



Sharing a social post

1

Click **Social Media** and **Create New**.

2

Click **Actions** and **Share** on the post you want to share.

The screenshot shows the TotalExpert dashboard. On the left is a dark sidebar menu with various navigation options. The 'Social Media' section is expanded, and 'Create New' is highlighted with a red circle and the number '1'. The main content area shows a search bar and a list of social media categories: 'All' (113), 'General Social Media' (9), 'Social Media Posts' (31), and 'Social Media Graphics' (73). To the right, two social media posts are visible. The first post is titled 'FED cuts Rate' and has an 'Actions' dropdown menu open, with 'Share' highlighted by a red circle and the number '2'. The second post is titled 'Agency Direct - Stability' and also has an 'Actions' dropdown menu.

3

Check your message if you would like to change it.

4

Click **Post Now**.

This screenshot shows the editor for a social media post. The post content includes a large image of tulips with the text 'Federal Reserve Cuts Rates Again' overlaid. Below the image is the 'nations lending' logo and a small box with the text 'The Agency Direct Difference' and 'No Delays in Funding Turn Taxes Remain Consistent'. There are three social media connection buttons: 'Connect Facebook', 'Connect Twitter', and 'Connect LinkedIn'. Below these are sections for 'Share a link' (with a dropdown menu), 'Message' (with a red circle and the number '3' and a text area containing 'Excellent time to be a Purchaser or looking to Refi!!! #NationsLending #Homeloansmadehuman #Lowrates'), 'Post Date' (with a 'Pick a day' dropdown), 'Post Time' (with a time selector set to '01:00 pm'), and 'Removal Date' (with a 'Pick a day' dropdown). At the bottom right, there are two buttons: 'Schedule' and 'Post Now', with the 'Post Now' button highlighted by a red circle and the number '4'.