Voice Email
Voice Email allows you to share audio-based messages via asynchronous correspondence.

Create a Voice eMail Form
1) From a Content Area within Blackboard, click on Add Interactive Tool, and then click on Voice Podcaster link.
2) Click the New button in the center of the screen.
3) Enter a name for your Voice Podcast.
4) Click the Create button.

Access Voice Email
Click on the Voice Email link.
Click the View (eye) icon located to the right of any instance from the list of Voice Email forms. The Voice Email form loads in a new window.

Create a Message
1) Populate Recipient Fields. These fields cannot be clicked. Choose Students, Faculty or All.
2) Enter a topic in the Subject field. This field is required.

Record a Message
1) Click the Record button (red circle) and speak into the microphone or headset connected to your computer. The Time indicator on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time. If you reach the maximum audio message length, recording stops automatically.
2) Click Pause (two bars) to pause recording; click this button again to resume recording your message.
3) Click Stop (square) when you have completed your message.
4) Click Play (green triangle) to listen to your message. Click Record if you wish to re-record.

Send a Message
When you are satisfied with your recording, and have entered a Subject (as well as any appropriate text), click the Send button in the upper left-hand corner of the applet.

The information in this handout is an excerpt from the Voice User Guide. The full user guide can be found at https://www.csi.edu/facultyAndStaff_/resources/blackboard/PDFs/VoiceUserGuide.pdf.