

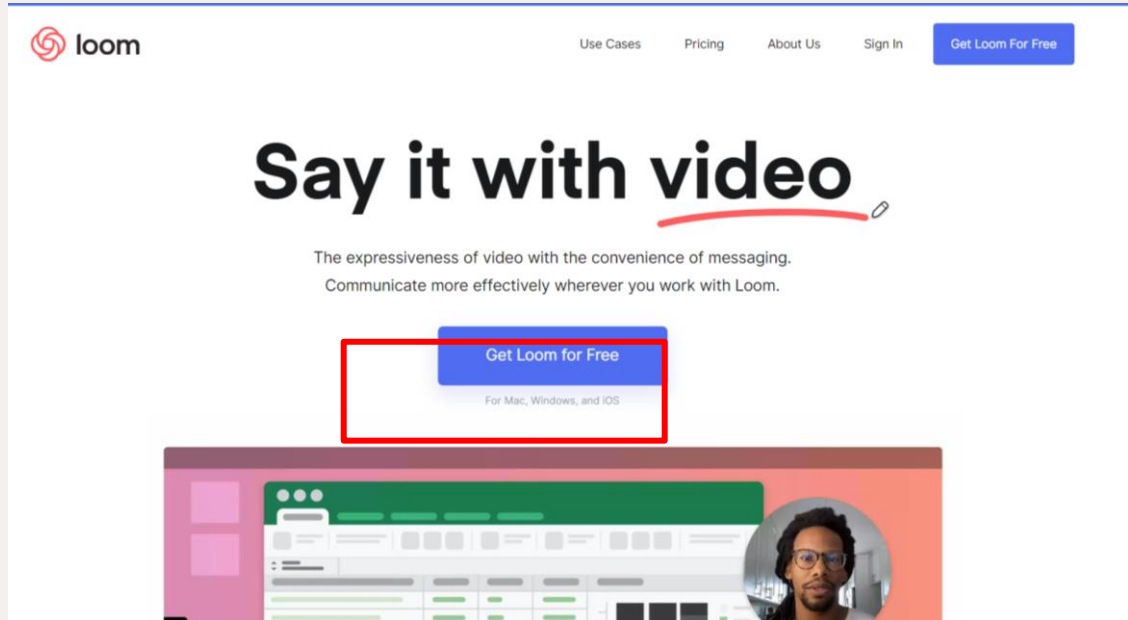
# LOOM INSTALLATION

## GUIDELINES



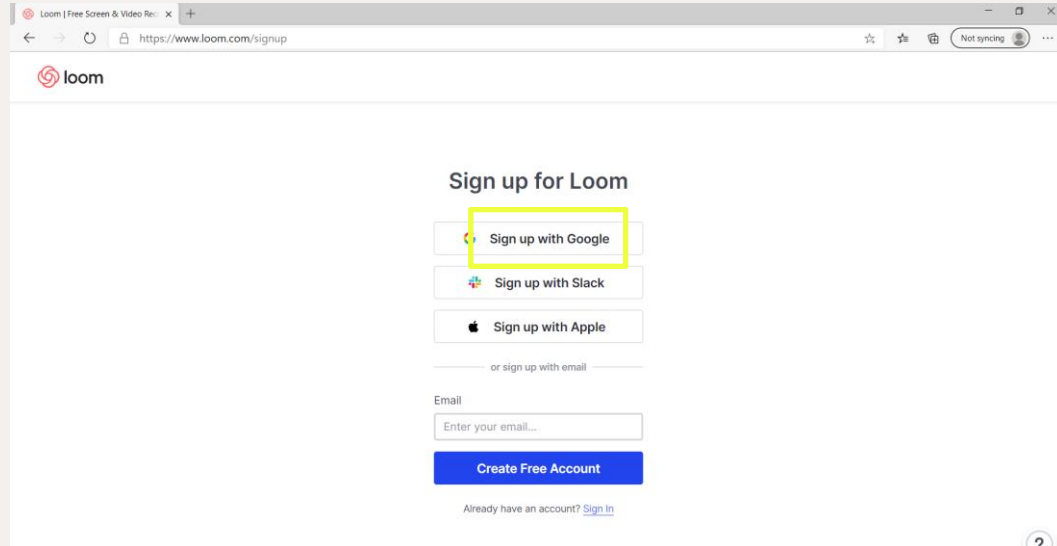
# STEP 1

Logon to  
<https://www.loom.com/>  
& Click on Get Loom For  
Free



# STEP 2

Sign up with your  
google email ID  
and password



# STEP 3

Please Click on I agree



Loom | Free Screen & Video Recording Software - Personal - Microsoft Edge  
https://www.loom.com/api/auth/google/callback?code=4%zF3AELwkeJh3V47vallbW6UnnVo4eKXoEuHnVyWGwGzUqZ0Ljx75QOLb\_6mUHP-Q6wG47\_zrl0exkmsvZ3P5kafc&scope=email+profile+https%3...

## 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 Workspace.
- **Pro.** For individuals that need advanced recording and editing functions, a Pro plan is available on a paid basis via either a monthly or annual subscription. Loom Pro provides enhanced Loom features, including higher video quality and access to unlimited number of videos.
- **Professional.** A new version of our Pro plan (limited availability). This plan is limited to one Creator and unlimited Viewers.
- **Business.** Includes the premium features of Loom Professional, but with added flexibility for teams that need advanced sharing and reporting functions. This plan allows for as many Creators as needed.
- **Enterprise.** Includes the premium features of Loom Business, but with additional features suitable for companies that need advanced administrative and security functions. This plan allows for as many Creators as needed.

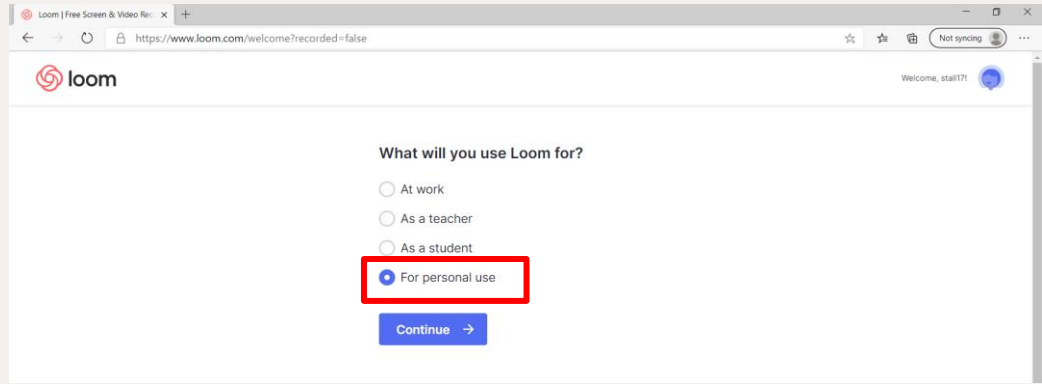
See our Site for further details on the features of the various Loom Service offerings, which Loom will endeavor to improve and expand over time.

By registering for a Loom Business or Loom Enterprise account, you acknowledge that the account administrator of your organization has control of and access to Your Content (as defined below). Furthermore, you (1) agree to comply with your organization's terms and policies with regard to your use of the Service; (2) acknowledge your organization's ability to monitor, restrict or terminate your or other users' access to Your

I Agree

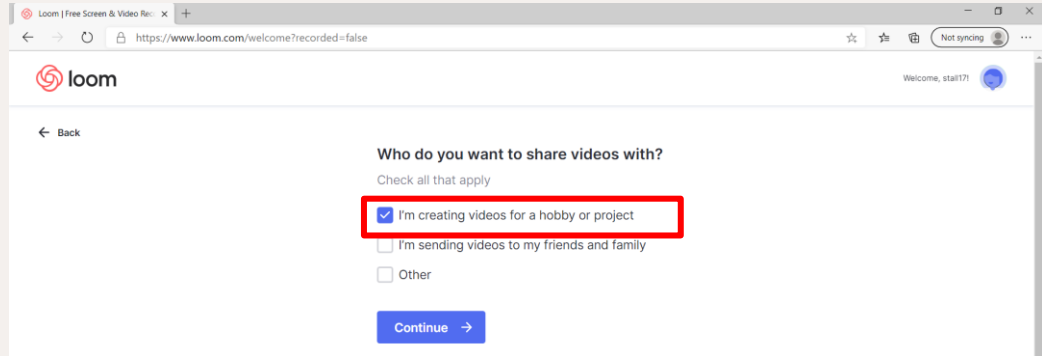
# STEP 4

Click on For Personal Use & Click Continue



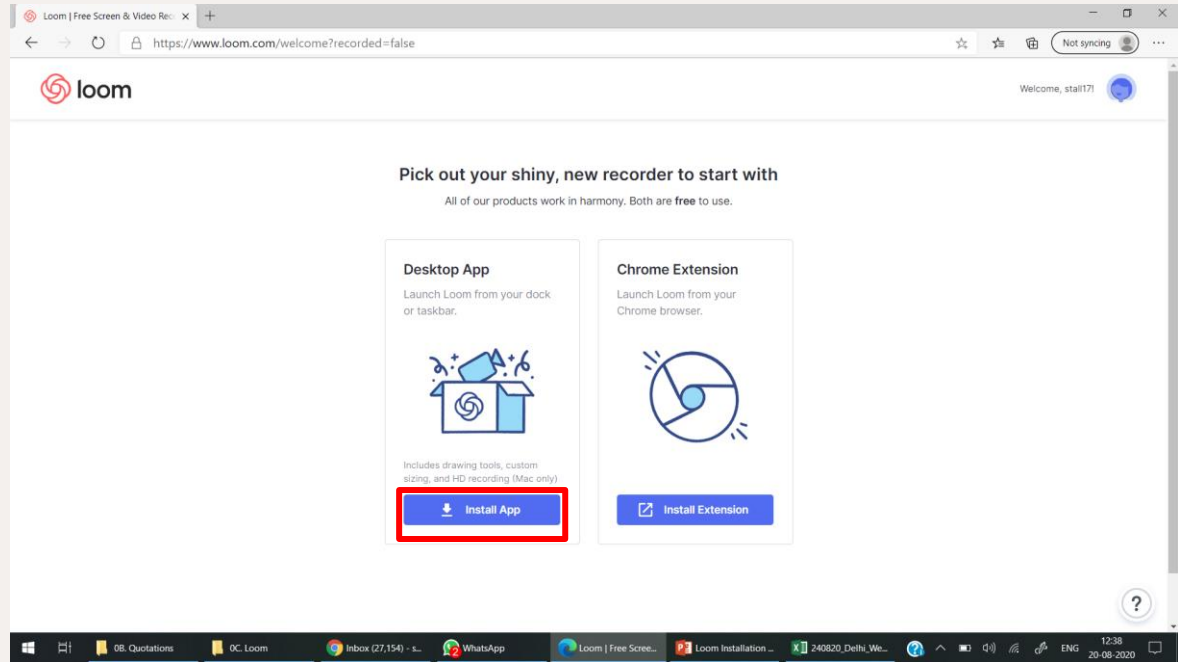
# STEP 5

Click on Ticked Marked and Click Continue



# STEP 6

Click On Install App

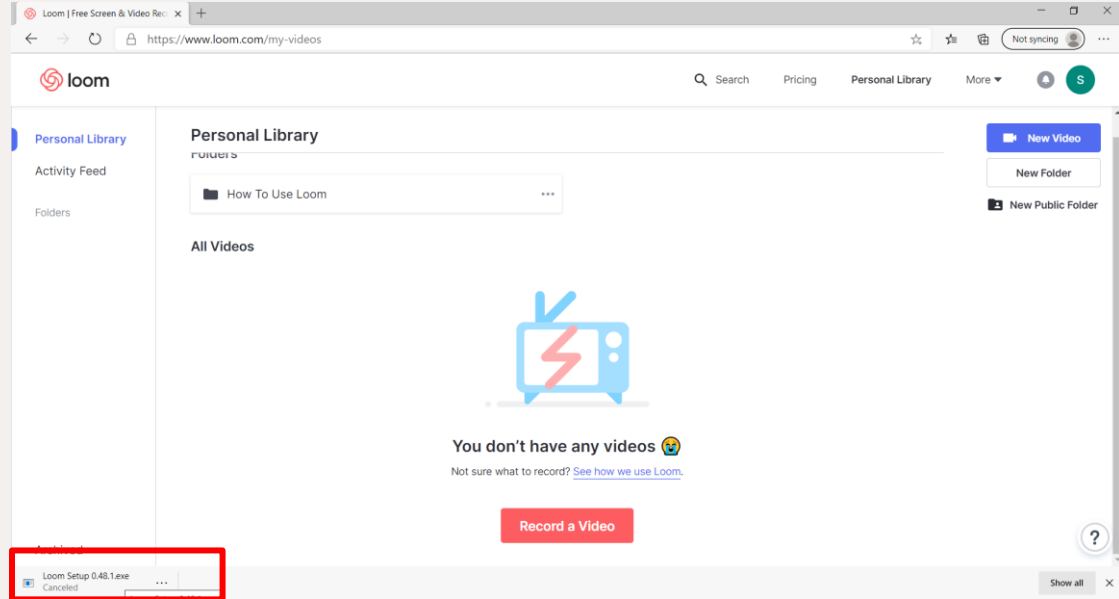


The screenshot shows a web browser window at the URL <https://www.loom.com/welcome?recorded=false>. The page features the Loom logo and a user profile 'Welcome, stall171'. The main heading is 'Pick out your shiny, new recorder to start with', with a sub-note: 'All of our products work in harmony. Both are free to use.' There are two options: 'Desktop App' and 'Chrome Extension'. The 'Desktop App' option includes an icon of a box with a Loom logo, a description 'Launch Loom from your dock or taskbar.', and a list of features: 'Includes drawing tools, custom sizing, and HD recording (Mac only)'. The 'Install App' button is highlighted with a red box. The 'Chrome Extension' option includes an icon of a camera lens, a description 'Launch Loom from your Chrome browser.', and an 'Install Extension' button. The Windows taskbar at the bottom shows several open applications: '08. Quotations', '0C. Loom', 'Inbox (27,154) - s...', 'WhatsApp', 'Loom | Free Screenshot...', 'Loom Installation...', and '240920\_Delhi\_We...'. The system tray shows the time as 12:38 and the date as 20-08-2020.



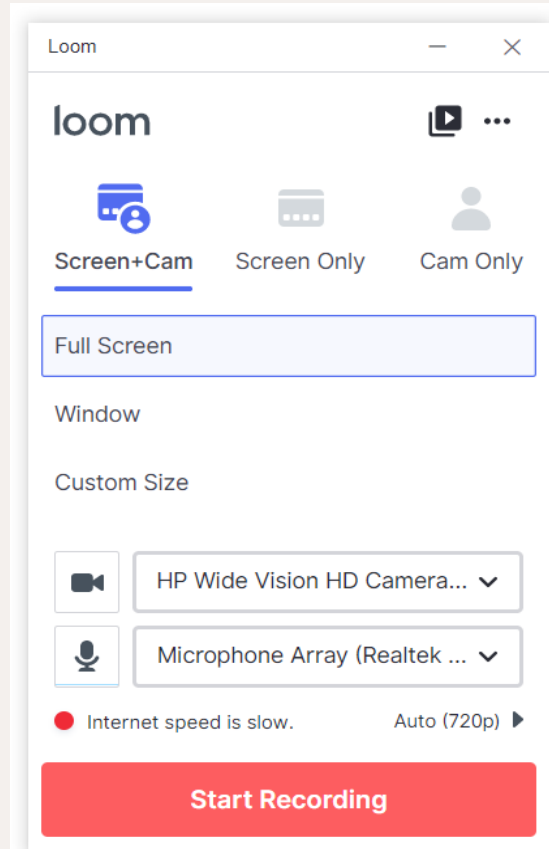
# STEP 7

Now, click on downloaded file and please follow instructions as given



# STEP 8

First Open PPT which you want to record then Open Loom & Set Settings as mentioned in Screen shot




The screenshot shows the Loom application window with the following settings:

- Recording Mode: **Screen+Cam** (selected), Screen Only, Cam Only
- Window Selection: **Full Screen** (selected), Window, Custom Size
- Video Device: HP Wide Vision HD Camera... (selected)
- Microphone: Microphone Array (Realtek ... (selected)
- Internet Status: **Internet speed is slow.** (indicated by a red dot), Auto (720p)
- Primary Action: **Start Recording** (red button)



# STEP 10

1. You will see full screen Like this
2. After Completed the recording please click on stop button 
3. And then you will go to your Loom account at please share the Link of recording to us
4. Please Shift Camera on the upper right side as mentioned in screenshot.



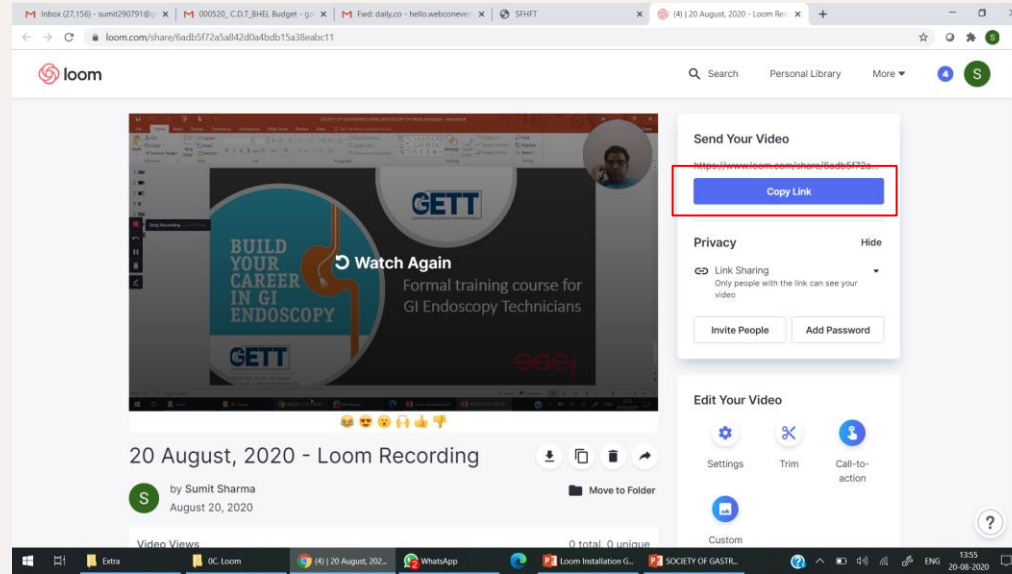
POWERED BY

**WEBCON+**

YOUR CLOUD EVENT SUPPLIER

# STEP 11

1. And then you will go to your Loom account at please share the Link of recording to us by clicking on Copy Link



FOR ANY ASSISTANCE PLEASE CONTACT :  
WEBCON EVENTS  
Mr. Sumit  
Ph: 9560025929

