

# Loom Instructions

## Adding Loom and Creating an Account

1. Use the Chrome browser to access the Loom link (<https://www.loom.com/>).
2. Select "Get Loom for Free."
3. Complete the free account registration and installation steps.

## Recording in Loom

1. Upon installation, the Loom icon  should be showing in the toolbar of the browser.
2. To start a recording, click the Loom icon.
3. Select "One Click Access."
4. Select the recording option that best matches the assignment criteria. You can choose "Screen and Camera" to give the presentation, "Screen Only" to narrate a presentation, or "Camera Only" to show a presentation.
5. Prior to recording, make sure to select audio "on" if audio is required for the assignment.
6. Select "Start Recording."
7. Make the recording. Note that you can use the pause button as needed during the recording process.
8. When your recording is complete, select the green circle with a checkmark, and your recording will end and be displayed on the screen for you to preview.
9. Click the play arrow to preview your recording. You should be able to see what was recorded and hear the associated audio.
10. To share your video, scroll down to the box labeled "Send Your Video" and select "Copy Link." You can then share or post the link as directed in the assignment.