

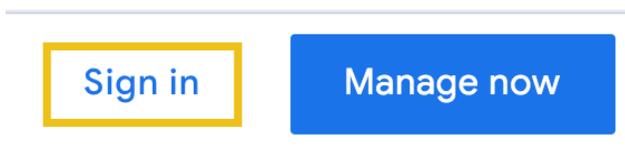


Updating Google Business Information

Step 1 Log onto your Google Business page using: google.com/business

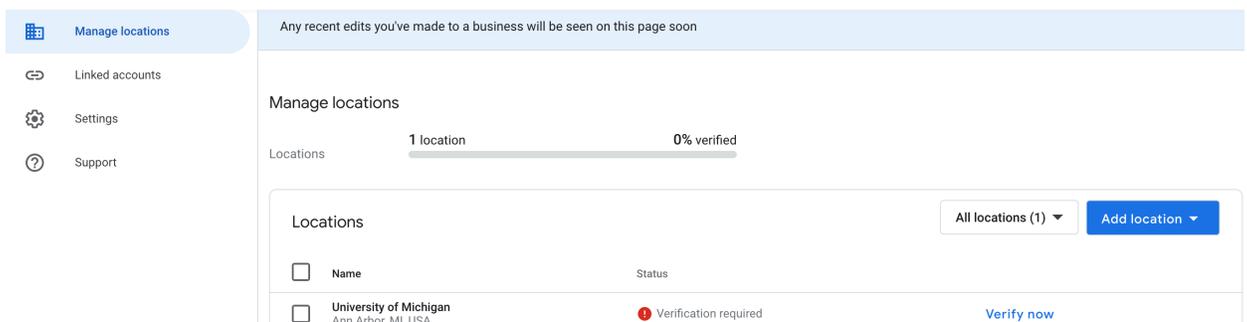


Step 2 Click “Sign In”

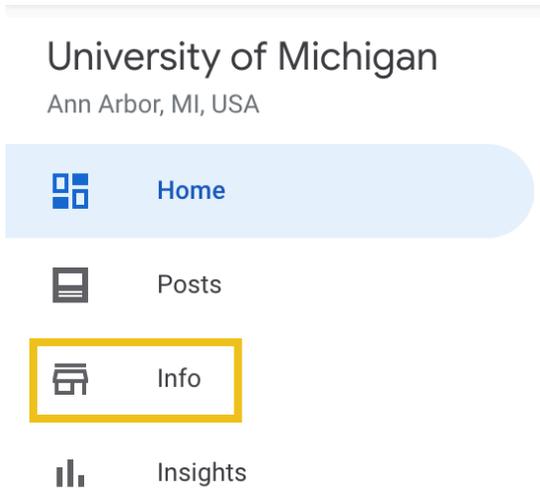


Step 3 Log in using your business email or phone number and click “Next”. Enter Password.

Step 4 From the dashboard, go to “Manage Locations” and check the desired business under “Locations”



Step 5 View Business page – to update hours, menu, address, click “Info”.



Step 6 View business detail. To edit hours, click the pencil next to “Hours”.

	Sunday	7:00 AM–5:00 PM	
	Monday	7:00 AM–5:00 PM	
	Tuesday	7:00 AM–5:00 PM	
	Wednesday	7:00 AM–5:00 PM	
	Thursday	7:00 AM–5:00 PM	
	Friday	7:00 AM–5:00 PM	
	Saturday	7:00 AM–5:00 PM	

Step 7 View “Hours” panel. Edit using the drop-down menus and click “Apply”.

Hours

Sunday	<input checked="" type="checkbox"/> Open	7:00 AM	–	5:00 PM	Add hours
Monday	<input checked="" type="checkbox"/> Open	7:00 AM	–	5:00 PM	Add hours
Tuesday	<input checked="" type="checkbox"/> Open	7:00 AM	–	5:00 PM	Add hours
Wednesday	<input checked="" type="checkbox"/> Open	7:00 AM	–	5:00 PM	Add hours
Thursday	<input checked="" type="checkbox"/> Open	7:00 AM	–	5:00 PM	Add hours
Friday	<input checked="" type="checkbox"/> Open	7:00 AM	–	5:00 PM	Add hours
Saturday	<input checked="" type="checkbox"/> Open	7:00 AM	–	5:00 PM	Add hours

Cancel [Apply](#)

Step 8

View “Special Hours” screen by clicking the pencil. Update with SARS COVID-19 hours and click “Apply”.

 **Add special hours** 

Special hours

Enter hours for days when this business has an irregular schedule

 3/31/20 Closed 

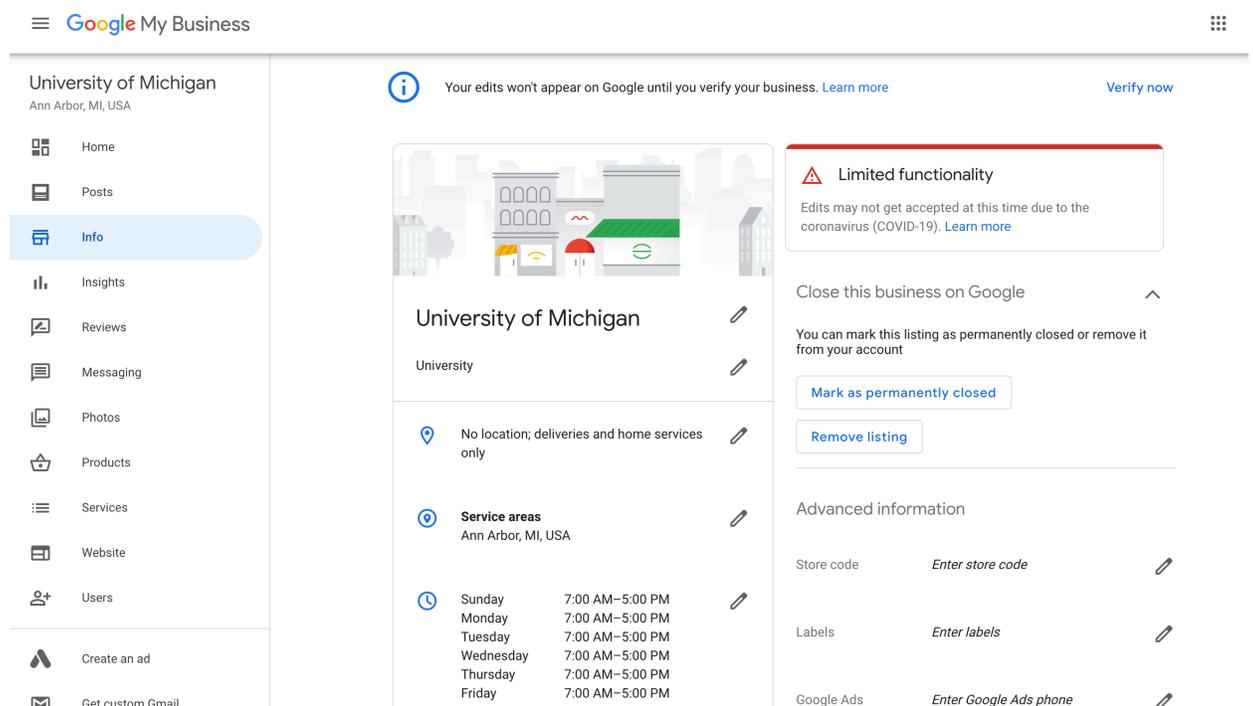
 4/30/20 Closed 

[Add new date](#)

[Cancel](#) [Apply](#)

Step 9

Return to Main screen.



The screenshot shows the Google My Business interface for the University of Michigan. The left sidebar contains navigation options: Home, Posts, Info (selected), Insights, Reviews, Messaging, Photos, Products, Services, Website, and Users. The main content area displays business information for the University of Michigan, including a warning about limited functionality due to COVID-19, a 'Close this business on Google' section with 'Mark as permanently closed' and 'Remove listing' buttons, and an 'Advanced information' section with fields for Store code, Labels, and Google Ads phone number. The business hours are listed as 7:00 AM–5:00 PM for all days of the week.

Google My Business

University of Michigan
Ann Arbor, MI, USA

Home
Posts
Info
Insights
Reviews
Messaging
Photos
Products
Services
Website
Users

Create an ad
Get custom Gmail

Your edits won't appear on Google until you verify your business. [Learn more](#) [Verify now](#)

Limited functionality
Edits may not get accepted at this time due to the coronavirus (COVID-19). [Learn more](#)

Close this business on Google
You can mark this listing as permanently closed or remove it from your account

[Mark as permanently closed](#)
[Remove listing](#)

Advanced information

Store code [Enter store code](#)
Labels [Enter labels](#)
Google Ads [Enter Google Ads phone](#)

University of Michigan
University

No location; deliveries and home services only

Service areas
Ann Arbor, MI, USA

Sunday 7:00 AM–5:00 PM
Monday 7:00 AM–5:00 PM
Tuesday 7:00 AM–5:00 PM
Wednesday 7:00 AM–5:00 PM
Thursday 7:00 AM–5:00 PM
Friday 7:00 AM–5:00 PM