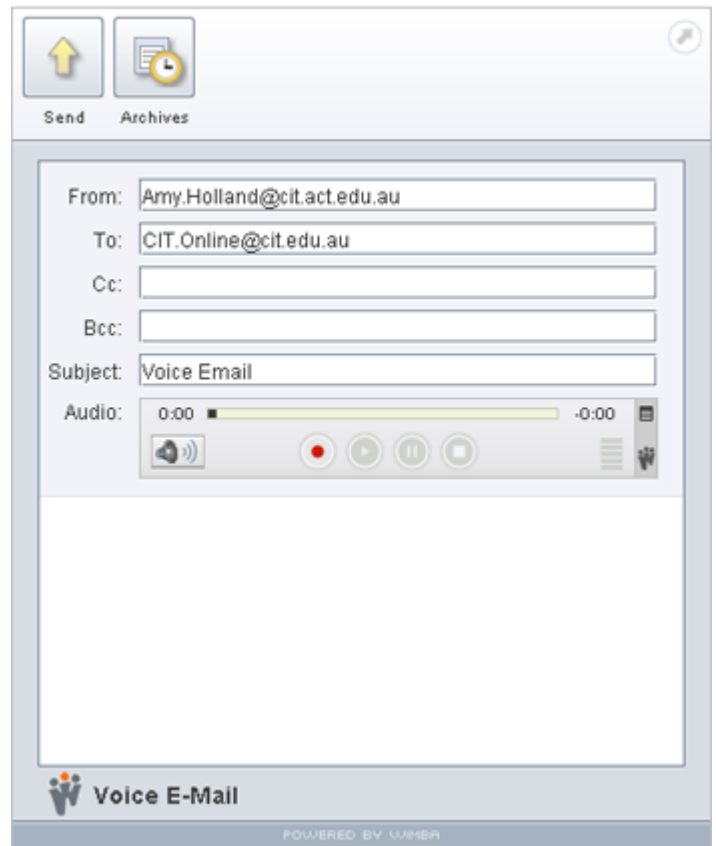


## Voice Email

Voice Email adds the emotion and candour, mood, expression and inflection of human voice to electronic, asynchronous correspondence.

### To add Voice Email

1. **Turn editing on.**
2. Scroll to area that you want to add the Voice Email to.
3. Click on the arrow next to **Add an activity** and select **Voice Email**
4. Fill in the required information
  - a. You can select different audio quality, but standard should be OK for most situations.
  - b. You can also select the maximum length of the message from 15 seconds to 20 minutes.
5. Once completed click **Create and Return to course.**
6. Click on the Voice Email link you have created and you are ready to create a new email.
7. Record your message and press **Send**.
8. **Archives** button gives you a record of the Voice Emails, you can export them from here and the **Options** button allows you to play the recording separately or continually as well as to expand or collapse the view.



The screenshot shows a web interface for sending a voice email. At the top, there are two buttons: 'Send' (with an upward arrow icon) and 'Archives' (with a document and clock icon). Below these is a form with the following fields:

- From:** Amy.Holland@cit.act.edu.au
- To:** CIT.Online@cit.edu.au
- Cc:** (empty)
- Bcc:** (empty)
- Subject:** Voice Email
- Audio:** 0:00 [progress bar] -0:00

Below the audio field is a control panel with a speaker icon, a red recording button, a play button, a pause button, and a stop button. At the bottom of the interface, there is a logo for 'Voice E-Mail' and the text 'POWERED BY WINBR'.

Setup Wizard

