

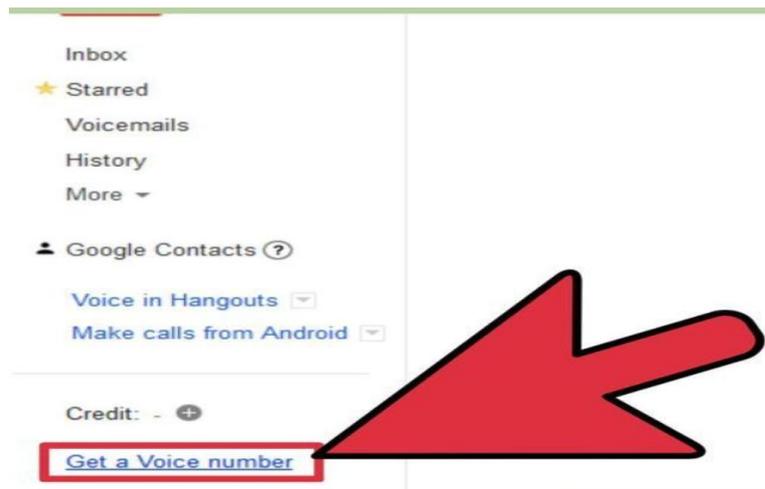
# How to Set Up a Google Voice Phone Number

If you need assistance in setting this number up, please contact Foster VC Kids at 654-3220! These instructions can also be found at: <http://www.wikihow.com/Get-a-Google-Voice-Phone-Number>. Please note you will need a Smart Phone (iPhone or Android) to utilize Google Voice.

1. **First, you need to have a Google account.** If you do not already have one, please visit <https://accounts.google.com/newaccount> and complete all required information.

2. **Go to [www.Google.com/voice](http://www.Google.com/voice) and sign into your Google account.** All of Google's products are now unified, so you will use the same username and password you use for Gmail.

3. Wait for the prompt on the to [www.Google.com/voice](http://www.Google.com/voice) site that says "**Set up your Google Voice Number.**" If the prompt does not appear, click on the link that says "Get a Google Voice Number" on the left hand side of the page.



4. **Click on the "I want a new number" button in the first set up prompt.** You have the option to set up the Google Voice account with your mobile phone number. That will keep you from being able to use some of Google Voice's features. You can always use your Google Voice number in conjunction with your mobile phone number.

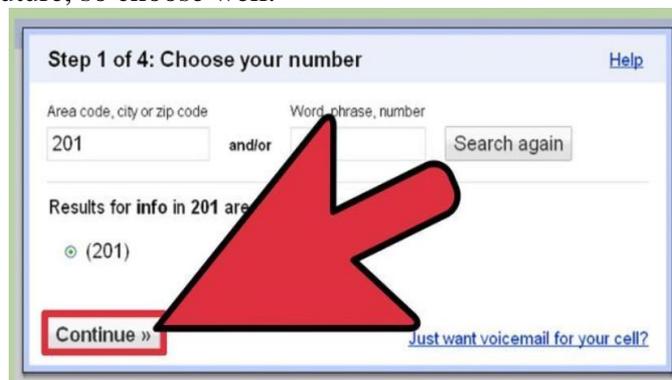


5. **Enter your zip code or area code to find an available local number.** Click "Next." If no phone numbers are available, enter a nearby zip code. Some large metropolitan areas do not have local phone numbers available. If you are starting a Google Voice account in order to make free phone calls within the US or Canada, you can choose a phone in the zip code where your most-called family members or friends live. People who use land lines can call your Google Voice number free of charge, and it will ring on your cell phone number.



The screenshot shows a web form titled "Choose your number" with a "Help" link in the top right. Below the title is the instruction: "When anyone calls this number, it will ring all of your phones." The form has two input fields: "Area, zip code or city" and "Word, phrase, number", separated by "and/or". A red box highlights the "Search numbers" button. A large red arrow points from the bottom towards the "Search numbers" button. There is also a "« Back" button at the bottom left.

6. **Choose your number from a list of numbers when you find a zip code with available phone numbers.** Click on the circle next to the number and choose "Continue." Remember that you must pay to switch your number in the future, so choose well.



The screenshot shows "Step 1 of 4: Choose your number" with a "Help" link. The "Area code, city or zip code" field contains "201". Below this, it says "Results for info in 201 are" followed by a radio button next to "(201)". A red box highlights the "Continue »" button. A large red arrow points from the bottom towards the "Continue »" button. There is also a "Search again" button and a link "Just want voicemail for your cell?" at the bottom right.

7. **Enter a Personal Identification Number (PIN) to access your phone number.** Write down the number or make sure you can remember it.



The screenshot shows "Step 2 of 4: Choose Your PIN" with "Help | Sign out" links. It displays the "Google Voice Number" as "###-###-####". Below is the instruction: "Choose a 4-digit PIN to access your voicemail." There are two input fields: "Enter PIN" and "Confirm PIN", both highlighted with a red box. A large red arrow points from the right towards these fields. Below the fields is a checkbox for "I accept Google Voice's Terms and Privacy Policy." and "Continue" and "< Previous Step" buttons.

8. **Look for a prompt that asks you to link a forwarding number to your account.**

**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

Phone Type

9. **Enter the number of your choice;** this should be your actual cell/home phone number. Select what type of phone it is.

**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

Phone Type

10. **Find the confirmation number on the next prompt screen.** Click the "Call Me Now" button to verify it. Make sure your other phone is nearby so that you can answer it. The confirmation allows Google Voice to ensure that you are using a forwarding phone that belongs to you.

**Verify your phone**

We're going to call you at (310) [redacted] to verify your phone.

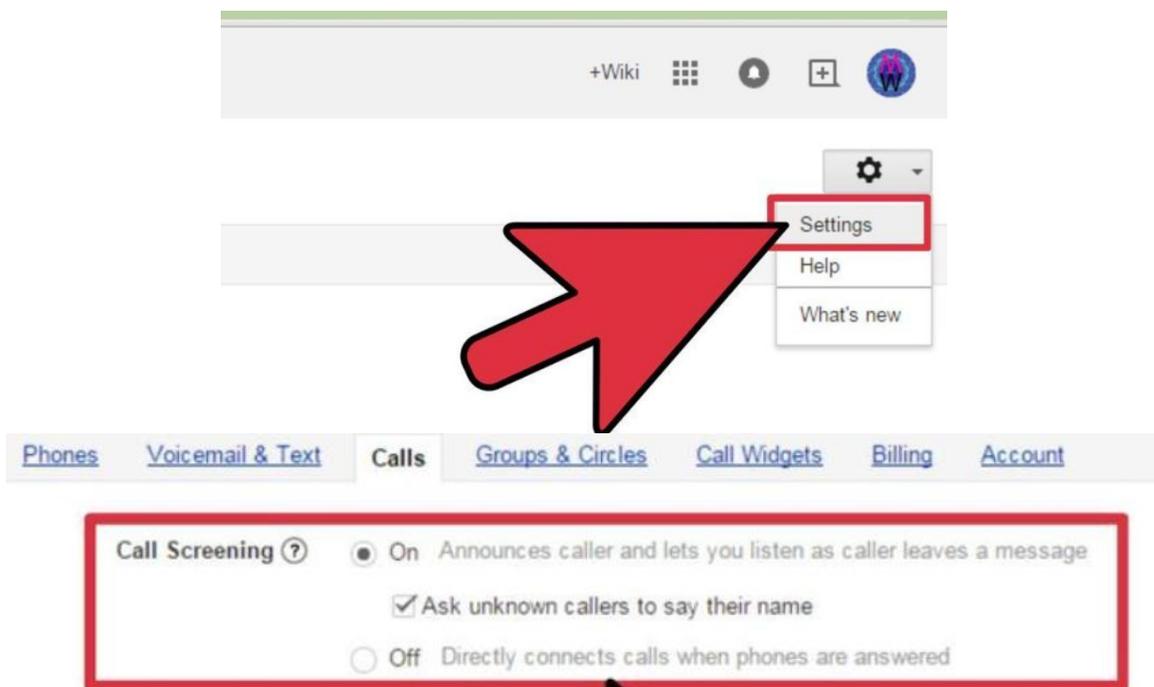
Click **Call me now** below and enter the following verification code:

11. **Answer the phone.** Type in the confirmation number when prompted.



12. **Continue following the prompts to set up your personal voice mail message.** One of the main advantages of Google Voice is that it offers digital voice mail with transcription so that you can get voice mail messages on your Gmail account.

13. **You can set your account to require callers to say their name before the call goes through.** Select the gear icon on the top right part of the page.



14. **Download the Google Voice application onto your smart phone** if you are using an Android, Blackberry or iPhone. Using the app will allow you to call from your Google Voice number, send and receive text messages on your phone and view history easily on your phone.

15. **Share your Google voice phone number with placement, the ER social worker, and the birth family.** Calls made to your Google voice number will automatically forward to the phone number you selected.