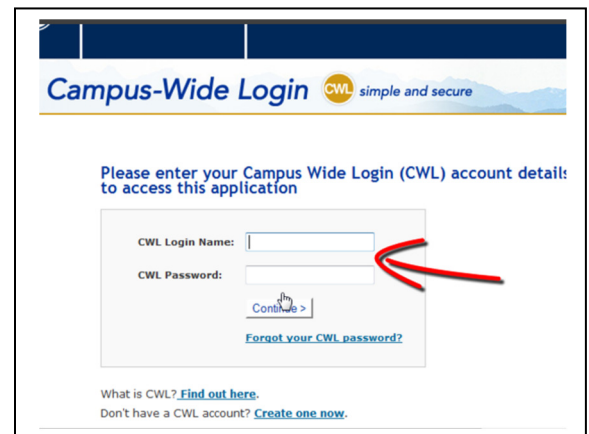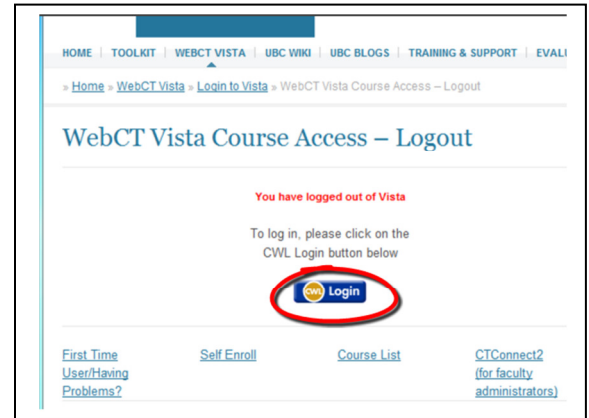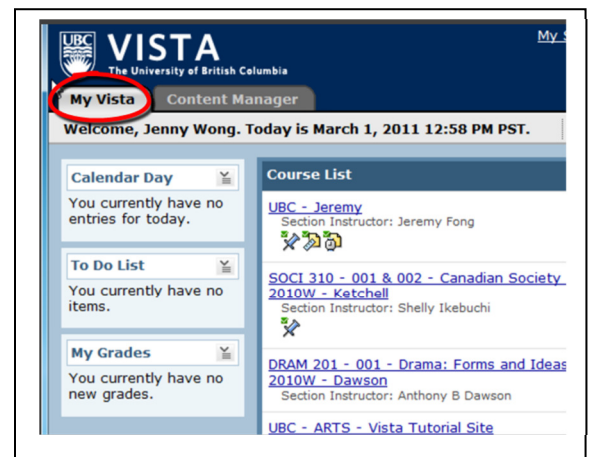# WIMBA VOICE EMAIL
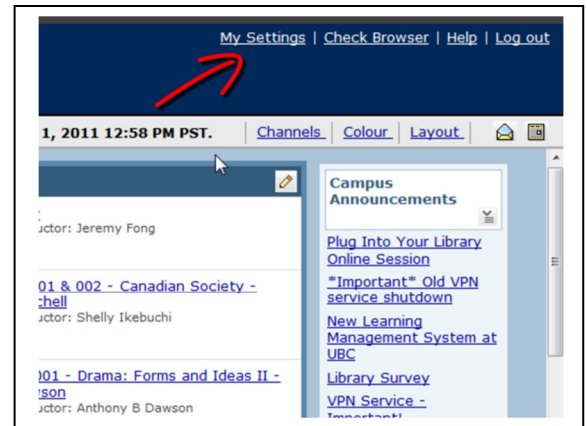*Adding a valid email address.*

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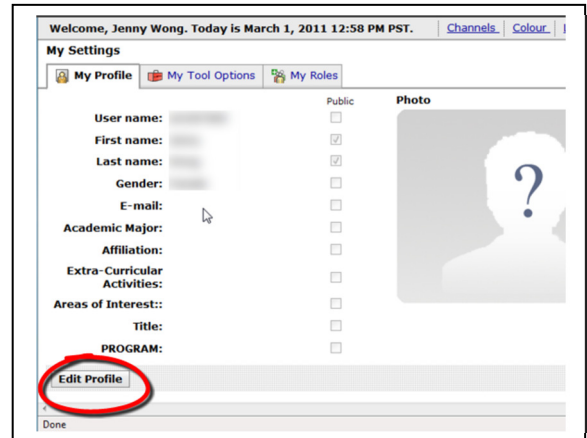   www.vista.ubc.ca

2. Make sure you are in the "My Vista" tab.
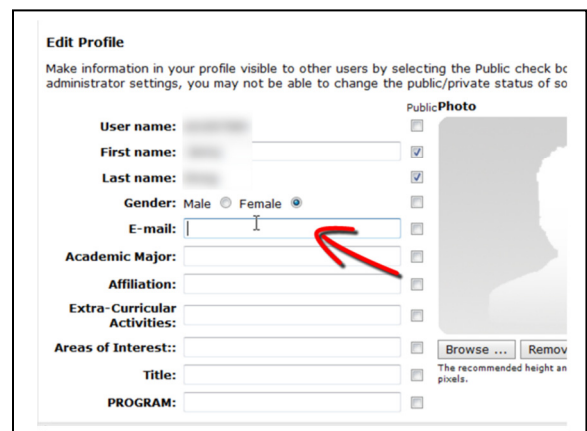
3. Click on "My Settings".

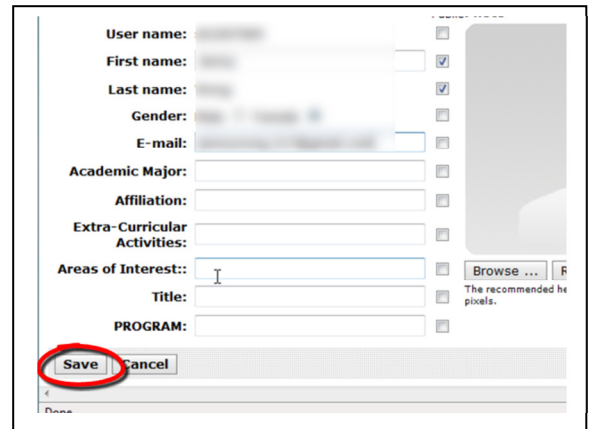4. You will be directed to a new page. Click on "Edit Profile".

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".

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