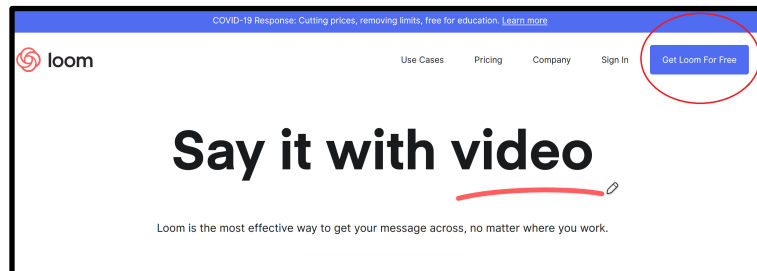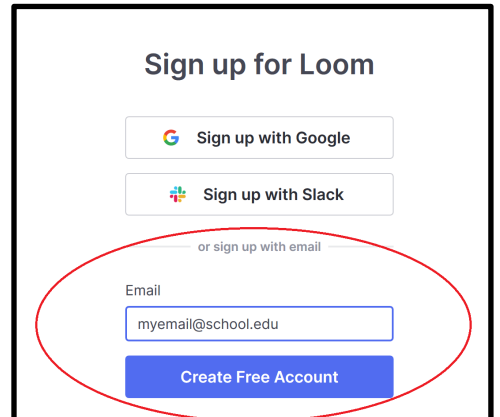**This is a guide to using Loom. Loom is a free screen and video recording software.
First we will create our Loom Account.**

1. First, you will need to create a Loom account. You will go to www.loom.com, and click on "Get Loom for Free" in the upper right corner.
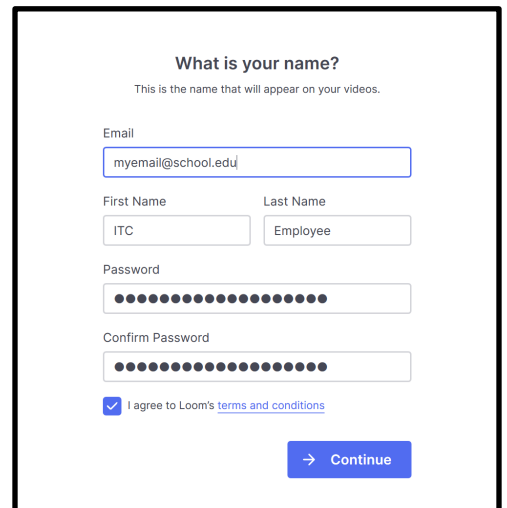
2. Next, you will be brought to a page asking you to sign up using Google, Slack, or an email address. After typing in your Winthrop email address, click "Create Free Account".
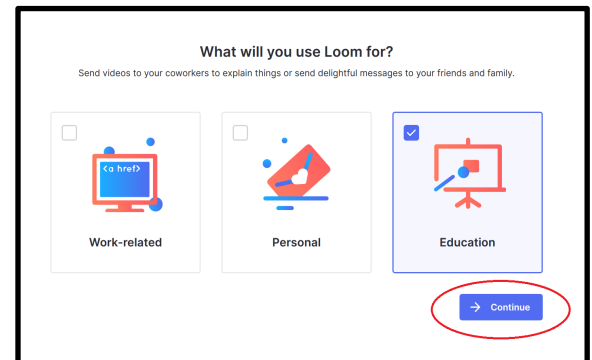
3. Now you will need to type in some additional information, such as your name and what password you would like to use. Make sure to click the box to agree to Loom's Terms and Conditions.
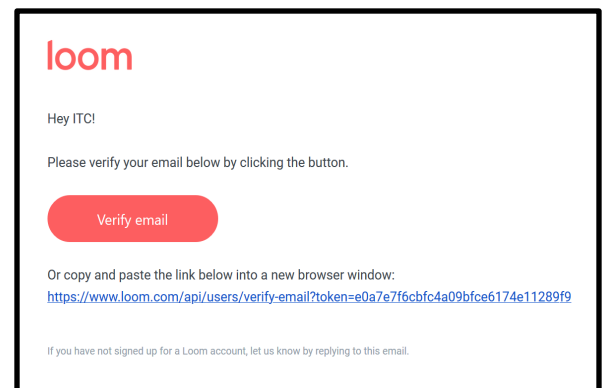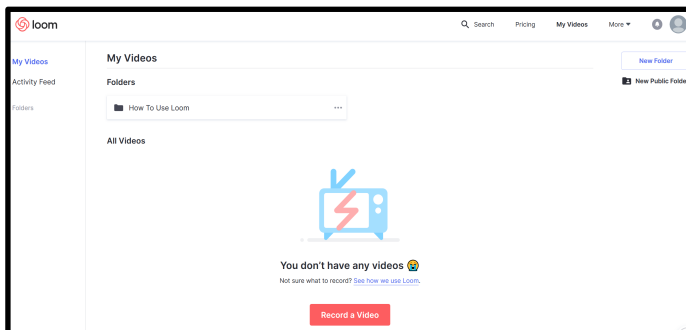
4. You will need to specify if the account will be for work, personal, or education use. I used education, since I am using my account for school - you also may want to use education if you are using the account to teach classes. Then click "Continue".

5. Now you will need to check your email, to verify it with Loom. You will receive an email from Loom (make sure to check your Spam/Junk folder if you don't see it in your Inbox) and click "Verify". A new window will pop up and you will be brought to your account homepage, which will look similar to this:

6. Loom also upgrades any student or faculty account (with a verified school email ending in .edu) to Loom Pro at no charge due to the global crisis we are experiencing currently. You will receive an email similar to this one, with information on Loom Pro and I highly recommend you check out the video and how to use Loom tutorial they provide.