

How to Record and Send a Voice Message by Email

By Techwalla Contributor

Step 1

Attach a microphone to your computer's mic input.

Step 2

Navigate to the "Start" menu and select "All Programs," "Accessories" and "Sound Recorder." The Sound Recorder window appears. Click the red dot and speak into the microphone to record your message. When you are done, click "Stop recording." If you want to continue recording, click "Cancel" in the Save As dialog, and then click "Resume Recording." Continue to record sound, and then click "Stop Recording" when done.

Step 3

Name your new file in the dialog that appears by typing a name in the appropriate field. Click "Save" to save the recorded sound as an audio file.

Step 4

Open your email application. Click on "Attach" and then browse to your recorded file. The audio file will upload to your email. Type in your email recipient's address and send as usual. Your voice message has been sent by email.

Thank you <https://www.techwalla.com/articles/how-to-record-and-send-a-voice-message-by-email>