



## Windows Instructions

1. Click **Start** and then select Microsoft Store.
2. Search for Windows Voice Recorder and click the app in the search result.
3. Click **Get** to download Voice Recorder (or you can download the app directly [Click here](#))
4. To make your vocal recording, be sure to connect a microphone and follow these steps. Click **Search** (🔍) and type **Voice Recorder** in the search box. Then click the app to open it.
5. Click the **Record** button or press **Ctrl + R** to start recording.
6. Click the **Stop** button to finish recording when you have completed your recording.
7. In Windows Voice Recorder, all recordings will be listed in the **left panel**.
  - If you want to check the audio you have recorded, select it from the panel and click the **Play** button.
8. The audio file will save as an **M4A (.m4a)** file and usually be stored in the **Documents folder > Sound Recording**
  - Please rename the file.
  - You can also **right-click** on the recording in the Voice Recorder app and choose open file location to find your audio file.



## Mac Instructions

1. Open **QuickTime Player**, found in the /Applications/ folder.
  - Click the **File** menu and choose **New Audio Recording**.



2. Click the red (o) **Record** button to start recording audio from the default microphone source. When finished, click the same button to stop the recording.



3. Go to the **File** menu and select **Save**. Name the file and choose your file location.

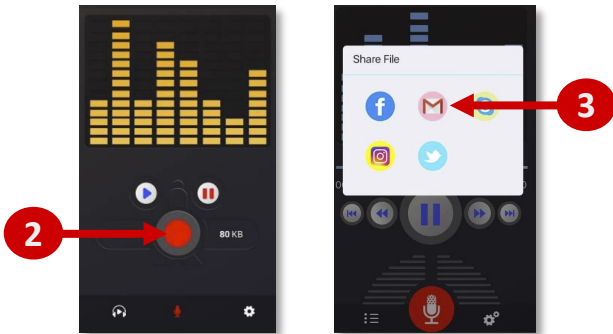
Another option for recording in Mac can be found online here: [Click here](#)



## Android Instructions

Methods on this page should only be used if using a computer is not possible.

1. To record using your phone you can use the app **Voice Recorder**, available for free on Google Play via this link: [Click here](#)
2. Click the recording button to record your voice:
3. After you finish recording, we recommend you select **Share File** and send it to your own email. Then save it in a convenient location.

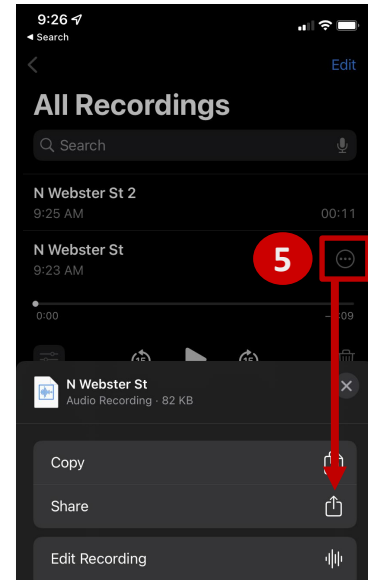


## iPhone/iPad Instructions

1. Open the Voice Memos app located on the iPhone/iPad.



2. Tap the red record button to start recording your voice or audio. Tap the same button again when finished, in order to stop recording.
3. The recording automatically saves to your iPhone/iPad and is auto-selected on your screen.
4. Save the voice recording and give it a name. Please note that you may NOT save the file name with characters, symbols or spaces – use only text.
5. Share the Voice Recording from your iPhone/iPad.



# Tips

- We recommend using a computer with a headset attached to it.
- If you don't have a headset, and you are using the internal microphone of your computer, please be as close as possible to your laptop and speak in a loud, clear voice.
- Please avoid moving when you are recording to prevent volume differences and noises during your recording.