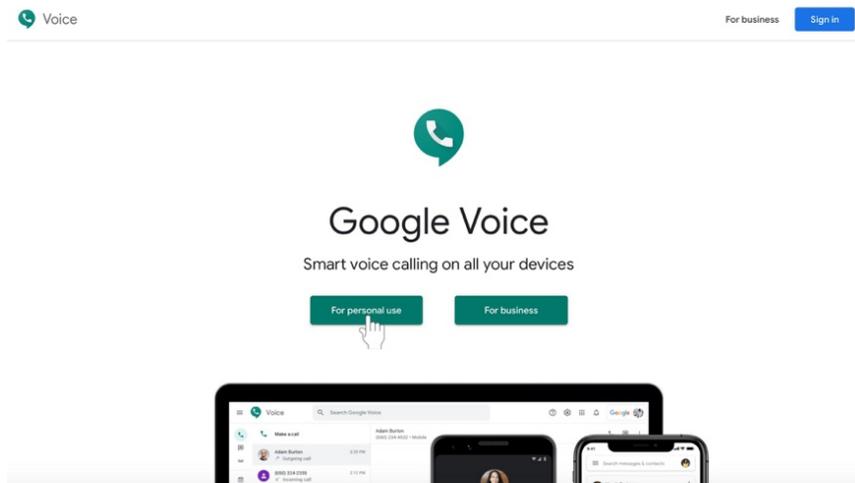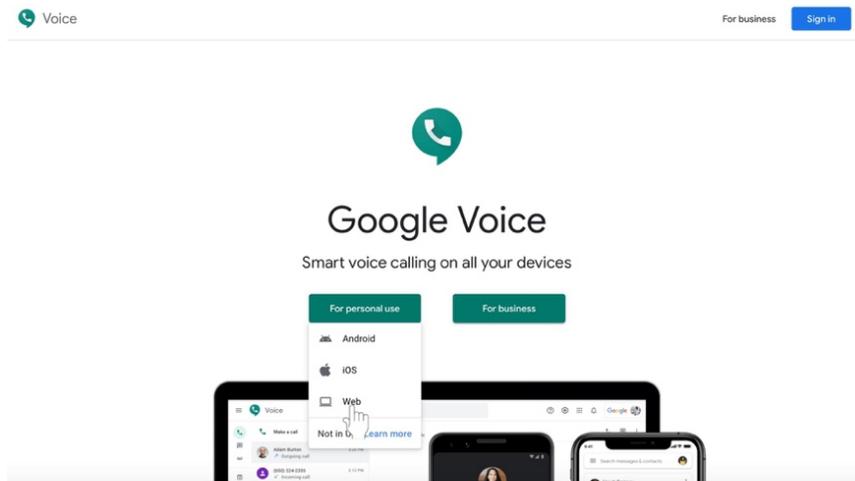# Working with Google Voice

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.

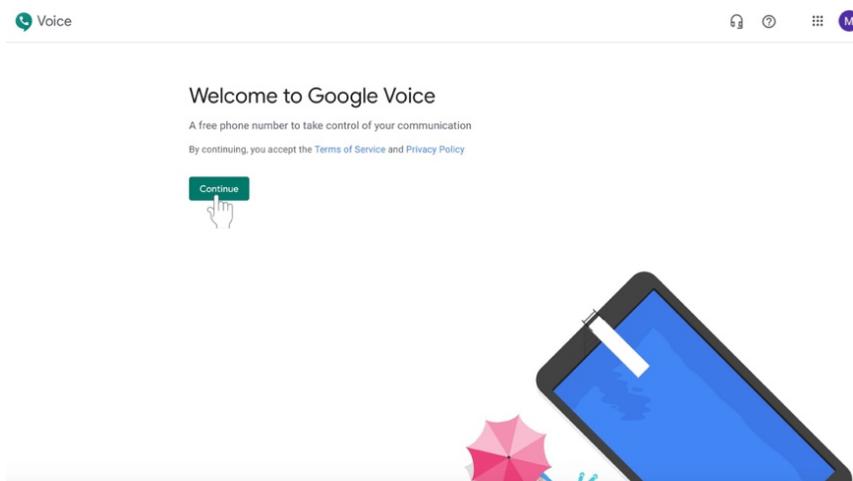**Setting up a Google Voice phone number on a computer**

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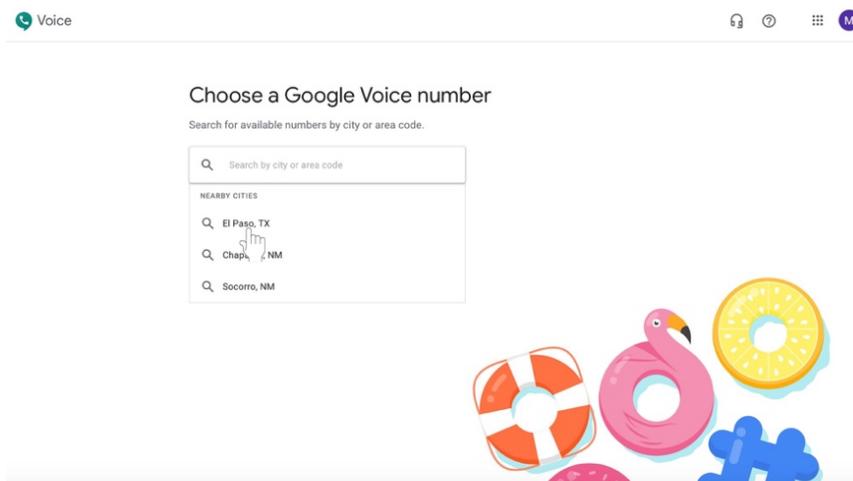2. Select **For personal use** in the green button towards the center of the page.

3. A menu with more options will appear. On a computer, select **Web**. (You can access this information on your phone later.
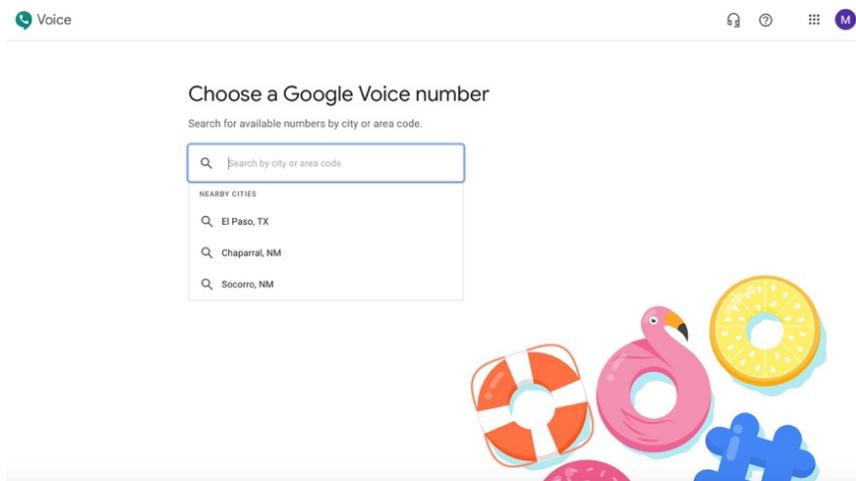
4. If you have not already, **sign in** to the Google account associated you wish to use for religious formation-related communication.

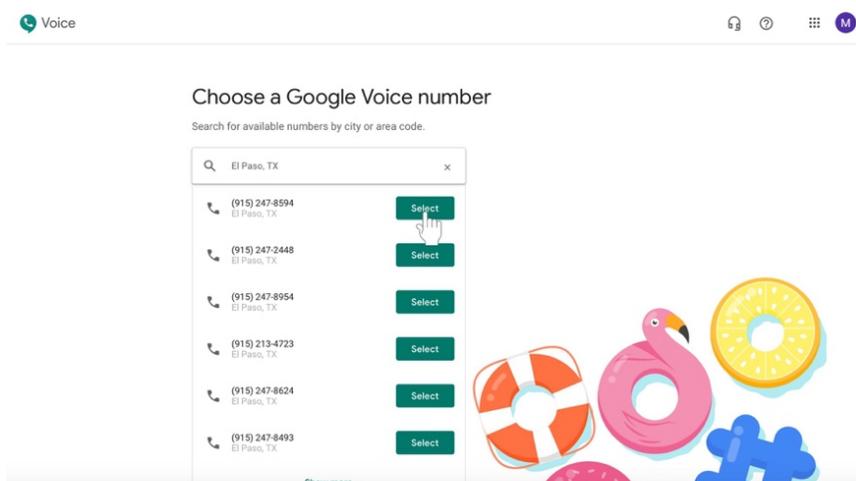5. You will arrive at a page labeled, "Welcome to Google Voice." Click the green **Continue** button.

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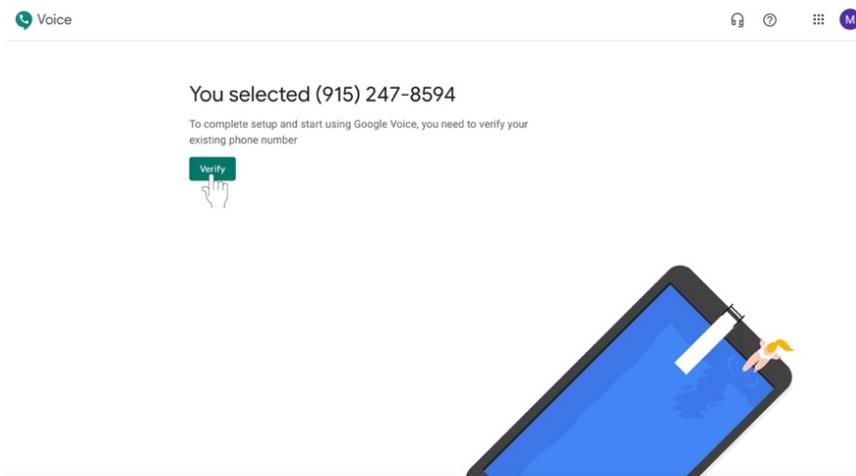
a. You may be able to click on a suggested city, such as El Paso, if a list of nearby cities appears. If it does not, type in **915** or **El Paso** into the text box.
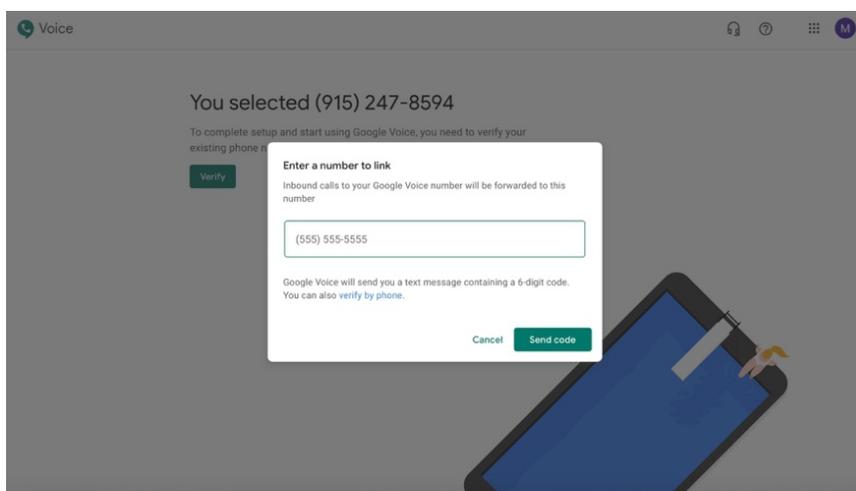

7. Once you select a city, a list of available phone numbers will appear. Choose your phone number by clicking **Select** in the green button next to the desired phone number.

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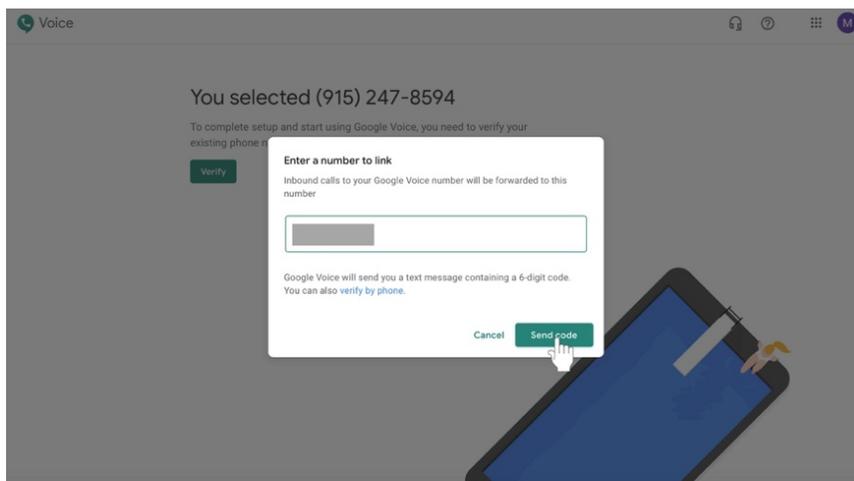

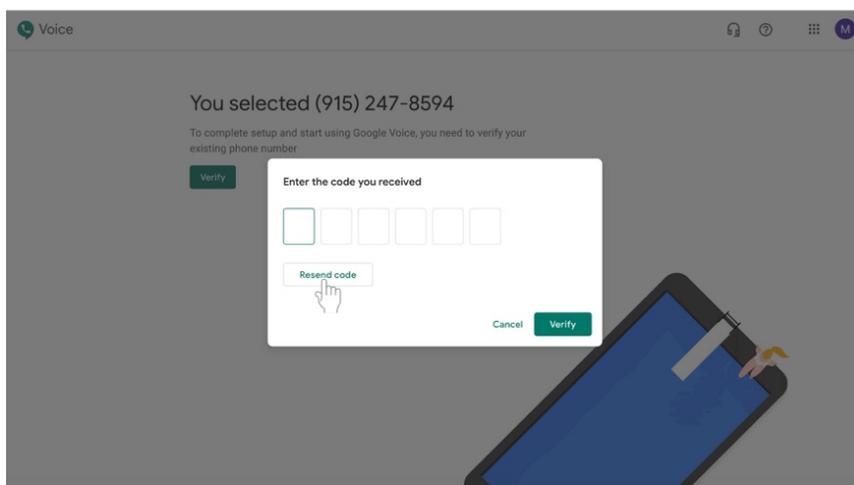9. Enter your personal phone number in the text box with the grey example phone number.

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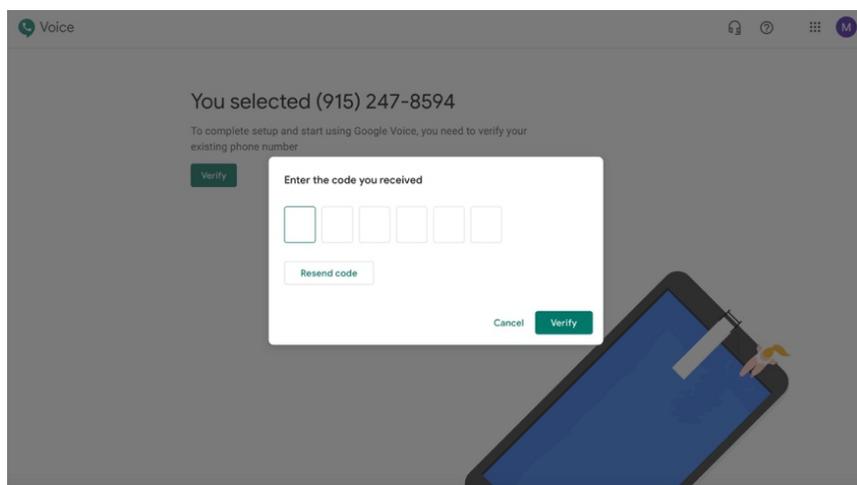
10. Click **Send code** in the green button in the bottom right portion of the box.
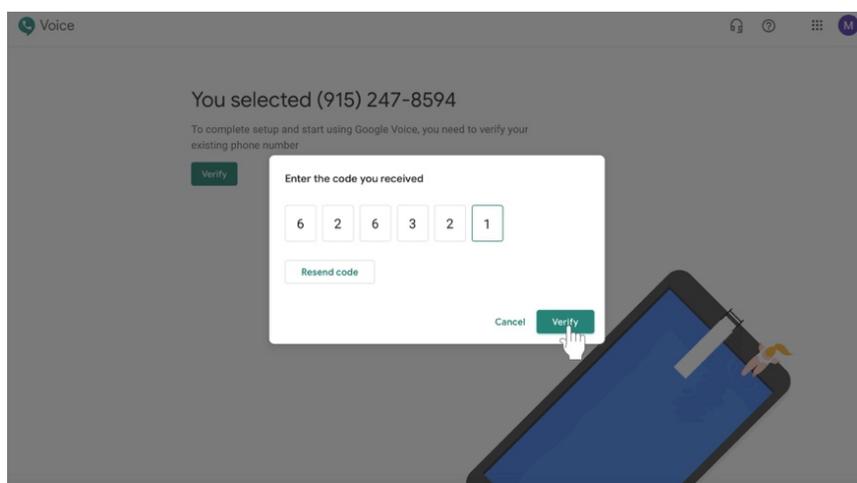

11. Go to your cell phone and **check your text messages**. You should receive a Google verification code.
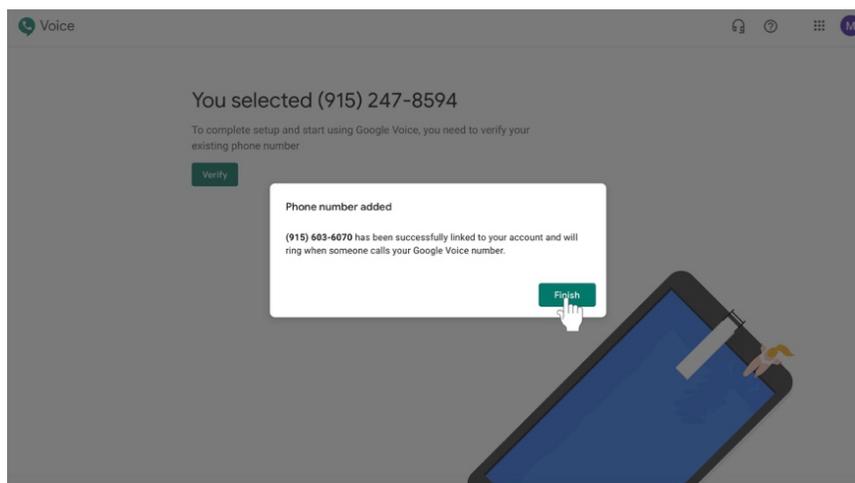   a. If you did not receive a code, click **Resend code** button underneath the six text boxes.

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.
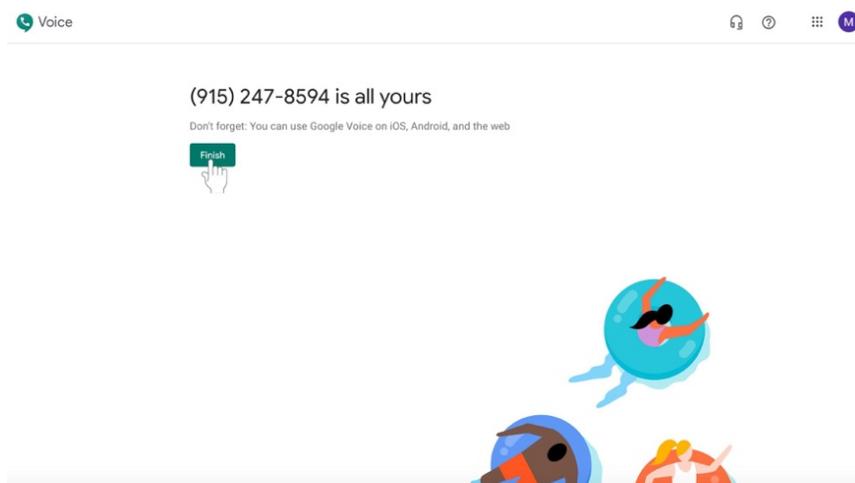

13. Click the green **Verify** button at the bottom right corner of the box.

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.