

How to audio record on Windows 10

1. Open Voice Recorder. ...
2. Press the microphone button to start recording. ...
3. Press the pause button to pause recording; press it again to resume.
4. Press the Stop button to stop recording.
5. The recording will automatically show up on the left side of the screen.

Create a recording on Mac

1. In the Voice Memos app on your Mac, click the Record button (or use the Touch Bar).
2. To pause, click the Pause button. To continue, click Resume.
3. When you finish, click Done in the lower-right corner.

Save the file and drag and drop under “Audio Upload”.