

# Step-by-Step Guide: Google Voice Setup

This guide explains how to **create a Google Voice account, set up a voicemail greeting, and disable call screening.**

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## How to Create a Google Voice Account

### 1. Download the Google Voice App

- Open the **App Store** (iPhone) or **Google Play Store** (Android)
- Search for **Google Voice**
- Download and install the app

### 2. Sign In with a Google Account

- Open the app and sign in using your Google account
- If you don't have one, tap **Create account** and follow the prompts

### 3. Choose a Google Voice Number

- Follow the on-screen instructions to select a phone number
- You can search by **area code or city**
- Tap **Select** next to the number you prefer

### 4. Link Your Existing Phone Number

- Enter your current phone number when prompted
- Verify it by entering the **SMS code** sent to your phone

### 5. Complete Setup

- Once verification is complete, your Google Voice account is ready to use
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## How to Set Up Your Voicemail Greeting

### 1. Open the Google Voice App

- Launch the app on your phone

### 2. Go to Settings

- Tap the **menu icon** (☰) in the top-left corner
- Select **Settings**

### 3. Access Voicemail Settings

- Scroll to the **Voicemail** section

### 4. Record a New Greeting

- Tap **Voicemail greeting**
- Tap **Record a greeting** (+ icon)
- Record your message clearly. Example:

“Hi, this is Manoj. Sorry I missed your call. Please leave a message, and I’ll get back to you as soon as possible. Thank you.”

### 5. Save and Activate

- Tap **Save** after recording
  - Select the greeting to make it your active voicemail
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# How to Turn Off Call Screening

## 1. Open the Google Voice App

- Launch the app on your phone

## 2. Go to Settings

- Tap the **menu icon** (☰)
- Select **Settings**

## 3. Find Call Screening

- Scroll to the **Calls** section

## 4. Disable Call Screening

- Toggle **Call screening** to **Off**

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## Final Notes

Once completed, your Google Voice account will:

- Receive calls without call screening
- Play your custom voicemail greeting
- Be ready for professional or marketing use

If you need help with anything else, feel free to ask.