Google Voice

Creating an account:

Before creating a Google voice account, you must have a Gmail account. If you do not, visit www.gmail.com and sign up for an account. Once your account is set up, log in and follow the following steps:

- Access the Google Voice Page:
  https://accounts.google.com/ServiceLogin?service=grandcentral&passive=1209600&continue=https://www.google.com/voice&followup=https://www.google.com/voice&ltmpl=open
- Log in with your Gmail username and password
- Accept the Terms and Privacy Policy
- A new window will pop up asking if you would like to use an existing number or create a new number. Pick **"I want a new number"**
- Pick a forwarding number; this number will either be your home, cell or work number.
- Google voice will provide you with a 2 digit number which you will enter when the system calls you on the number you provided it with
- After you enter the 2 digit number you are able to set up your voicemail at that moment or you may do it later
- A new window will pop up asking your area code, city, zip code. Enter the information
- Chose a number
- Your Google Voice Account is successfully created

Making & Receiving Calls

- Click the Call button at the top left of the screen, type a contact's name or phone number, select the phone you want to use for that call and click the Connect button. Google Voice will call you at that phone and connect you to the number you dialed.
- If you don't want the calls to come to your home, cell and work phone and instead would prefer the calls to go straight to your Google voice than:
  - Click on the gear icon ⚙ at the top right corner of the Google Voice account
  - Click on the "Phones" tab
  - Uncheck the personal number you provided for "call forwarding"

Enabling 'Do Not Disturb' from the Google Voice site

- Sign in to Google Voice.
- Click the gear icon ⚙ at the top right of any page, and select Voice settings.

2012, Language Acquisition Resource Center, SDSU Research Foundation

- In the Calls tab, select the checkbox next to Do Not Disturb. You can also set your Do Not Disturb setting to expire after a certain period of time. If so, select the checkbox next to 'Ends in' and set the desired amount of time (in minutes, hours, or days) for which you'd like to have the Do Not Disturb feature enabled.
- Click Save Changes.

Text Messages to Email

- Click the gear icon at the top of the page, click Voice settings, and select the Voicemail & Text tab.
- Check the box next to 'Forward text messages to my email:' in the 'Text Forwarding' section.
- Click 'Save Changes.