

1. Go to voice.google.com and login using your full email address as your username.

The screenshot shows the Google Voice homepage. On the left, under the heading "Voice", it says "Teach your phone new tricks". Below this, it states "Google Voice enhances the existing capabilities of your phone, regardless of which phone or carrier you have - for free. It also gives you:" followed by three features: "One Number" (Use a single number that rings you anywhere), "Online voicemail" (Get transcribed messages delivered to your inbox), and "Cheap calls" (Free calls & text messages to the U.S. & Canada. Super low rates everywhere else.). At the bottom left, there are links for "Watch the videos" and "What's new". A "Latest news" section features a post titled "Drop in and get a call from Santa" dated "Wed Dec 19 2012". The text of the post begins: "(Cross posted on Gmail Blog)With the big day right around the corner, activity in the North Pole is hitting a fever pitch. Yet, Santa will always make time to send a personalized holiday phone calls from Santa to your ...". On the right side of the page, there is a "Sign in" form with fields for "Email" and "Password", a "Sign in" button, a "Stay signed in" checkbox, and a link for "Can't access your account?".

2. Accept the terms and privacy policy.

The screenshot shows a "Getting started" dialog box. It contains two bullet points: "Please note that Google Voice is only available in the US" and "You will be required to verify an existing US phone number to get a Google Voice number". Below the bullet points is a checkbox that is checked, with the text "I accept Google Voice's [Terms](#) and [Privacy Policy](#).". At the bottom left of the dialog box is a blue button labeled "Proceed »".

3. Select what type of number you'd like to setup (most likely you will want to create a new number)

Set up your Google Voice number [Help](#) ✕

You can choose a brand new number from Google or use your existing mobile number to get the full set of Google Voice features, like:

- 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](#)

4. Add an initial forwarding number. This will need to be a direct line and cannot be at an extension, because an automated service will call to verify.

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

Phone Type ▼

5. You will then need to verify the forwarding phone by clicking “call me now” and entering the verification code when you answer the phone.

Reclaim a verified phone

You are attempting to use a phone, , that is already in use on another Google Voice account. Before you can do this we need to verify that you have access to this phone.

Please note that once you verify this phone, it will be removed from the other account and will no longer receive forwarded calls or texts from that account. Learn more [here](#).

Click **Call me now** below and enter the following verification code:

6. In the next box, set your criteria to search for your new Google Voice number

The screenshot shows a search interface titled "Choose your number" with a "Help" link. Below the title is the instruction: "When anyone calls this number, it will ring all of your phones." There are two input fields: "Area, zip code or city" and "Word, phrase, number". The "Area, zip code or city" field is empty, and the "Word, phrase, number" field is also empty. Between the fields is the text "and/or". To the right of the second field is a "Search numbers" button. Below the input fields is a "« Back" button.

7. Once you find a number you want, select it and click "Continue"

The screenshot shows the "Choose your number" interface with search results. The "Area, zip code or city" field now contains "708" and the "Search again" button is visible. Below the search fields, it says "Results for 708 area code". There is a list of five phone numbers, each with a radio button and the location "Harvey, IL":

- (708) 232-6571
- (708) 232-6579
- (708) 232-6581
- (708) 232-6583
- (708) 232-6586

Below the list is a "Next 5 >" link. At the bottom are "« Back" and "Continue »" buttons.

8. Your Google Voice number has been setup.

The screenshot shows a confirmation page titled "Congratulations!" with a "Help" link. The text reads: "You've successfully set up Google Voice!" followed by "As a reminder, your Google number is:" and the number "(708) - [redacted]". Below this is the text "You can now:" followed by a bulleted list:

- give out **one** number that will ring all your phones
- get transcribed voicemails sent to your inbox
- send free text messages & make cheap international calls

At the bottom, it says "To learn more about what Google Voice can do, [watch our videos.](#)" and a "Finish »" button.