

Send or Add Audio Messages from Transactions

SUMMARY

Record quick Audio Messages as an alternative to leaving a voicemail, to add a personalized recording to a transaction, or whenever it's more convenient.

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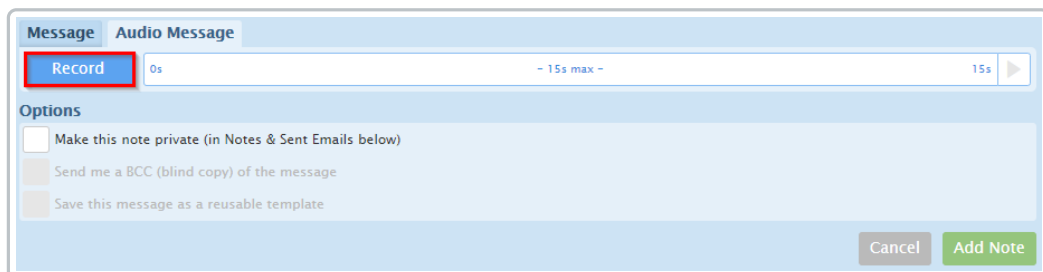
[Send or Add an Audio Message](#)

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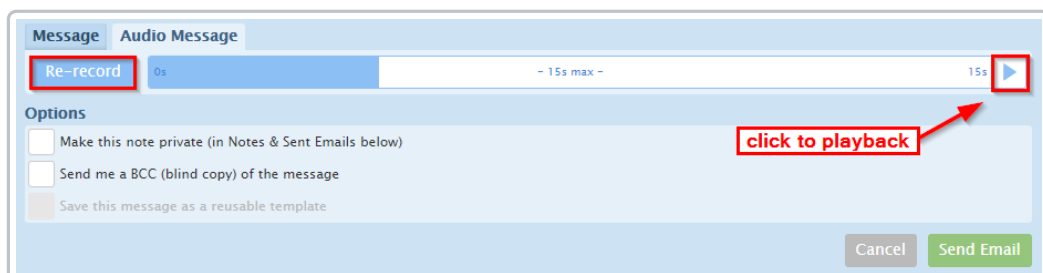
Send or Add an Audio Message

To add or send an Audio Message on a transaction:

- 1 Go to the transaction and click [Note / Email] just above the list of documents.
- 2 Click [Audio Message]. The Audio Message recording panel will appear.
- 3 Click [Record].



- 4 Click [Allow] if prompted to allow use of your microphone
- 5 Record your voice message. Messages can be up to 15 seconds long.
- 6 Click [Stop] when you'd like to stop recording. You may listen to a playback of your message by clicking [▶] on the right side of the recording panel. Click [Re-record] to start over and record a new message.



- 7 **Type in or select your recipients.** Alternatively, drag and drop email addresses of contacts (including outside co-op agents) into the external recipients box.
- 8 **Optionally enter a subject, attached relevant docs, and select any other desired message options.**
- 9 **Click [Send].** The Audio Message will be sent to any specified recipients or added to the transaction as a note if a recipient has not been specified. The message will appear in the Notes & Sent Emails section of the transaction.

[Learn more about Emailing Docs & Notes from Transactions here →](#)

Listen to a Sent Audio Message

To listen to a previously sent Audio Message on the transaction:

- 1 **Go to the Notes & Sent Emails section at the bottom of the transaction.**
- 2 **Click [▶] to play the message.**
- 3 **Click [⏸] to pause the message.**

