Working with Google Voice

Get a phone number with Google Voice so that participants in your catechism class do not have access to your actual phone number. Set up your Google Voice phone number on a computer. When you receive your Google Voice number, remember to write it down in a safe place or send yourself an email with the number in the body text. Give the number to others. Any calls or messages will be forwarded to your actual phone number. You can also download the Google Voice app on your phone.

Setting up a Google Voice phone number on a computer

- 1. Go to voice.google.com.
- 2. Select For personal use in the green button towards the center of the page.



3. A menu with more options will appear. On a computer, select **Web**. (You can access this information on your phone later.



- 4. If you have not already, **sign in** to the Google account associated you wish to use for religious formation-related communication.
- 5. You will arrive at a page labeled, "Welcome to Google Voice." Click the green **Continue** button.



6. Choose a Google Voice number by typing in a specific city or area code in the text box next to the magnifying glass icon.



a. You may be able to click on a suggested city, such as El Paso, if a list of nearby cities appears. If it does not, type in **915** or **El Paso** into the text box.



7. Once you select a city, a list of available phone numbers will appear. Choose your phone number by clicking **Select** in the green button next to the desired phone number.

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	Choose a Google Voice Search for available numbers by city or area co	e number			
	Q, El Paso, TX	×			
	(915) 247-8594 El Paso, TX	Select			
	(915) 247-2448 El Paso, TX	Select			
	(915) 247-8954 El Paso, TX	Select			
	(915) 213-4723 El Paso, TX	Select			
	(915) 247-8624 El Paso, TX	Select			
	(915) 247-8493 El Paso, TX	Select			
	Show more	8	51.		

8. Confirm your phone number selection by clicking **Verify** in the green button. A box will appear.



9. Enter your personal phone number in the text box with the grey example phone number.

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- a. It is recommended that you use a cell phone number.
- b. All calls sent to the Google Voice number will be forwarded to the phone number you list here.

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You select To complete setu existing phone of worky	cted (915) 247-8594 get at stating Google Voice, you need to verifyyout cter a number to link Induced alls to your Google Voice number will be forwarded to this number Coogle Voice will send you a text message containing a 6-digit code. Coogle Voice will send you a text message containing a 6-digit code. Cancel Send code		5	

10. Click **Send code** in the green button in the bottom right portion of the box.

- 11. Go to your cell phone and **check your text messages**. You should receive a Google verification code.
 - a. If you did not receive a code, click **Resend code** button underneath the six text boxes.

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	You selected (915) 247-8594			
	To complete setup and start using Google Voice, you need to verify your existing phone number			
	Verify Enter the code you received			
	Resend code			
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12. In your internet browser, another box will have appeared asking for your verification code. Type the **verification code** that you received via text message beginning in the first of the six text boxes.

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13. Click the green **Verify** button at the bottom right corner of the box.

Voice		G @ 🖩 M
	You selected (915) 247-8594 To complete setup and start using Google Voice, you need to verify your existing phone number	
	Verify Enter the code you received 6 2 6 3 2 1	
	Resend code Cancel Verity	

14. You will receive a message labeled, "Phone number added." Click the green **Finish** button at the bottom right corner of the box.



15. You will receive confirmation of the phone number. **Remember to write the Google Voice number down and keep it somewhere safe** so that you can reference it later. Click the green **Finish** button.



16. Give the number to others. Any calls or messages will be forwarded to your actual phone number. You can also download the Google Voice app on your phone.