

## **Guide for recording outbound message using Blackboard As of May 2020**

You can download Audacity for the recording

at: <https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.audacityteam.org%2F&data=02%7C01%7CLindsey.Roy%40blackboard.com%7C8cf10eab76c34f6e75c008d53cb1834c%7Cbf0b29a25e5c4aaaba4dac988df15ea6%7C0%7C0%7C636481655470214116&sdata=O63QfbFKcv7C%2BziedTAc m8k2r%2FGRIYa0xY8ookQFnPI%3D&reserved=0>.

Whoever is recording the message will need to use a headset when recording to avoid getting background noise in the recording.

The format needs to be in the following:

- u-Law 8000Hz mono
- The file name should match the campaign name and needs to be .wav.
- The message cannot exceed 60 seconds and should include the opt out message at the end.