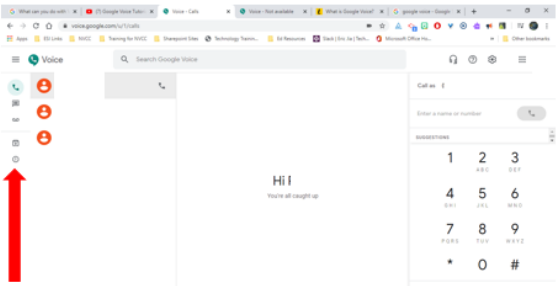


## Google Voice Quick Guide

Google Voice is an internet-based service that gives your contacts one voice number and forwards it to multiple phones (referred to as VoIP service). The assigned phone number can be used for calling, text messaging, and voicemail. Google Voice can screen calls, block numbers, forward calls to other numbers, transcribe voicemail messages and send alerts to the user.

**The Why...** **Google Voice** allows you to unite all of your phones under a single number and then **use** a powerful set of controls to determine how calls are handled. You may use this google phone number if you want to receive and send phone calls to students and prevent anyone from viewing your personal phone number.

### How to...

<p><b>Access Google Voice</b></p>	<p>To get Google Voice please go to the site <a href="http://voice.google.com">voice.google.com</a></p> <p>Google does not charge for the Google Voice service unless international calls are made with it. The phone number is yours and if you use it for international calls, you must purchase a plan, \$10 monthly.</p>
<p><b>Download the Program</b></p>	<ol style="list-style-type: none"> <li>1. Go to the website, you must use a personal email account to continue (instructions on how to get a Gmail account in the resources)</li> <li>2. Choose "Get Google Voice", you will notice it's available for a variety of systems (iOS, Android, Web)</li> <li>3. Choose "personal", agree to the download terms, continue</li> <li>4. Choose a city close by and it will show a list of numbers to choose. Select from the list. These are google numbers assigned to your location and are free to use.</li> <li>5. Verify your phone number (you are sent a text message)</li> <li>6. You are set up. See picture below to demonstrate the start screen</li> </ol>  <p>The arrow identifies the features with your account: phone calls, text messages, voicemails, files, and a spam folder</p>
<p><b>Find Resources</b></p>	<p>Set up Google Voice <a href="https://support.google.com/a/users/answer/9310194">https://support.google.com/a/users/answer/9310194</a></p> <p>Knowledge Base for Google Voice Help <a href="https://support.google.com/voice/#topic=1707989">https://support.google.com/voice/#topic=1707989</a></p> <p>Google Voice Quick Start Video <a href="https://youtu.be/5mFGhHEhY6I">https://youtu.be/5mFGhHEhY6I</a></p>