**COVID-19 Email #1**

**Mark a Location as Temporarily Closed**

To make your business profile appear “temporarily closed” on Google Maps and Search:

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).
2. In the menu on the left, click “Info.”
3. To the right, point to the section “Close this business on Google.”
   * To expand this section, you might need to click the arrow.
4. Click “Mark as temporarily closed.”

If you have multiple profiles, select the profile you want to change then follow steps 2 and 3 to mark your businesses as temporarily closed.

**Tip:** If your business has temporarily adjusted hours or has non-persistent closures, use [the “special hours” feature](https://support.google.com/business/answer/6303076) to keep your customers up to date.

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

**Why This Matters:** Business information accuracy, including hours and operational changes, are imperative – especially during an emergency or crisis. Adding or updating hours to reflect a ***temporary closure*** is one of the most important things you can do on your listing.