

How to Record Your Story

On an iPhone

1. Go to the Voice Memos app  on your iPhone.
2. Tap  to begin recording.
3. Tap  to stop recording.

Your recording is saved with the name New Recording. To change the name, tap the recording, then tap the name and type a new one.

To share your story:

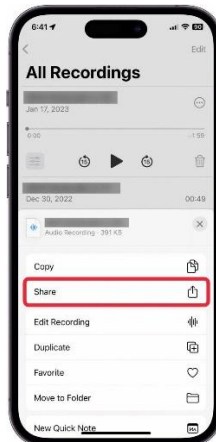
1. Click on your recording



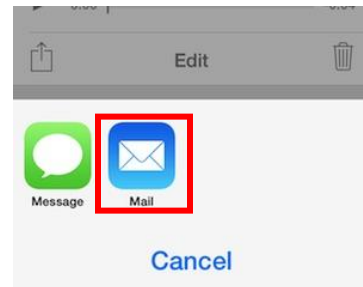
2. Click the three dots on the top of your recording



3. Click "Share"



4. Using your email app, email file directly to communications@harpethhall.org

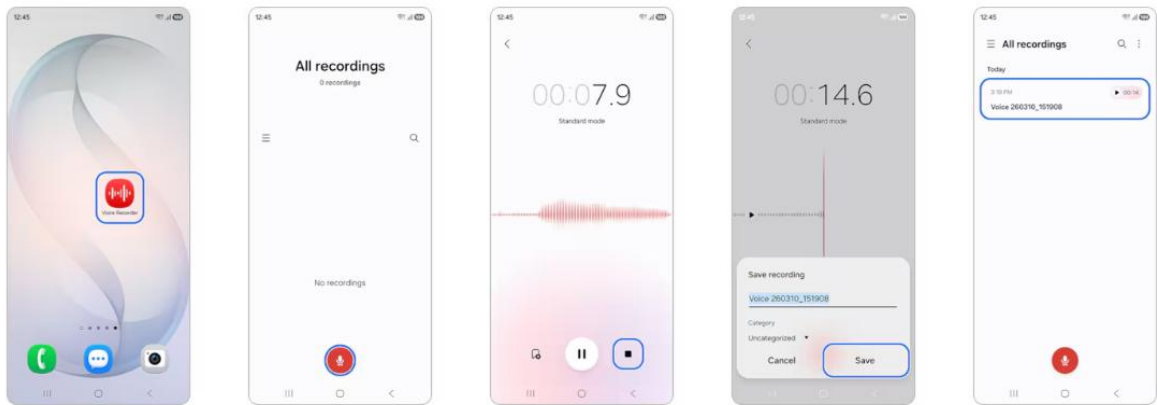


Watch an instructional video [here](#).

On an Android

1. Navigate to and open the **Voice Recorder** app.
2. Tap the **Record** icon at the bottom of the screen to begin recording audio. When you're finished recording, tap the **Stop** icon.
3. Next, enter a name for the recording.
4. Tap **Save** to save the recording.

5. You can locate your saved recording by tapping **Menu** (the three horizontal lines), and then tapping **All recordings**



To share your story:

1. Select a voice recording file.
2. To share a recording, tap and hold it, then tap **Share**.
3. Using your email app, email file directly to communications@harpethhall.org



Watch an instructional video [here](#).