

# First Time Guide to Setting Up a Google Voice Phone Number



## Communication Tools

[Google Voice](#) is a free service from Google that allows you to create a single unique phone number that connects to one or more phone lines or devices. Through your Google Voice number, students can call you, leave voicemail messages, and text messages.

### How to Create Your Google Voice Phone Number

These instructions require you to access your MATC Google Apps on a desktop PC and receive a confirmation phone call to finalize your Google Voice number.

1. In the Google Chrome web browser, go to [www.google.com/voice/](http://www.google.com/voice/) and log in with your MATC email address and password.
2. In the **GETTING STARTED** window that appears, **SELECT** the “I accept” **CHECKBOX** and click the **PROCEED** button.
3. In the **SET UP YOUR GOOGLE VOICE NUMBER** box that appears, click the **I WANT A NEW NUMBER** button.

**Set up your Google Voice number** [Help](#)

You can choose a brand new number from Google or use your existing mobile number to get the full set of Google Voice features, like:

- one number that rings all your phones
- online voicemail with transcriptions, sent to you by email or text
- custom greetings and call blocking, and much [more](#)

**I want a new number** **I want to use my mobile number**

4. In the **ADD A FORWARDING PHONE** window that appears, type your area code and phone number in the **PHONE NUMBER** field. Select a **PHONE TYPE** from the provided drop-down menu. Click the **CONTINUE** button.

**Add a forwarding phone** [Help](#)

Before choosing a Google Voice number, please add a forwarding phone that will ring when that number is called. You can add more forwarding phones later.

**Phone Number** 4142978372

**Phone Type** Work

« Back **Continue** »

5. In the **VERIFY YOUR PHONE** window, a verification code will be displayed. Click the **CALL ME NOW** button to receive a phone call from Google Voice at the phone number that you provided in the previous step. When you answer the call, enter the verification code as prompted. The verification system will let you know when to hang up.

**Verify your phone**

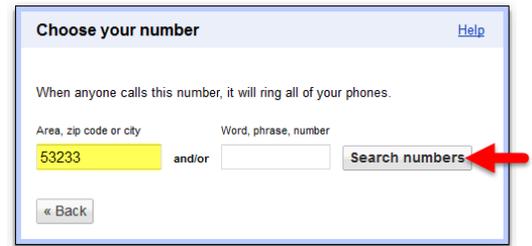
We're going to call you at (414) 297-8372 to verify your phone.

Click **Call me now** below and enter the following verification code:

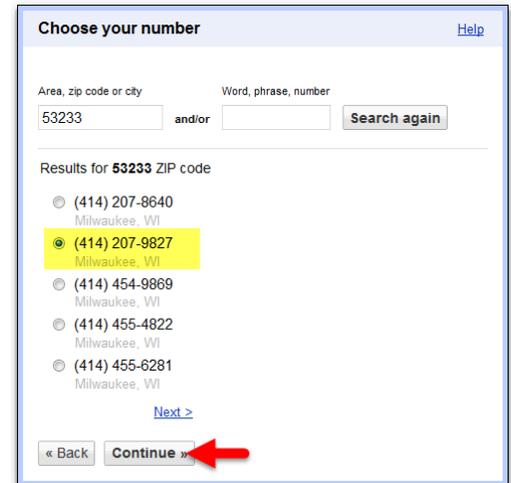
**54**

« Back **Call me now** »

- Return to your web browser to see the **CHOOSE YOUR NUMBER** window. To generate a number, enter your area code in the provided field and click the **SEARCH NUMBERS** button.

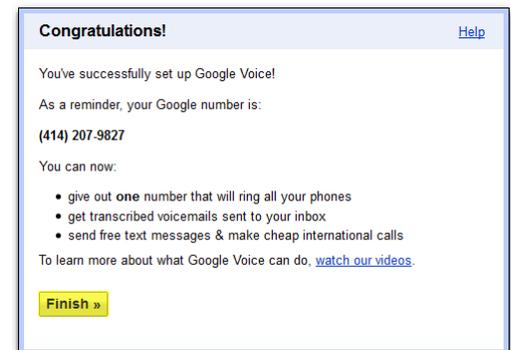


- In the **CHOOSE YOUR NUMBER** window, select a Google Voice phone number to use and click **CONTINUE**.



- On the **CONGRATULATIONS** window, take note of your complete Google Voice phone number. When you are done, click the **FINISH** button.

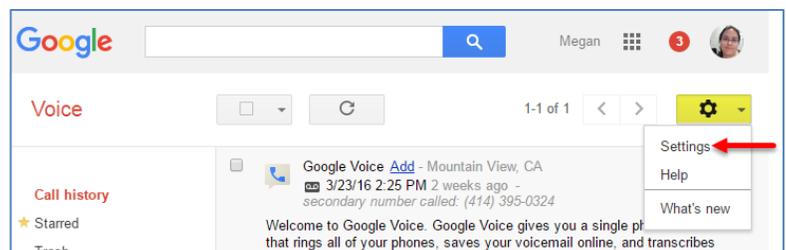
**You can now share your Google Voice number with your students. The phone number you associated with Google Voice will ring when they call you through Google Voice.**



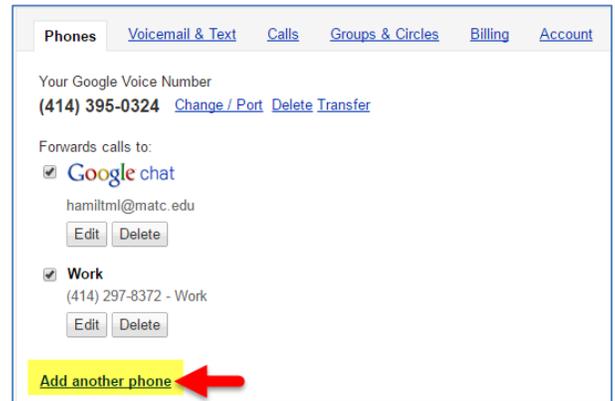
## How to Add Additional Phone Lines to Your Google Voice Number

If you would like to associate more than one phone line with a single Google Voice number, follow these steps.

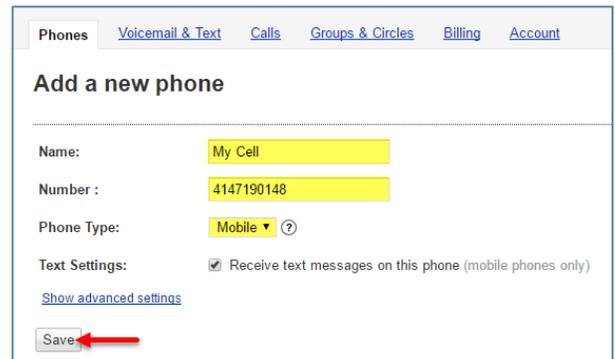
- When viewing your Google Voice inbox at [www.google.com/voice/](http://www.google.com/voice/), roll your mouse over the  button and select the **SETTINGS** link from the drop-down menu that appears.



2. On the **SETTINGS** page, click the **ADD ANOTHER PHONE** link.



3. In the **ADD A NEW PHONE** form, enter a descriptive name that identifies this phone, the phone's number, and the type of number this is (i.e. work, home, or mobile). Click the **SAVE** button when you are done.



4. In the **VERIFY YOUR PHONE** window that appears, a verification code will be displayed. Click the **CALL ME NOW** button to receive a phone call from Google Voice at the phone number that you provided in the previous step. When you answer the call, enter the verification code as prompted. The verification system will let you know when to hang up.

**When students call your Google Voice number, the phones on your Google Voice Phones list will ring.**

## Where Can I Learn More about Using Google Voice?

Please see these resources:

- [Google Voice Features](#)
- [Google Voicemail Basics and Features](#)
- [Checking Messages in Google Voice](#)
- [Sending and Receiving Text Messages](#)
- [Managing Forwarding Phone Numbers](#)