



# How to Schedule Social Media Posts with Canva

01

Sign into your Canva account and click on Content Planner in the left hand column.

02

Click on the + sign in the top right corner of the calendar or on the date you'd like to schedule post.

03

Choose from the content in the top row of the pop-up window or create a new design to schedule.

04

Change the date & time of your post.

05

Choose your social media channel.

06

Schedule your social media post or save it to drafts.