



GOOGLE VOICE: DOWNLOAD & FEATURE TUTORIAL

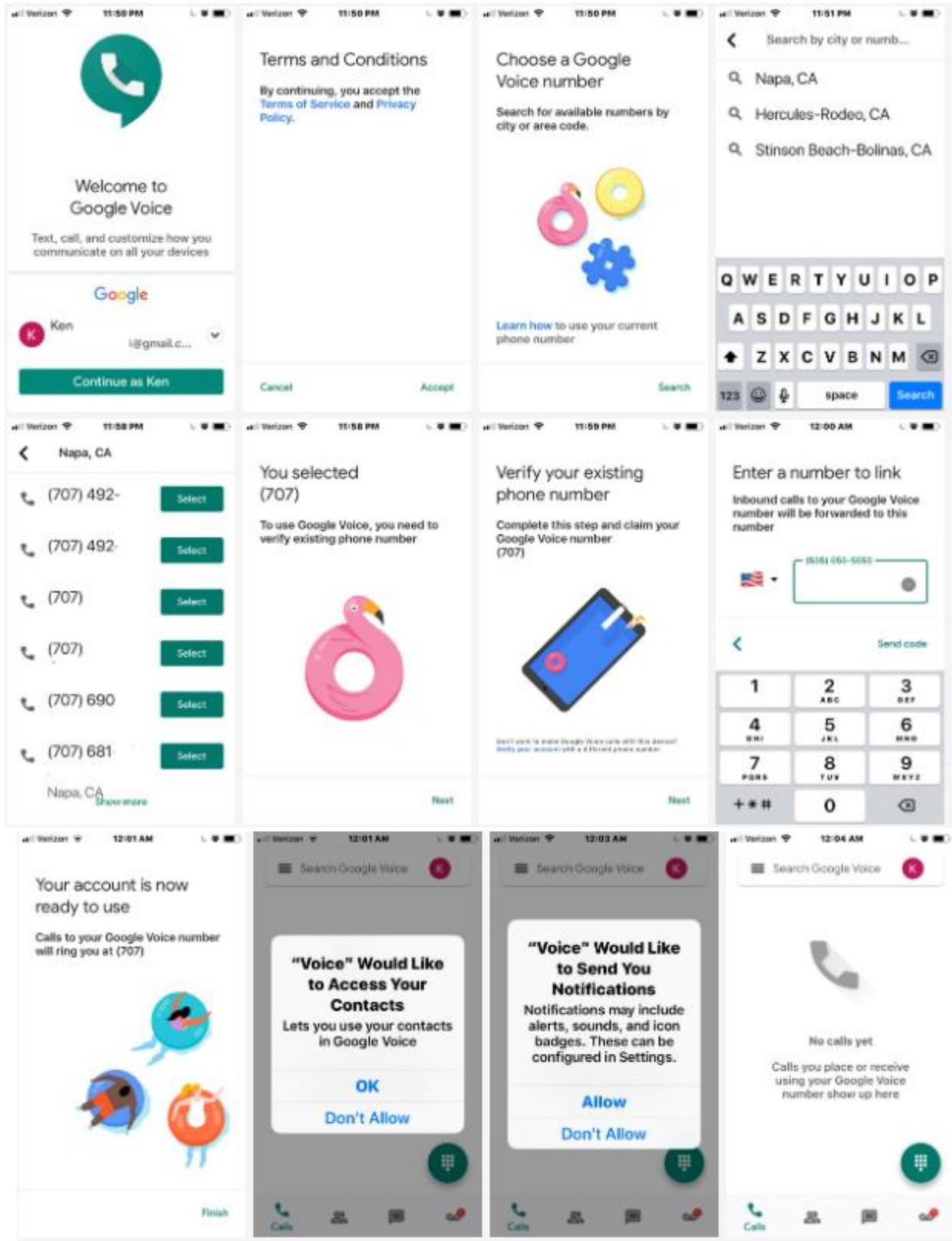
Google Voice is an app that provides you with a free phone number for making calls and texting. It's a great way to communicate with people without having to share your personal number. In order to download the app, you need to have a Google account (you can create one [here](#)). On pages 1-4, you'll find instructions for how to set up the app on your iPhone or Android device. On pages 5-9, you'll find tutorials for making calls, accessing contacts, texting & checking voicemail.

HOW TO DOWNLOAD ON AN IPHONE

- Download the Google Voice app from your phone's App Store.
- Launch the app. It might automatically recognize your Google account. If so, tap "Continue as (your name)." If the recognition doesn't automatically occur, you'll be prompted to enter your Google account ID and password.
- Tap "Accept" to the terms and conditions.
- Tap "Search" to choose a Google Voice number by city or area code.
- Select the number you want from the list of available numbers (you can search by city or area code). This is the number people will see when you call them. This is also the number where people can text or make calls to you.
- Agree to verify your existing phone number by tapping "Next."
- Enter your phone number and tap "Send Code."
- You'll receive a text on your phone's normal texting app. Enter the verification code you received.
- You'll receive a message that your account is ready to use.
- Google then alerts you that it has added your account.
- Google asks permission to access your contacts. Tap "OK" if you'd like to access your phone's contacts in Google Voice.
- Google asks permission to send notifications. Tap "Allow" if you're okay with receiving notifications.
- You'll then be taken to the app's landing screen. From there you can access the menu bar to make calls, look up or add contacts, send text messages and check voicemail. This is the screen you'll see every time you open the app.

[CONTINUE TO NEXT PAGE FOR: DOWNLOAD SCREENSHOTS](#)

HOW TO DOWNLOAD ON AN IPHONE: SCREENSHOTS

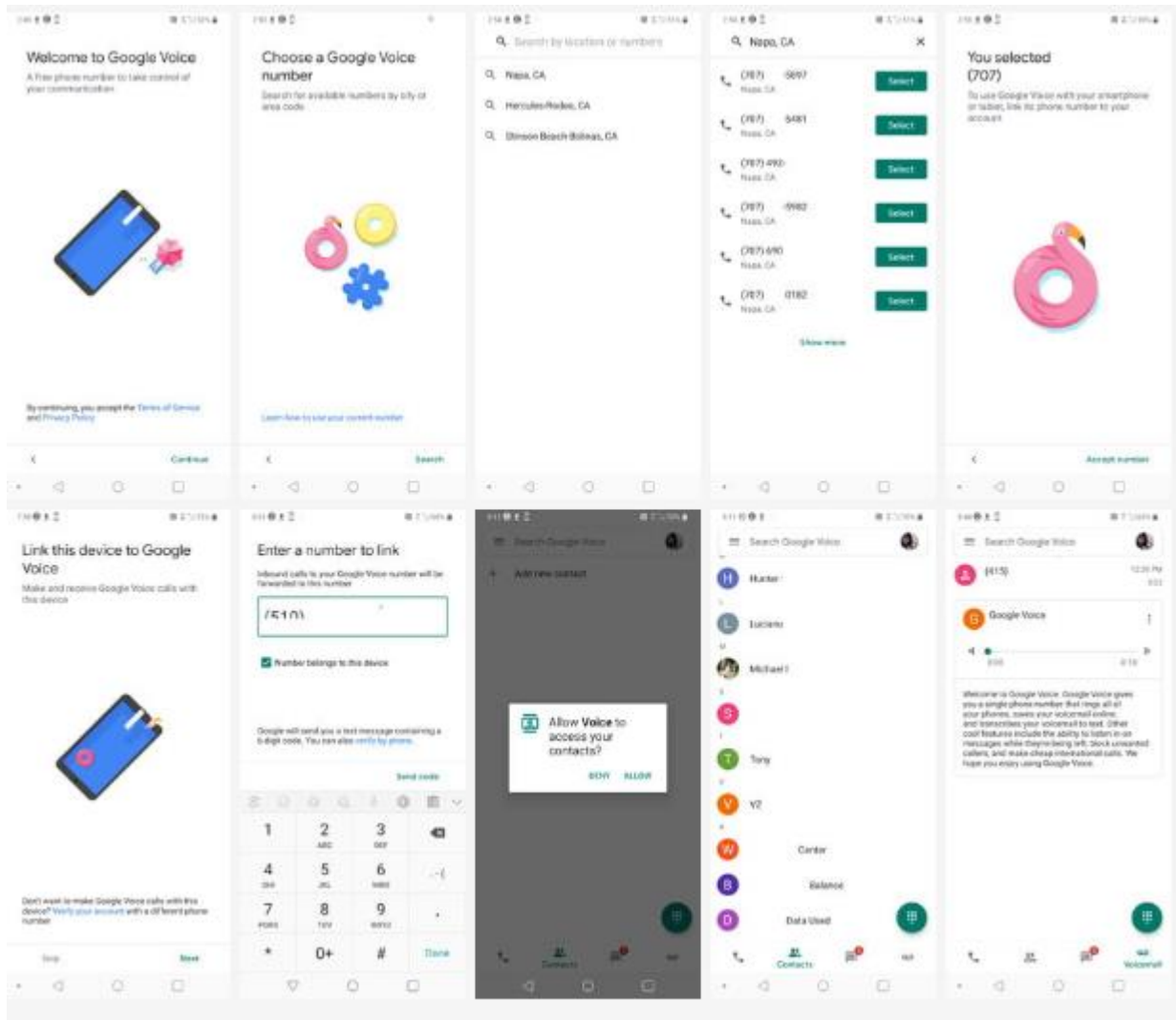


HOW TO DOWNLOAD ON AN ANDROID

- Download the Google Voice app from your phone's Google Play Store.
- Launch the app. It might automatically recognize your Google account. If so, tap "Continue as (your name)." If the recognition doesn't automatically occur, you'll be prompted to enter your Google account ID and password.
- Tap "Search" to choose a Google Voice number by city or area code.
- Select the number you want from the list of available numbers (you can search by city or area code). This is the number clients will see when you call them. This is all the number where people can text or make calls to you. Tap "Select" next to your number of choice and tap "Next" to confirm.
- Google confirms the phone number you chose. If all looks okay, tap "Accept Number."
- You'll be asked to link your regular phone number if you've never linked your mobile number to your Google account. Enter your number and tap "Send Code."
- You'll receive a text on your phone's normal texting app. Enter the verification code you received.
- You'll receive a message that your account is ready to use
- Google asks permission to access your contacts. Tap "OK" if you'd like to access your phone's contacts in Google Voice.
- You'll then be taken to the app's landing screen. From there you can access the menu bar to make calls, look up or add contacts, send text messages and check voicemail. This is the screen you'll see every time you open the app.

CONTINUE TO NEXT PAGE FOR: DOWNLOAD SCREENSHOTS

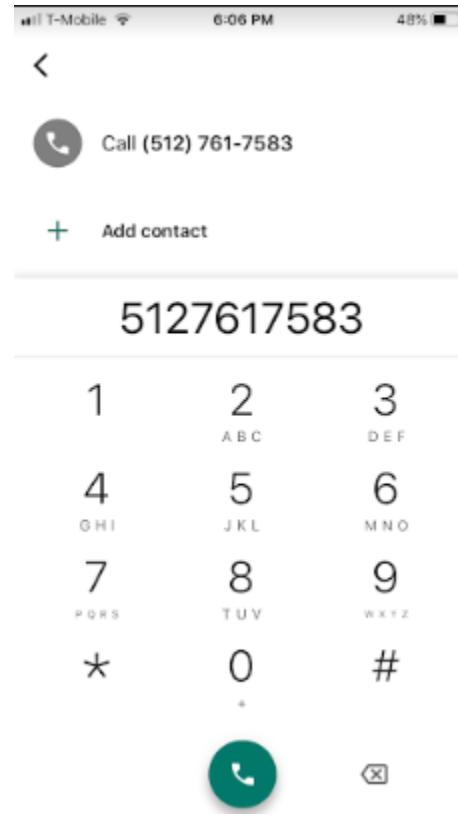
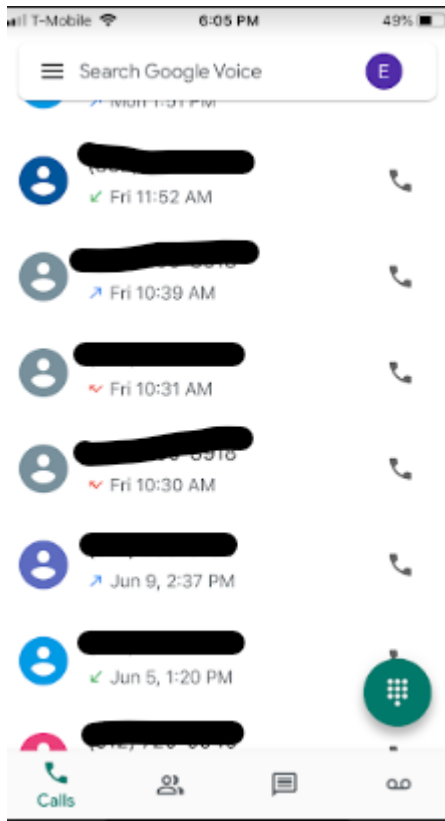
HOW TO DOWNLOAD ON AN ANDROID: SCREENSHOTS



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MAKING PHONE CALLS

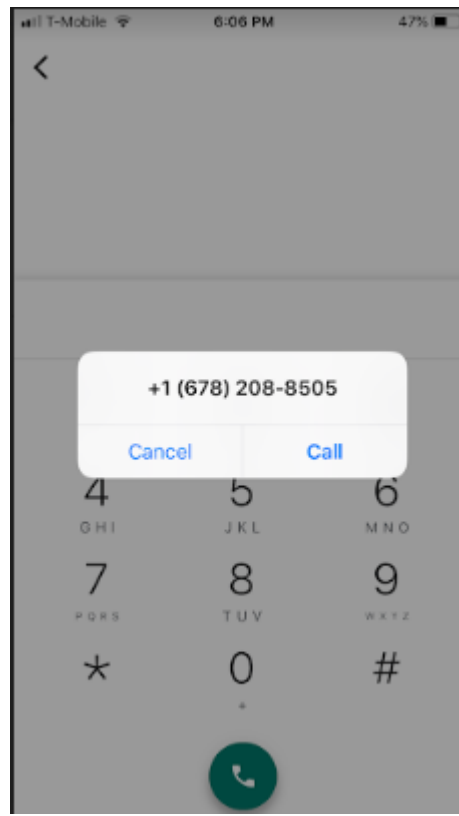
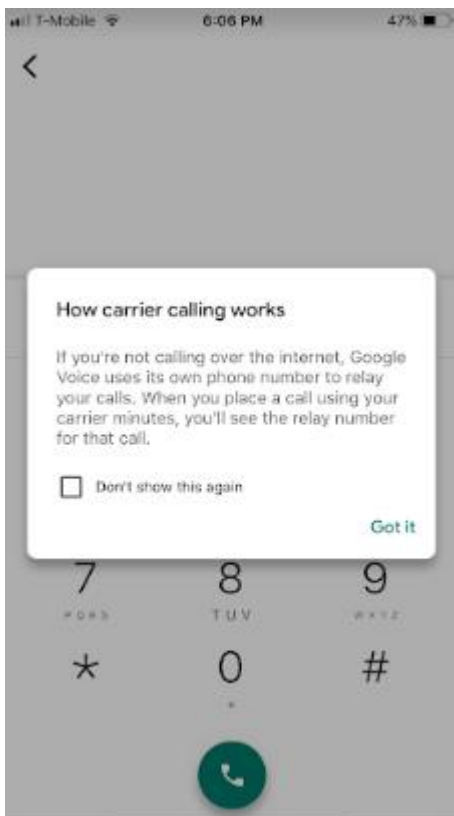
After opening the app on your phone, choose the “Calls” tab on the left side of the bottom menu. There you’ll see your recent incoming & outbound calls. To make a call, click the green dial pad symbol. On the next screen, enter the number you wish to call and press the green phone icon to put the call through.



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MAKING PHONE CALLS (CONT.)

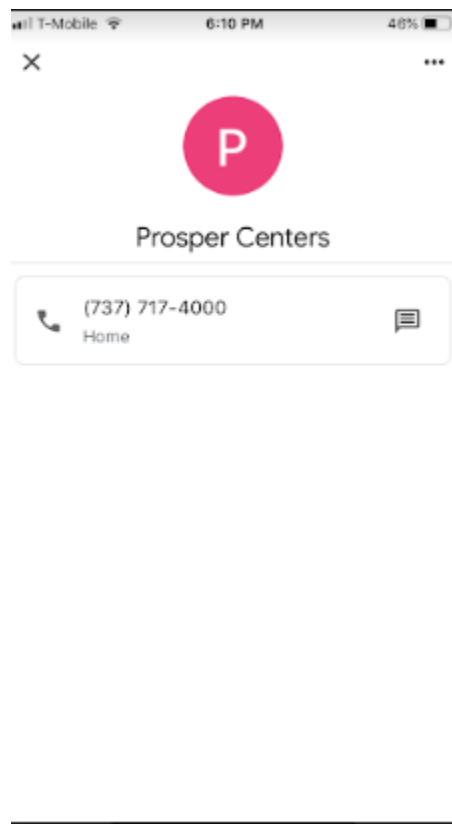
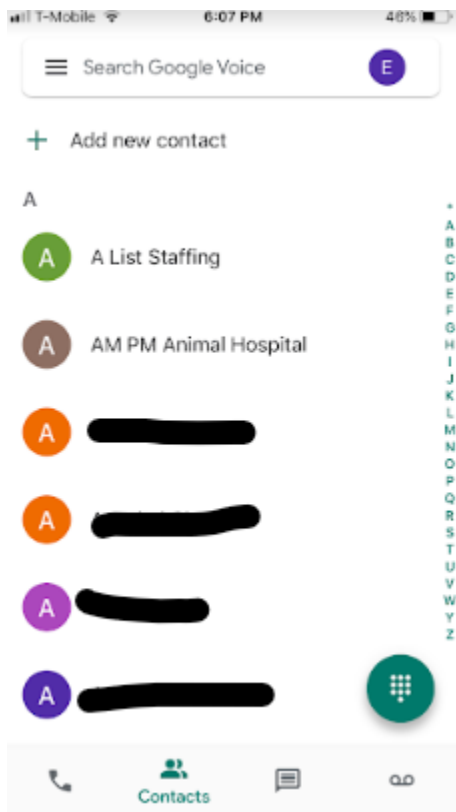
You'll receive a message explaining that Google Voice uses one of its own numbers to relay your call. Check "Don't show this again" if you don't want to receive that same message each time you make a call. Otherwise, click "Got it." You'll then see a different phone number pop up (different than the one you dialed). The number you're seeing is the Google Voice number that's relaying your call. Don't worry – the call will go through to the number you entered (and the number that will display on the recipient's end is your Google Voice number, not the random number you'll see here). Click "Call."



CONTINUE TO NEXT PAGE FOR: ACCESSING CONTACTS

ACCESSING CONTACTS

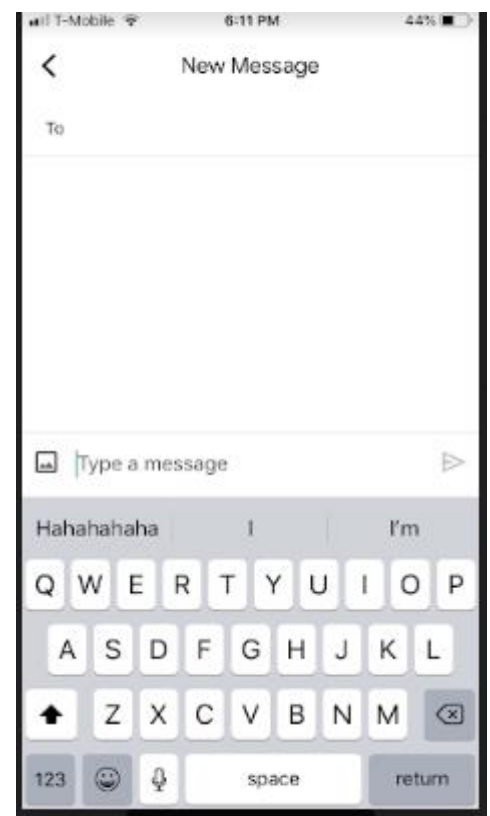
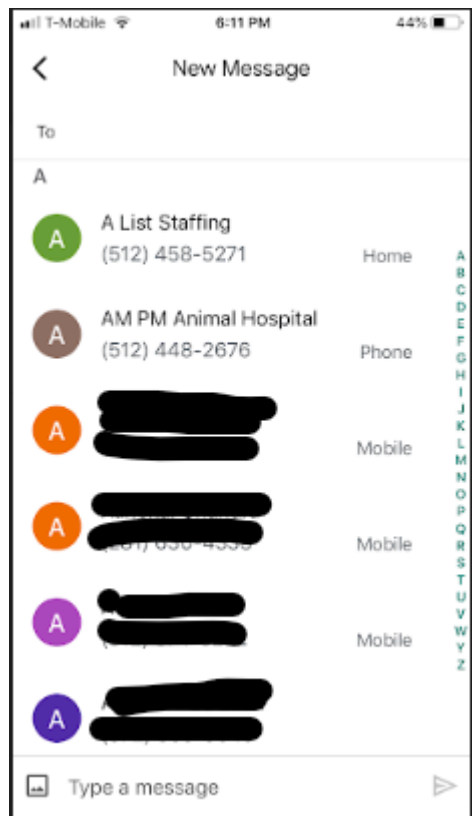
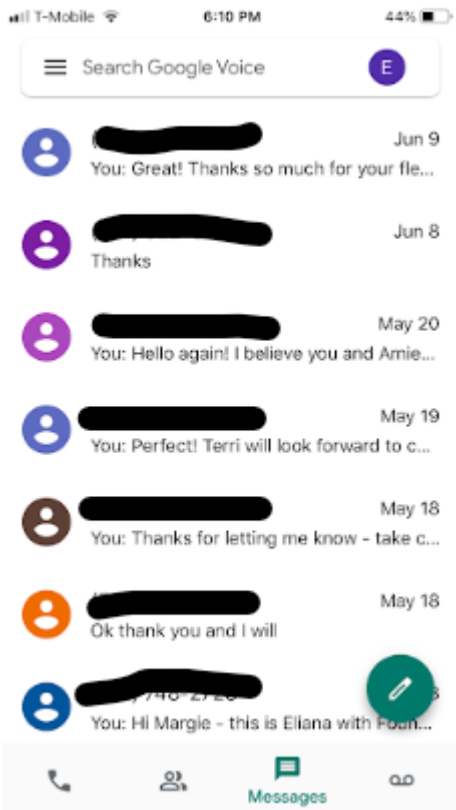
If you want to access saved contacts or add a new one, choose the “Contacts” icon on the bottom menu bar. This will pull up all of your contacts in alphabetical order. At the top of the screen is an option to “Add new contact.” When you click on a contact, the screen will display their info. You can call them by choosing the phone icon on the left or text them by choosing the chat bubble on the right.



CONTINUE TO NEXT PAGE FOR: SENDING TEXT MESSAGES

SENDING TEXT MESSAGES

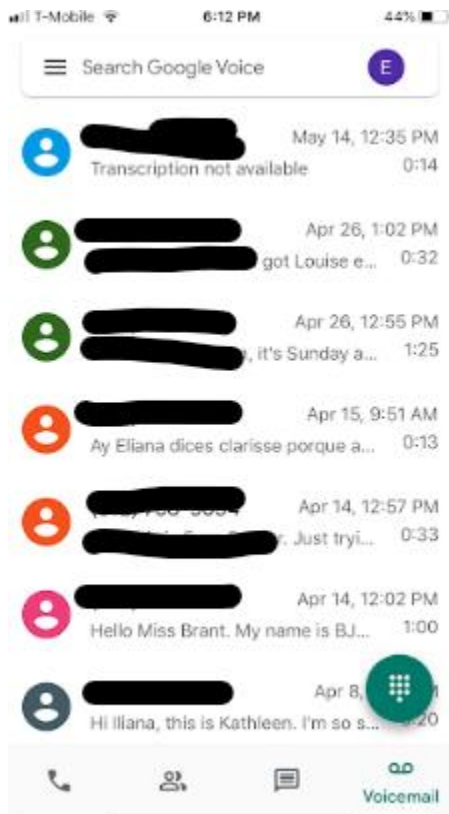
To send texts, choose the “Messages” icon from the bottom menu bar. After opening the tab, you’ll see your most recent texts. Click the green pencil icon to begin a message. On the next screen, you’ll see your contacts pulled up, If messaging a saved contact, choose their name, they’ll then appear in the “To” field and you can begin typing your message at the bottom of the screen. Otherwise, type a number in the “To” field and type your message at the bottom of the screen. Click the arrow icon to send your message.



CONTINUE TO NEXT PAGE FOR: CHECKING VOICEMAILS

CHECKING VOICEMAILS

To check voicemail, click on the “Voicemail” icon on the bottom menu. This will pull up a log of your most recent voicemails. Click on the message you want to review. There you’ll have an option to play the audio and to review the message transcription. You can call back or text the caller from the voicemail screen.



THE END!