

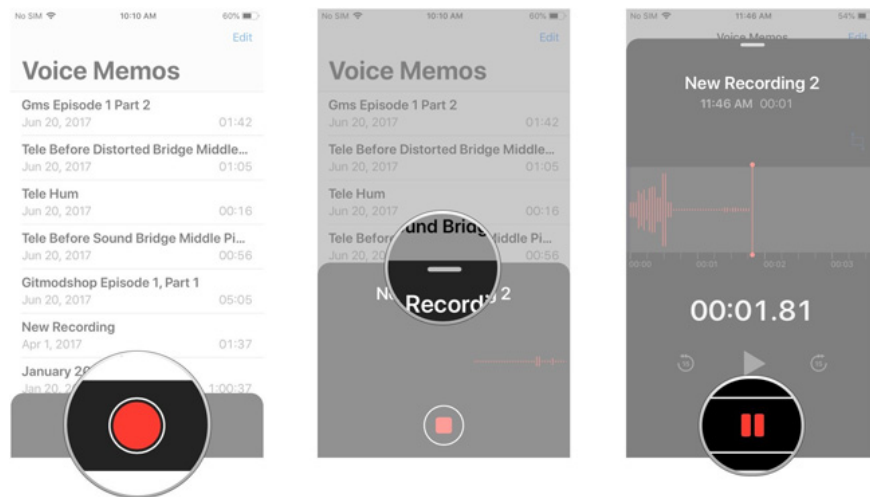
# How to use Voice Memos on iPhone and iPad

The iPhone's Voice Memos app lets you record all the sounds you want.

The built-in Voice Memos application allows you to record on iPhone more easily, keeping all the sounds you want.

## How to record using Voice Memos on iPhone

1. Open the **Voice Memos** application.
2. Click the **record** button (red circle).
3. Click **the white button** at the top of the log to display the pause option.
4. Click **the pause button** to pause the recording. Then you can press **continue** to continue recording.
5. Click **Done** when you're done.

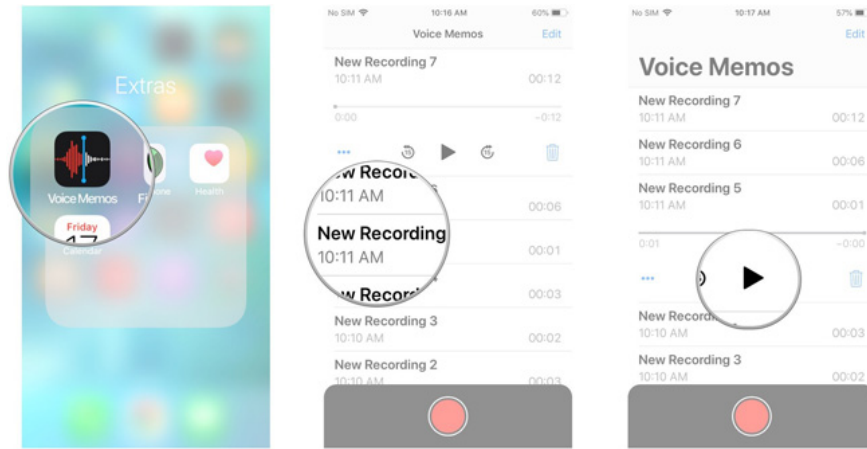


The record will appear in the list above the recording tab.

## How to listen to recordings on iPhone and iPad

You can listen to all recordings right in the Voice Memos application.

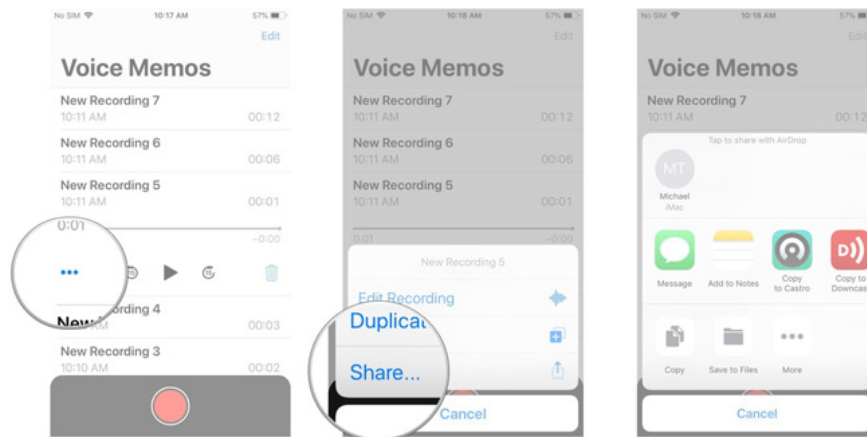
1. Open the **Voice Memos** application. It may be in the **Utilities** folder if you have not moved it.
2. Click on the **Record** you want to hear.
3. Click on the **play** button.



## How to share recordings on iPhone and iPad

You can send recordings via iMessage, email and other social applications

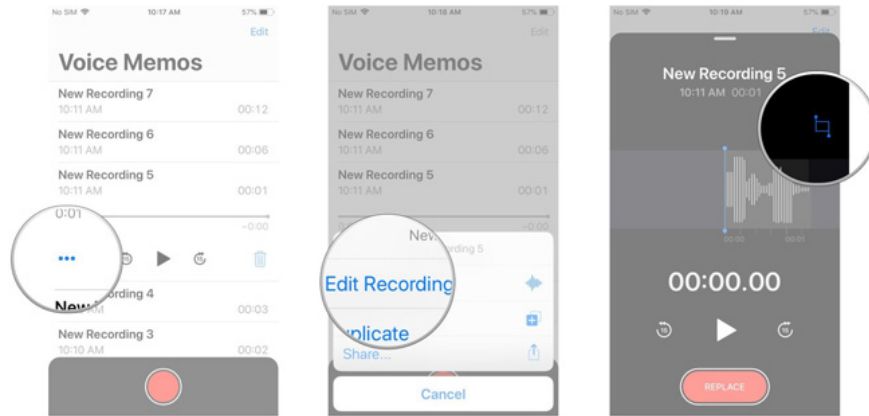
1. Open the **Voice Memos** application.
2. Click on **the record** you want to share.
3. Click **the More button** (three horizontal dots) at the bottom left.
4. Click **Share** .
5. Click on **the media** you want to share and proceed as usual.



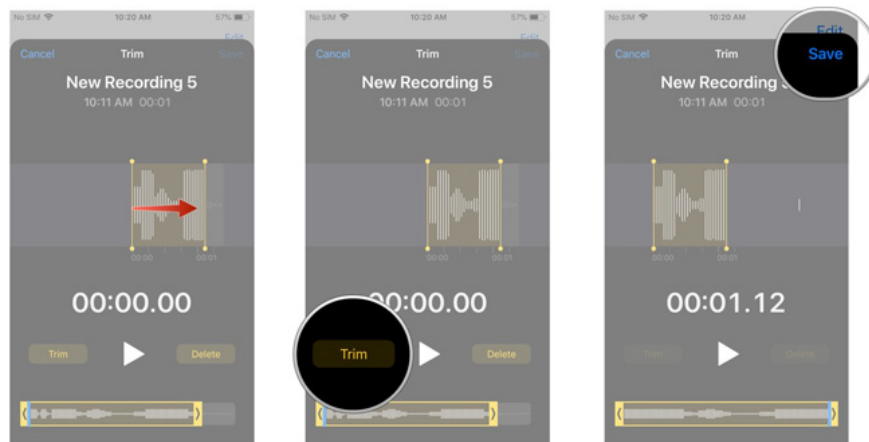
## How to cut voice memos on iPhone and iPad

You can also cut unwanted parts of the recording with the Voice Memos application itself

1. Open the **Voice Memos** application
2. Click on **the record** you want to cut.
3. Click **the three dots button** at the bottom left of the record.
4. Click **Edit Recording** .
5. Click **the cut button** at the top right of the record (it has a blue box with lines and dots).

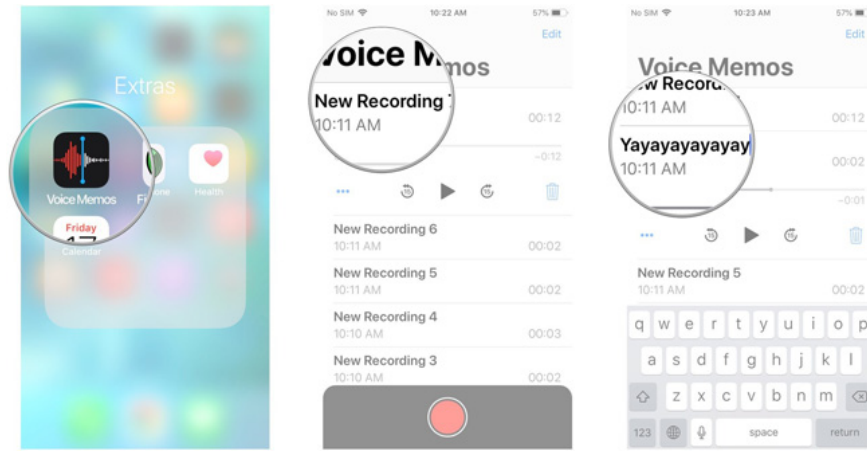


6. Move **the slider** to select the part you want to keep.
7. Click **Cut** to keep the record as adjusted or press **Delete** to delete the part between the sliders.
8. Click **Save** .
9. Click **Done** .



## How to rename its voice memo on iPhone and iPad

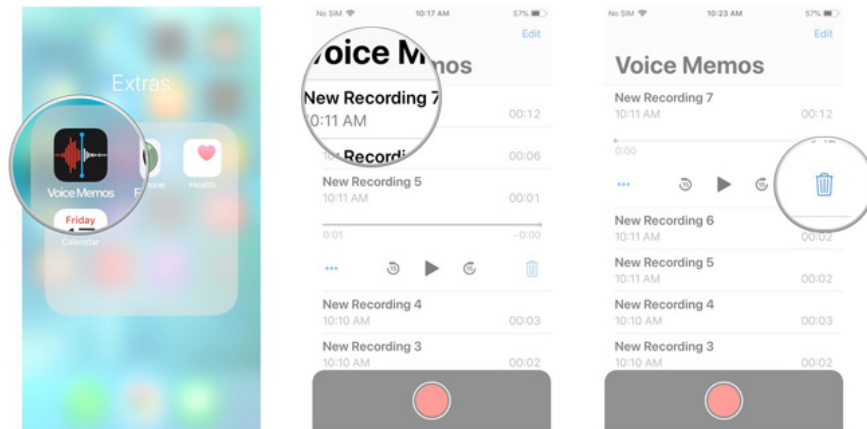
1. Open the **Voice Memos** application.
2. Click on **the record** you want to rename.
3. Click on the **name** of the record. It will be in blue.
4. Enter a **new name** .



Exit by touching any position on the screen.

## How to delete memos on iPhone and iPad

1. Open the **Voice Memos** application.
2. Click on **the record** you want to delete.
3. Click **the delete button (trash)** at the bottom right of the record.



The deleted record will appear in the **Recently Deleted** folder. It will be saved there for 30 days, so you can restore any recording file that you accidentally deleted.

You can also delete multiple recordings by clicking **Edit** at the top right of the screen, selecting multiple records and pressing **Delete**.

See more:

1. How to adjust the quality of voice memos on iPhone, iPad
2. Instructions for replacing Voice Memos in iPhone or iPod Touch with TinyVox
3. How to automatically delete the recording file in Voice Memos on iPhone

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