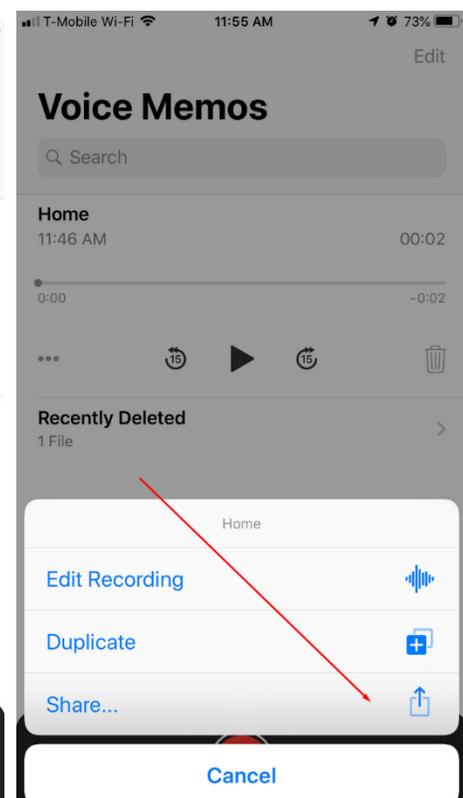
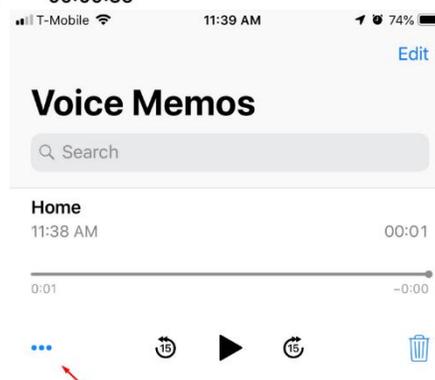


# How to record Voice on iOS / iPhone

1. Open the “Voice Memos” app located on the iPhone. (Use the search function if needed.)
2. Tap the red record button to start recording the voice or audio, when finished tap again on the same button to stop recording.
3. Tap the 3-dot button to open options and press “Share”.

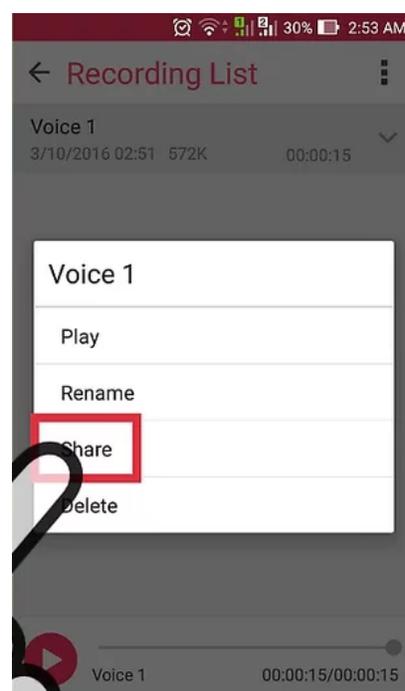
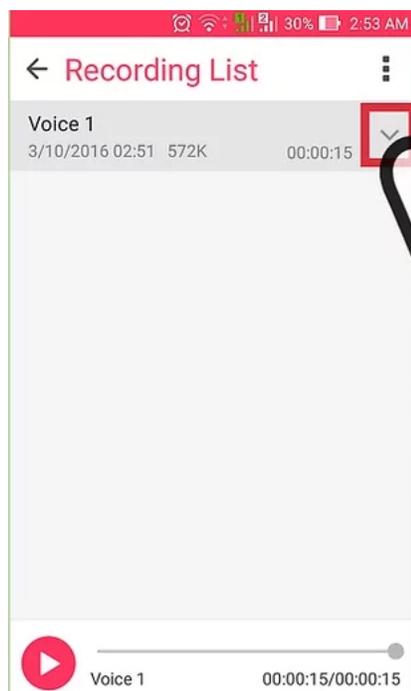
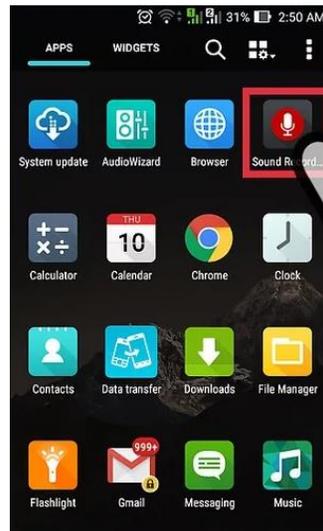


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# How to record Voice on Android phones

1. Open the Google Play Store app and type "Voice Recorder" in the search bar. Choose and Install the first result that shows. (Or whichever one best suit your needs).
2. Locate and Open the Voice recorder App you installed. Tap the record button to start recording the voice or audio, when finished tap again on the same button to stop recording.
3. Tap the Share button to open options and press "Share". (Based on which app you downloaded, this may be a 3-dot button, or the share icon you would normally encounter on your device.)



# How to record Voice on OS X / Mac

1. Open Finder and Open your Applications folder. Scroll or Search for the “QuickTime Player” Application and open it.
2. Click on the “File” menu and choose “New Audio Recording”. Click the Record button to start recording, when finished, hit the same button to stop recording sound.
3. Go to the “File” menu and choose “Save”, name the file and choose the save location somewhere convenient like the Desktop.



# How to record Voice on Windows PC / Phone

1. Click the *Start button* (or click in the search bar at the bottom). Search for **Voice Recorder**.
2. Click the blue microphone button to begin recording. Speak your name clearly and audibly. Ensure your recording does not exceed 5 seconds in length. Click the same button again when you are finished.
3. Your recording should appear (and by default will be named *Recording*). Right-click on the file name, and choose **Open file location**. Note the location where the file was saved so that you will be able to find it again for uploading.

