

## Sending a Text Message Using Google Voice

Use Google Voice on your Chromebook to send text messages to taxpayers. You must open an Incognito window in Chrome to use Google Voice on the Chromebooks.

- Open a new tab in Chrome.
- go to the far right of the screen and click on the three dots :
- select “New Incognito window” – you should get a screen with a black background
- go to the search bar and enter “voice.google.com” and press “enter”
- select “for personal use” and “web” if prompted
- sign in using [webstertexastaxaide@gmail.com](mailto:webstertexastaxaide@gmail.com) and press “enter”
- enter the password from your password cheat sheet and press “enter”
- click on “Messages” on the left side of the screen 
- click on “send new message”
- type in the phone number of the person receiving the message and press “enter”
- go to the bottom of the screen where it says “type a message” and type in your message
- press “enter” to send your message

The taxpayer will see “Tax-Aide Webster” on their phone.