

Set Up Gmail for FAC Emails and Google Voice

IMPORTANT: If you are a registered citizen, be sure to report the email address AND phone number to the registration office or via the portal for reporting internet identifiers.

Coordinators are asked to create a Gmail account to use for FAC related email and member correspondence so that you are not disclosing your personal email or phone number when communicating with FAC members.

It is preferred that you establish a Gmail account for your county or region that is not associated to your name and does NOT identify “Florida Action Committee” in the name. Using just “fac” in the name is acceptable.

If you need to step away from your position or a period of time, another coordinator can monitor and respond to emails from your members with no delay or break in communications.

Examples of FAC gmail accounts are:

fac.region4b@gmail.com

fac.highlands2@gmail.com

hernandoFACcoord@gmail.com

If you choose to create a Gmail account with your name, you should still have a plan for the email to be forwarded to another Coordinator’s account if you need to take a break.

Examples of Gmail accounts with names are:

jennifer.sarasotafac@gmail.com

daphne.fac@gmail.com

Olivia1.fac@gmail.com

Setting up a Google Voice Phone Number

Google Voice gives you a phone number for calls, texts, and voicemails. You can use this number to make domestic and international calls from your web browser and mobile devices. If you're in the US, you can choose your own number.

In addition to using Google Voice for calls, texts, and voicemails, you can also:

- Read voicemail transcripts in your inbox and search them like emails.
- Personalize voicemail greetings.
- Make international calls at low rates.
- Get protection from spam calls and messages.
- Block unwanted callers.
- Screen calls before you answer.

Google Voice saves and processes your call, text, and voicemail information.

What you need to use Google Voice

Supported operating systems:

- Chrome OS
- macOS
- Microsoft Windows
- Limited functionality may be available on other platforms

Supported web browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari

Sign up for Google Voice & get your “FAC” phone number

Setting up Google Voice and forwarding calls to your mobile phone can get complicated because there are several options available based on your preferences. If desired, we can schedule a phone conference with you to walk you through the process and test the line to ensure it is working as you want.

Important: You must report your FAC gmail, password and google voice phone number to membership@floridaactioncommittee.org so that the Regional Coordinator can access the emails and phone number in your absence and maintain uninterrupted communications with members.

Cost and availability - When you call from the US, almost all Google Voice calls to the US and Canada are free. Some calls to specific phone numbers in the US and Canada cost 1 cent per minute (USD). Calls outside the US are at listed rates.

Select a Google Voice Phone Number

Important: Google Voice doesn't offer 1-800 numbers.

1. [Go to voice.google.com](https://voice.google.com).
2. Sign in to your GMAIL account that you created for FAC emails.
3. Review the Terms of Service and Privacy Policy click **Continue**.
4. You can search for available numbers by city or area code. If numbers aren't available in your area, try a nearby city or area code.
5. Next to the number you want, click **Select**.
6. Follow the on-screen instructions.

Record a Voice Mail Message

Ensure that the voicemail is going to your Google Voice box and NOT your personal voicemail. Leave a message something like *“Thank you for calling FAC, this is Annie, your local Coordinator. I am unable to answer your call at this time, but if you leave your name, phone number, best time to return the call and a brief message then I will call you back. Remember our motto....With Unity Comes Change.”*

Forward your Google Voice Calls to your Mobile Phone

Once you have set up your phone number in Google Voice and have it forwarding to your mobile phone, be sure to add the number to your contact list ("FAC Member Call") and change the ringtone so you can easily recognize the incoming call. You may want the call to go to Google Voicemail and respond later.

Forward your Google Voice Calls to your FAC Gmail account

In addition to the recorded voicemail message, Google Voice will transcribe the voicemails left by callers and forward to your email when you can respond to the caller by email or text.

Establish "Office Hours"

You may want to let your local members know that you have set "Office Hours" for calls. You can receive inbound calls and dial out from the Google Voice app on your PC or mobile phone.