Setting Up a Free Google Voice Phone Number*

If you do not have a Google account:
- Go to www.gmail.com
- Your mobile number will be kept private, but you do not have to provide your phone number or a current email address.

After you have logged into your Gmail account:
- Go to www.google.com/voice
- Accept the Privacy Policy and Terms and Conditions, then click proceed.
- A "Set up your Google Voice number" message will pop up. Click "I want a New Number."
- Enter the number to which you would like the calls to forward (your personal number).
- Hit call me now and confirm that your phone number is working by following the directions on the call. Reminder: you will not be able to attach your phone number to more than one Google Voice number.
- Once you have verified your forwarding number, a "Choose your number" window will appear. Enter the area code that you would like to use. If you do not have a preference, you may use your zip code or the 210-area code to generate a list of available numbers. Select your preferred number and click continue.
- You now have a Google Voice phone number to provide to clients.

To change preferences:
- Go to www.google.com/voice
- Click on the gear icon at the top right and click "Settings" to explore the various options, including recording your personal voice message.

To set times when your personal phone should ring:
- Click the gear for settings.
- Select the "Phones" tab.
- Click the "Edit" button under your personal phone number.
- Click the "Show advanced settings" link.
- In the "Ring Schedule" section, selection your option. To make sure a phone does not ring at a specific time of the day, select "Use custom schedule" and enter your time range.
- Click "Save" at the bottom of the page.

Call screening is turned on by default. There are two ways your calls are screened:
- The caller's phone number shows on your Caller ID display. There is an option in your Google Voice settings to change the Caller ID, so that "Google Voice" shows on your caller ID.
- Google Voice asks callers to speak their name. So even with unknown names and numbers, you will hear the caller's name when you pick up.
- After picking up, you have three ways to handle the call:
  o Accept it: Press 1.
  o Send it to voicemail: Press 2.
  o Listen in on the voicemail: Press 2 and stay on the line.
- Google Voice stores callers' spoken names so they will not be asked for it again.
- You must log into your Google voice account to check voicemails left for that number.

You may download the Google Voice app to make calls from your Voice number on your phone. If you are making a call directly from your personal phone number, and would like to block your personal number, dial *67 before you dial the client's number.

*SALSA does not require volunteers to set up a separate phone number. These directions are for volunteers who wish to have a separate number to provide to clients. Please view the Google Voice Acceptable Use Policy here: https://www.google.com/googlevoice/program-policies.html.