

Sign up for Loom first at **Loom.com**. Make sure you choose the Education option if you get one.

Then go to **loom.com/education** and get an education account

Log into Chrome (click your icon top right and **Turn on Sync**)

Search for **loom for chrome** or click [this link](#) to add it to your Chrome

Launch Loom by selecting the extensions icon  and clicking Loom

Click **Record a video** or **New video**.

Change settings as required (screen only, camera and screen and have a look at the Advanced options.)

Click **Start Recording**

Use the controls bottom left to pause cancel or stop recording.

NOTE

If recording a Google Slides presentation, start the presentation before you start recording but you can choose **Presenter view** which allows you to see your notes whilst the audience just sees your slides.

In Loom choose **Current tab** before you start recording

When you click **Start recording** make sure you select the tab with your slides (not the presenter view)

Set up an education account

loom.com/education

Get a free account (takes you to loom.com/register)

Sign up with Google and choose your student/staff account

How are you planning to use Loom? Choose **For Education**

Don't join the team, **create a new workspace**. Give it a name

Continue

Don't invite team mates **Not now**

Just install the **Chrome extension**