

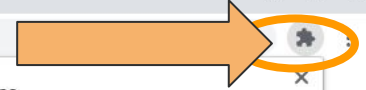


# Quick Guide to Loom

LCIMS 2020

# How to Log In & Authenticate Your Account

Click on the extension icon.



Click Loom for Chrome.



Extensions

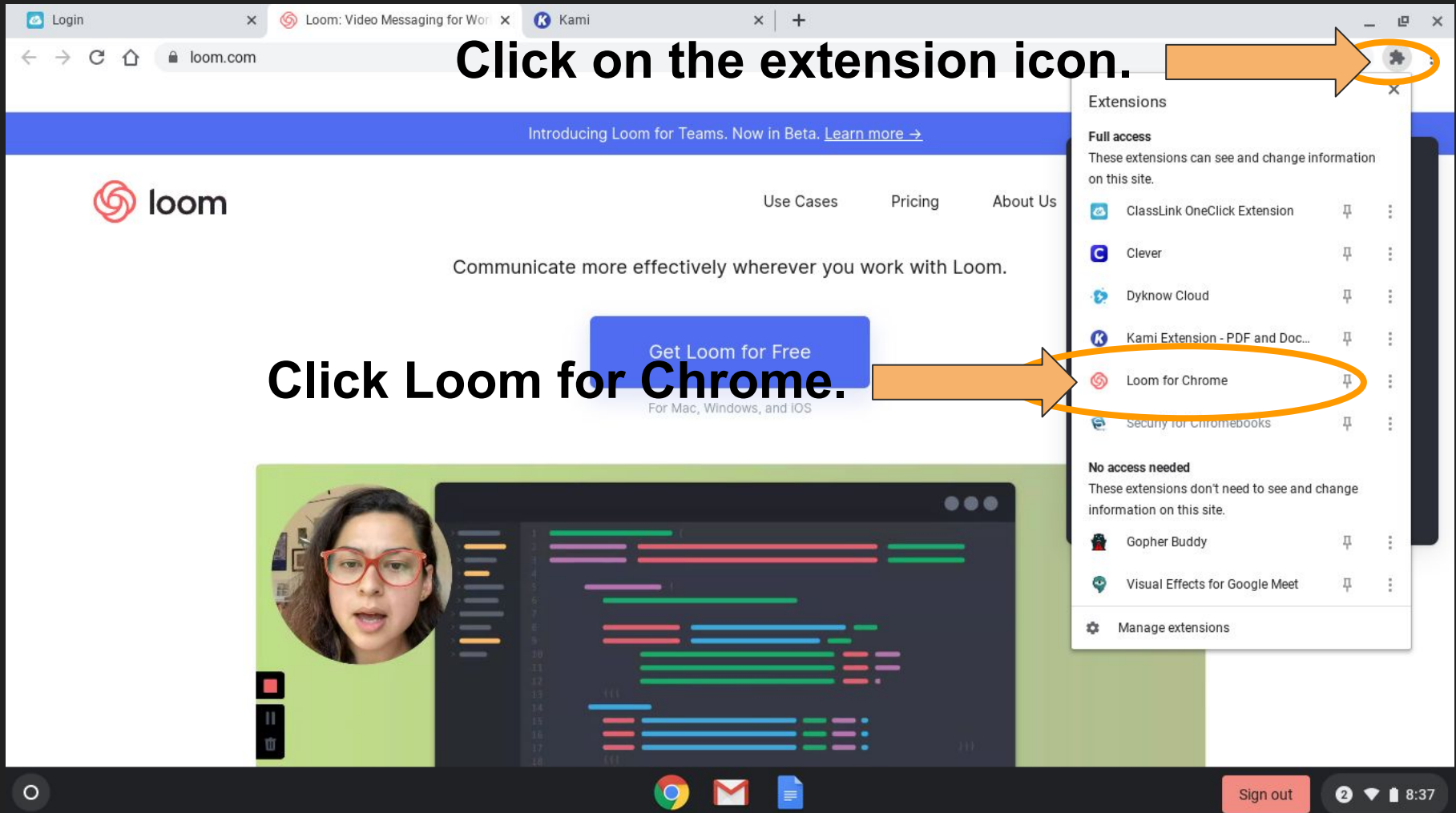
**Full access**  
These extensions can see and change information on this site.

- ClassLink OneClick Extension
- Clever
- Dyknow Cloud
- Kami Extension - PDF and Doc...
- Loom for Chrome**
- Security for Chromebooks

**No access needed**  
These extensions don't need to see and change information on this site.

- Gopher Buddy
- Visual Effects for Google Meet

Manage extensions



Hi, welcome to Loom.

Your privacy matters to us.

Revision Date: July 24, 2020

These Terms of Service (these "Terms") govern your use of the Loom website (the "Site"), the Loom video platform and associated tools (collectively, the "Service") made available by Loom, Inc. ("Loom", "our", "us", or "we"). Your use of the Site and/or your registration to use the Service indicates that you agree on behalf of yourself or the entity that you represent (collectively, "you") to be bound by these Terms as well as the Loom [Privacy Policy](#). Please read these Terms carefully before registering for or otherwise using the Loom Service.

### I. Overview

Loom provides a video messaging platform. Loom is offered via the following plans or service offerings.

- *Basic*. For individuals that just need to record and share videos quickly, a basic version of Loom is available for free when you register with Loom and set up a user account.

- *Starter*. A new version of our Basic plan (limited availability). This plan is limited to one Creator and unlimited Viewers, 25 videos and a 5 minute recording limit.

- *Starter Unlimited Videos*. A new version of our Basic plan (limited availability) which gives users access to Basic features plus unlimited videos in their

Click Sign in with Google.

Sign In

Sign Up



Sign in with Google



Sign in with Slack



Sign in with Apple

or [continue with SSO](#)



Outlook



Email

Dismiss

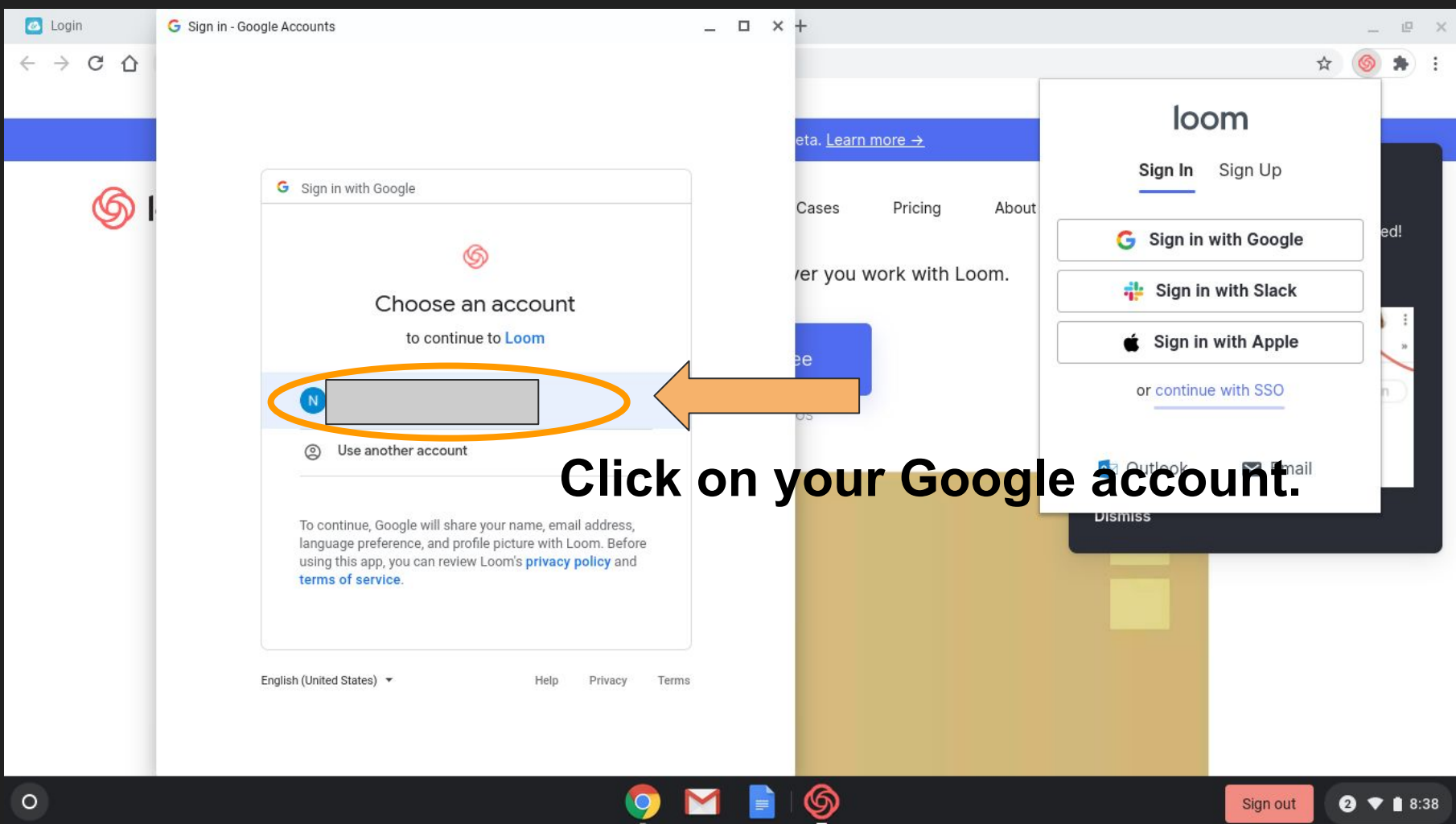
Click I agree.

I Agree

Sign out

2

8:38



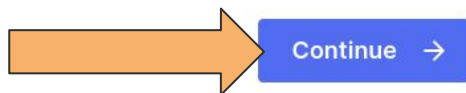


Welcome, Naomi!



## What will you use Loom for?

- ☐ At work
- ☐ As a teacher
- ☒ As a student
- ☐ For personal use



Continue →



Sign out

2



8:38



Welcome, Naomi!

Our recording apps and extensions are free to use and work together.

### Desktop App

Launch Loom from your dock or taskbar.



Includes drawing tools, custom sizing, and HD recording (Mac only)

Install App

### Chrome Extension

Launch Loom from your Chrome browser.

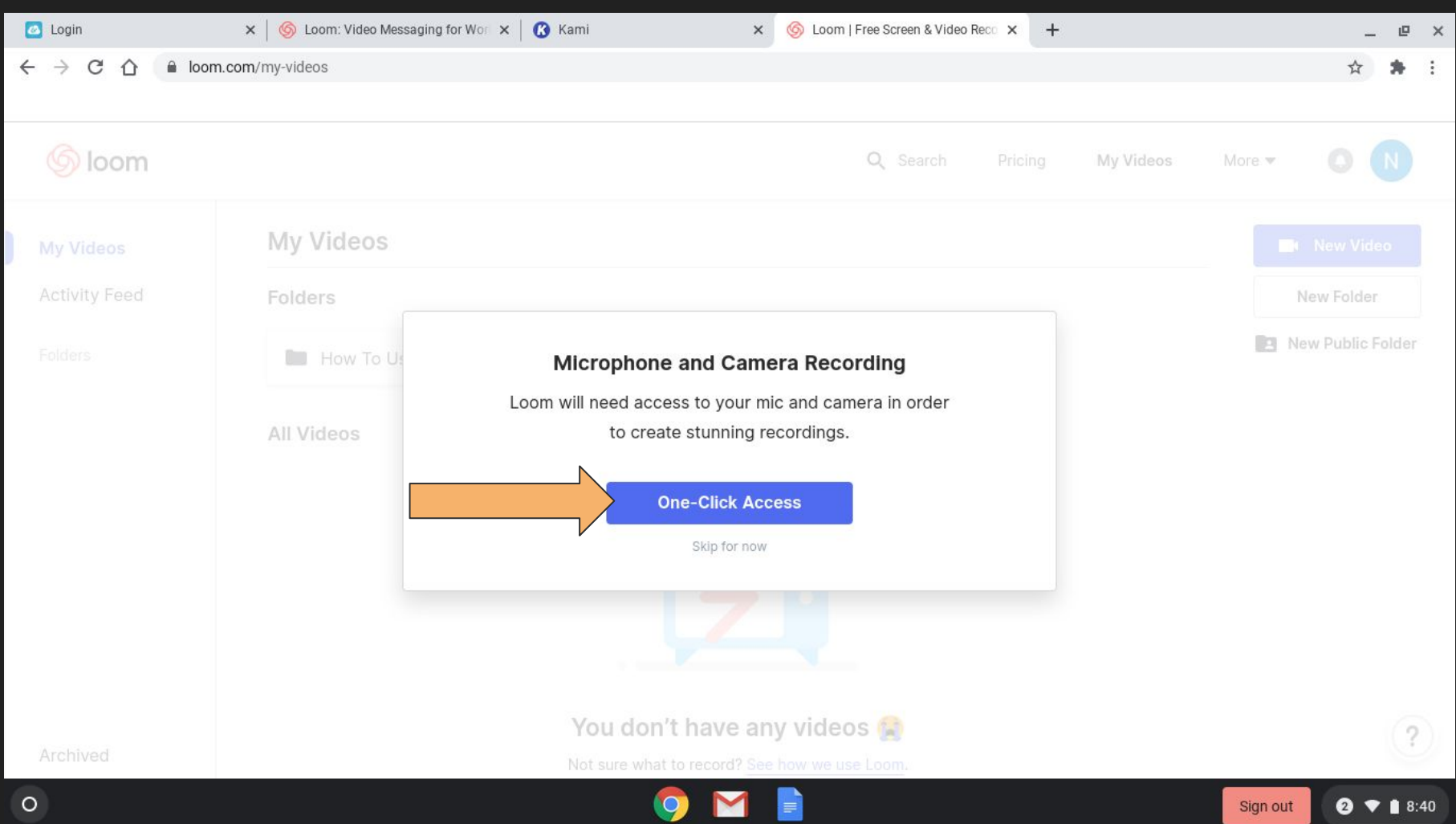


Currently installed



Continue →







Browser tabs: Login, Loom: Video Messaging for Work, Kami, Loom | Free Screen & Video Recording

Address bar: loom.com/my-videos

Navigation: Search, Pricing, My Videos, More

User profile: N

Buttons: New Video, New Folder, New Public Folder

Microphone and Camera Recording

Loom will need access to your mic and camera in order to create stunning recordings.

One-Click Access

Skip for now

You don't have any videos

Not sure what to record? See how we use Loom.

Archived

Microphone and Camera Recording

Loom will need access to your mic and camera in order to create stunning recordings.

One-Click Access

Screenshot taken

Show in folder

COPY TO CLIPBOARD

Sign out

2

8:40

Loom for Chrome wants to

- Use your microphone
- Use your camera

Block Allow







# How To Record a Loom Video

**You have different options for recording a video.**



The recording options menu is shown on the right side of the screen. It has a 'Record' tab and a 'Notifications' tab. Under the 'Record' tab, there are three options: 'Screen+Cam', 'Screen Only' (which is selected and underlined), and 'Cam Only'. Below these are two buttons: 'Full Desktop' and 'Current Tab'. There is a 'Microphone Audio' section with a slider and a toggle switch that is turned on. Below that is a link 'Show advanced options'. At the bottom of the menu is a large red button labeled 'Start Recording'. An orange arrow points from the text 'Click on Start Recording.' to this button.

**Click on Start Recording.**



You don't have any videos 🧑🏻  
Not sure what to record? [See how we use Loom.](#)



Sign out

2 📶 🔋 8:41

Browser tabs: Login, Loom: Video Messaging for Work, Kami, Loom | Free Screen & Video Recording

Address bar: loom.com/my-videos

Navigation: Search, Pricing, My Videos, More

Left sidebar: My Videos, Activity Feed, Folders

Right sidebar: New Video, New Folder, New Public Folder

Modal: Share your screen

Modal text: Loom for Chrome wants to share the contents of your screen. Choose what you'd like to share.

Modal options: **Your Entire Screen** (highlighted), Application Window

Modal preview: A screenshot of the Loom interface showing the 'Share your screen' modal.

Modal buttons: Cancel, Share

Bottom message: You don't have any videos. Not sure what to record? See how we use Loom.

**You can choose to share  
your entire screen or**

login Loom: Video Messaging for Work Kami Loom | Free Screen & Video Recording

loom.com/my-videos

loom

Search Pricing My Videos More

My Videos

Activity Feed

Folders

How To Use

All Videos

New Video

New Folder

New Public Folder

Share your screen

Loom for Chrome wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen Application Window

Chrome - Loom | Free S...

You can choose just one window.

After you decide, click Share.

Cancel Share

You don't have any videos

Not sure what to record? See how we use Loom.



Sign out

2



8:42

**When you are recording, it will tell you are sharing your screen.**

**You can use these buttons here to control your video.**

The screenshot displays the Loom web application interface. At the top, there's a navigation bar with the Loom logo, search, pricing, and video management links. The main content area is titled 'My Videos' and includes a 'New Video' button. A large orange arrow points from the 'New Video' button towards a notification box on the right. The notification box, titled 'Chrome OS • now', states 'You're sharing your screen' and 'Loom for Chrome is sharing your screen.' Below the main content, there's a video player area. A large orange arrow points from the video player controls (which include buttons for play, pause, and a green checkmark) towards the text 'You can use these buttons here to control your video.' The video player also shows a message 'You don't have any videos' and a link to 'See how we use Loom.' The bottom of the screen shows a Chrome OS taskbar with icons for the browser, email, and documents, along with a 'Sign out' button and system status indicators.

login Loom: Video Messaging for Wo Kami Loom | Free Screen & Video Rec Loom | Free Screen & Video Rec

loom.com/share/f3cce080bdc74f69b8f60a4fda2083a4

loom

Science Aug. 10

August 3, 2020

Video Views 0 total, 0 unique

Add link to page you recorded on? <https://www.loom.com/my-videos>

0:00 / 0:39

Record a Reply Post

Beta Feature  
Provide feedback by clicking on the "?" in the bottom right corner.  
Got it

Settings

Custom Thumbnail

You can also click on settings for more options.

Sign out 2 8:44

**It's a good idea to name your video.**

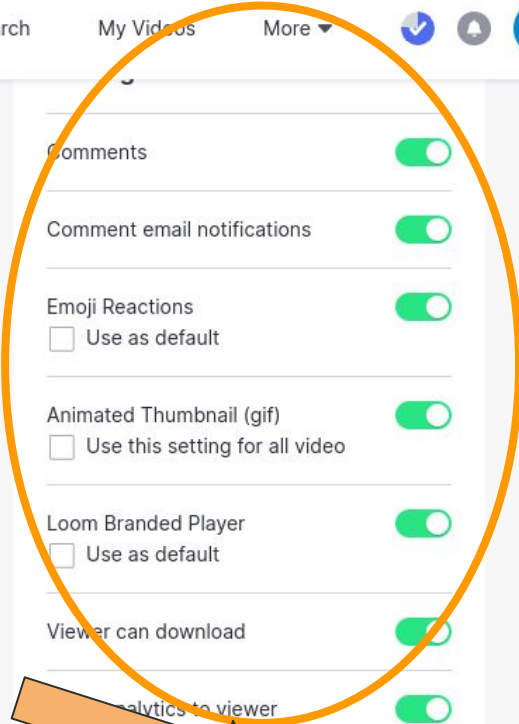
**You can also click on settings for more options.**

**Edit your title**  
Give your viewer a little more context. Simply click on the title to edit at any time.  
I'll do it later Next Tip





In settings, you can choose to turn off comments and notifications.



Add a call-to-action (Pro)

Direct viewers to take action by adding a link and call-to-action button.

I'll do it later

Next Tip

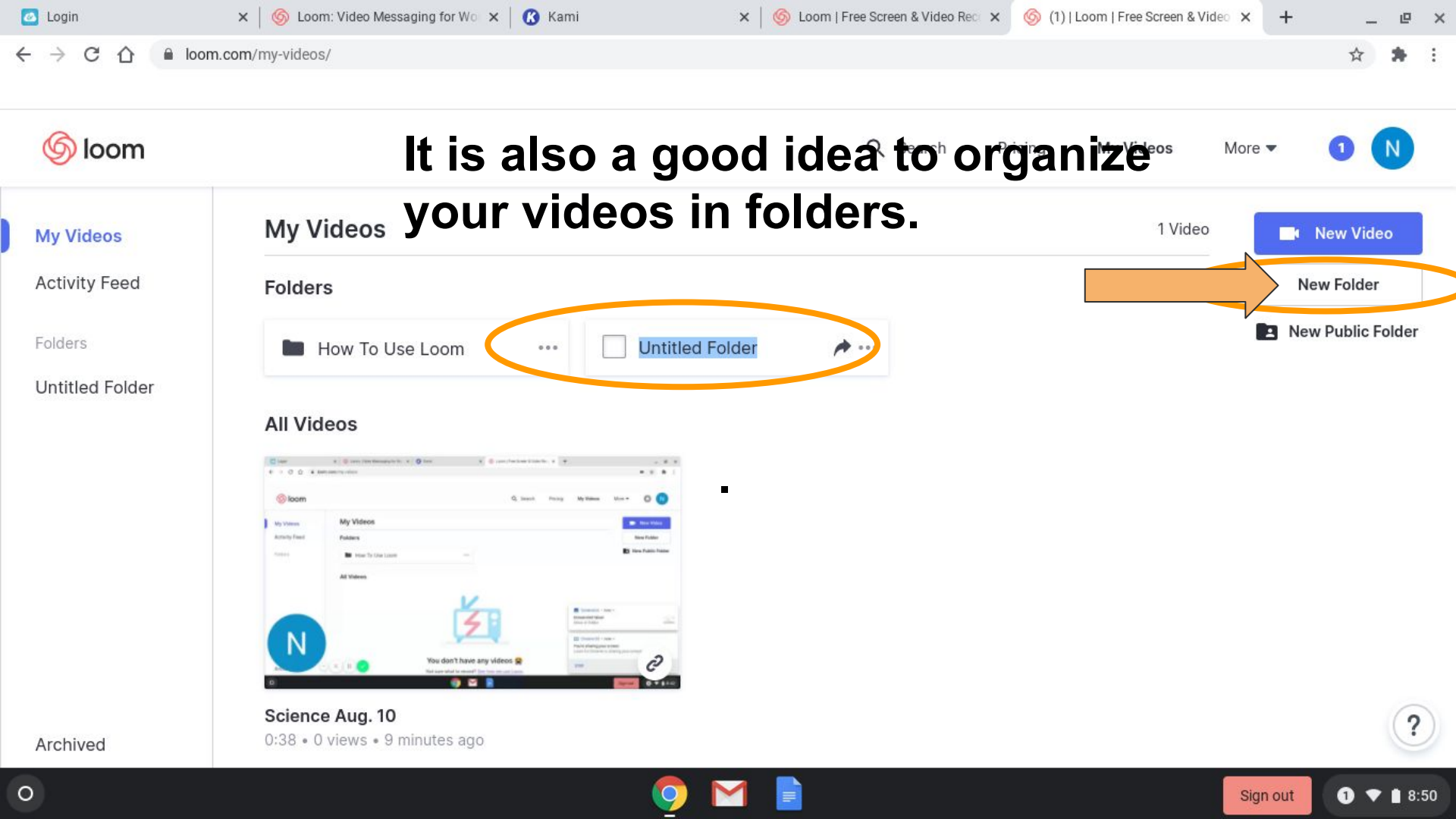
Then click save.



Cancel

Save

It is also a good idea to organize  
your videos in folders.



Browser tabs: Login, Loom: Video Messaging for Wo..., Kami, Loom | Free Screen & Video Rec..., (1) | Loom | Free Screen & Video

Address bar: loom.com/my-videos/

loom

Search Pricing My Videos More 1 N

**My Videos** 1 Video

Activity Feed

Folders

Untitled Folder

**Folders**

How To Use Loom Science

**All Videos**

Science Aug. 10  
0:38 • 0 views • 9 minutes ago

Archived

New Video

New Folder

New Public Folder

You can name your folders by each of your classes to keep track of your work.

Browser tabs: Login, Loom: Video Messaging for Wo..., Kami, Loom | Free Screen & Video Rec..., (1) | Loom | Free Screen & Video

Address bar: loom.com/my-videos/

loom

Search Pricing My Videos More 1 N

**My Videos** 1 Video

Activity Feed

Folders

Science

**Folders**

How To Use Loom Science

**All Videos**

Science Aug. 10

**Click and drag your video into the correct folder.**

Science Aug. 10  
0:38 • 0 views • 9 minutes ago

https://www.loom.com/share/f3cce080bdc74f69b8f60a4fda2083a4

