

- **Deleting Email Permanently in Outlook**
- **Uploading lengthy Videos on Blackboard, Open Lab or Email.**
- **ConvertingText to AUDIO**

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**A) To DELETE Email, clearing memory in OUTLOOK:**

Deleted items in Outlook may remain there from 14-30 days.

- 1) Select and DELETE Email.
- 2) In DELETED ITEMS, Click on RECOVER
- 3) Select emails for permanent deletion and Click on **PURGE**

**B) EMBED, upload lengthy VIDEOS, recording and Lengthy Visual PRESENTATIONS on Blackboard, OpenLab and Email.**

Please record these in any video conferencing software such as Zoom or Webex. Then convert these into a YouTube Link. It's simple. There are online tutorials on step by step for YouTube.com

Remember in settings to 'NOT Publish

**C) Converting Text to Audio: Using Adobe Acrobat and Computer Audio**

**For details on step by step please refer to TRANSFORM Text to AUDIO Professionally.pdf**

Basics are below:

- 1) Open .pdf in Adobe Acrobat Reader.
- 2) Turn on Audio on Computer
- 3) In Acrobat Reader click on VIEW
- 4) Choose ACTIVATE READ OUT LOUD
- 5) Click on Read to End of Document.
- 6) It will record. Please refer to presentation for details and end of recording.