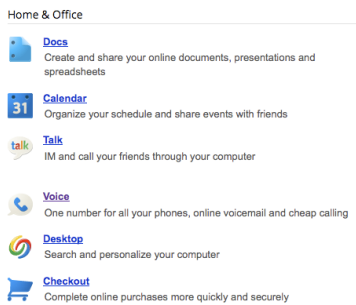


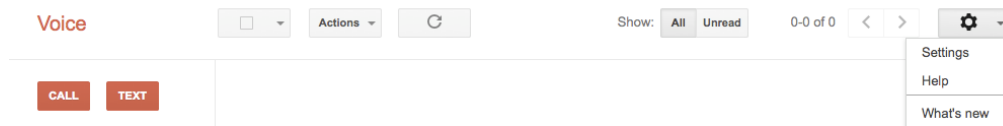
# How to Make a Google Voice Podcast

1. Set up a free gmail account and login. I set up a generic account that I use for my classes.
2. On the top of the screen there is a horizontal bar. Click on **more**. Several options will appear. Select **Even more**. A new screen will appear. Scroll down until you find **Google Voice**.



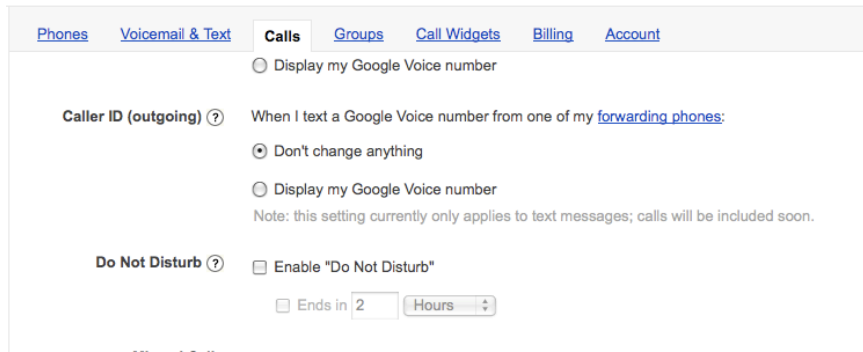
You will be given the opportunity to set up a local phone number. Follow the Instructions to set up the phone number.

3. Once the phone number is set up, on the top right of the screen click **settings**.



A new page will appear. Click on the **Calls** Tab. Scroll down to the **Do Not Disturb** Section.

## Settings



The screenshot shows the 'Calls' tab in the Google Voice settings. At the top, there are navigation tabs: 'Phones', 'Voicemail & Text', 'Calls' (selected), 'Groups', 'Call Widgets', 'Billing', and 'Account'. Below the tabs, there are three main settings sections:

- Display my Google Voice number:** A radio button option that is currently unselected.
- Caller ID (outgoing) ?** A section with a question mark icon. It contains the text 'When I text a Google Voice number from one of my [forwarding phones:](#)' and three radio button options: 'Don't change anything' (selected), 'Display my Google Voice number', and a note below: 'Note: this setting currently only applies to text messages; calls will be included soon.'
- Do Not Disturb ?** A section with a question mark icon. It contains a checkbox labeled 'Enable "Do Not Disturb"' which is currently unchecked. Below it is a sub-section with a checkbox labeled 'Ends in' followed by a text input field containing the number '2' and a dropdown menu labeled 'Hours'.

Make sure that **Do Not Disturb** is selected. That way when students call the number they will automatically go to voicemail. It is the voicemail that will be used as the podcast. Save the changes

4. You can then call your number and try out a voice mail. The voice mail will appear in your Google Voice Account. You can listen to it there and/or read the transcript.
5. To embed the podcast into your blog or wiki you can get the code by going to the voice message and clicking on **more** and then selecting **embed**. It will give you the code to use to embed the message.