## HOW TO CHANGE THE NAME OF YOUR FACEBOOK PAGE ON YOUR DESKTOP OR MOBILE DEVICE

If you have the Zinzino name or any of our trademarked product names or phrases in the name or username of your Facebook page, you will need to change them to remain compliant.

## HOW TO CHANGE YOUR FACEBOOK PAGE NAME ON YOUR DESKTOP

**1.** Go to your page and click on *About* from the left-hand side menu.



**2.** In that menu you should see some of the main attributes of your page under "General." Hit "Edit" next to 1: *Name* and/or 2: *Username*.





**3.** You will then see a new window that reads "Request New Page Name." Facebook will need to approve your change to make sure the new name isn't misleading or inappropriate. This window gives you a few quick pointers about the best way to choose a new name. Among them: don't use the word "Zinzino" or any of our trademarked names and phrases.

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New Page name	Zinzino			68 characters left
<ul> <li>Use a name that accurately represents what this Page is about.</li> <li>Match the name of your business, brand or organisation.</li> </ul>		×	DON'T Mislead people by repre- business or organisation own.	senting a person, a other than your
			Include any variation of "Facebook" or include th	the word he word "official"
			Use terms or phrases th abusive or violate some	at may be one's rights.
	uidelines for Page names.			
For more info, see our g				

You can see the full parameters for Facebook page names <u>here</u>. This section gives a bit more insight into what other phrases or words to avoid; for example, you can't use a Facebook page name that's just "generic words," like "pizza."

Your Facebook page title will also have to be 75 characters max. Once you choose a new Facebook page name, hit "Continue."

## HOW TO CHANGE YOUR FACEBOOK PAGE NAME ON YOUR MOBILE DEVICE

If you're on a mobile, here's how to make the change from the Facebook app.

1. On your home menu page, find the "Your Pages" section to the left on the main menu at the top and select.

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2. Here you will see the pages that you manage. Click on the page that you want to edit.



**3.** Scroll across the Top Menu bar, until you see an icon labelled "...More" and click on it.

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4. Scroll down and click on the "Edit page info" and select.

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5. Here you can change your page name. Make sure you click "Save" to update your page details.

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