## ILLINOIS INSTITUTE OF TECHNOLOGY School of Applied Technology

## ITM Faculty Tutorial: Setting Up a Google Voice Number

This is pretty simple.

1) From within your IIT Google account, click the Apps block in the upper-right-hand corner of the web page (circled in red).

2) From the resulting drop-down menu, click  $\operatorname{{\bf More}}$  .

3) From the resulting extended drop-down, click **Even more from Google**.

4) On the resulting menu page, scroll down to Home & Office and click Voice. (By the way, if you have not tried Google Cloud Print, directly under Voice, it's pretty cool and useful as as well...)

5) This will launch the **Google Voice** page as shown below. Click **Get a Voice Number**.



6) You will then see the **Upgrade your account** dialog box shown at right. Click on I want a new number.  $\rightarrow$ 

7) In the resulting **Add a forwarding phone** dialog box, enter a phone number you would like the Google Voice number forwarded to. If you only want the voice mail, you can deselect the number later but as far as I can tell, this step is required. Once you have added the phone number, click **Continue**.

8) The system will then call your selected forwarding number to verify it. When you are ready, clickCall me now and enter the number when prompted.

9) Then enter the area code you would like the number to be in (I selected 312) and click **Search numbers**. You will then be presented with a selection of numbers in that area code. Select one and click Continue or whatever—I didn't get a screen grab of this screen, sorry. All my choices had a 487 prefix.

· one number that rings all your phones · online voicemail with transcriptions, sent to you by email or text custom greetings and call blocking, and much more I want a new number I want to use my mobile number 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 Home Phone Type « Back Continue » Verify your phone We're going to call you at (630) XXXXXX to verify your phone. Click Call me now below and enter the following verification code: 20 75 « Back Call me now Choose your number Help When anyone calls this number, it will ring all of your phones. Area, zip code or city Word, phrase, numbe 312 Search numbers and/or « Back

Slides

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Fast, searchable email with less spam

Open, edit, and create documents

Open, edit, and create presentations

Home & Office

Slides

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Even more from Go

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10) You will be presented with a screen confirming your number; click **Finish** after noting it and you're done!

11) If you want to remove your forwarding phone, go to your **Google Voice** page and uncheck the box next to the phone number you entered as shown at right. Your calls will then go just to Google Chat and to your iit.edu email. The calls are transcribed to text in your email, which may or may not work, especially with international students, but there is also a link in the email which allows you to listen to the audio of the call. Students can also text you which will go to your email as well.

	Congratulations!		Help
ming	You've successfully set up Google Voic	e!	
you're	As a reminder, your Google number is:		
	(312) 487-1687		
	You can now:		
	<ul> <li>give out one number that will ring</li> </ul>	all your phones	
	get transcribed voicemails sent to	your inbox	-1 II-
	send free text messages & make To learn more about what Google Voice	can do watch ou	ar calls Ir videos
	Finish »		
Voice	Settings		
CALL TEXT	Phones <u>Voicemail</u>	& Text Calls	Groups & Circles
Inhov	Your Google Voice Numb	er	
* Starred	(312) 487-1687 Cha	ange / Port Delete	e <u>Transfer</u>
Voicemails	Forwards calls to:		
Texts	Google chat		
History	trygstad@iit.edu		
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▲ Google Contacts	7 Mobile AT&T) (0500) XXXXXX · Mol	bile	
Voice in Hangou	s 💌 🔲 Receive text mes	sages on this pho	one
Make calls from	Android  And	voicemails via tex tivate Google voice	kt email on this phone (?)
Your number: (312) 487-168	7 Add another phone		
Credit: \$0.00 @			

12) If you are listed in the *IIT Phone Book*, you can set this as your telephone number in the directory by going into the **Work** tab in **MyIIT** and on the right-hand side of the page, in the **Employment Details** box, click on **Update Campus Address**. This will bring up the form shown below, which will allow you to enter the necessary information to update your campus address and/or phone number.

Employment Details
Personal Information
Benefits
Pay Stub
Job Details
Leave Details
Tax Forms
Update Campus Address

	ILLINOIS INSTITUTE V OF TECHNOLOGY Transforming Lives, Investing the Future www.Reder
Use this form	n to update your campus address and phone numbe
*required fields	
Address	
Building *:	•
Room Number *:	
Campus Phone	
Area Code *:	
Phone Number *:	
Fax (optional)	
Area Code :	
Phone Number :	
Submit Form	Reset Form

13) That's all there is to it!