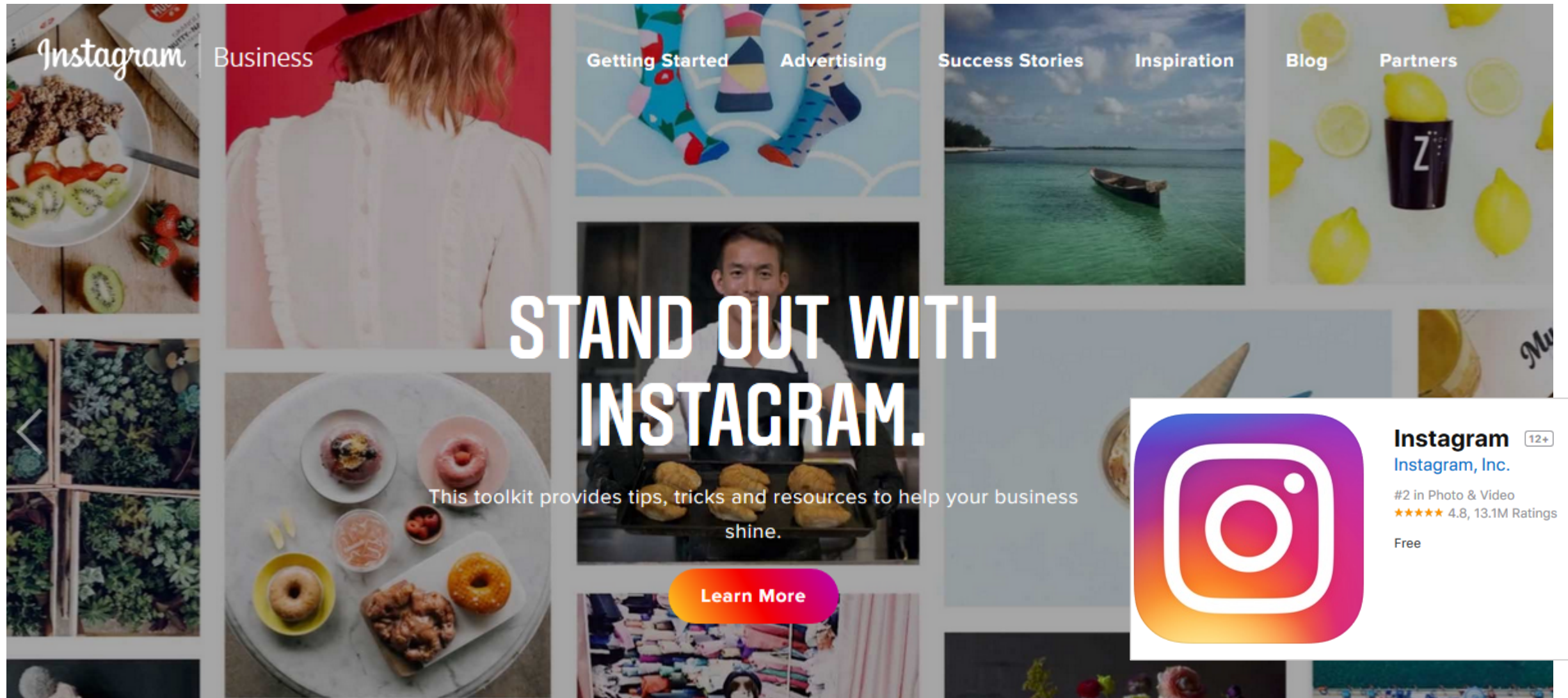**TUTORIAL:** Instagram for Business
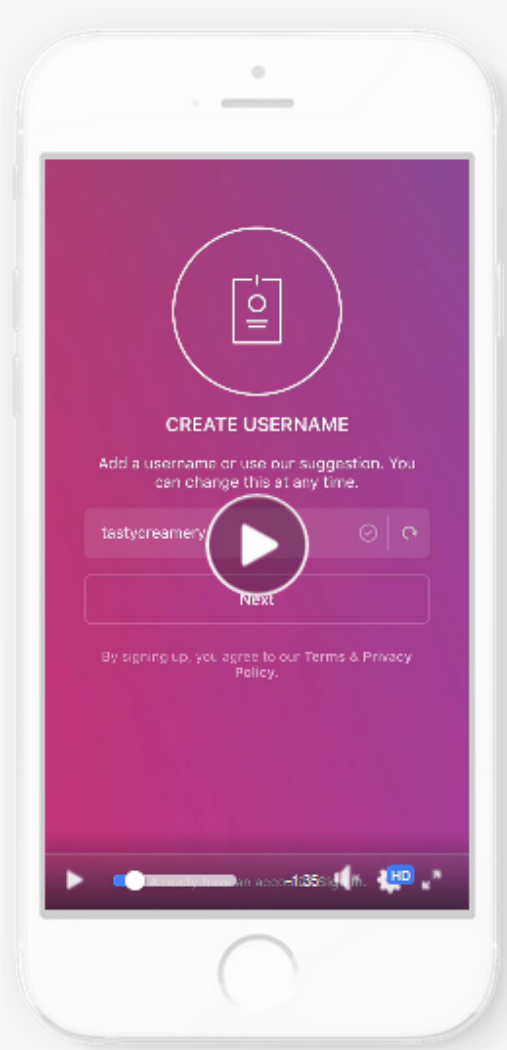
1. Appoint one person on your team to set up the account
2. Go to https://business.instagram.com/ > Getting Started > Start an Account
3. Download the Instagram app. Once the app is installed on your mobile phone, tap to open it.
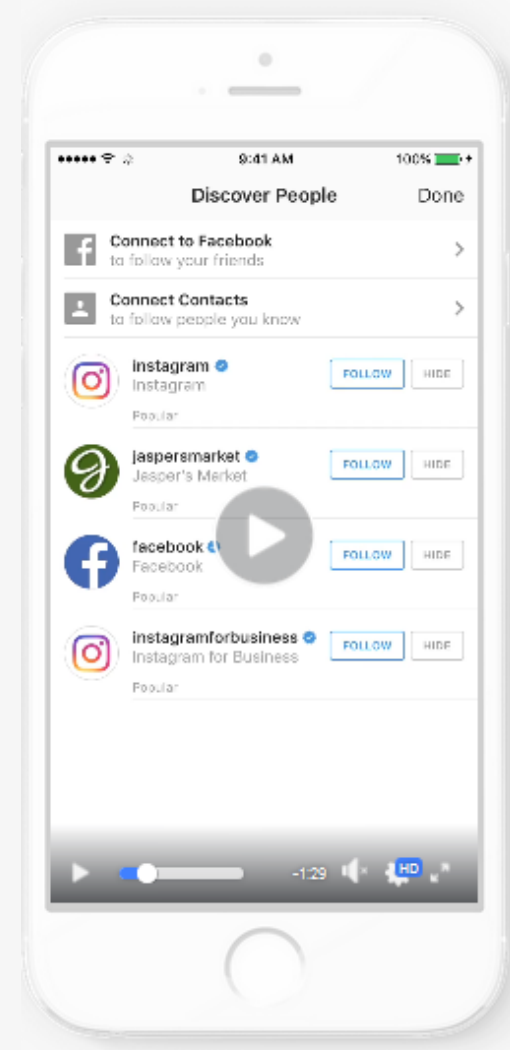
Tap *Sign Up*, then enter your team Gmail email address and tap *Next*, or tap *Log in with Facebook* to sign up with your Facebook account.
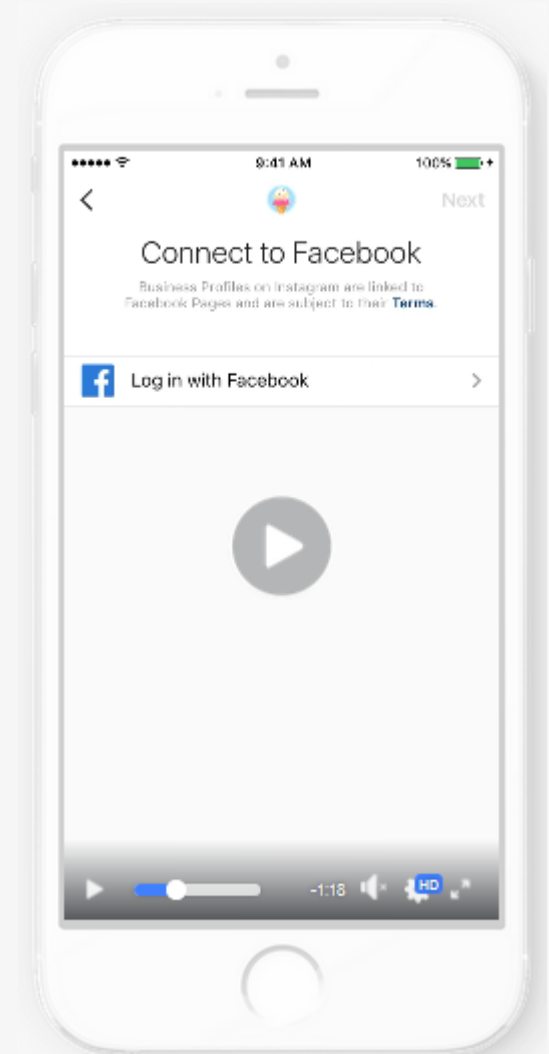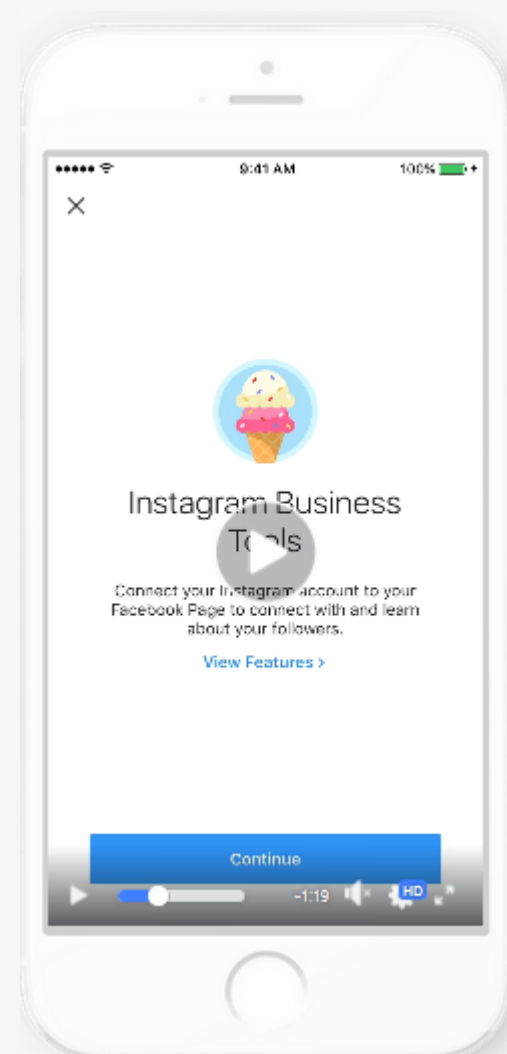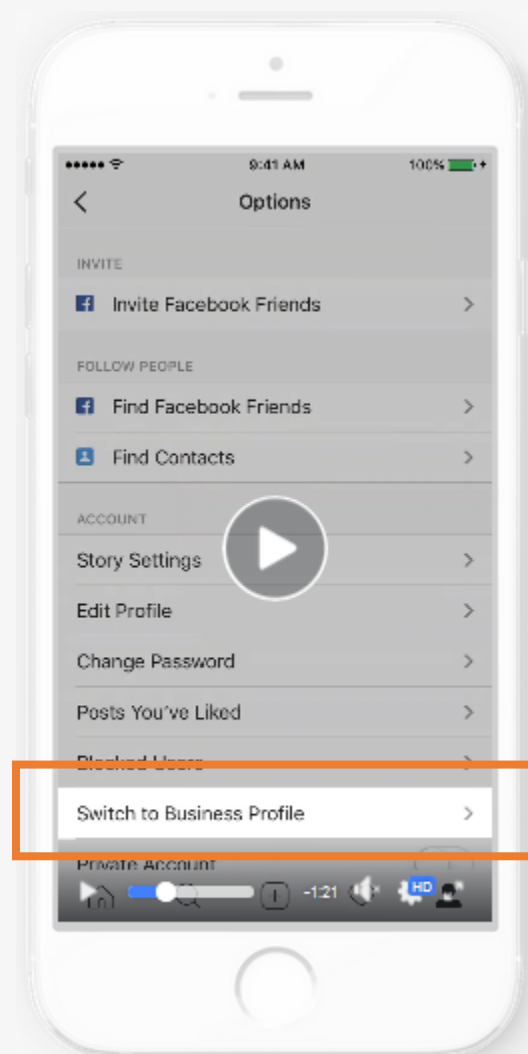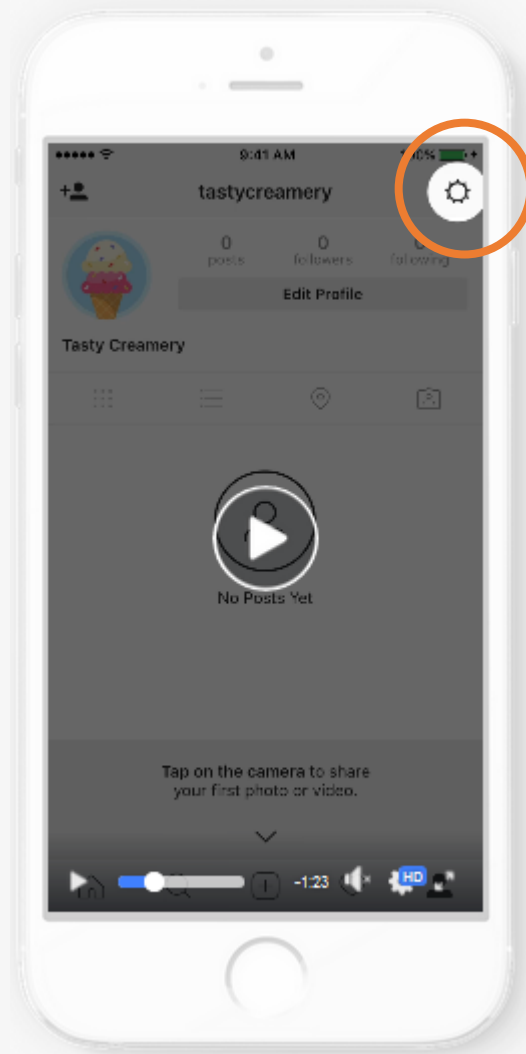
Insert company name and a password for the account. Upload the same image you use for your Facebook profile image (logo/icon)

Create a username (mock company name if available – or alternate slightly to one that is available)
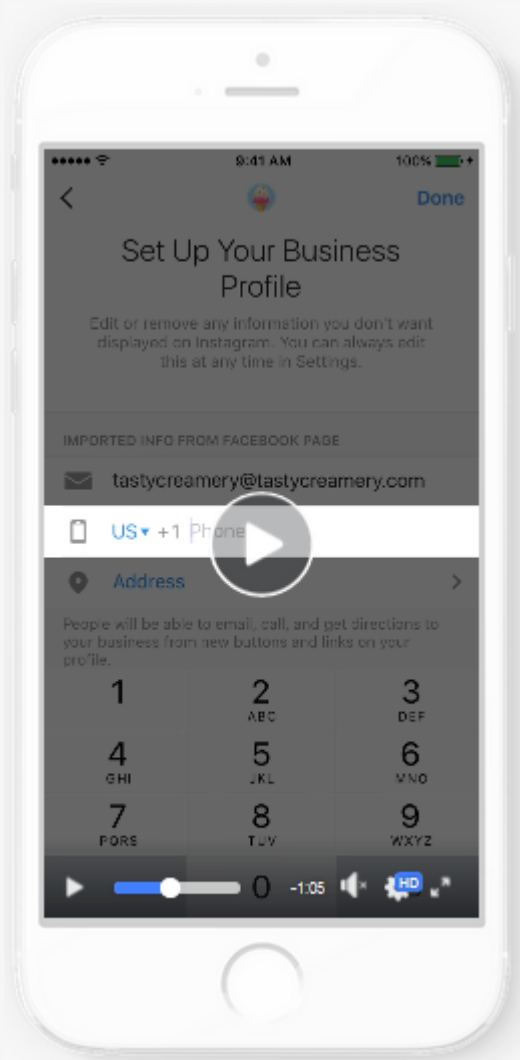
Here you can add friends or follow pages relevant to your organization– or skip for now
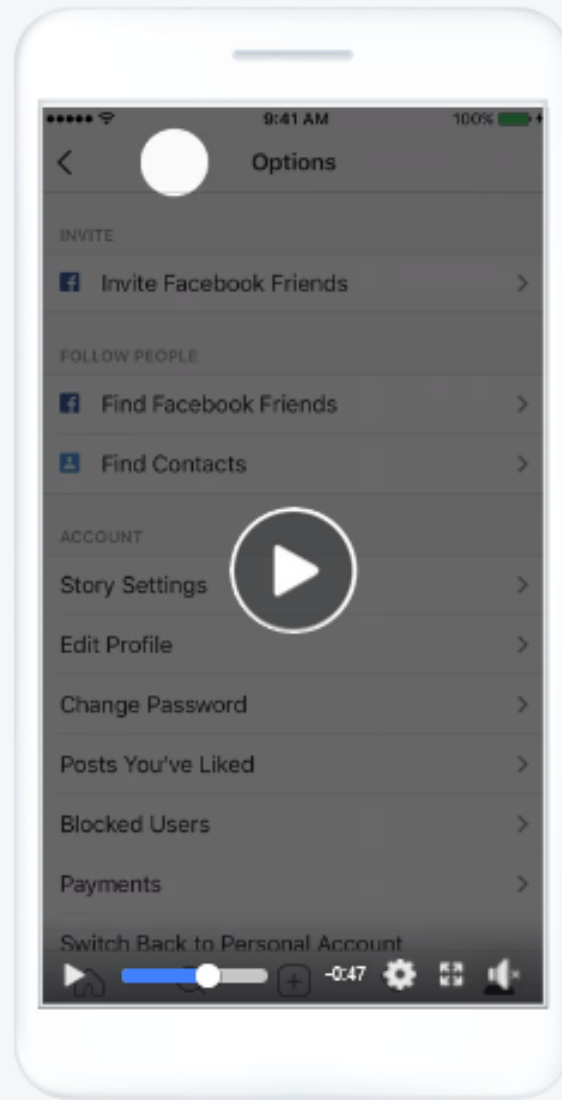
Within the app, find settings, then scroll down to *Switch to Business Account*. Once you have a business account, you can add in pertinent business info

If you have not done so already, connect your mock company Facebook page with your Instagram page. This connection can be done from either social tool in Settings.
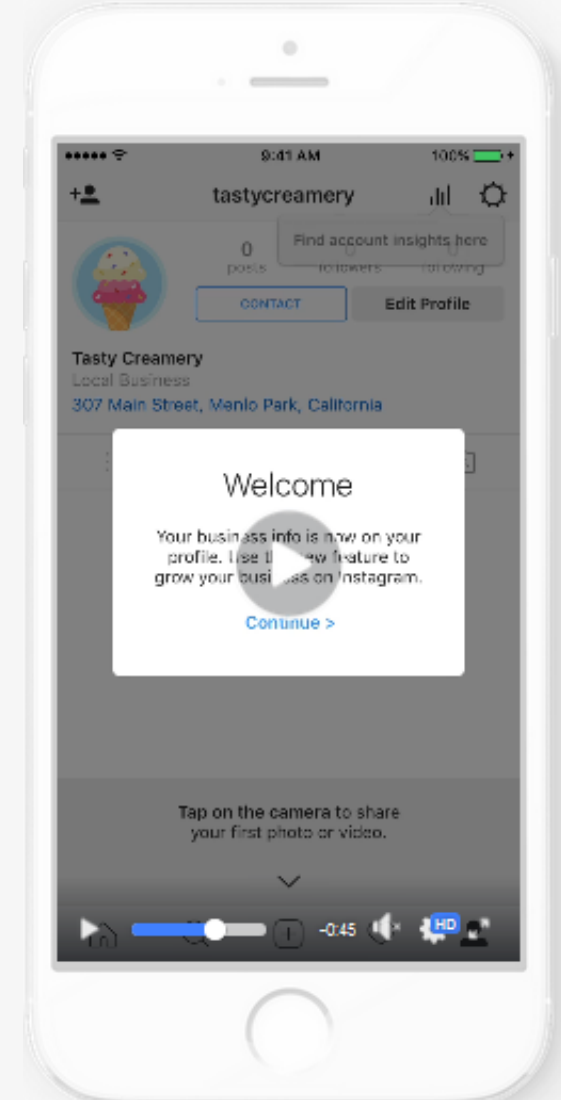
Set up your Business Profile
- 310 team Gmail
- Skip phone number or use (509) 555-1212
- Address – you can put 445 Veterans Way, Pullman, WA 99164-2520

Return to "Settings" > Edit Profile" to add brief bio

Post #1: Create your first post that introduces your website