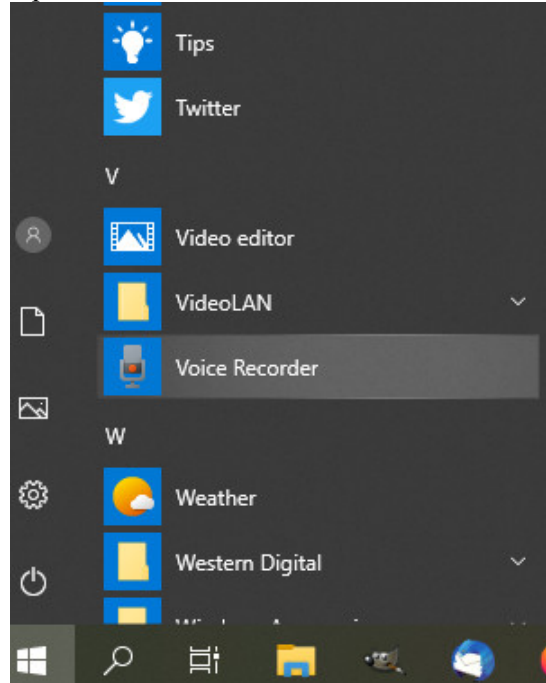


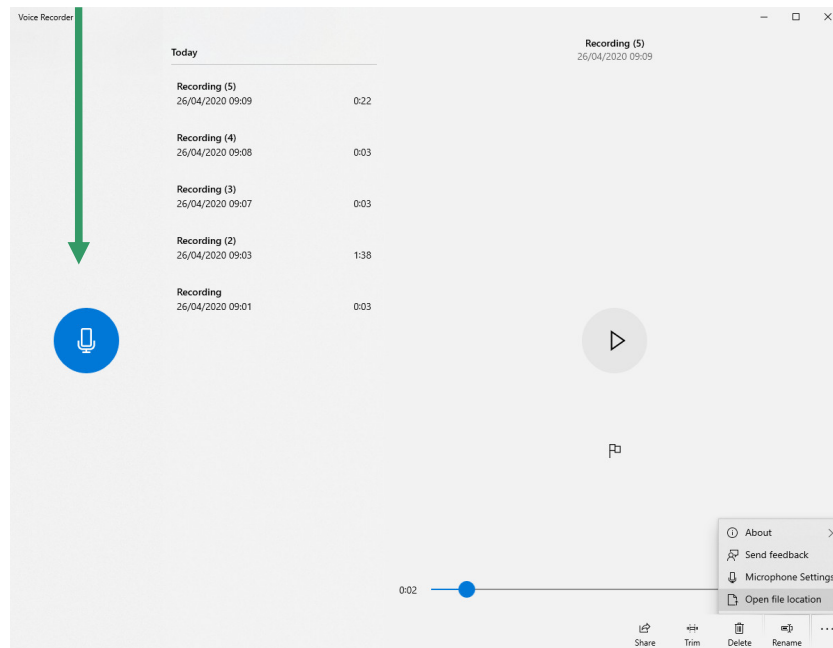
## Recording audio in Windows 10

Most laptops with cameras have build in microphones, and if you have a PC with a webcam or headphones with a microphone (maybe a hand-free kit for a phone) you can use the build in Voice recorder in Windows 10.

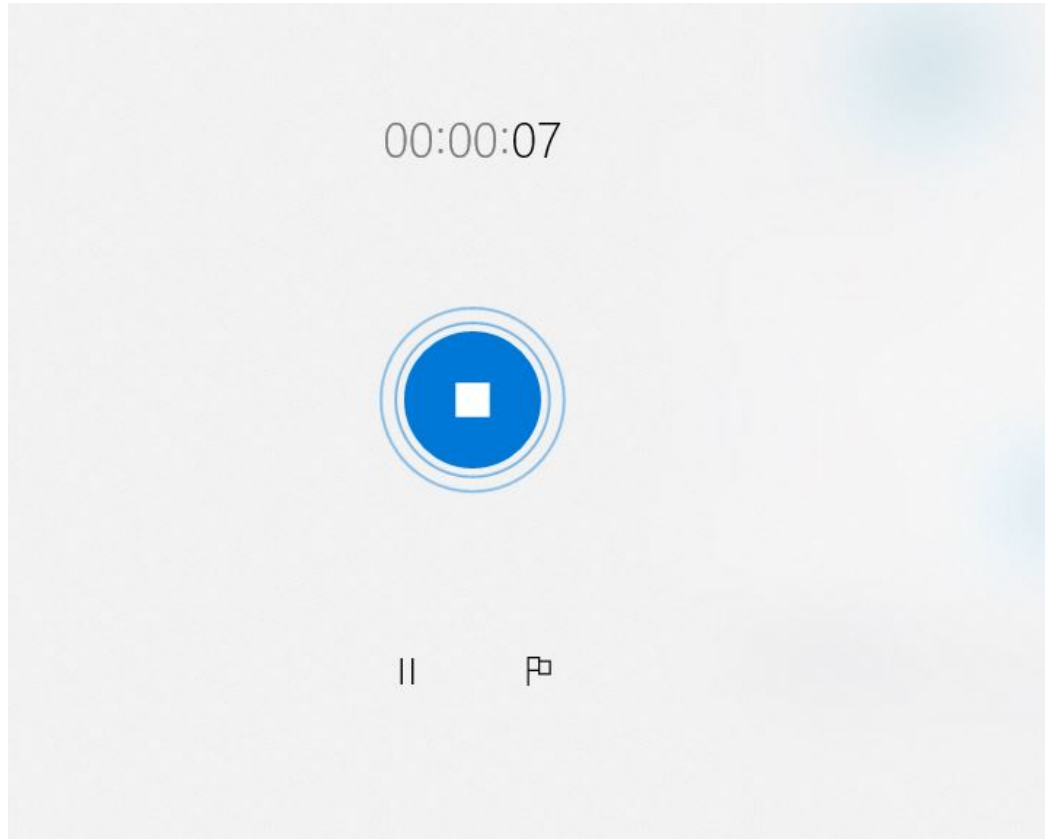
1. Open the start menu and choose the Voice Recorder



2. When you first open the voice recorder you may just have a blue microphone in the middle of the window.

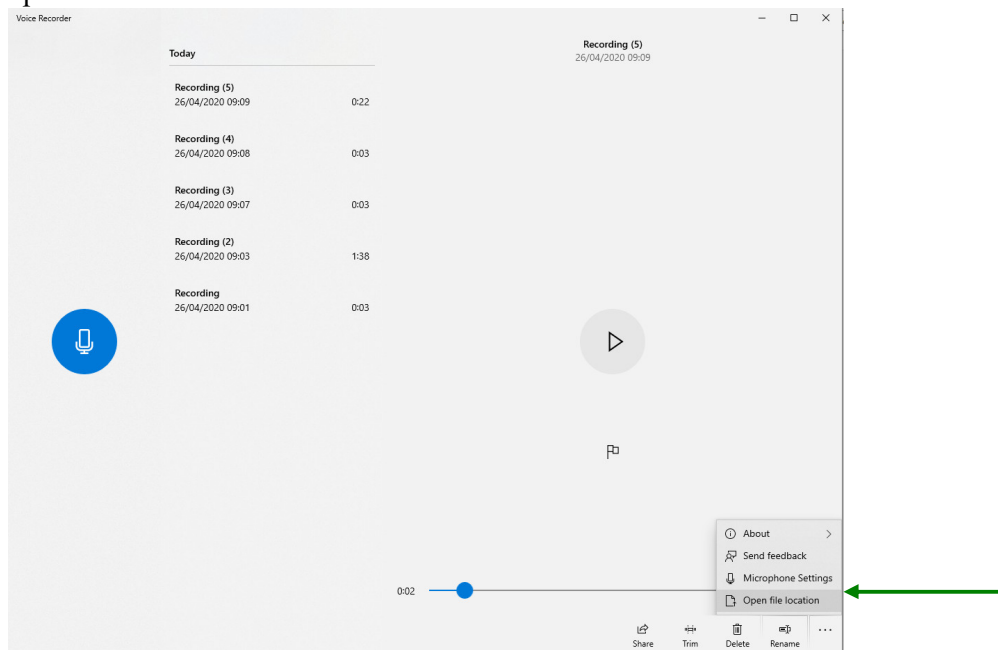


Click on the microphone and it will start recording.

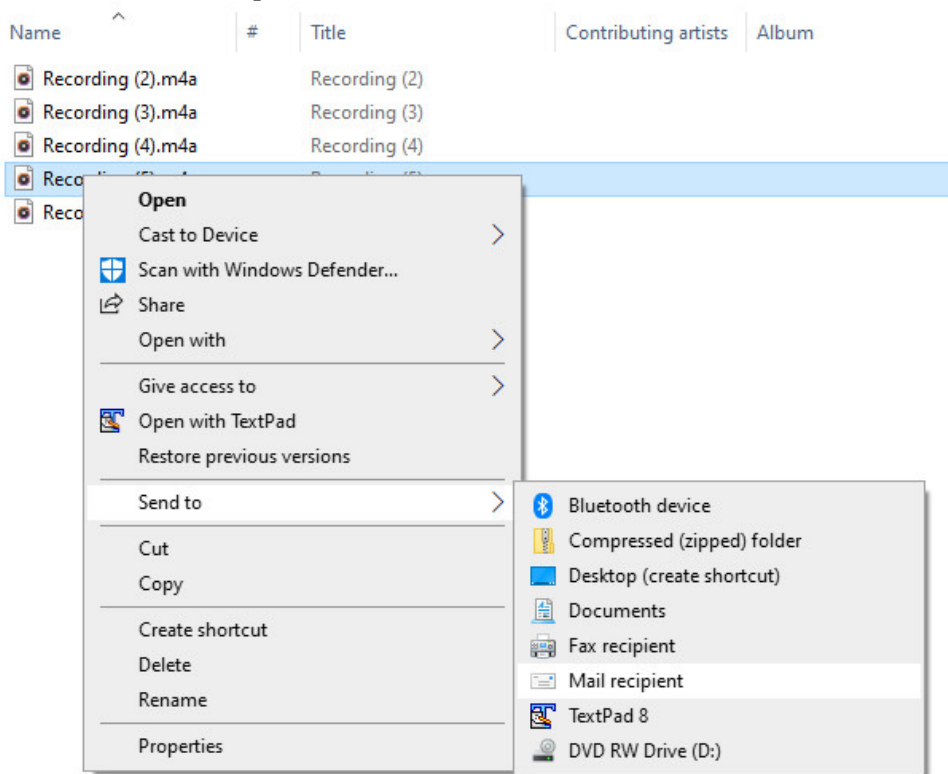


When you have finished speaking click on the stop button in the blue circle in the middle of the screen.

3. Click on the three dots in the bottom right corner of the window and select open file location



4. Choose the file you have just recorded, right click on it and select Send to and then Mail recipient.



5. When your e-mail programme opens send the file to [webmaster@stcatherines-stuttgart.de](mailto:webmaster@stcatherines-stuttgart.de)