Blackboard 9.1 Wimba Voice Email

Below are instructions for using Wimba Voice Email in your Blackboard class. In order to use voice mail you must first add it to your course. Listed below are the steps to add Wimba Voice Email to your course.

1. Log into your Blackboard course.

2. Select a Content Area to add a Voice Email message.

3. Click the drop down arrow next to “Add Interactive Tool” and then select Voice Email.
4. In section 1 type a title for your email message in the text box next to Title and a description of the message in the text box next to Description.

5. In section 2 set the Settings for your voice mail. Use the drop down menu to set the audio quality and max length of your voice message. Click yes or no to include reply links and pre-filled subject fields.

6. Choose the email recipients you want to send the message to.
7. Under 4 Options section, you will make the content available, open in a new window, track number of views, and choose date and time restrictions. Click “Yes” to make the voice recording available. Choose date and time restrictions.

8. When finished click Submit.

9. Your Voice Email for your recipients has been set up in the content area you choose to set it up in.
Below are instructions for sending Wimba Voice Email in your Blackboard class. These instructions assume you have already added Wimba Voice Email to your course.

1. Log into your Blackboard course.

2. Select the Content Area that you added Wimba Voice Email to.

3. Click on the Send Voice Email Link.

*Note: Depending on how you set it up when added it to your course, it will say Instructors, Students, or All. For this example is set up to go to Instructors for the course.
4. The Wimba Record/Play screen will appear. You will type a subject for your email. Notice the “From” and “To” fields are pre populated for you.

5. Click the Record button to start recording your email message.
6. When you’re finished recording your email message, click the stop button.

7. Click Send when you are ready to send the voice email message.
8. You will receive a Voice Email sent message. Click OK.

9. You can send another email or go to another area in your course. To go to another area in the course, click the back button.