

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

This is pretty simple.

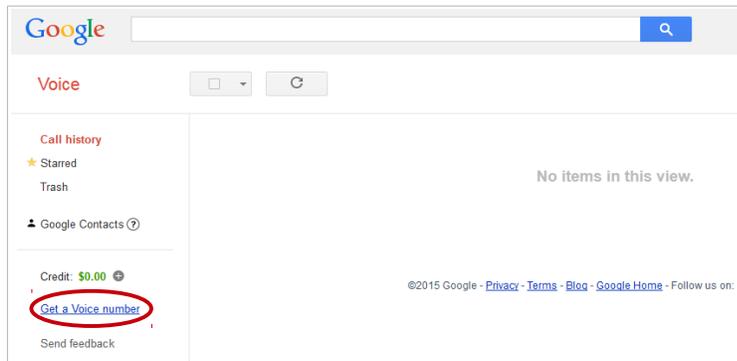
1) From within your IIT Google account, click the Apps block in the upper-right-hand corner of the web page (circled in red).

2) From the resulting drop-down menu, click **More**.

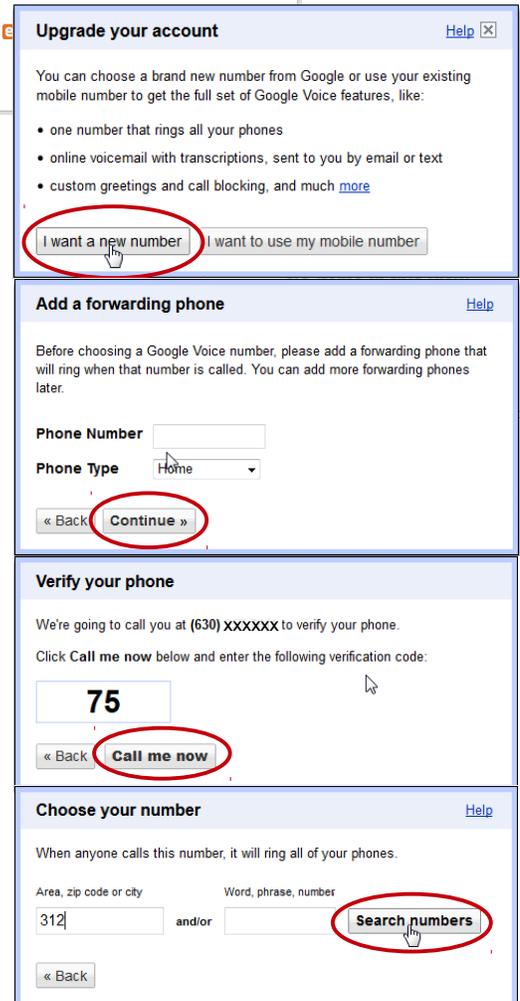
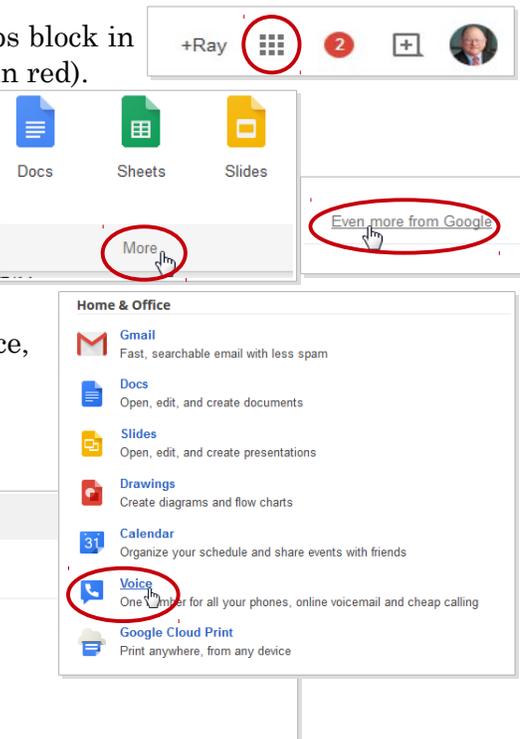
3) From the resulting extended drop-down, click **Even more from Google**.

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 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**. →



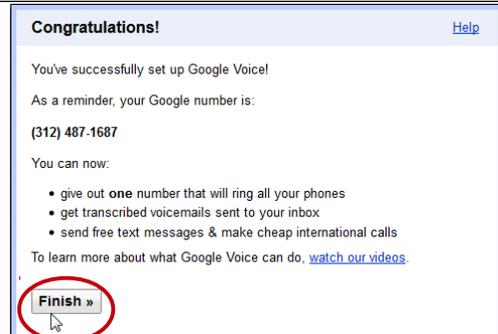
7) In the resulting **Add a forwarding phone** dialog box, enter a phone number you would like the Google Voice number forwarded to. If you only want the voice mail, you can deselect the number later but as far as I can tell, this step is required. Once you have added the phone number, click **Continue**.

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

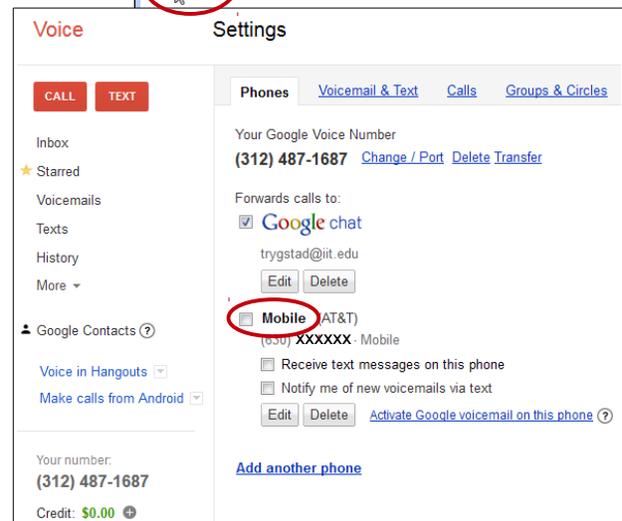
9) Then enter the area code you would like the number to be in (I selected 312) and click **Search numbers**. You will then be presented with a selection of numbers in that area code. Select one and click Continue or whatever—I didn't get a screen grab of this screen, sorry. All my choices had a 487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

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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.



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.





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**Use this form to update your campus address and phone number**

\*required fields

**Address**

Building \*:

Room Number \*:

**Campus Phone**

Area Code \*:

Phone Number \*:

**Fax (optional)**

Area Code :

Phone Number :

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13) That's all there is to it!