



# Google Voice Set Up Guide



**Unfortunately,** Google Voice is not activated, nor will it be activated on our @ccs.coloma.org accounts. This service for G Suite customers is cost-prohibitive. However, Google Voice is offered as a free service for non-enterprise G Suite Customers (@gmail.com) domain. Check out the steps below on how to get yourself set up with a Google Voice number!

**Items you will need:** A Computer, A Cell Phone or Land Line, An Internet Connection

1. Log into a personal Gmail account. If you do not have a personal Gmail account, you can [sign up for one here](#).
2. Once you have logged into a personal account, go to [voice.google.com](#).
3. Once you are at [voice.google.com](#), you will have to select a city. When I checked, Coloma was not an option. Saint Joseph and Buchanan were both options.



## Choose a Google Voice number

Search for available numbers by city or area code. [Skip this](#)

NEARBY CITIES

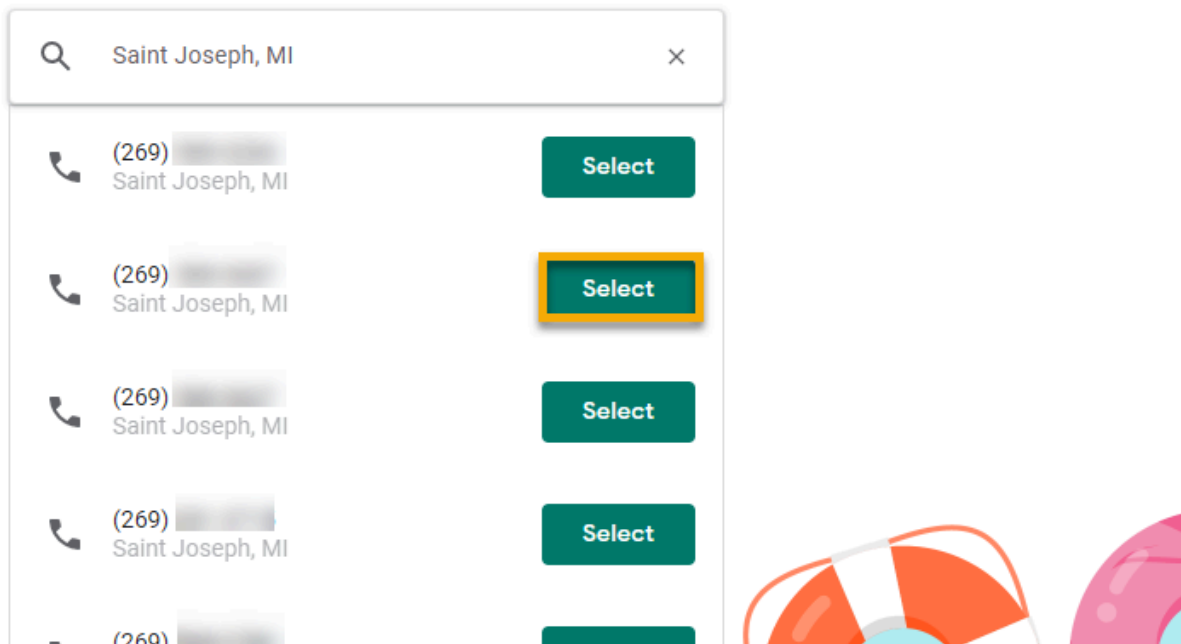
- Q Saint Joseph, MI
- Q Buchanan, MI
- Q Michigan City, IN



- Next, select a phone number from the city of your choice. This can be any of the options that you see.

## Choose a Google Voice number

Search for available numbers by city or area code. [Skip this](#)



- Next, you will have verify your real phone number. Click on the verify button.

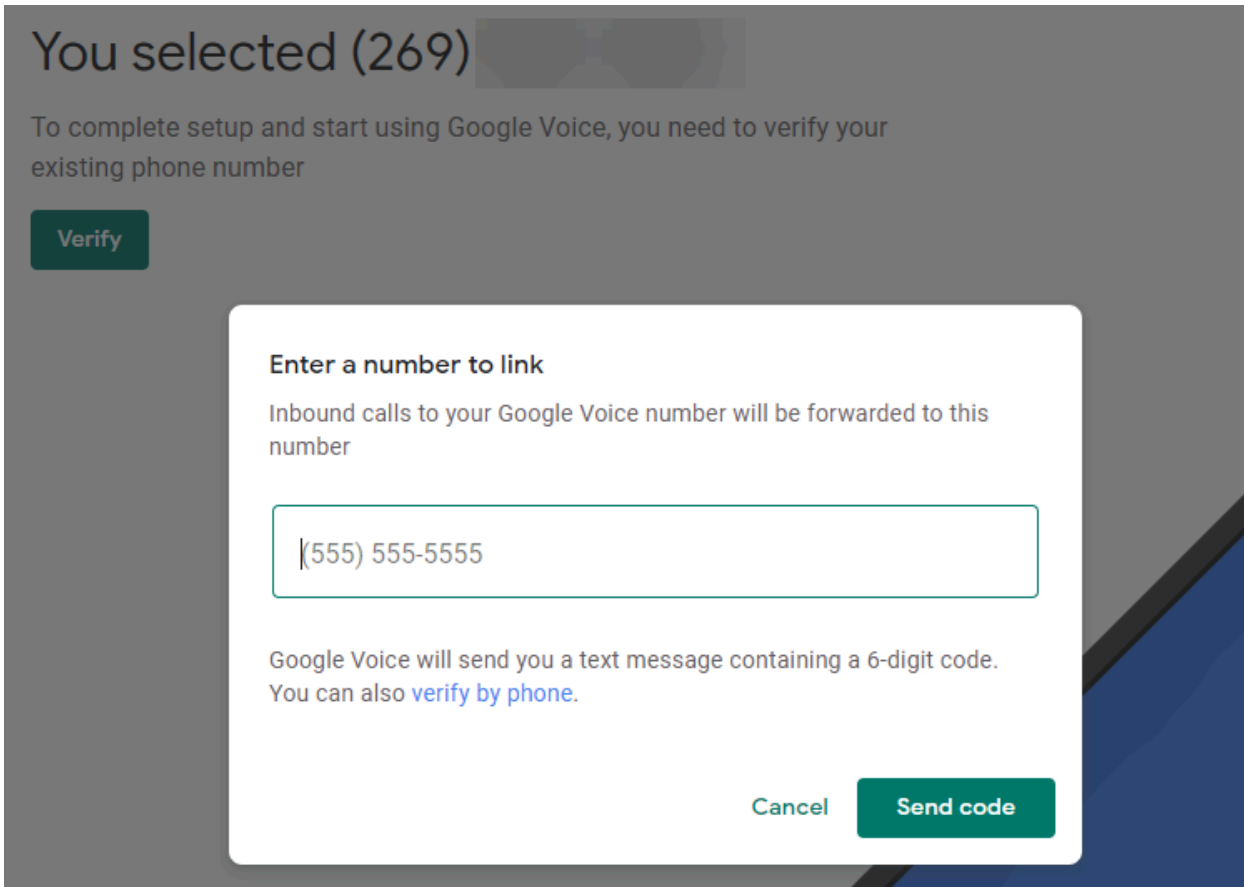


You selected (269) [blurred number]

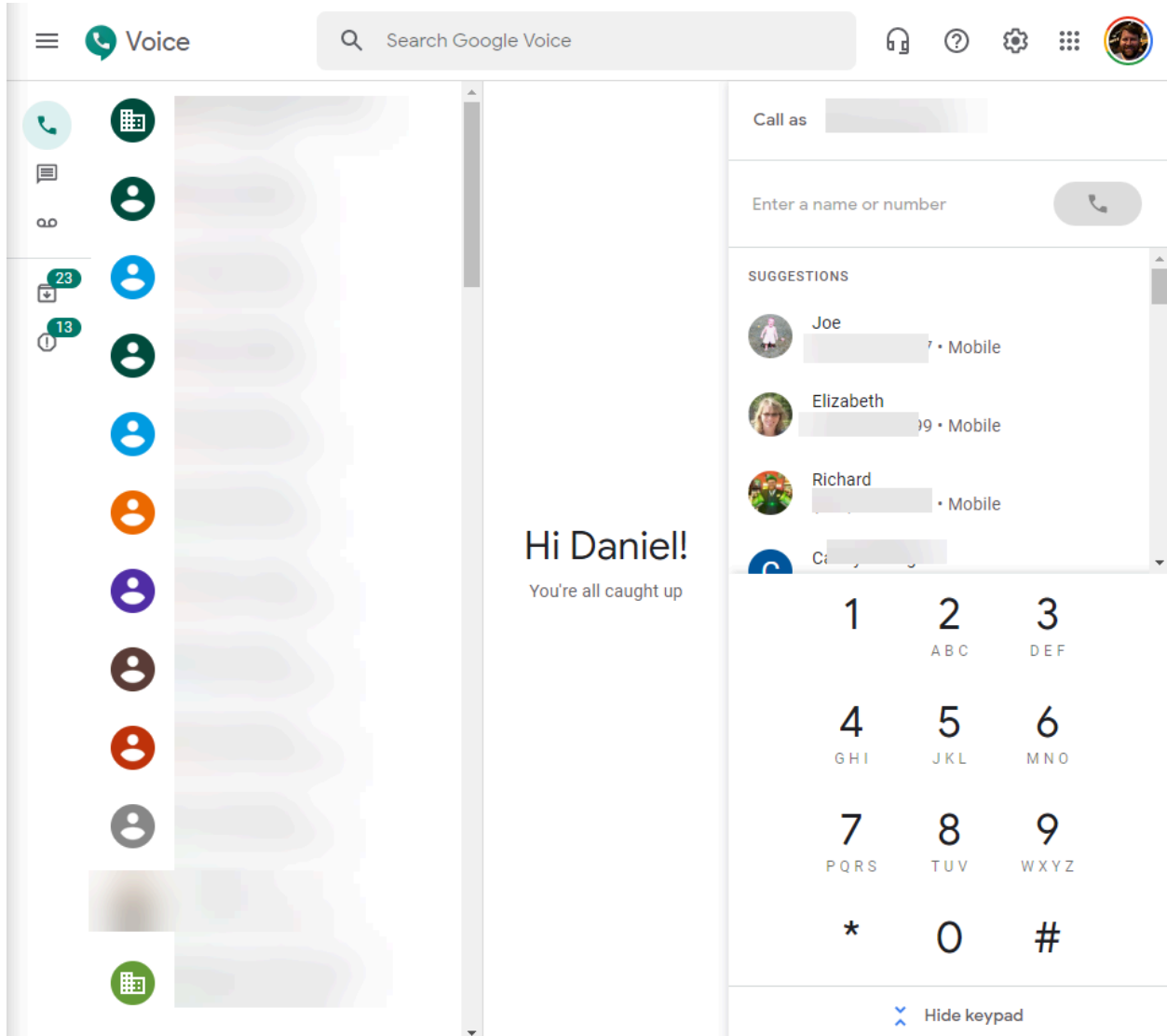
To complete setup and start using Google Voice, you need to verify your existing phone number



- Next, you will have to enter your phone number into the text box. Google will send a text message to the number. If you do not have a phone that is capable of sending text messages, you can click on the “verify by phone” option.



7. Once you have verified, you should now have a Google Voice number. You can download the apps for either [Apple's iOS](#) or [Android](#) to install the application on your cell phone. You will also be able to make calls from [voice.google.com](http://voice.google.com).



8. Here is a breakdown of the window for using the web interface of Google Voice.




9. Finally, let's take a quick look at the settings of Google Voice. Click on the gear in the upper right-hand corner.

× Settings

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### Account

**Google Voice number**


[Redacted number] 




[Change](#) [Transfer](#) [Delete](#)

**My devices**

2 devices

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 Web

 iOS Device  

[Redacted device name]

**Linked numbers**

Use Google Voice with another phone number

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[+ New linked number](#)

- a. At top - you will see your Google Voice number.
- b. Below, you will see what devices can use the Google Voice number.
- c. To add a new device, hit the "new linked number." This will start the process of setting up call forwarding.

10. Next, you can see information about connecting messages to Classic Hangouts and how to forward messages.

## Hangouts

### Connect Hangouts

Receiving Google Voice messages and voicemail in Hangouts

Disconnect

## Messages

### Forward messages to linked numbers

Forward your messages to any of your linked numbers. Carrier rates apply.



iOS Device



### Forward messages to email



11. Next, you can change settings for phone calls.

## Calls

### Outgoing calls

You can use Google Voice on the web to place calls on your phone instead of over the internet. Carrier rates may apply. [Learn more](#)

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**Always use my phone to place calls**

When you start a call on the web, answer your phone to finish connecting the call

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**Anonymous caller ID**

Hide your caller ID on outgoing calls

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### Incoming calls

Select the devices you want to use to answer incoming Google Voice calls and any numbers you want to forward your calls to. Carrier rates may apply

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#### My devices

Turn on the devices you want to answer calls on

	Web	<input checked="" type="checkbox"/>
	iOS Device	<input checked="" type="checkbox"/>

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- You can use the web to dial, but then talk on your phone.
- You can anonymize the caller id to protect your Google Voice number.
- You can make and receive calls on the devices listed below.

12. Continuing with the settings, you can learn about these below:

**Call forwarding**  
Turn on the linked numbers you want to forward calls to

No Linked Numbers

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**Get email alerts for missed calls**

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**Screen calls**   
Hear a caller's name when you pick up

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**Incoming call options**   
Record call (4), Switch linked phone (\*) [Learn more](#)

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**Show my Google Voice number as caller ID when forwarding calls**   
When you get a call through a linked number, you'll see your Google Voice number instead of the caller's number

## Do not disturb

**Do not disturb**   
Turn off message forwarding and send calls to voicemail

- a. You can set Google Voice to forward calls to your mobile device.
- b. You can get emails if you miss a call.
- c. You can also screen calls, which will give you the chance to accept the call or not.
- d. Likely the most important option here is the "Do not disturb." This will stop Google Voice from pushing through to your phone.

13. If you have more questions, please reach out to [helpdesk@ccs.coloma.org](mailto:helpdesk@ccs.coloma.org).