

## Step 1. Create a free Google account

If you already have a Google account (this is the login you use for all Google services, such as Gmail or Google Docs) continue to the next step. If not, to go to the Google Account sign-up page. This can be accessed directly at <https://accounts.google.com/NewAccount>, or by searching for “Gmail” or “Google account.”

A Google account is free, and grants you access to a ton of useful free online tools, including Voice and Gmail. The only personal information you'll need to supply is a birthdate.

*Note: This tutorial focuses on using Gmail to manage messages, but you can forward messages to any email account you choose. Forwarding is explained later in this tutorial.*



### Create an Account

If you already have a Google Account, you can [sign in here](#).

#### Required information for Google account

Your current email address:

e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:

[Password strength:](#)

Minimum of 8 characters in length.

Re-enter password:

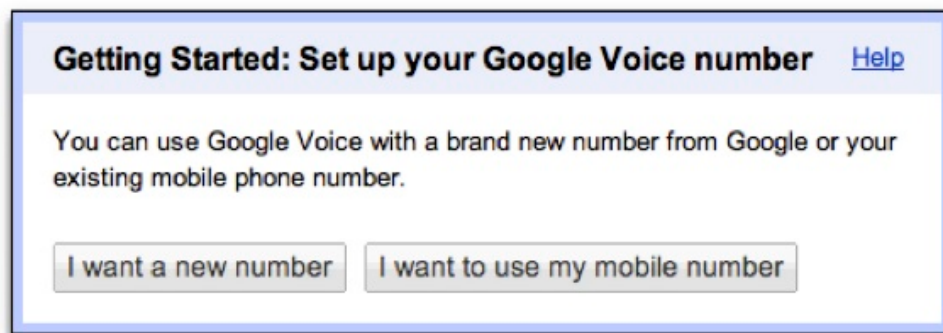
☒ Stay signed in

☒ Enable Web History [Learn More](#)

## Step 2. Give Google your digits

Once you've either created a new Google account or signed in to your existing Google account, go to the Google Voice website. It can be accessed at <https://www.google.com/voice>, or by searching for "Google Voice."

When you arrive at the Google Voice website, a dialog box will open, giving you the option to either use a new number or use your current mobile phone number. This guide focuses on the "I want to use my mobile number" version, so click the appropriate button.

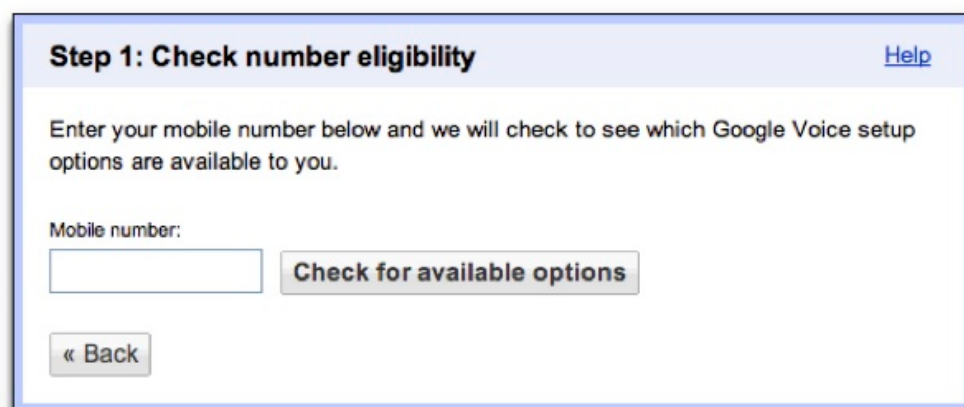


**Getting Started: Set up your Google Voice number** [Help](#)

You can use Google Voice with a brand new number from Google or your existing mobile phone number.

*Note: If you want to have more features you can choose "I want a new number." Choosing this option does mean that you are effectively changing your telephone number. This guide does cover this feature.*

You'll then be prompted to enter your mobile phone number and check for eligibility. Enter your number, and then click the "Check for available options" button.



**Step 1: Check number eligibility** [Help](#)

Enter your mobile number below and we will check to see which Google Voice setup options are available to you.

Mobile number:

Once you've entered your number you will have two options. This guide is for Google Voice Lite, so click the lower option.

**Step 1: Check number eligibility**[Help](#)

Mobile number:

Available options for using your existing mobile number:

**Port your mobile number to Google Voice**  
Porting means that you move your number from your carrier to Google Voice. You can then use the full set of Google Voice features without having to change your number.  
[Port your number](#)

**Get Google Voicemail for your existing mobile number**  
Keep your existing number with your carrier and get the lite version of Google Voice which includes some of the most popular features like online voicemail and voicemail transcriptions.  
[Get Google Voice Lite](#)

## Step 3. Take Google's call

Next, you'll see the message below with a verification code.

**Step 2: Verify your phone**

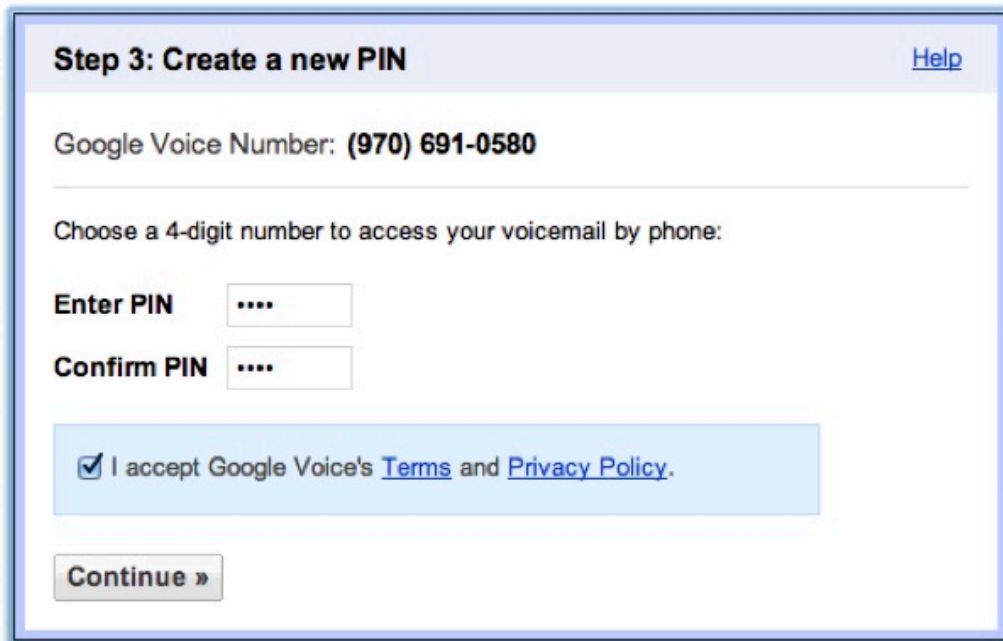
We're going to call you at **(970) 691-0580** to verify your phone.

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

After you click "Call Me Now," you'll receive an automated call from Google, at which point you'll enter the verification code. You'll also be prompted to set up your primary greeting that all future callers will hear.

## Step 4: Choose a PIN

In addition to receiving a call from Google, your web browser will have moved on to another dialogue box, where you can choose a four-digit PIN that will allow you to access your voicemail.



**Step 3: Create a new PIN** [Help](#)

Google Voice Number: **(970) 691-0580**

Choose a 4-digit number to access your voicemail by phone:

Enter PIN

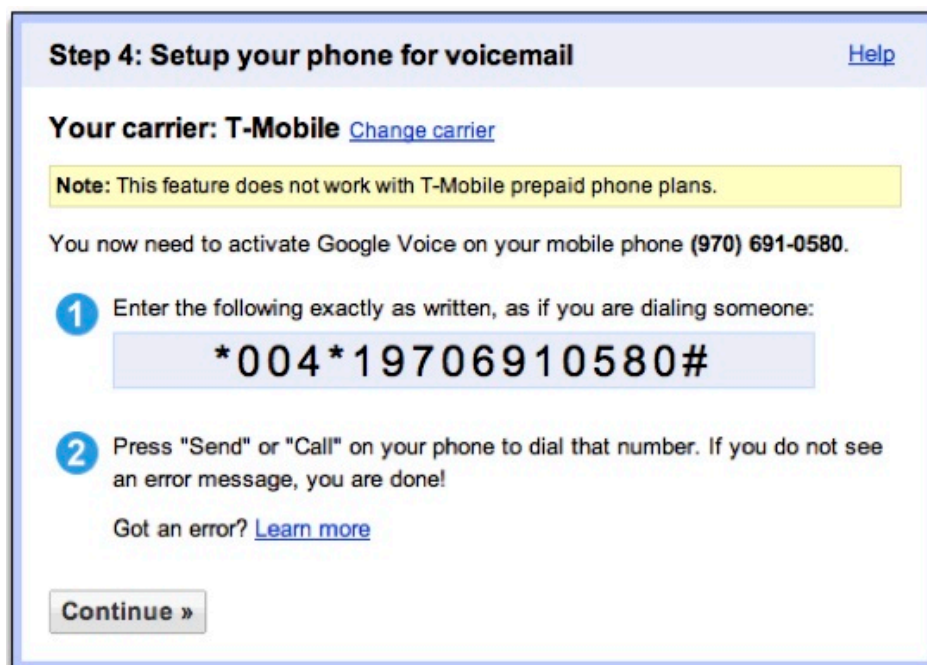
Confirm PIN

☒ I accept Google Voice's [Terms](#) and [Privacy Policy](#).

[Continue »](#)

## Step 6: Activate Google Voice

After choosing a PIN, the final step is to activate your account. You'll be presented with a unique number to call from your mobile phone to finish the account setup.



**Step 4: Setup your phone for voicemail** [Help](#)

**Your carrier: T-Mobile** [Change carrier](#)

**Note:** This feature does not work with T-Mobile prepaid phone plans.

You now need to activate Google Voice on your mobile phone **(970) 691-0580**.

- 1 Enter the following exactly as written, as if you are dialing someone:  
**\*004\*19706910580#**
- 2 Press "Send" or "Call" on your phone to dial that number. If you do not see an error message, you are done!

Got an error? [Learn more](#)

[Continue »](#)

## Congratulations! Your basic set up is complete.

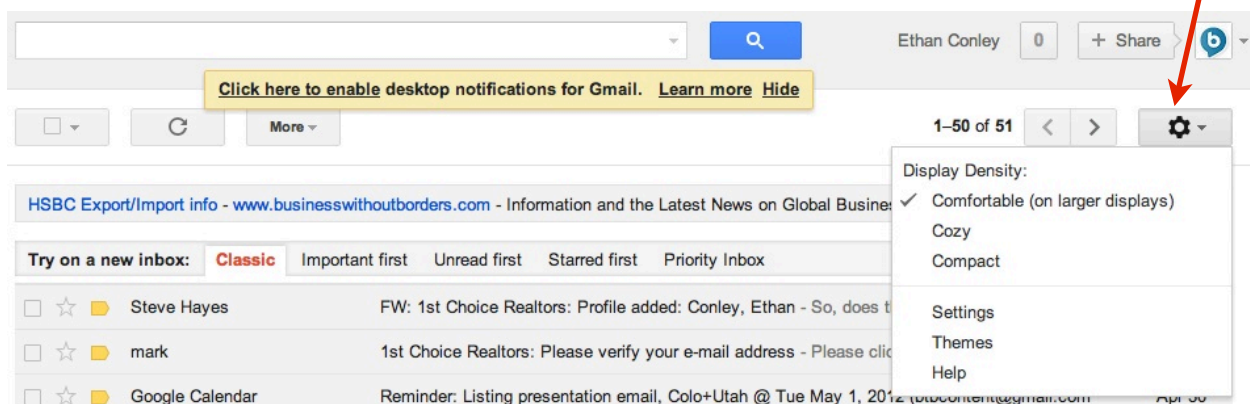
You can now import contacts and start creating custom greetings, and you will now have all of your voicemails transcribed and sent to your Gmail inbox.

If you do not plan to use this Gmail account to read and compose email, and you want to receive your Google Voice transcriptions in another email account, continue to the next section to learn about forwarding your messages to another email account.

## (PART 2) Forwarding Google Voice messages

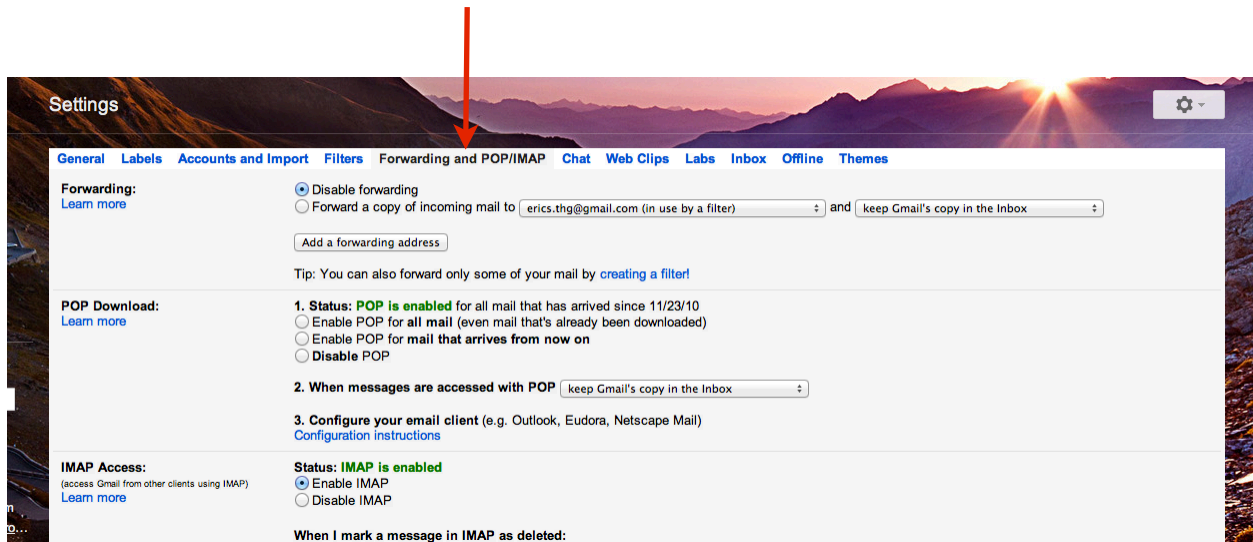
### Step 1: Log in to your Gmail account

The easiest way to get to Gmail is to simply type gmail.com into your address bar. If you completed the first part of this guide you shouldn't even have to type in your username and password. Once you're in Gmail, click on the "gear" icon in the upper-right corner of the screen. This will open a drop-down menu. From here, select "settings."

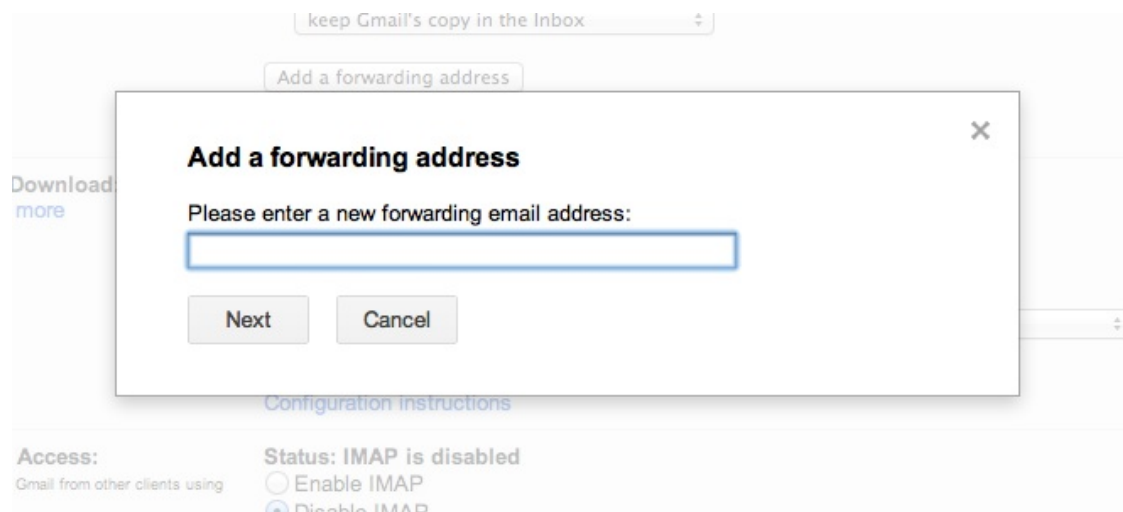


## Step 2: Access the forwarding menu

Once in the settings page click "Forwarding and POP/IMAP."



Click the "Add forwarding address" button, which is located in the "Forwarding" section at the top of the menu. You'll see the following dialogue box:



Enter the email address where you want to access your Google Voice messages. Click "Next," and then click "Proceed."



## Step 3: Log in to your forwarding email account

Google will have just sent an email to verify your forwarding email address. Follow the instructions in that email, and you're done!

## Step 4: One last option

If you return to Gmail, you can choose to have a copy of all your messages kept in your Gmail inbox in addition to having each one forwarded. This way, you'll have a backup in case you accidentally delete a message. Gmail also has huge storage for your email, so it's a great way to keep a searchable archive of old messages.

