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.
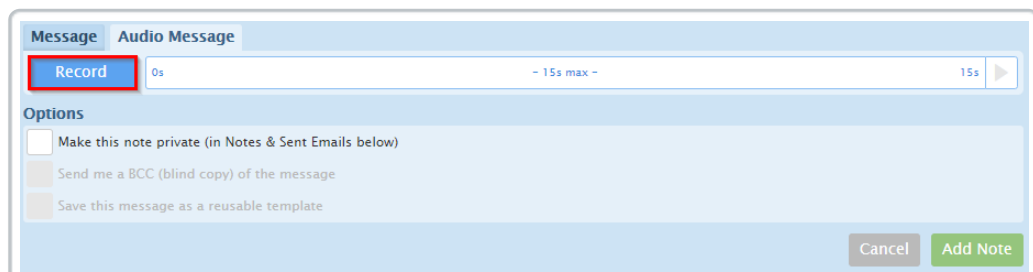
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## Send or Add an Audio Message

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.
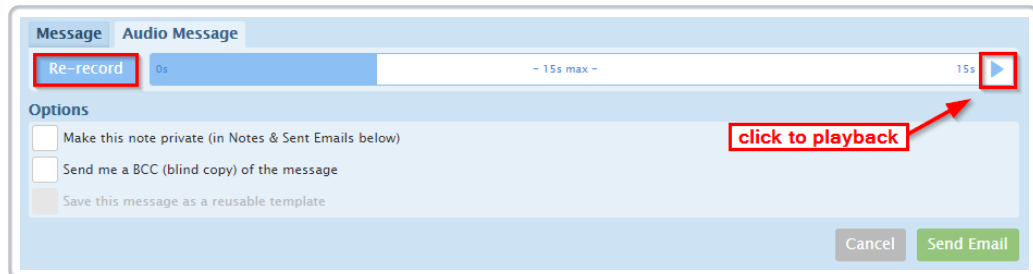
7 **Type in or select your recipients.** Alternatively, drag and drop email addresses of contacts (including outside co-op agents) into the external recipients box.

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.

Notes & Sent Emails	▼	🔍 Search Notes
Closing day reminder		Hollis Holcomb
▶ 0s		1 min ago
Closing update		Hollis Holcomb
▮▮ 0s 7.2s		2 mins ago
		Emailed to: Hollis Holcomb
Closing delayed		Hollis Holcomb
The closing was delayed. Will update with details soon.		2 mins ago