Loom Desktop App

1. Install the Loom desktop app here: https://www.loom.com/desktop
2. It will then ask you to login. Ensure you use the university email you signed up with.
3. Click **Launch Recorder**
4. The Loom desktop recorder gives you the option to record your screen plus camera, screen only or camera only. All of these options can be recorded with audio. **Note:** ensure that you have the correct camera and microphone set up before starting your recording.
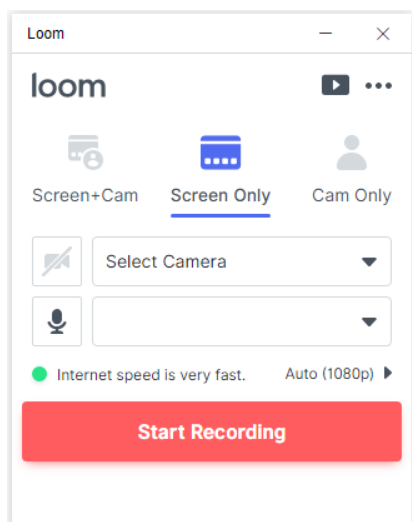
5. After testing your audio/video, click **Start Recording.**
6. If you are using multiple monitors, it will ask you to select which one you want to record.
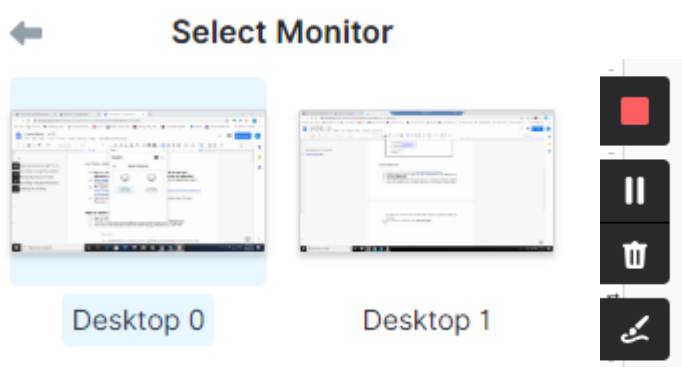

7. On the left-hand side of your screen a **Stop** button will appear. If you hover over this it will also show the pause, bin, and pen icons. The **Pause** button will allow you to pause and restart your recording if needed. The **Bin** icon will delete your current recording. The **Pen** icon will let you circle/underline things on your screen. **Note:** the drawings made with the pen only last a few seconds and therefore should not be used for drawing diagrams etc.
8. When you click the **Stop** button it will open your video online. Skip to **Editing and Sharing you Video** for details on what to do next.

Loom Chrome Extension

9. [Click here](#) to open the Loom Chrome Extension in the web store.
10. Click **Add to Chrome** and then click **Add Extension** on the pop-up.
11. To start the Chrome extension, you should be able to click the Loom icon next to your search bar

12. The same recording options will come up for both the desktop app and also the Chrome extension. However, when you click **Start Recording** on the extension version, you have the option to record a single application window in addition to recording your entire screen
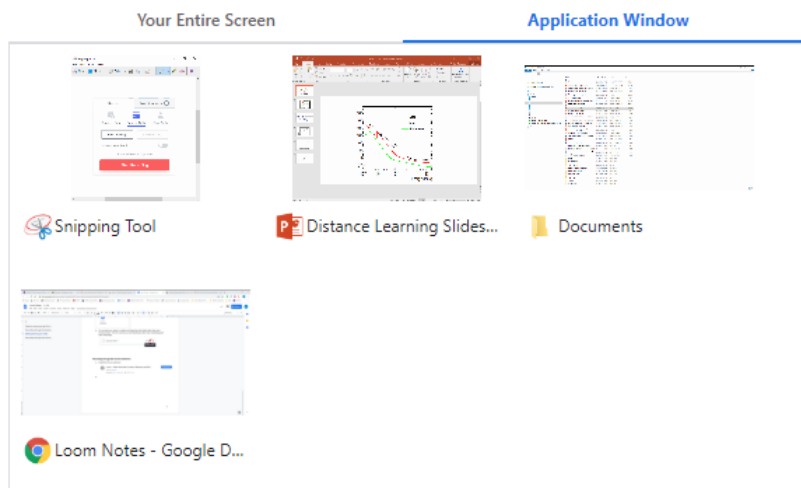
13. When you have selected the screen/window you would like to record, the recording menu will appear at the bottom of your screen. **Note:** it does not include the pen option like the desktop app. However, you can still **Delete**, **Pause** and **Stop** the recording.
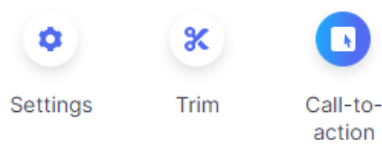14. Click the green tick to finish the recording
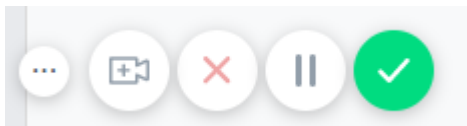
15. When you have ended the recording the video will open in Loom online.

Editing and Sharing your Video

16. If you need to edit your video before sharing, you can use the **Trim** button.
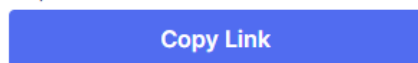
Edit Your Video

Settings   Trim   Call-to-action

17. After clicking **Trim,** click **Start Trimming** and select the section of recording you want to delete and then click **Remove. Note:** if you are unhappy with the changes you can click **Undo.**
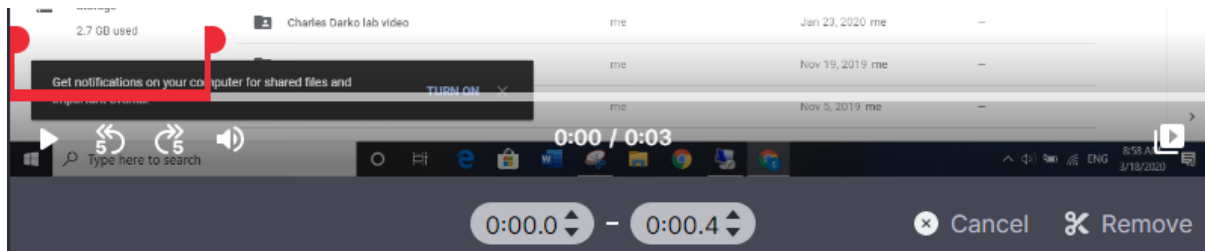
18. Once you are happy with your edits, you can click **Publish Changes.**
19. By default, the privacy of the video is set to **'Only people with the link can see your video'**. To share, you can copy the link and paste it into an email or you could add it as a Weblink on Blackboard.
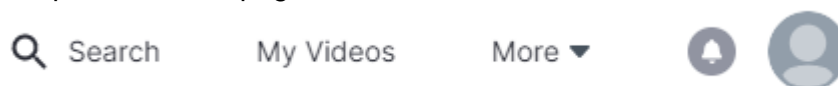
Send Your Video

https://www.loom.com/share/e5897...

Copy Link

Privacy   Hide

🔗 Link Sharing   ▼
Only people with the link can see your video

Invite People   **Add Password**

20. If you want to view all of the videos you have recorded, you can go to **My Videos** at the top of the Loom page

🔍 Search   My Videos   More ▼

21. From **My Videos** you can view all the videos you have recorded and also create folders to organise them into. **Tip:** if you are using this as a way of sharing recorded lectures with students, it might be useful to add all your recordings into a folder and then sharing the link to the entire folder, rather than to each individual video. You can

do this by clicking the **Share Folder** button from inside a folder and then **Copy Link.**