**COVID-19 Email #3**

**How to Create a COVID-19 Post**

1. On your computer, sign in to [Google My Business](http://business.google.com/?skipLandingPage=true&gmbsrc=ww-ww-et-gs-z-gmb-v-z-h~bhc-core-u%257Cmybb).
   * If you have multiple locations, open the location you would like to manage.
2. From the menu, click “Posts.”
3. At the top of the page, choose the “COVID-19 update” tab. You can include the following information:
   * Hours of operation and temporary closures.
   * Changes to how the business operates, such as takeout or delivery only, call for details, or others.
   * Updates to how the location is being managed as it relates to safety and hygiene.
   * Requests for support.
4. To get a preview of your post, click “Preview.”
   * If you are happy with your preview, in the top right, click “Publish.”
   * If you would like to change your post, in the top left, click “Back.”
   * Edit your draft until it’s ready to publish.

**Call to Action:** Log into Google My Business: [Google.com/business/](https://www.google.com/business/)

**Why This Matters:** A Google Post is free advertising on your listing. Whether your business is still open or temporarily closed, using posts to communicate with your customers is just one more way to stay connected and keep the momentum up on your listing.