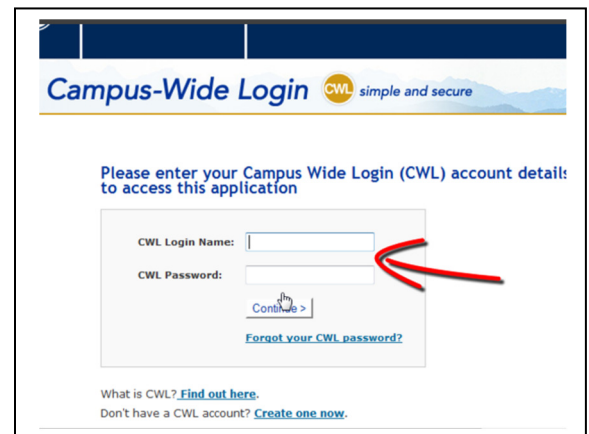
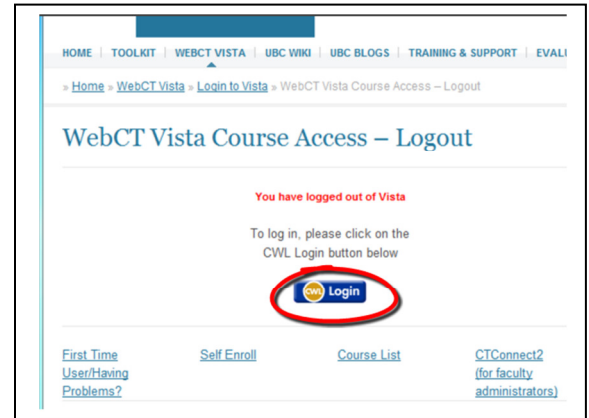


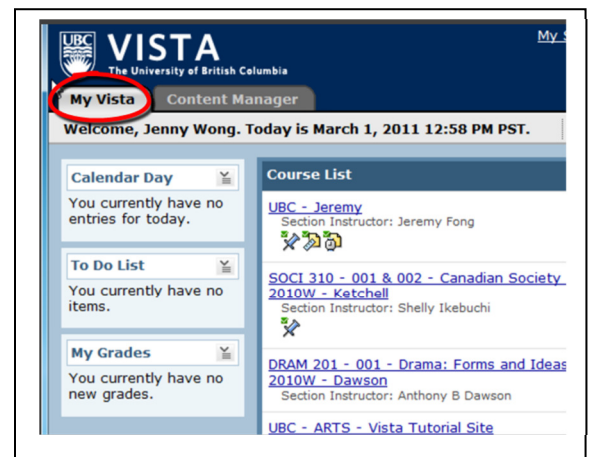
WIMBA VOICE EMAIL

Adding a valid email address.

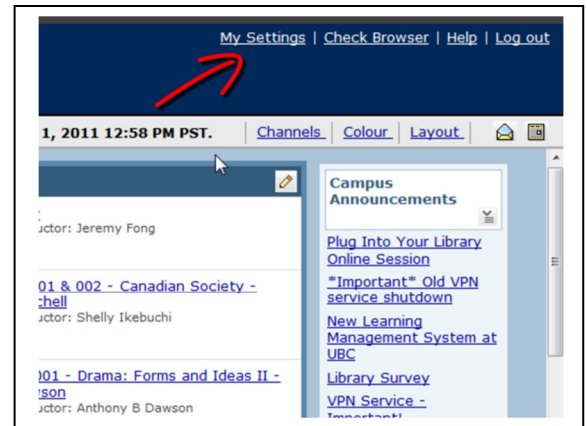
1. Log in with your CWL username and password at :
www.vista.ubc.ca



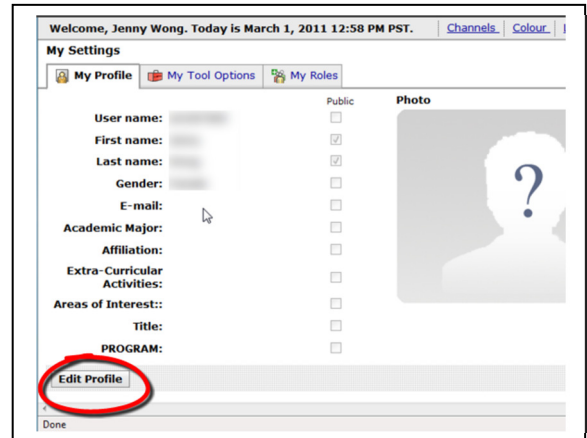
2. Make sure you are in the “My Vista” tab.



3. Click on "My Settings".

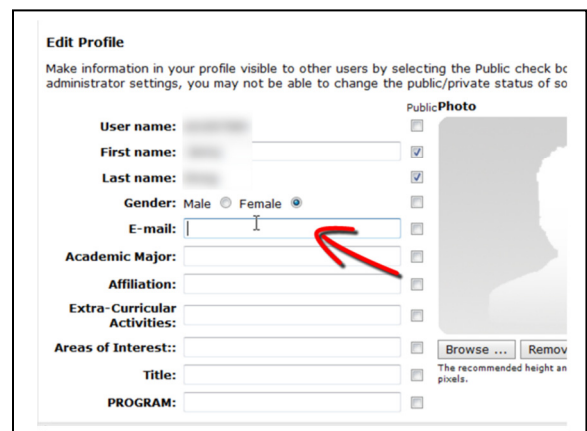


4. You will be directed to a new page. Click on "Edit Profile".

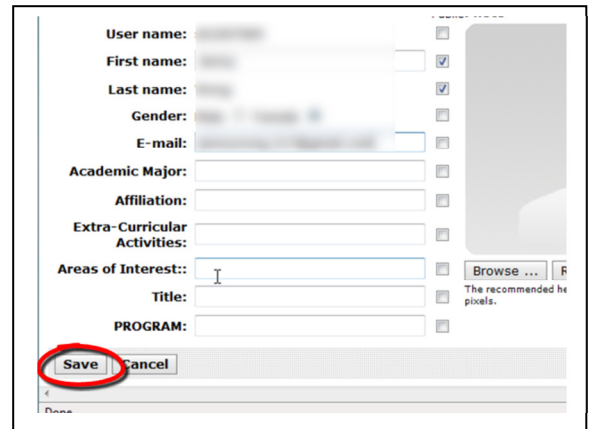


5. Type in a valid email address.

Note: a valid email address must be provided in order for you to send or receive Voice Emails.



6. Click "Save".



The image shows a user profile form with the following fields and options:

- User name: [text box]
- First name: [text box]
- Last name: [text box]
- Gender: [text box]
- E-mail: [text box]
- Academic Major: [text box]
- Affiliation: [text box]
- Extra-Curricular Activities: [text box]
- Areas of Interest: [text box]
- Title: [text box]
- PROGRAM: [text box]

At the bottom of the form, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red. To the right of the form, there is a "Browse ..." button and a note: "The recommended he pixels."

Note: Please instruct students to do the same to their own profile in order for them to be able to use Voice Emails in the course