





Setting up Google Voice

1. On your computer, go to voice.google.com.
2. Sign in to your Google Account.
3. After reviewing the Terms of Service and Privacy Policy, tap Continue.
4. Search by city or area code for a number. Voice doesn't offer 1-800 numbers.
 - If there aren't any numbers available in the area you want, try somewhere nearby.
5. Next to the number you want, click Select. Follow the instructions.

Record a new greeting

If you don't record a new greeting, callers hear the default greeting.

Note: Voicemail recording does not work with Internet Explorer.

1. On your computer, go to voice.google.com.
2. At the top right, click Settings .
3. On the left, click Voicemail.
4. In the Active greeting section, click Record a greeting.
5. Click Record .
6. Record your greeting, then click Stop .
7. Choose what you want to do with the recording.
 - To listen to the recording: Click Play .
 - To replace the recording: Click Redo.
 - To save the recording: Click Save. Enter the name for the new greeting, then click Save.

Greeting:

"Hello, you have reached the delivery service. Please leave your name, address, and the best time to reattempt delivery. Please note that the purpose of the voicemail is just to get a better time to reattempt delivery. Thank you.