How to Save and Download MP3s

- 1. Select the MP3 that you want to download.
 - a. The mouse below is highlighted and hovering over the "Option 1" MP3.



Phone Messages

Click on the icons to download these MP3s or hold sample message for audio recordings. Click here for instructions on how to download MP3s.













Option 1

Option 2

Option 3

Option 4

Hold Messages



2. Next, right-click your mouse to "Save link as..." (image below).



3. Once you are prompted to save the MP3, select a folder where you want to save the file (image on the following page).

a. The mouse below is highlighted and has selected "Documents".

b. After you have selected your folder, enter "Return" on your keyboard or select "Save" to save the MP3.



If you are having trouble saving any of the MP3s, please contact your website systems administrator.