

GOOGLE MY BUSINESS GUIDE



Steps to change business hours on Google.

- Step 1 – Login to your stores Google My Business account.
- Step 2 – Click “info” from the menu
- Step 3 – Next click “add hours” or to change current business hours, click “hours”
- Step 4 – Turn on each day your business is open.
- Step 5 – Next to each day, click “open at”, and select time.
- Step 6 – Next to each day, click “closes at”, and select time.
- Step 7 – After you’re done setting your hours, click Apply.

Steps to complete Google Temporary Business Closure

- Step 1 – Log into your Google My Business account.
- Step 2 – Click Info in the left menu.
- Step 3 – to the right, point on the section “Close this business on Google.”
- Step 4 – Click “Mark as Temporarily Closed”.



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