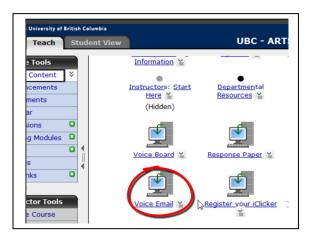
WIMBA VOICE EMAIL

Sending a voice email.

1. Switch to the Teach Tab.



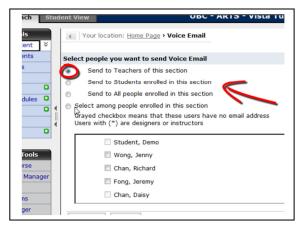
2. Click on your Voice Email.



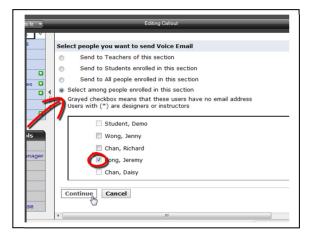
 You will be directed to another page. Click on "Launch Voice Email".

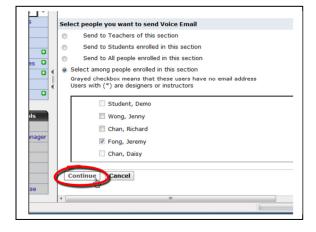
| Teach | Stud | ent View | UBC - ARTS - Vista T |
|---|------|----------|----------------------|
| Teach rse Tools se Content buncements ssments ndar ussions ning Modules bus Links Links Links ructor Tools age Course ssment Mana | × | ent View | |
| e Book ing Forms | | | |
| p Manager | | | |

4. Select the people you want to send Voice Email to by checking the circle beside the desired option.



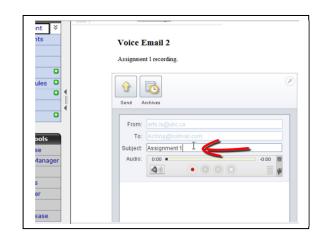
5. You can also choose to send a Voice Email only to *specific* students in your class. Click on the option that says "select among people enrolled in the section". Then, choose which student you want to send to by checking on the square beside the student.





6. Click "Continue" when done.

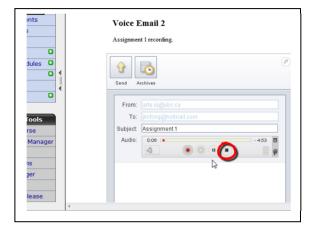
7. You will be directed to a new page. You can type in the subject of your voice email here.



8. To start recording, click on the red recording button.

| ents s dules O | Voice Email 2 Assignment 1 recording. |
|-----------------------|---|
| rse Manager ger | Send Archives From: arts is Qube ca To: kelong@hotmail.com Subject: Assignment 1 Audio: 0:4 |
| elease 🛛 🕢 | |

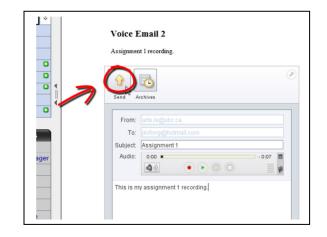
9. To stop recording, click on the black square button.



10. Type your message in the area provided.

| | Assignment 1 recording. |
|--------|-------------------------|
| | Send Archives |
| | From: arts.is@ubc.ca |
| ols | To: ikcfong@hotmail.com |
| | Subject: Assignment 1 |
| anager | Audio: 0.00 - 0.07 |
| | This is my a I |
| se | |

11. Click the "Send" button when done.



- Voice Email 2 Assignment 1 recording. • 0 Ŷ 6 Send Archives • From To: Voice E-Mail sent Subject Your Voice E-Mail has been sent. Audio ger w cond a w Voice E-Mail Ŵ This is
- 12. A pop up window will appear to tell you that your Voice Email has been sent. Click "OK".