

# INSTRUCTIONS FOR VOICE RECORDINGS (VR)

## IOS - (iPHONE)

1. To send a voice recording on an iPhone
2. Go to the Voice Memos app
3. In the list of recordings, tap the recording you want to share
4. Tap Share
5. Choose a sharing option
6. Select or enter a recipient
7. Tap Done

## ANDROID\*

1. Open your phone's built-in voice recorder app (it might be called "Voice Recorder" or something similar).
2. Record your message and save it.
3. Open the saved recording, tap the share button (usually three dots or an open triangle), and choose to share via email.

## \*NOTES FOR ANDROID USERS

Steps to find the voice recorder app

- Open your app drawer
- Look for an app labeled "Voice Recorder" or "Sound Recorder"
- If it's not visible, you can use your phone's search function to locate the app

If you don't have a voice recorder on the ANDROID you can use a Third-Party App (e.g., Vocal):

- **Install:** Install a third-party app like Vocal that allows you to record and send voice messages via email.
- **Record:** Open the app and record your message.
- **Send:** Use the app's features to send the voice message via email.