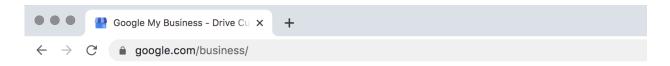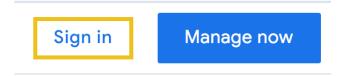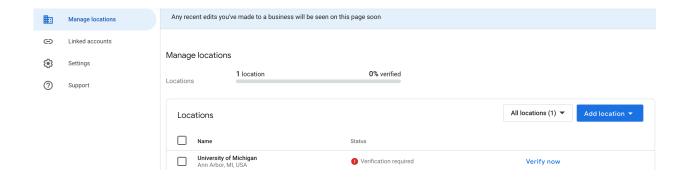# Updating Google Business Information

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

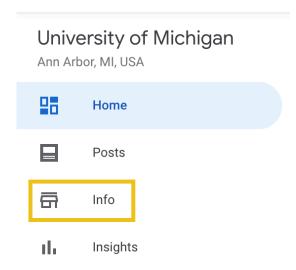

Step 2   Click "Sign In"

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".

University of Michigan
Ann Arbor, MI, USA

▣ **Home**

▤ Posts

🏪 Info

📊 Insights

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   ⬤ Open   7:00 AM _ 5:00 PM   Add hours

Monday   ⬤ Open   7:00 AM _ 5:00 PM   Add hours

Tuesday   ⬤ Open   7:00 AM _ 5:00 PM   Add hours

Wednesday   ⬤ Open   7:00 AM _ 5:00 PM   Add hours

Thursday   ⬤ Open   7:00 AM _ 5:00 PM   Add hours

Friday   ⬤ Open   7:00 AM _ 5:00 PM   Add hours

Saturday   ⬤ 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.

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

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

⚠ 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