

## **Google Voice Training Call by Senior Sales Director Kim Sabourin on 2011.08.24**

712-432-1090

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### **How To Google Voice – Text Booking**

Go to [www.google.com/voice](http://www.google.com/voice)

Click on create an account and follow the promptings to set up your phone number.

1. you must setup a google account first (if you have a @gmail.com email already you already have an account setup) google accounts are free

2. when setting up the google voice account it will ask you if you want a NEW account or to use an existing phone number. At this point you want to set up a NEW account (if you do it the other way it will want to charge you \$20 per month)

3. then you just pick out a NEW google voice number by typing your area code then search and pick the number you want. (You will need to pick a phone number, this number will show as the caller ID when you text, but you also put your cell number in so all the texts come to your cell phone also.)

4. then it will ask if you want a forwarding phone number. this is YES and where you setup your cell phone to it for FREE. make sure you select CELL phone so it can be connected to the texting. =)

5. It will ask you to verify to that phone, so make sure your cell is handy when you are doing the setup to type in the verification code when they call you.

6. YOU'RE SETUP and can start using it!!!

So when you are texting people and replying back to them (whether from googlevoice or from your cellphone) it will show your googlevoice number and not your cell phone number. If they happen to call back on your googlevoice number, it is ok since googlevoice has a voicemail too. You can listen to it just as a regular voicemail and/or it will also give you a text with the voicemail transcribed in that text. How Cool! (I found this out by having one of my referrals call my google voice number to let me know she would be a little late to the appt and it totally gave her voicemail transcribed to a text so I knew she was coming just late. I was able to call her back and let her know that was ok and I would expect her!)

Once you have set up your account, you can click on text (in the upper left hand corner) and compose your text.

### **Tips:**

- Clicking on History will give you everything in order of when you texted it. (Inbox puts the incoming messages first)
- Once you have sent a text, the message will show in the middle of the screen. The heading on each message will say: Me to 801-\_\_\_\_\_ (add) Click on that add and add the name of the person. The name will even show up on your caller id on your phone but won't save to your phone contacts. I even get specific like – “Carolyn Ogden – Bride 02/12/11” or “Amanda Barber referral Cindy Jones” to better keep track of them.
- Once they book, I like to STAR them so they go in the STARRED category for easy access and sending out invite packet.