**How to make and attach a sound file to an email**

*First make that sure that* ***“*Audacity” has been downloaded from the internet** <http://audacity.sourceforge.net/>**, and that is has been configured correctly on the computer** *you are using. When you download Audacity it gives you the choice go to the* **lame.mp3 encoder***. Follow the instructions here.* This only has to be done once.

Part A

* Plug in your headphones with a mike attached to the computer. *(USB Port near the blue START button, or headphone jacks)*
* Log into your email. Use your school email address
* Click “New” and put your teacher’s email address in the address bar. Now put your own address in the cc bar. (You can then check that your sound file has attached properly when you get the email to yourself)

Part B

* Go to the START menu and click on “Audacity”. NB (The first time you do this “Audacity” will be somewhere else, then it will appear on the start menu after this.) Make sure the sound is not muted and the microphone symbol is showing, and the sound slide bar is at maximum. Check that the sound is not muted on the computer. Check the headphones are plugged in properly.
* Click on RECORD *(Red circle).* Record your comments and press STOP *(yellow square)*. Check it has recorded by clicking the *green arrow.*
* Go to FILE (top left corner) and open the drop down menu.
* Click on “export as mp3file”. A box will pop up asking you where to save the file. **Where it is highlighted in blue put the Title Page number and your** **name.** Now look at the top of the box and choose where you want to save it by dragging down the menu (“My Documents “is a good choice)
* Now click “Save” ( a warning could pop up and you click “yes”)
* You will see blue bars going quickly across the screen as the file saves.
* Another box pops up and you click “OK”. –type nothing here.
* Now click on the ‘shrink” \_ symbol at the corner.. You will now have the new blank email in front of you on the screen.
* Click “attach”. This is the paper clip symbol, and when the box pops up click ‘browse’
* Find where you have saved your file and double click the file to be attached
* Now click “attach”
* Write a message to the teacher saying you have attached the file.
* Click SEND
* Go to your own email and open your new email and check your sound file has attached.

***M.Thurgate 18/3/2010***