

# Quick How-To: Help a Family Member or Friend Record and Send a Voice Message

---

## Who is this for?

This guide is for anyone helping a family member or friend to send a voice message to a phone or tablet.

## Step-by-Step Instructions

### Step 1: Open the Messaging App

Use a messaging app like Messages, Messenger, or WhatsApp.

### Step 2: Tap and Hold the Microphone Icon

In the message box, press and hold the mic symbol to record.

Speak clearly and let them record their message.

### Step 3: Send the Voice Message

Release the button when they are done talking.

Tap 'Send' to share the recording.

### Step 4: Replay or Try Again If Needed

If it doesn't sound right, delete and record again.

Be patient, it's okay to practice.

## You Did It!

You've helped a family member or friend send a voice message.