


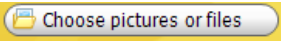
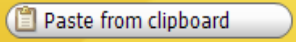
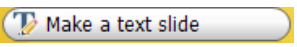
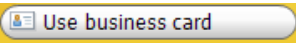

# Making your First GoldMail® Message





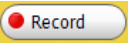
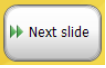
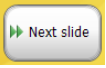
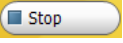
**STEP 1: Click the icon  to launch GoldMail from your desktop and Log in.**

- Choose the  step and explore the example slides and notes we left for you.


**STEP 2: You can CREATE your own slides using the buttons.**

-  from your computer including PowerPoint, PDF or Images.
- Take a Screen Shot by pressing the "Ctrl + PrintScreen" keys on your keyboard. Press  to add it as a slide, then use the **Format this slide** tools to crop or annotate.
-  or 
- Add speaking notes to help you record by pressing .



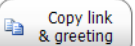
**STEP 3: RECORD your message (plug in your headset microphone if you don't have a built-in microphone)**

- Click the  step. If you want to record from speaking notes press .
- Click  in the yellow area to the left of your screen and speak to your 1st slide.
- Advance by clicking  and continue speaking and clicking  until done; then click .


**STEP 4: PREVIEW your message (this is optional)**

- Click  at the top of your screen and play your message.

**STEP 5: SHARE your message**

- Click  at the top of your screen to upload your message to the GoldMail server.
- Click  and then  to copy your message link.
- Using **your own** email program, paste the link into the body of your email (press Ctrl + V).
- Address and send the email *to yourself* –

**STEP 6: PLAYBACK your message**

When your email arrives, click the link (e.g. <http://play.goldmail.com/ashfl572jzw9>) to play your GoldMail message; this is what your email recipients would see and hear. Your shared message will appear in 

**WHAT NEXT? –** To get some message ideas  and try starting from a GoldMail Template.

**Need assistance? Email us at [gmsupport@goldmail.com](mailto:gmsupport@goldmail.com)**

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