# **Loom - Chrome Extension**

Install the Chrome Extension - click HERE

Select the Extension ICON

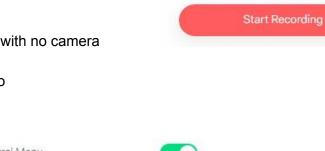


#### Choose WHAT to record

- Full Desktop
  - You can move around to other windows even your Windows Desktop and programs
- Current Tab
  - This option records just the Chrome tab you are currently using. It is a clean and better quality recording.

### Choose HOW you want to Record

- Screen & Cam
  - o Records your screen and camera
- Screen Only
  - Records just your screen and audio with no camera
- Cam Only
  - Records only your camera and audio



Record

Recording Settings

Full Desktop

(O)

Screen & Cam

Audio

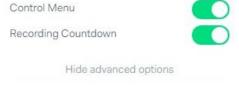
Notifications (a)

Current Tab

Show advanced options

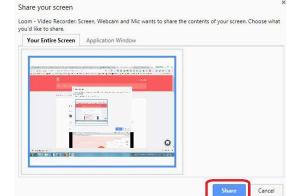
## **Advanced Options**

- Show/hide Control Menu
- Turn on/off recording countdown



#### It will ask to Share your Screen

Hit Share



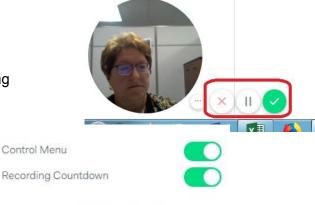
#### It will count down from 3

You can turn this off in advanced Options



## While recording, you can

- X Stop
- Pause
- Green Checkmark saves your recording



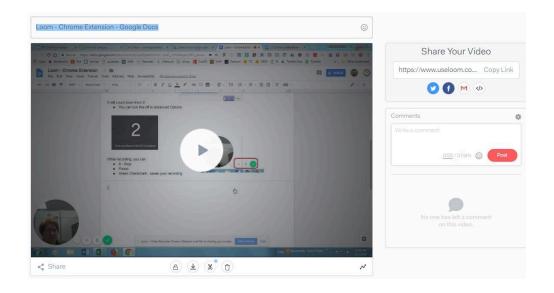
Hide advanced options

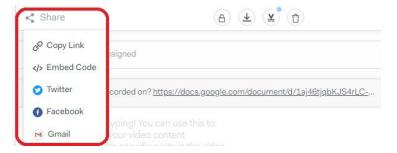
## When you hit the Checkmark:

It will take you to <a href="https://www.useloom.com">https://www.useloom.com</a>

There are several ways to share your video

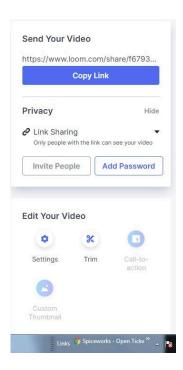
- URL link
- Share using Social Media
- Get the embed code to put on your website, Google Slides, etc.





You are also able to download the video





## **Google Mail**

Create/attach a Loom video right in your email message

