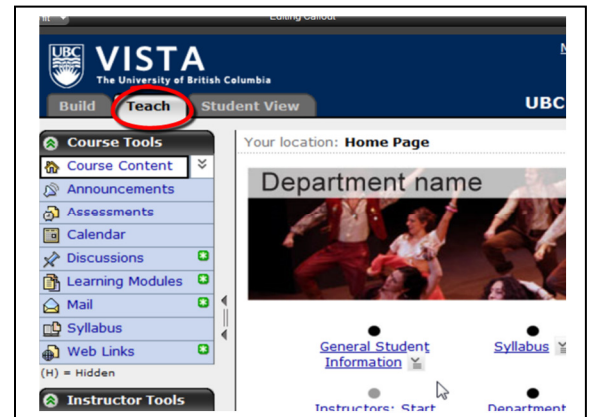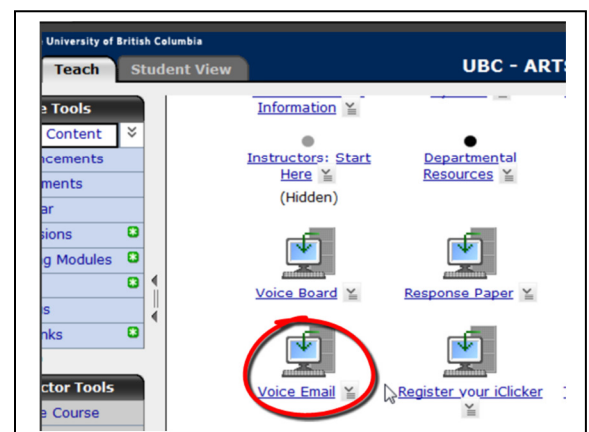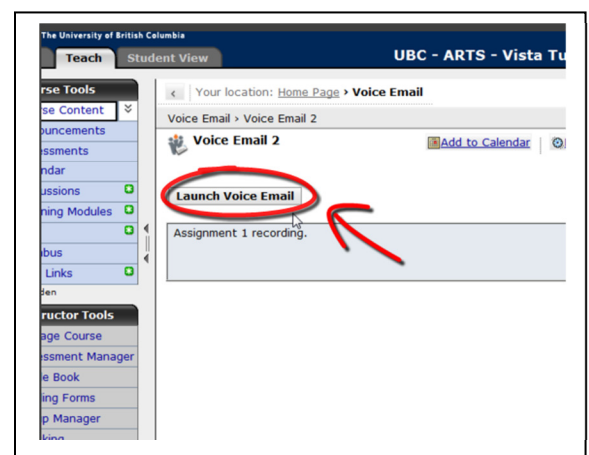# WIMBA VOICE EMAIL
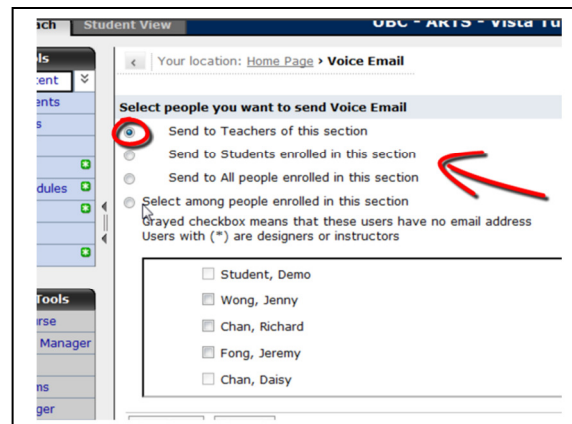*Sending a voice email.*

1. Switch to the Teach Tab.
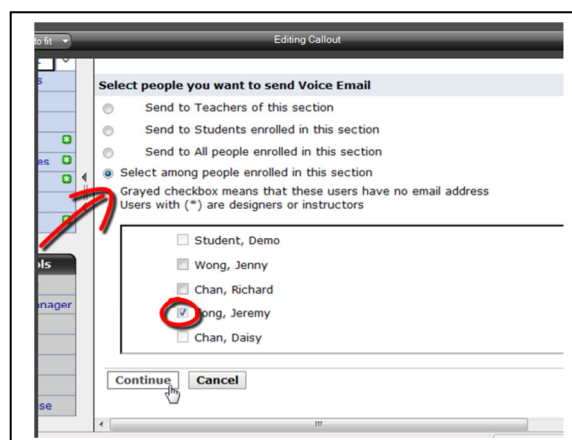
2. Click on your Voice Email.

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

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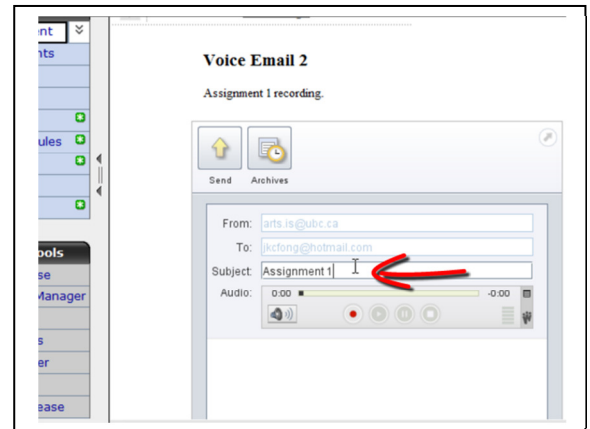

5. You can also choose to send a Voice Email only to *specific* students in your class. Click on the option that says "select among people enrolled in the section". Then, choose which student you want to send to by checking on the square beside the student.
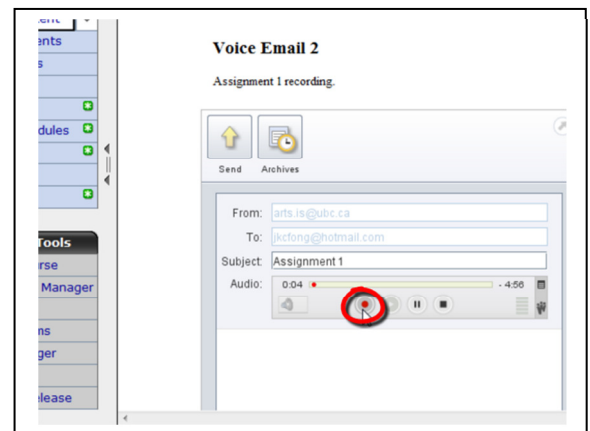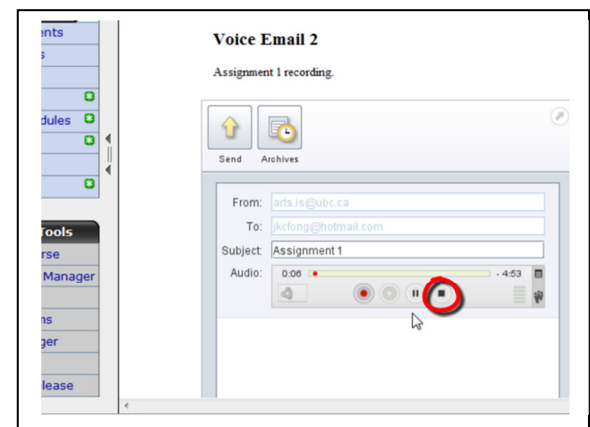

6. Click "Continue" when done.
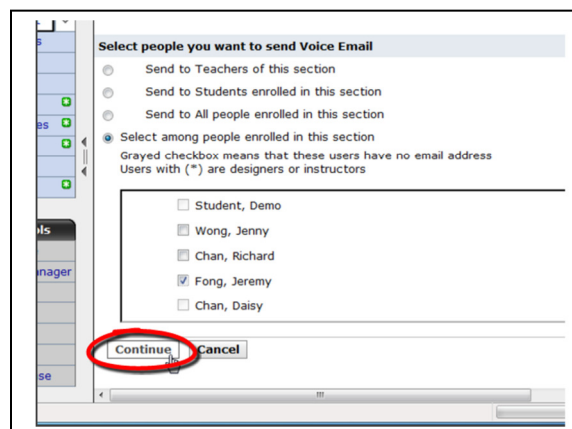
7. You will be directed to a new page. You can type in the subject of your voice email here.
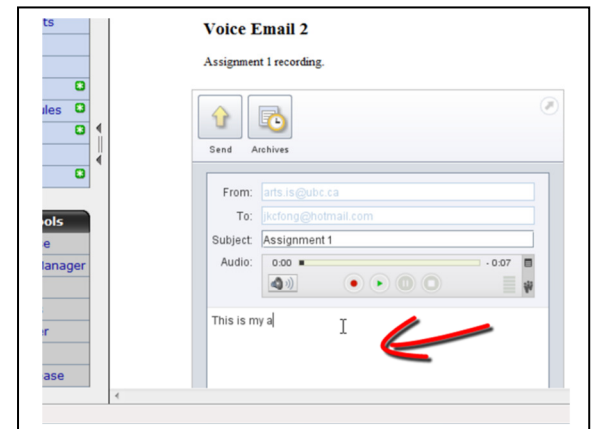
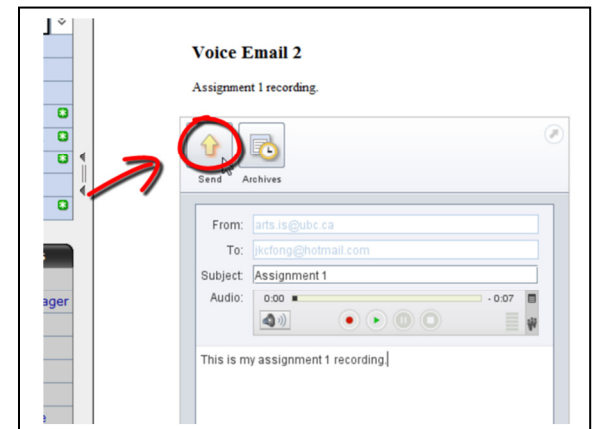8. To start recording, click on the red recording button.

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

10. Type your message in the area provided.

11. Click the "Send" button when done.

12. A pop up window will appear to tell you that your Voice Email has been sent. Click "OK".