How to be notified when someone posts a Google Review (Downloadable)

In your Google Account tied to your Google Business Site, sign in to the Google Account associated with your business profile. If you don't know the Gmail address with which to sign in, ask your Digital Vendor.

Add this Gmail address to Outlook so you're getting the email notifications that a review was posted.

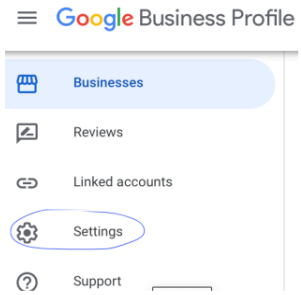
1. Click the "9-dots" icon that's circled below:



2. Click "Business" (Icon below)



3. Click "Settings" (Icon circled below)



4. Toggle on "Customer reviews" (Icon below)

