

## **How to Create a Google Voice Number That Rings Your Personal Phone**

1. Google Search: "google voice"
2. Click on the link to Google voice. It will ask you to sign into your Gmail account.
3. When you are signed in, a small screen will prompt you with a few questions. First, agree to the terms of service.
4. Next, click 'I want a new number' and choose your Google voice number (write it down so you remember - but if you forget you can find it listed under "Settings").
5. Next, enter the phone number you wish to have ring when someone calls your Google voice number (i.e. your cell phone).
6. When prompted, click 'Call me now' and enter the code you receive over the phone into your personal telephone.
7. Your phone is now verified. When someone calls your Google voice number, it will ring to the personal phone number you entered.
8. You will find the menu options 'Messages,' 'Calls,' 'Voicemail,' and 'More' on the left hand side of the web page.
9. If you wish to make a call, click the 'Call' icon. Click 'Make a Call' at the top of the page, and enter the phone number you wish to call. Then click 'Call' at the bottom of the page. A small screen will prompt you. Under the drop down menu, choose 'Mobile' or 'Home' (depending on what type of phone you are using). Do not choose 'Hangouts.'
10. Click 'Connect.' Google voice will now call your personal phone. Answer the phone, and you will be connect to the number you dialed.
11. Under 'Settings' you may enter another phone number (which will ring simultaneously with the number you already entered; the first person to answer receives the call). Under 'Messages' you may click the button to turn on 'Forward messages to email,' and any voicemails you receive will be sent to your email (you can check your voicemail in Google voice as well by clicking the Voicemail icon on the left side of web page).
12. If you have a smartphone, you can download the Google voice app and very easily make calls from your phone using Google voice.