GOOGLE VOICE SET-UP

Before starting, you must have a personal Google email account. To create a Google email account go to:
https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp

Follow prompts and make sure to use enter your mobile phone when asked so you can verify your account easily.

Recommended (Smartphone)

Steps:
1. Go to your Smartphone and install Google Voice.
2. Login in with your personal Google account and follow- prompts similar to the one below for desktop.

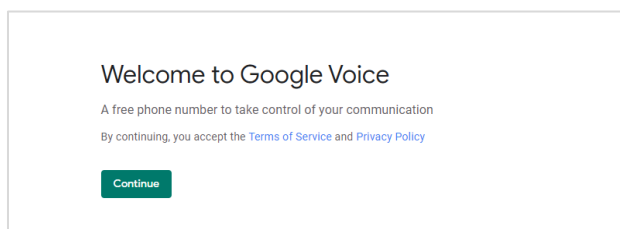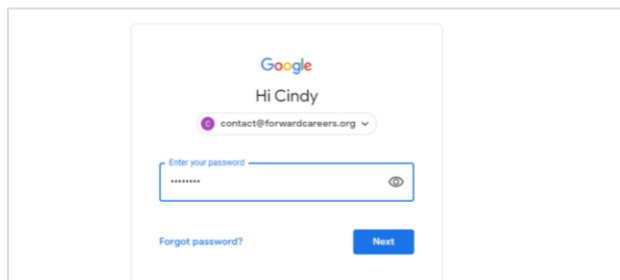## Alternate (Desktop/Laptop Web Version)
Desktop or laptop must have speaker and microphone capabilities.

Steps:
1. Using your desktop or laptop, go to https://voice.google.com/about

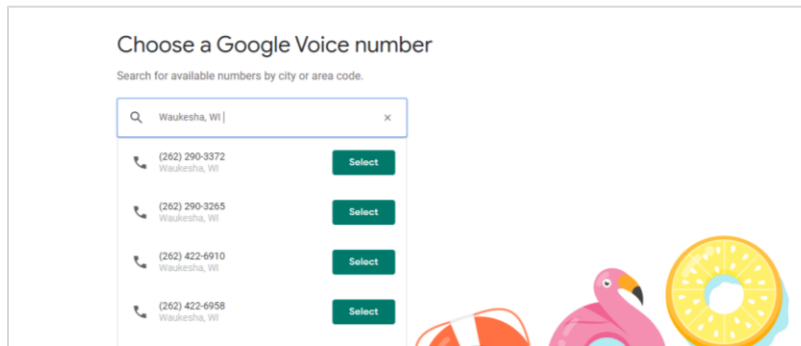2. Select "For Personal Use"

3. Select "Web"
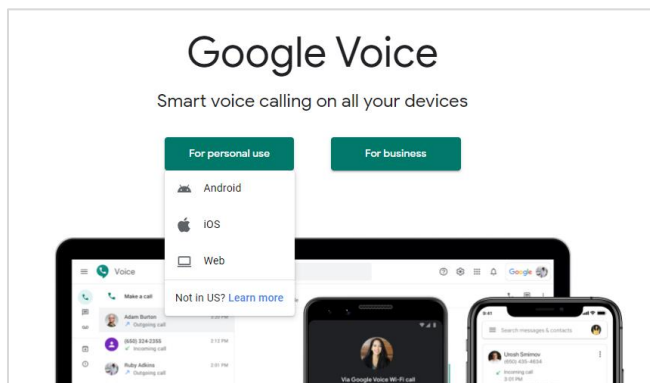
4. Enter your Google account username and password

GOOGLE VOICE SET-UP

5. Enter the city and state you work out of to get a local number that will resonate with clients. For example, Pewaukee, WI / Mequon, WI / West Bend, WI.

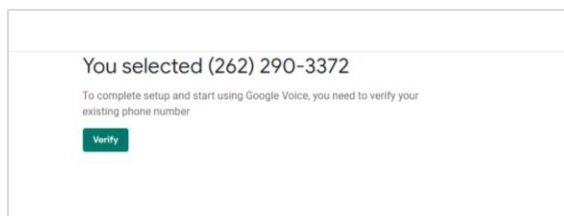6. Select any of the listed and available numbers.
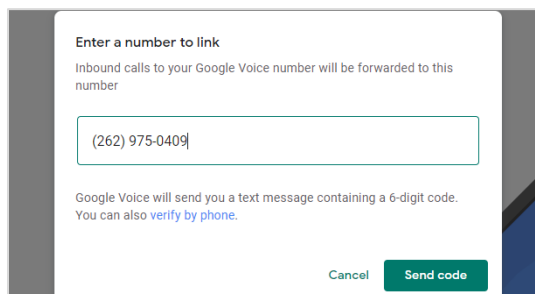
7. Click on "Verify".

8. Enter **your** mobile phone number. Google Voice will send you a text message containing a 6-digit code you will need to verify account.

9. Then enter the 6-digit code sent via text to **your** phone.

10. Click on Finish 2x.

GOOGLE VOICE SET-UP

Phone number added

(262) 975-0408 has been successfully linked to your account and will ring when someone calls your Google Voice number.

Finish

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(262) 290-3372 is all yours

Don't forget: You can use Google Voice on iOS, Android, and the web

Finish

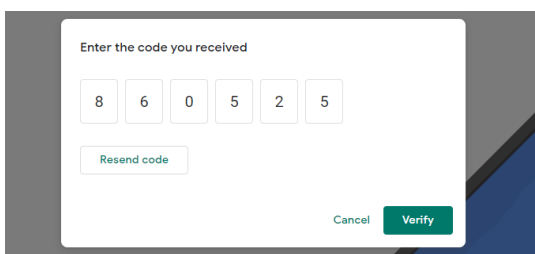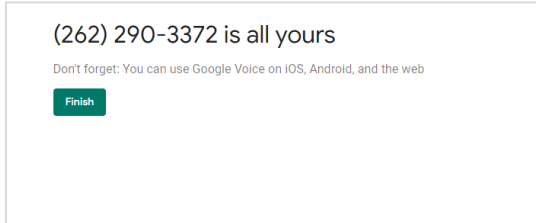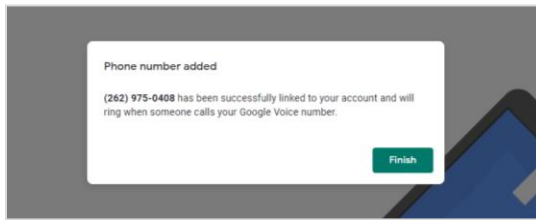11. You now have Google Voice!

Voice

Search Google Voice

Call as   (262) 290-5178

Enter a name or number

SUGGESTIONS

Kimberly
(262) 347-9722 • Mobile

ALL CONTACTS

Kimberly Trinko

Kimberly Trinko
✓ 2:51 PM

Kimberly Trinko
✓ 1:41 PM

Kimberly Trinko
↗ 1:30 PM

Kimberly Trinko
↗ 12:57 PM

Hi Forward!

You're all caught up

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
*	0	#

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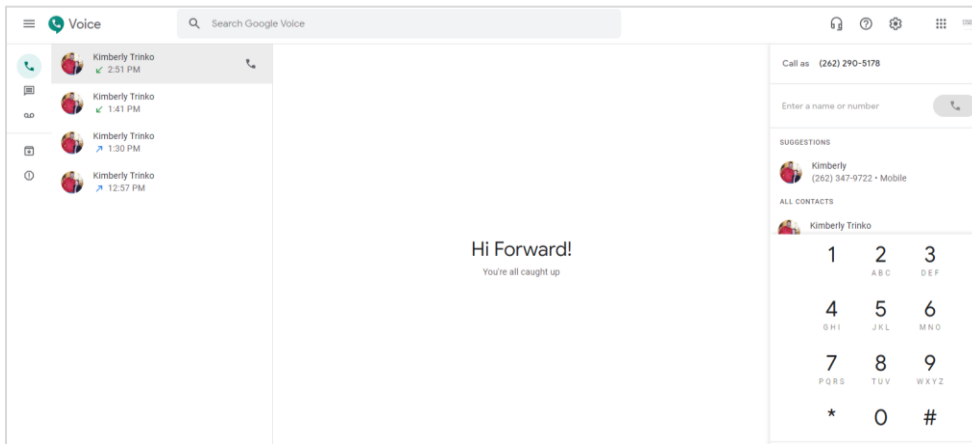
12. Phone Calls Info

Set-Up Voicemail Greeting
1. Click on Settings
2. Scroll Down to Voicemail
3. Click on "Record Greeting" (You must have your speakers and microphone enabled)
4. Follow prompt to record your message. (**Example:** Hi, you have reached Cindy Simons with Forward Careers. I am unavailable at the moment, please leave me a message with call-back number and I will return your message as soon as possible.)

Menu Tab.
Here you will access:
1. Phone Calls
2. Text Messages
3. Voice Messages

Other items like archive and spam can be found here too.

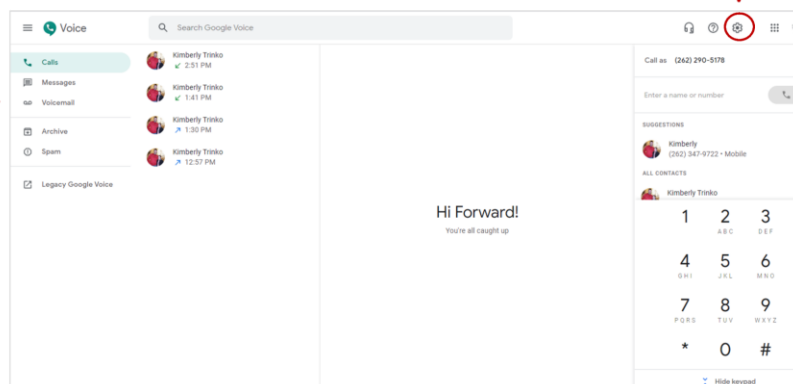**You have options.**
1. Use the key pad and/or keyboard to enter client's phone # here.
2. You may choose to add a name to the #, but not required. I did, so that is why you see Kimberly.

Voice

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Calls

Messages

Voicemail

Archive

Spam

Legacy Google Voice

Kimberly Trinko
✓ 2:51 PM

Kimberly Trinko
✓ 1:41 PM

Kimberly Trinko
↗ 1:30 PM

Kimberly Trinko
↗ 12:57 PM

Hi Forward!

You're all caught up

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
*	0	#

Hide keypad

GOOGLE VOICE SET-UP

13. Text Messages

Test Messages

1. Enter client's phone # or multiple #s for a group text.

1. Enter text message here.
2. Click the arrow > to send.

14. Voicemail

Voicemail

1. Once a client calls and leaves a message, it will be listed here.

2. Click # to prompt the transcript to be seen (similar to outlook vm)

1. Click the play button to listen to voicemail.

GOOGLE VOICE SET-UP

15. Try it out!

    - o Once you are set-up on either desktop/laptop you can use your mobile phone call your new google # and it will show up on the desktop/laptop.
    - o You can wait until it goes to voicemail, leave a message, and then check it via your desktop/laptop.

16. Mobile App
    - o The same applies to anyone using the app.
    - o You can see your outgoing, incoming/voicemail and text in the app.
    - o I strongly suggest you do not sync you mobile/personal contacts to the app. It helps keep everything separate.