1. Log on
2. Go to **Start** button . In search box, type **Sound Recorder**. Then, click on **Sound Recorder** in the search results.
3. Click **Start Recording**. You will now speak and record.
4. To stop recording, click **Stop Recording**.
5. You will now have the option to **SAVE** the recording.
6. Save the file as your **first and last name**. ie. MichaelJordan
7. Open your **school Gmail** and attach your file to an email. To attach a file click on the **paper clip**.
8. Find your file. Click on the file. Click on **Open**.
9. Type in my email address: gleasond@sbregional.org and type your **first and last name Recording** in the **Subject Line**. Click **send**.

Ie. Michael Jordan recording



Gracias a Sra. Ponte-Porto por las direcciones.