

Using Google Voice - A Guide



This outlines why and how you can use Google Voice to make calls without needing to expose your personal cell phone number to those with whom you are calling/communicating.

First things first.

We are currently unable to support Google Voice through our school based Google accounts. Proceeding further with this guide will require you to have a personal Google/Gmail account.

Please note: You can safely use your personal Google/Gmail account with Google Voice and that email address will not be exposed to the best of my knowledge.

If you are uncomfortable or unwilling to setup a personal Google/Gmail account to use Google Voice, you should consider the following alternative for communicating with students and parents.

Using your Classroom (or Office) Phone to Forward all Calls

If you choose this method you will be able to receive calls by giving out your school direct dial number. As an example, if your extension was 5598, your direct dial number would contain a full 7-digit number (example 413-437-5598) and it could be configured to ring your cell phone instead of the phone in your classroom.

Please email ithelp@hr-k12.org with your name, school classroom extension, and the phone number you wish to have ring when your classroom phone is called.

The only downside to this would be returning the call if you don't pick up. Also, your classroom voicemail will no longer pick up. Instead, your personal voicemail would pick up if you don't answer the call. To return the phone call and have your Caller ID obscured, dial *67 prior to dialing the number.

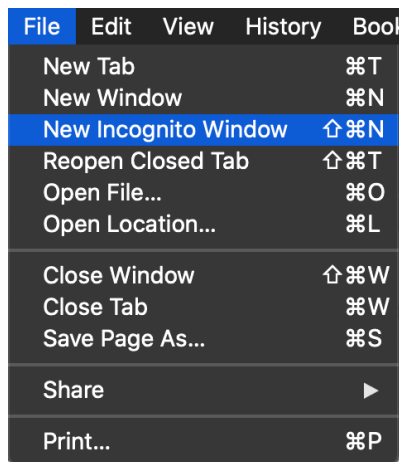
Actually Using Google Voice

If you have made it this far, let's assume you still want to continue with using a Google Voice number. Let's also assume you already have a personal Google/Gmail account.

Google Voice only really works well inside the Google Chrome browser. This will present a challenge since most of you already use Chrome for your school account.

To get around this easily, use an Incognito Window for Google Voice.

With Google Chrome open, click on the File menu at the top of the screen and select "New Incognito Window".



Now go to <https://voice.google.com>

When prompted, sign in to your Google account. (Remember, your PERSONAL Google Account)

Read the terms of service and privacy policy and accept.

Select your area code or city for your phone number.

Once you have the number you want, press Select. You'll need to connect your Google Voice number to your actual phone, so there's a place to route your calls. Essentially, this would be your cell phone or landline. What this means is that when someone calls your newly created Google Voice number, it would immediately ring the number you provided, while protecting that number from the caller.

Once you've completed Google's confirmation process you're ready to start talking.

After that, you can literally make phone calls directly from the web browser to any cell phone or landline. It is recommended you use headphones. This is one of the best and easiest ways to use Google Voice.

Alternatively, you can also download the Google Voice app to your phone and make calls that way. Again, headphones are recommended. You should be careful when using your phone to make calls that you only make calls from within the Google Voice app.

As always, please contact ithelp@hr-k12.org with any questions or help requests.