

Set up Google Voice

With Google Voice, you get a free phone number for calls, text messages, and voicemail. **ONLY if you have your own Google account, NOT the district ppsstaff.org exchange.** You can use the apps on smartphones and computers, and you can link your number to any mobile or landline number.

What you can do with Voice

- Text from your computer or mobile phone
- Read your voicemail and search through it like email
- Personalize voicemail greetings for family and friends
- Get protected from spam calls, block unwanted callers, and screen calls before answering

What you need to use Voice

- A Personal [Google Account](#)
- Computer or mobile phone with internet access (for sign-up)

Web browsers that work with Voice

- Chrome Browser
- Mozilla® Firefox® (Windows and Mac)

Sign up for Voice and get your number

1. On your computer, go to voice.google.com.
2. Sign in to your Google Account.
3. After reviewing the Terms of Service and Privacy Policy, tap Continue.
4. Search by city or area code for a number. Voice doesn't offer 1-800 numbers.
 - If there aren't any numbers available in the area you want, try somewhere nearby.
5. Next to the number you want, click Select. Follow the instructions.

Set up phones to receive calls

Your Google Voice number lets you make and receive calls at voice.google.com or using the Voice mobile app. You can also link to phone numbers you want to get calls on if you don't answer from Voice. Calls to your Voice number will ring any linked number you forward calls to.

Add a number where you want to get calls

You can set up any phone number to take your Voice calls and texts.

1. On your computer, go to voice.google.com.

2. At the top right, click Settings .
3. Under Linked numbers, click New linked number.
4. Enter the phone number to link.
5. To verify your number, Voice provides a six-digit code:
 - If it's a mobile number, click Send code and Voice sends the code in a text message to the phone.
 - If it's a landline number, click the verify by phone link, and then click Call. Voice calls the phone number and gives the code.
6. Enter the code and then click Verify.

You can link up to 6 numbers. If you link a number, calls to your Voice number also ring your linked numbers. You can't link a number that's linked to a different Google Voice number.

Tip: To get calls on your computer, voice.google.com needs to be open. To keep the tab open in Chrome, right-click the tab and click Pin Tab.