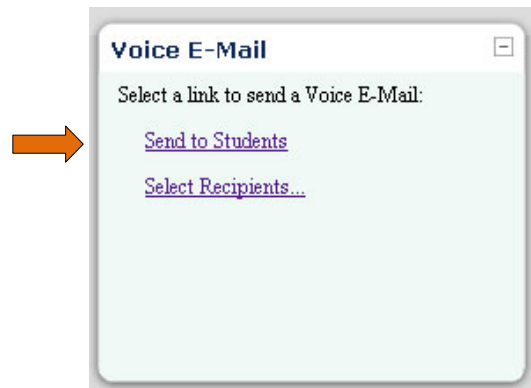# Voice E-mail

This guide will help you learn to use Wimba's Voice E-mail. You can then use this tool to send voice messages to your instructor or other students in your class.

1. To send a voice e-mail, click on the link for the recipients you want to e-mail. Selecting *Send to Students* will send voice e-mail to all students in the course, while *Select Recipients* will allow you to choose individual students and/or instructor from the course to e-mail.

2. A new voice e-mail tool window will appear with the e-mail addresses automatically filled in depending on the recipient options you selected.

3. Add a subject line.

4. Check to see if the recipients are correct. Enter the recipients if necessary.

5. Click on the red *Record* button to record your message.

> **Hint**: To pause recording, select the *Pause* button. Clicking the *Stop* button will finish your recording, and you will not be able to continue adding to your recording.
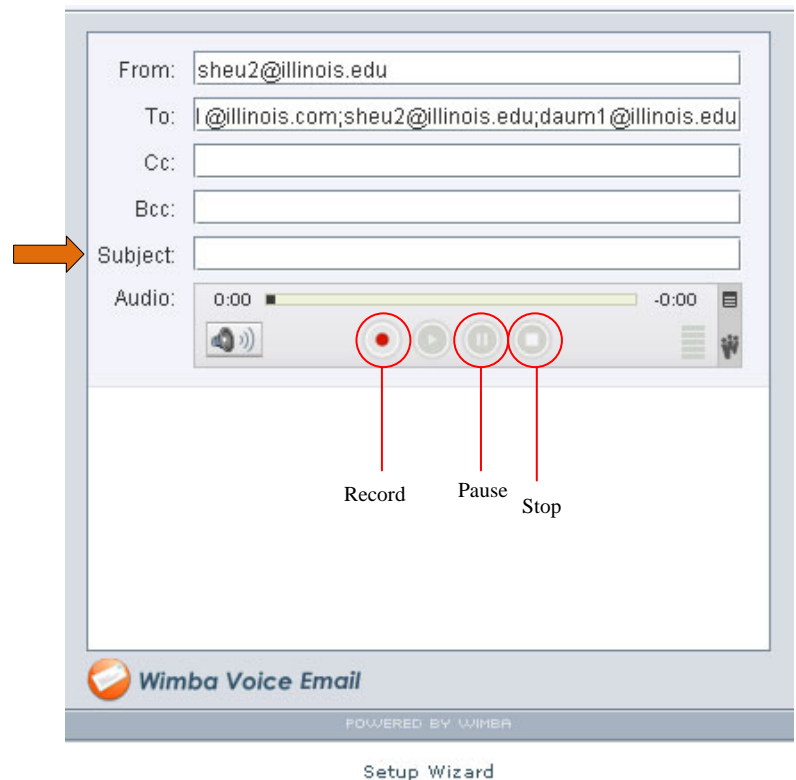
6. To enhance your message, you may also add text in the blank text box below the recording buttons.

7. Click *Send*.