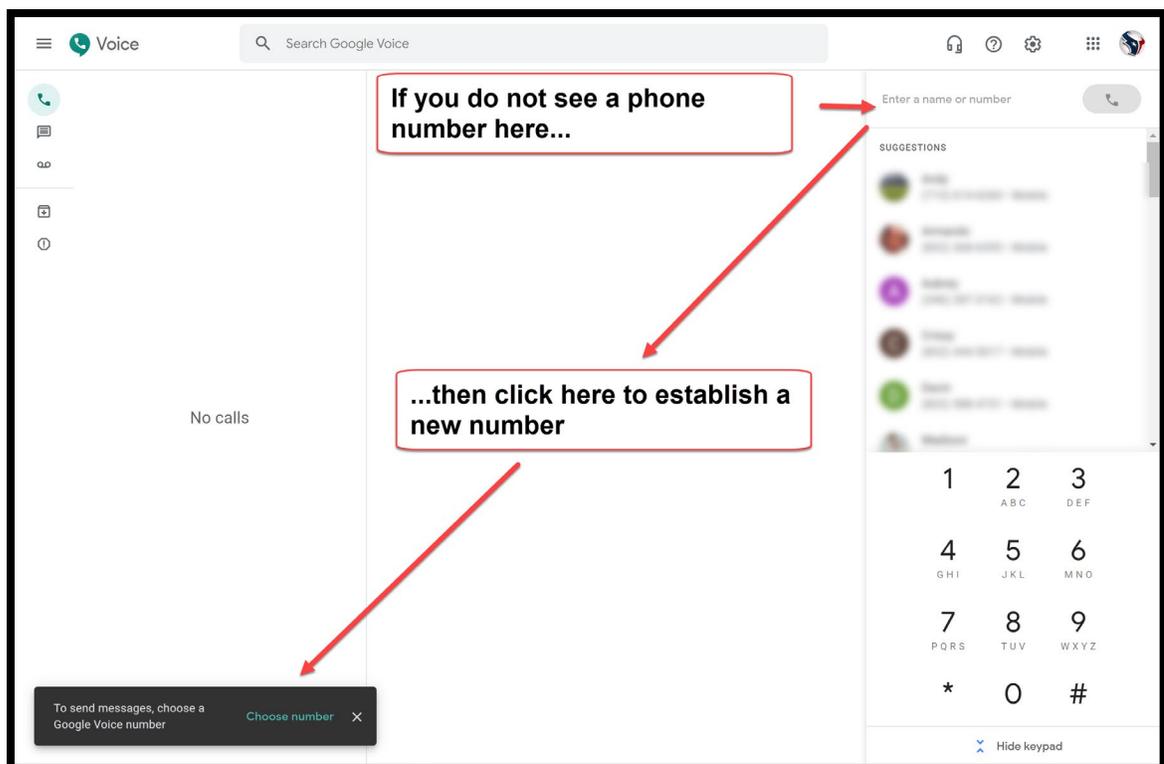


If a Google Account (a gmail account) has been established already, proceed to Step 1 below. If you don't have a Google Account dedicated for educational purposes and is not an account you use for personal purposes, then click below to start a new account.

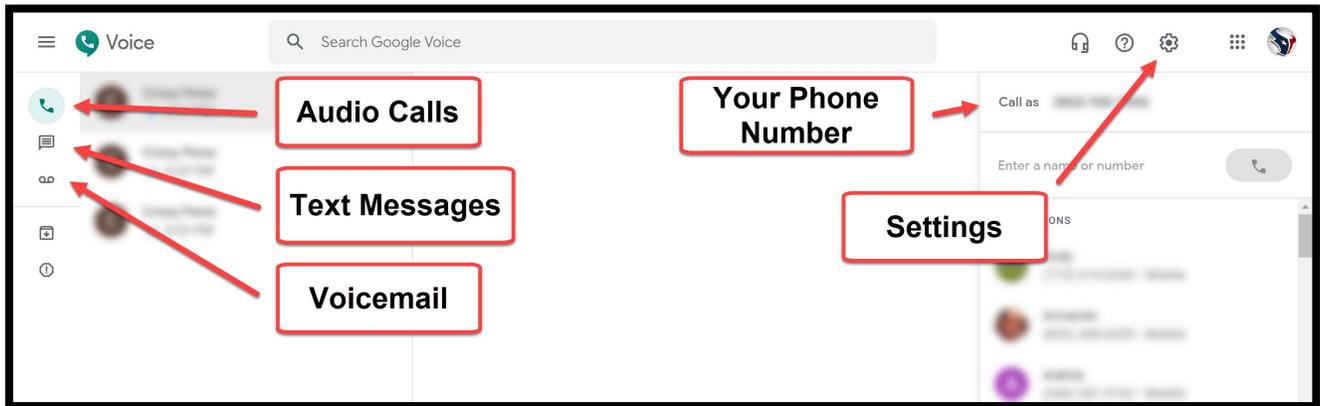
Create a New Google Account: <https://accounts.google.com/signup>

### Establish a Phone Number with Google Voice

- 1) Go to <http://voice.google.com>
- 2) Sign in with your Google account (if not already) and agree to terms when prompted.
- 3) Choose an area code, by selecting a local city.
- 4) Select a number that appears.
- 5) You will be prompted to **verify** your new phone number. You will do so by putting in the phone number of the physical phone that will be catching all the calls, like your cell number. The code will come to you via text. Enter the code in the prompt you receive on the website. Once the code is entered.
- 6) **Check for Phone Number** - Once your signed in, you'll see the Google Voice dashboard. However, if you don't see a phone number tied to your account, you will need to establish a new one. See below



- 7) You will go through similar prompts when first attempting to establish a number.
- 8) **The Dashboard** - After your phone number has been established you now have access to all the features. Please keep in mind this is a free service so there can be limits to the number of phone calls, text message, and voicemail that can be maintained by the system. Below are the features of the dashboard. So now you can communicate via a web browser. It's recommended to visit the Settings for additional Voice features.



- 9) **Mobile Apps** – Look for the mobile apps so that you can take, or make phone calls, send text messages, or check voicemail on your personal phone without utilizing your personal phone number. Another great feature is when you need to disconnect, you can activate Do Not Disturb for phone calls to go directly to voicemail.