select the "**Three Dots (...)**" in the upper right-hand corner of **"Posts"** - it will be close to the Auxiliary name.

From the drop-down menu, select **"Edit Post."**

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Make the changes and click the **"Done Editing"** button when completed.

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The edited post will display.

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To delete a post, select the "**Three Dots (...)**" in the upper right-hand corner of **"Posts"** –
it will be close to the Auxiliary name.

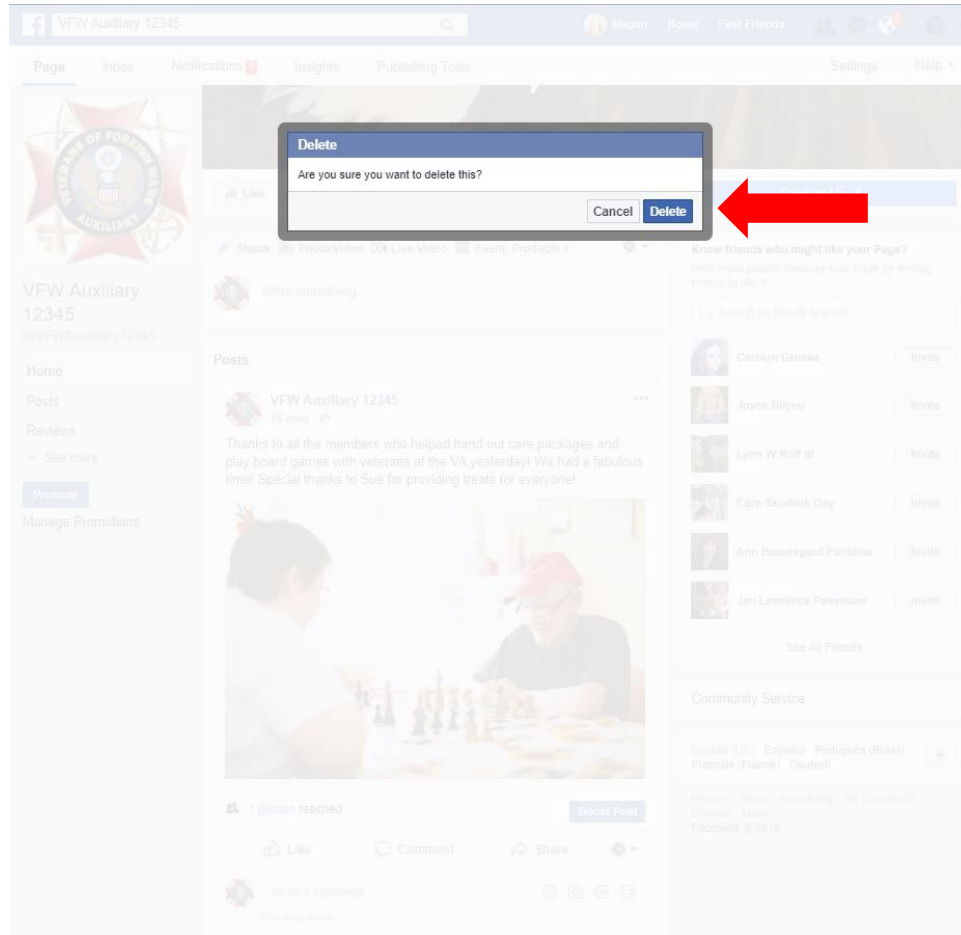From the drop-down menu, select **"Delete from Page."**

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A pop-up box will appear to verify you want to delete the post. If so, select the **"Delete"** button. If not, select the **"Cancel"** button.

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If the **"Delete"** button was selected, your Auxiliary page will display with the post removed.

Questions?

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