Setting Up Google Voice Texting to Connect to Google HangOuts
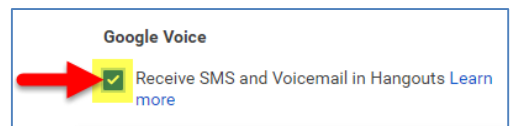
Communication Tools

If you have created a [Google Voice](#) account, we recommend connecting it to Google Hangouts to create an easy, efficient means of viewing and sending rich text messages to recipients. You may also call recipients using your Google Voice phone number through Google Hangouts.
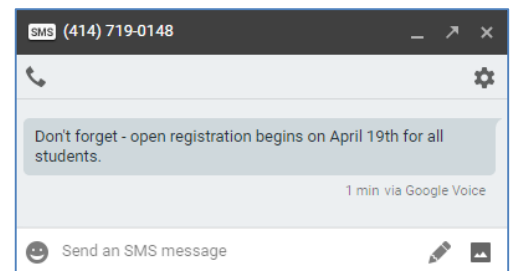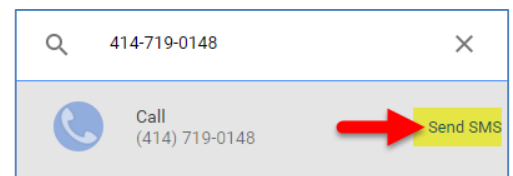
To Connect Google Voice to Google Hangouts

1. In the Google Chrome web browser, go to [hangouts.google.com](#) and log in with your MATC email address and password.

2. On the Google Hangouts page, click the ▤ menu icon. In the fly-in menu that appears to the left of the page, select ⚙ **SETTINGS**.

3. In the list of settings that appears, scroll down to the bottom to find the **GOOGLE VOICE** setting. Check the **CHECKBOX** for **RECEIVE SMS AND VOICEMAIL IN HANGOUTS**.

After you enable this option in Google Hangouts, you must go to Google Hangouts to view and send text messages to recipients.

To Send a SMS Text Message through Google Hangouts

1. When you are logged into Hangouts, click the **MESSAGE** button.

2. In the **menu** that appears, click your mouse in the **NEW CONVERSATION/SEARCH FOR PEOPLE** field and type the recipient's phone number. Click the **SEND SMS** link that appears for this phone number.

3. In the chat window that appears, type your message in the **SEND SMS MESSAGE** field. Your message can include images and links to websites or videos. Push **ENTER** on your keyboard to send the message.
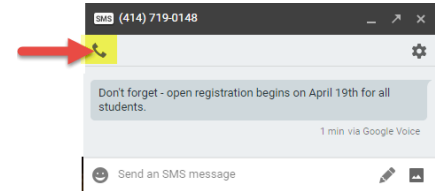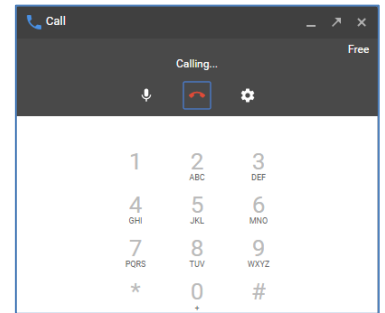
To Make a Call through Google Hangouts

You may make toll-free phone calls through your computer when using Google Hangouts through this process.

When Sending SMS Text

1. If you have opened a SMS Text window, simply click the phone icon 📞 that appears in the top-left corner to call the recipient.

2. Google Hangouts will proceed to call the recipient and display a call window with tools for muting your phone, ending the call, and call settings.

Making a Call without SMS Text

1. When you are logged into Hangouts, click the **PHONE CALL** button.

2. In the **menu** that appears, click your mouse in the **NAME/PHONE NUMBER** field and type the recipient's phone number. Click the **CALL** link that appears for this phone number.

3. Google Hangouts will proceed to call the recipient and display a call window with tools for muting your phone, ending the call, and call settings.

Where Can I Learn More and Get Support?

- Using Google Voice with Hangouts
- Receiving Google Voice Calls with Hangouts App on Android Mobile Device
- Google Hangouts App for iPhone and iPad
- Complete Guide to Google Voice and Hangouts
- Google Voice Help