**COVID-19 Email #7**

**Reopen Your “Temporarily Closed” Business on Google**

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. On the right-hand side, point to the section labeled “Reopen this business on Google.”
   * To expand this section, you may need to click the arrow.
4. Click “Mark as open.”

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

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