

Update your phone number or address

Every place your phone number and address appear on your site, how to change them all and what to update elsewhere.

Your contact details appear in more than one place on your site. If you change one and miss the others, customers will find the old number. This is how to catch them all.

Where they appear

- The button or link at the top of every page (the tap-to-call button on a phone)
- The footer
- Your Contact or Visit page
- Any map or directions button
- Your contact form's notification email (see below)

Steps

1. Write the new details exactly as you want them shown, including area code, suite number or floor.
2. Log in to your site editor and open each place above.
3. Change the number or address. For a phone number, check that tapping it on the preview opens the dialer with the right number.
4. Check the map or directions button. If your address changed, the map pin needs to move too.
5. Preview on a phone, then publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

The form's email

Messages from your contact form arrive at the email address you gave us. If that address is changing, see [Change who gets your form messages](#). It's a different setting from the email shown on the page.

Your other places

Update your Google profile, your Instagram, your delivery or booking tools and your signs. Customers compare them. If the address on the site and the address on Google differ, customers won't know which one is right.

Moving to a new location

Tell us as early as you can. We'll help plan the change so the site, the map and your hours all switch on the right day. You may want a short banner for a while that says "We've moved".

Good to know

- We won't change a phone number or email based on a message from someone other than the contact person on file. If someone else on your team writes, we may check with you first. It's there to protect you.

Need a hand?

Email hello@zossoz.com with the new details and the date they start. It counts as one of your small changes for the month.

Related guides: [Change who gets your form messages](#) · [Update your hours](#) · [Where your form messages go](#) · [Add your site link to your Google profile](#)

More guides: [the Zossoz Help Center](#) · [Questions?](#) Email hello@zossoz.com