Voice Email

You have likely composed thousands of email messages and they have all had one element in common – text. How often has tone been misconstrued because of this? Voice Email adds the emotion and candor, mood, expression and inflection of human voice to electronic, asynchronous correspondence.

The Voice Email Window

1. **Send**
   
   Click to send the email to all recipients when you have finished composing it.

2. **Archives**
   
   Click to open the archive associated with this form.
3. **From**

Type in this field to edit the address that recipients will see as the sender of the email message. This is also the address that email replies will be sent to. If this field was hidden, it will not be visible. If it was disabled, it will not be editable.

4. **To**

Type in this field to edit the addressees that this email message will be sent to. If this field was hidden, it will not be visible. If it was disabled, it will not be editable.

5. **CC**

Type in this field to edit the addressees that this email message will be sent to. If this field was hidden, it will not be visible. If it was disabled, it will not be editable.

6. **BCC**

Type in this field to edit the addressees that this email message will be sent to. If this field was hidden, it will not be visible. If it was disabled, it will not be editable.

7. **Subject**

Type in this field to edit the subject of the email that will be sent. If this field was hidden, it will not be visible. If it was disabled, it will not be editable.

8. **The Recording Applet**

Click the red circle button to record your message.

9. **Body**

This text will comprise the body of the email. If this field was hidden, it will not be visible. If it was disabled, it will not be editable.

**Voice Email Receipt**

An email will be sent to the specified addresses, containing all text associated with the Voice Email message.

*If the message you sent contains audio, the email will also contain:*

- A link to access a web page containing the playback applet, the title of the Voice Email, and a link to save the audio file.
• A text address for the page mentioned above

• Reply links, if enabled within the feature's settings

The message will not contain any attachments, only text (and links); all recorded messages reside on the Voice server and are never sent via email.

**Viewing Archives**

Voice Email archives are captured as posts within a "read-only" Voice Board, accessible only to instructors. Archives are specific to each Voice Email form.

**To Access Archives**

1. Launch the Voice Email applet of your choice.

2. Click the **Archives** button in its upper left-hand corner. A new window opens and a Voice Board applet loads.

Archives are grouped based on date. Click the arrow to the left of the date stamps to reach the individual messages (accessible by year, then month, and finally day). The controls of this Board are the same as any standard Voice Board, and contain a sub-set of its features most essential for reviewing archives.