Adding Voice Announcements using Horizon Wimba

1. Enter the Control Panel & Select Voice Announcements

2. Fill in the title of the Voice Announcement:

   ✒ Add Voice Announcement
3. Add relevant text that students will see in the Message box:

<table>
<thead>
<tr>
<th>Information</th>
<th>Subject</th>
<th>Message</th>
</tr>
</thead>
</table>

**Vocal Message**

<table>
<thead>
<tr>
<th>Record</th>
<th>0.00</th>
</tr>
</thead>
</table>

**Options**

- **Always show this announcement**: 
  - Yes / No
- **Choose date restrictions**: 
  - Display After: Sep 27, 10am
  - Sep 27, 55pm
  - Display Until: Sep 27, 10am
  - Sep 27, 55pm

**Submit**

Click Submit to finish. Click Cancel to quit.

4. Press Record and begin to record your voice message:

**Vocal Message**

<table>
<thead>
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<th>0.00</th>
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</table>

**Options**

- **Always show this announcement**: 
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**Submit**

Click Submit to finish. Click Cancel to quit.

5. Select options as you would when you leave a text announcement. Use “always show this announcement” to make the announcement permanent. Then hit Submit.