## Record a phone message for School Messenger

### Step 1
- **Login at** [https://asp.schoolmessenger.com/aurorak12/](https://asp.schoolmessenger.com/aurorak12/)
- Enter your username and password.
- Click the Sign In button.

### Step 2
- **Click the Broadcasts tab, and then click the Messages button.**

### Step 3
- In the Message Editor window, click the Add New Message button on the right side of your screen.

### Step 4
- Give your message an appropriate name by typing in the Message Name text box.

### Step 5
- Click the Next button.
### Step 6

The Message Content area appears below the Message Settings area. To record a phone message, click the drop down arrow next to the language you want to record.

Click the red Record button.

### Step 7

Verify the phone number in the Voice Recording text box, and click the Call Me to Record button.

### Step 8

Follow the prompts to record your message.

**Note:** Please inform your recipients that they can press the star key to replay the message.

Press 1 to begin recording your message.

Press any button to stop recording. The system will play your recording back to you.

After listening to your recording, press 1 to save it.
You can also press 2 to replay your message, or press 3 if you need to re-record your message.

You can hang up after you have saved your message.

After you have hung up your phone, click the Done button.
Step 9

In the Message Content area, you will now see a green circle with a check mark next to the language you chose to record.

If you need to record an additional message in another language (Spanish, for example), click the drop down arrow next to the language you want to record.

Click the red Record button.

Step 9A

Verify the phone number in the Voice Recording text box, and click the Call Me to Record button.

Note: you can choose a different number for School Messenger to call if someone else will be recording the translation.

Repeat Step 8, and then return here to Step 9A.

Step 9B

In the Message Content area, you will now see green circles with check marks next to all of the languages you chose to record.

If you need to record additional languages, repeat step 9, then Step 8, and then return here to Step 9B.
Step 9c

Click the Done button (scroll up if necessary) to return to the Message Builder window.

Step 10

Your message now appears in your list of Messages and is available to be used in a Broadcast.