New Jersey Judiciary Google Voice Setup Information Security Unit (ISU)

March 2020



### Initial Setup

- (1) Go to <a href="https://voice.google.com/about">https://voice.google.com/about</a>
- (2) Click on "For Personal Use" (approved by Judiciary Legal Counsel)
- (3) For this example, we will use "Web" setup
- (4) Click "Create Account"



Smart voice calling on all your devices

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Goo Sign to continue to 0	gle 1 in Google Voice		
Email or phone			
Not your computer? Use Private in. Learn more	e Browsing wind	lows to sigr	1
Create account		Next	
nglish (United States) 🔻	Help	Privacy	Terms

### Random Password Generator ( Choose below settings } https://passwordsgenerator dot net

Secure P	assword Generator					
Easy Apply Be the first to apply f	for new jobs or the newest jobs on LinkedIn. It's easy. LinkedIn					
Password Length:	16					
Include Symbols:	☑ ( e.g. @#\$% )					
Include Numbers:	🗹 ( e.g. 123456 )					
Include Lowercase Characters:	☑ ( e.g. abcdefgh )					
Include Uppercase Characters:	☑ ( e.g. ABCDEFGH )					
Exclude Similar Characters:	□ ( e.g. i, l, 1, L, o, 0, O )					
Exclude Ambiguous Characters:	□({}[]()/\'"`~,;:.<>)					
Generate On Your Device:	$\Box$ ( do NOT send across the Internet )					
Auto-Select:	$\square$ ( select the password automatically )					
Save My Preference:	$\square$ ( save all the settings above for later use )					
Load My Settings Anywhere:	URL to load my settings on other computers quickly					
	Generate Password Disposable Email					
Your New Password:						
Remember your password:	( Fruit iPhone OCCUPATION ) OCCUPATION Washington APPLE Two You TECHNOLOGY Three ) \ GALLERY '					

## **Setup Account**

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continue to Google	e Voice		
rst name	C Last name		
Probation1	Middlesex		
sername			
robation1.middlesex	0	)gmail.com	
can use letters, numbers	s & periods		
e my current email ad	dress instead		028
issword	Confirm		
•••••	•••••	Ŕ	
8 or more characters wi	th a mix of letters, number	vs &	One account. All of Google working for you.

Probation1, welcome to Google (2) probation1.middlesex@gmail.com	
Phone number (optional) 13473937599 We'll use your number for account security. It won't be visible to others.	
Recovery email address (optional)         mid.it@njcourts.gov         We'll use it to keep your account secure         Month       Day	
Your birthday Gender Rather not say	Your personal info is private & safe
Why we ask for this information	
Back Next	

#### Security Code and Terms and Conditions



#### Google

### **Privacy and Terms**

To create a Google Account, you'll need to agree to the **Terms of Service** below.

In addition, when you create an account, we process your information as described in our **Privacy Policy**, including these key points:

#### Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google



You're in control of the data we collect & how it's used

Cancel

l agree

### **Chose a Phone Number**

## Choose a Google Voice number

Search for available numbers by city or area code.



# You selected (609) 379-2782

To complete setup and start using Google Voice, you need to verify your existing phone number





You selected (609) 379-2782	
To complete setup and start using Google Voice, you need to verify your existing phone number	
Verify	
Enter the code you received 1 1 9 7 1 4 Resend code	
Cancel Verify	

# (609) 379-2782 is all yours

Don't forget: You can use Google Voice on iOS, Android, and the web



## Settings (Manage your Google Account)

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	Probation1 probation1.middle	Middles	<b>ex</b> ail.com	
	Manage your G	oogle Aco	count	
é+	Add another ac	count		
	Sign	out		
	Privacy Policy •	Terms of Se	ervice	

## Settings (Setup Two-Factor)

Signing in to Google		
Password	Last changed 4:35 AM	>
Use your phone to sign in	Off	>
2-Step Verification	Off	>

← 2-Step Verification

Let's set up your phor	ne	
What phone number do you	want to use?	
+1 347-393-759	9	
Google will only use this number fo Don't use a Google Voice number. Message and data rates may apply.	r account security.	
How do you want to get code	es?	
Text message O Ph	none call	
Don't want to use text messag Choose another option	e or voice call?	
	Step 1 of 3	NEXT

← 2-Step Verification

Confirm that it works		
Google just sent a text messag	e with a verification code to (347) 393-7599	
Enter the code		
401980		
Didn't get it? Resend		
BACK	Step 2 of 3	NEXT

### **Settings (Setup Location Sharing)**

#### People & sharing

People you interact with and the info you make visible on Google services

Cont Organiz Google	ACTS e your Google contacts so you can connect with per services, like Gmail	ople on	
8	Contacts	No contacts yet	Ø
4	Contact info saved from interactions	🥑 On	>
	Contact info from your devices	off	>
P	Blocked	No blocked users	>
Locat You are tion with	tion sharing ht sharing your real-time loca- h anyone on Google	Choose what others see	>
Manage	location sharing		

### ← Location Sharing

Location Sharing lets you share your real-time location from your devices (using Location History) with people you choose.

#### What others can see

People you share your location with can see your name, profile picture, and real-time location across various Google products, including Google Maps. Your shared location may include information about where you are, where you've just been, what you're doing (like driving or walking), your device (such as battery life or GPS information), and your places (such as home, work, and destinations).



You can disable Location Sharing from this page, but you can only start sharing your location from your mobile device. Location Sharing works across Google apps and services, including Google Maps, Trusted Contacts and Family Link.

### Google Voice Settings ( Go to voice.google.com }

(1) Once you are setup, update security settings



(2) Under "Messages" turned off "Forward messages to email"

× Settings		
Account	Messages	
Messages		
Calls	Forward messages to linked numbers Forward your messages to any of your linked numbers. Carrier rates apply.	
Do not disturb		
Voicemail	iOS Device	
Web notifications	Forward messages to email	
Payments		
Security		

# (3) Under "*Calls*" make sure "Anonymous caller ID" is Off

Do not disturb	Calls
Voiceman	
Web notifications	Outgoing calls
Payments	internet. Carrier rates may apply. Learn more
Security	Always use my phone to place calls
Accessibility	When you start a call on the web, answer your phone to finish connecting the call
Privacy & Terms	
	Anonymous caller ID
	Hide your caller ID on outgoing calls

### (4) Make sure below settings are configured as follows

x Settings		
Account Messages	Call forwarding Turn on the linked numbers you want to forward calls to	
Calls	No Linked Numbers	
Do not disturb		
Voicemail	Get email alerts for missed calls	
Web notifications	Screen calls	_
Payments	Hear a caller's name when you pick up	
Security	Incoming call options	
Accessibility	Record call (4), Switch linked phone (*) Learn more	
Privacy & Terms	Show my Google Voice number as caller ID when forwarding calls When you get a call through a linked number, you'll see your Google Voice number instead of the caller's number	

### **Final Settings**

(1) Voicemail greeting as "Google Voice Default" and voicemail is required to not be sent to email

× Settings		
Account	Send calls to voicemail when Calendar shows you out of office	
Nessages	Voicemeil	
Calls	Voicemail	
o not disturb	Voicemail greeting	
oicemail	ACTIVE GREETING	
eb notifications	Google Voice default	⊳
ayments	00:04	r r
ecurity	+ Record a greeting Manage all greetings	
ccessibility	Get voicemail via email	
rivacy & Terms		

Turn security settings on to "Filter spam"

× Settings		
Account	Security	
Messages		
Calls	Filter spam Calls, messages, and voicemail	-
Do not disturb		
Voicemail	Accessibility	
Web notifications		
Payments	High-contrast colors Google-wide setting to increase contrast	Z
Security		
Accessibility	Privacy & Terms	
Privacy & Terms		
	Privacy	
	Terms of Service	

**NOTE:** A note on Governance. It is critical to inform Judiciary staff <u>NOT TO USE</u> Google Voice Text Messaging (*Judiciary data should not remain on Google texting service*). Please logout of the account once you are done.