

Instructions to setup and use Google Voice Calling

Google Voice Calling details:

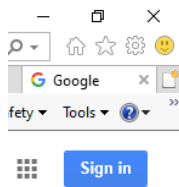
All the users will be assigned a unique email id with hpdnyc.org domain.

The details of your Google voice email id and default password will be shared in your HPD email id (work email id ending with **hpd.nyc.gov**)


Resetting password for your new google account

Using your laptop/PC, browse <https://www.google.com>

On the upper top on the page click the "Sign In" button.

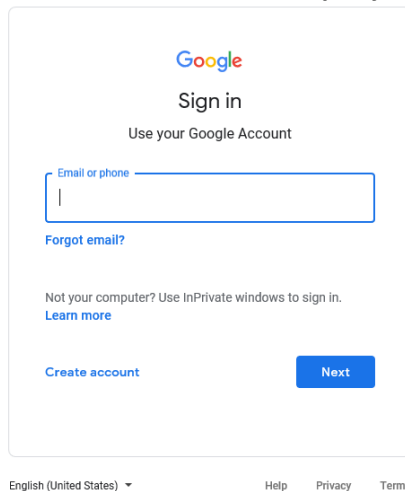


If you have already logged in using your personal, Gmail id, then select the option of

 Use another account

Use the email id provided by HPD for Google calling services.

It should look like **<user name>@hpdnyc.org**

A screenshot of the Google Sign in page. The page title is 'Sign in' with the subtitle 'Use your Google Account'. There is a text input field labeled 'Email or phone' with a cursor inside. Below the input field is a link 'Forgot email?'. Further down, there is a link 'Not your computer? Use InPrivate windows to sign in. Learn more'. At the bottom, there is a 'Create account' link and a blue 'Next' button. The footer shows 'English (United States)', 'Help', 'Privacy', and 'Terms'.

Click **"Next"**.

Enter the default password **"Housing1234"**.

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You will be presented with terms and condition page.



Welcome to your new account

Welcome to your new account: kulkamp@hpdnyc.org. Your account is compatible with many [Google services](#), but your hpdnyc.org administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your kulkamp@hpdnyc.org account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your kulkamp@hpdnyc.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

Click **"Accept"**.

This will prompt you to set a new password.

Choose a password for your account.

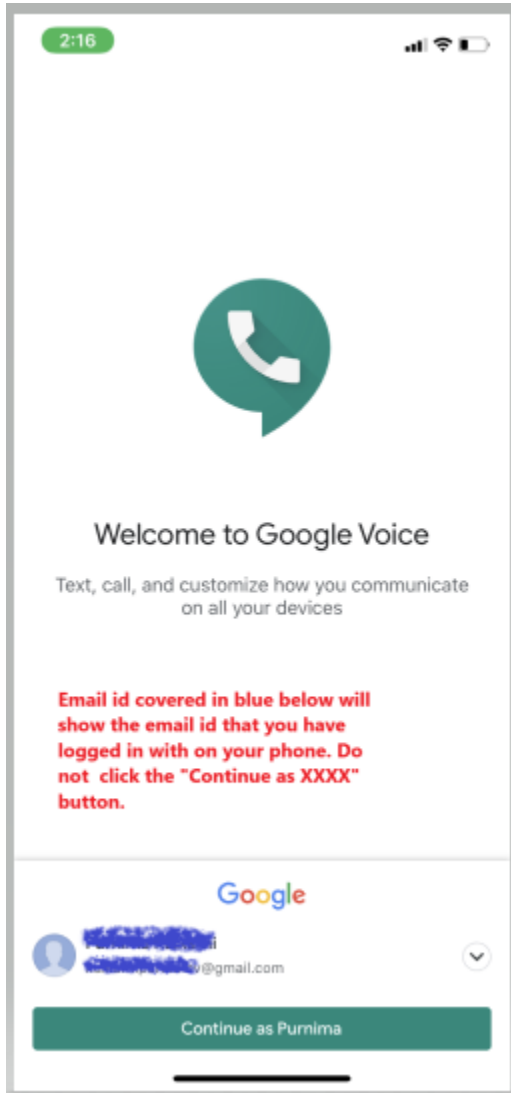
Now you are all set to use this account for your calling on phone.

Setting Google Voice on your mobile phone

In your AppStore (For iPhone users) and PlayStore (for Android users) search for app **"Google Voice"**
Download and install the app.

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Open the “Google Voice” app



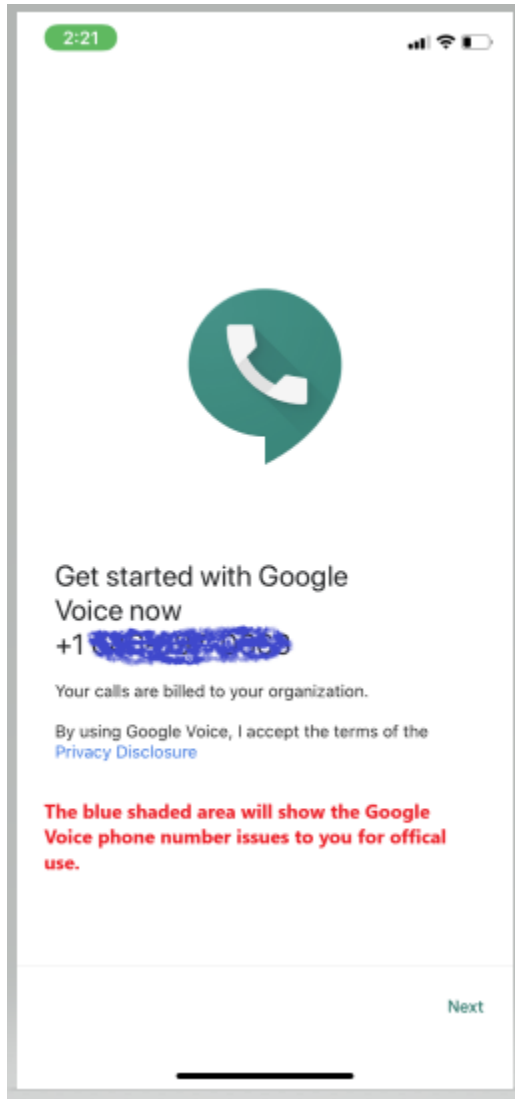
Click the (v) down arrow. And select “Add another account”

 Add another account

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Enter your Google Voice email id the one with <your user name>@ hpdnyc.org and the **new password** you set.

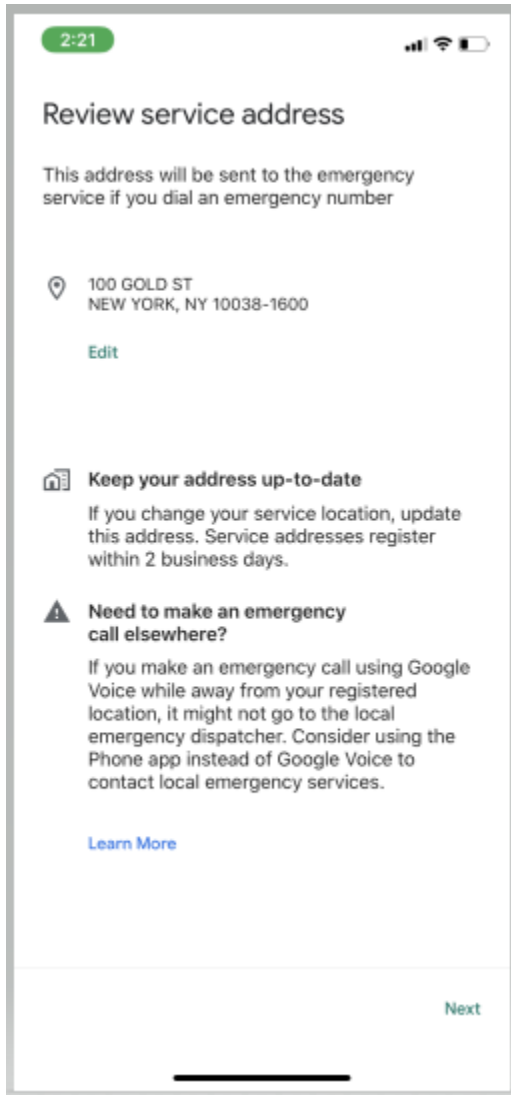
You will see the Google Voice phone number assigned to you for official use.



Click **"Next"**.

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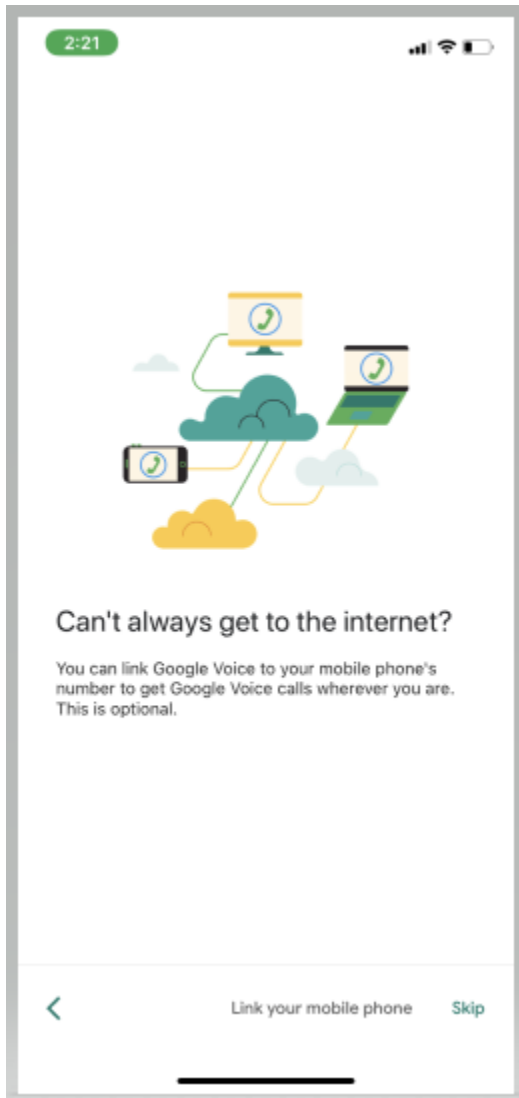
You will see the service address details screen. This is the address where the service is registered and would be used for administrative and billing purposes. **DONOT CHANGE IT, even though it allows edit option.**



Click **"Next"**.

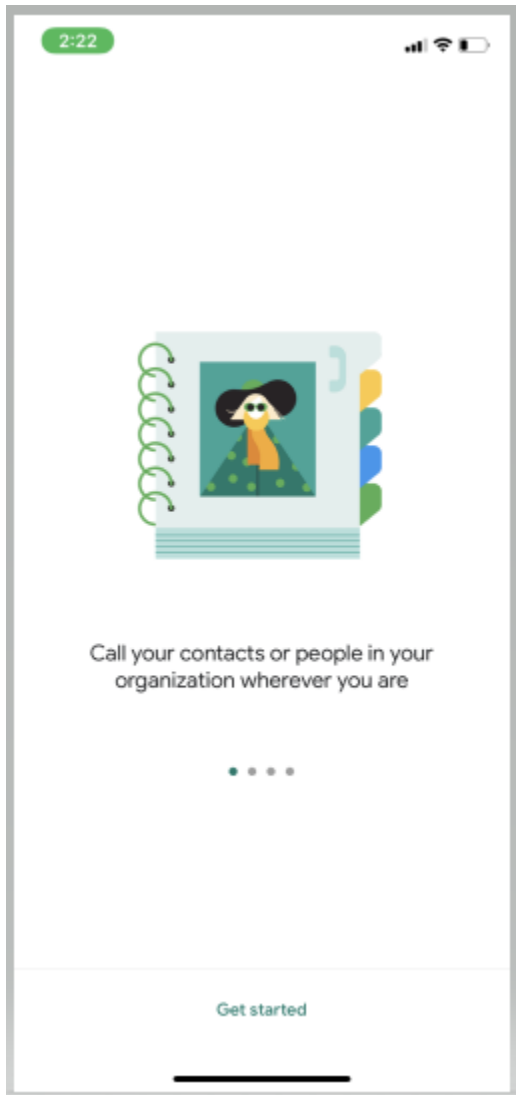
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You will be presented with option to link your existing mobile number to this Google voice number. **DONOT LINK IT.** Press **“Skip”**.



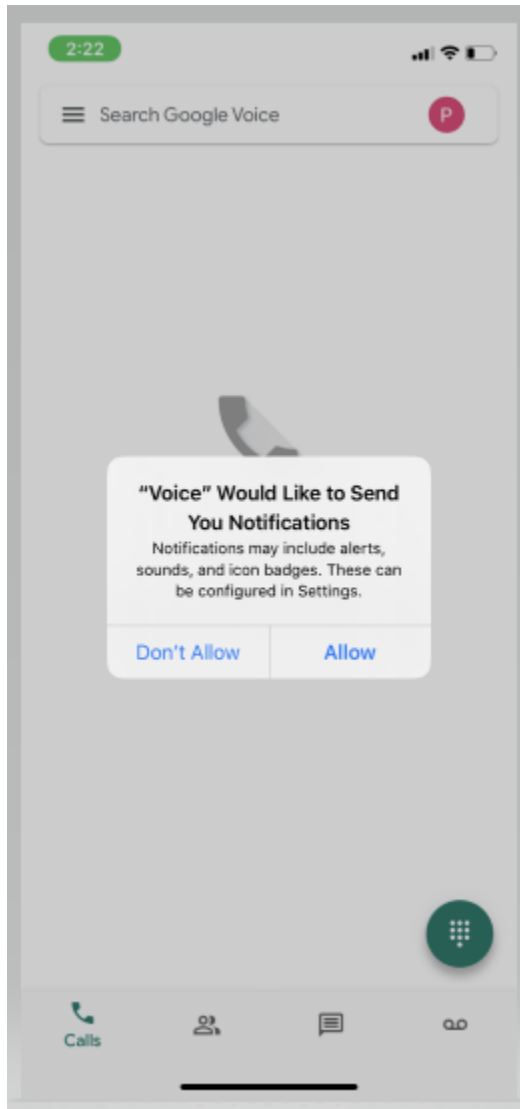
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Your setup is almost complete. Click **“Get Started”**



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Click **“Allow”** on the below screen. And now using the green number pad on the bottom left, you can start making calls.



The Google Voice number assigned to you will flash on the receivers screen. The receiver can call you back on the same number.

To view your call history, click the **“Calls”** button on the bottom right corner. The history will show you log of outgoing/incoming and missed calls.

Enjoy your Google Voice calls! For any Technical assistance contact your supervisor/Fred M.