



## Manual Loom

ESCOLA SUPERIOR DE ENFERMAGEM DE LISBOA



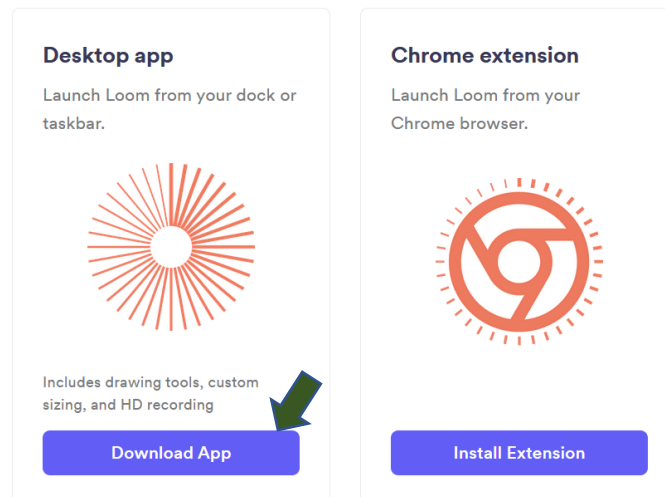
Núcleo de Apoio Informático

Lisboa  
Abril 2021

## Aplicação Loom

A aplicação Loom permite gravar áudio, vídeo e apresentações (slides).  
Compatível com sistemas operativos Mac e Windows.

- Aceda ao site: <https://www.loom.com/download>
- E faça download da aplicação “Desktop app”



- Após a instalação do Loom, deve efetuar o registo:
  - Introduza o seu endereço de e-mail institucional (formato: <nome de utilizador>@esel.pt)
  - Introduza uma password (não necessita de ser igual à password da sua conta institucional)
  - Aceite os termos do serviço e confirme a criação da conta:

- Após a 1ª autenticação, precisa de verificar o seu endereço de email. Deverá ter recebido um email no endereço fornecido na criação da sua conta Loom

### We need to verify your email

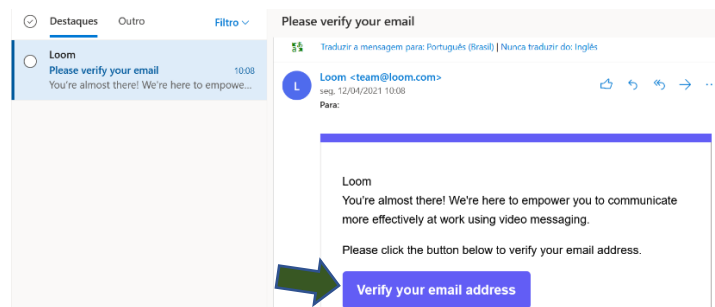
We sent an email to the address you provided when you created your account. Verify your email to keep using Loom.

@esel.pt

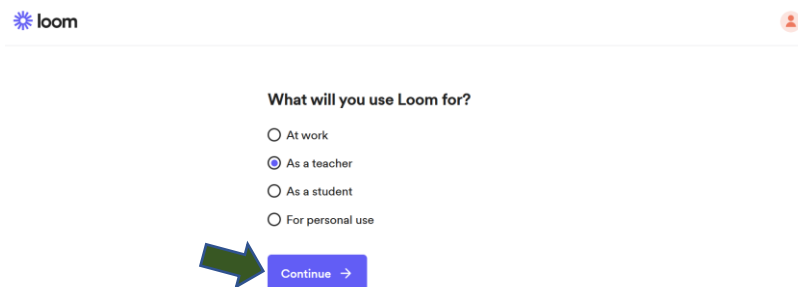
Click on the link in that email to verify your account. You may need to check your spam folder.

Don't see it? Resend

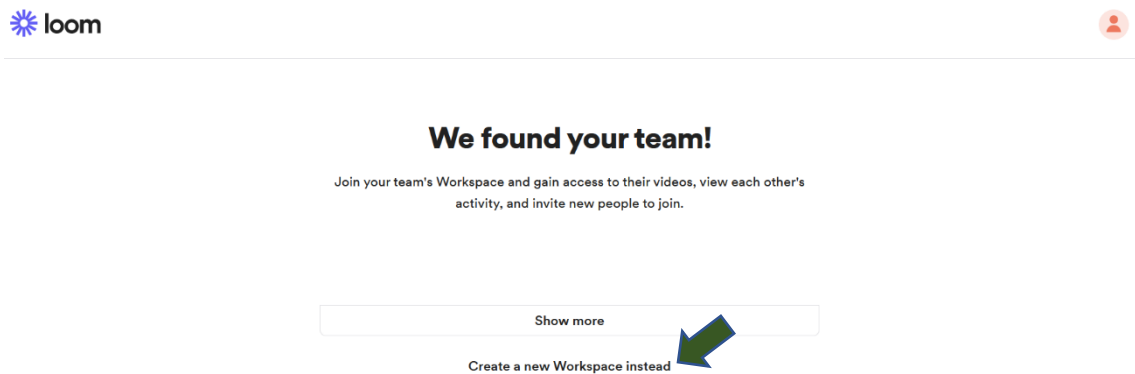
- Pressione no botão *“Verify your email address”*



- Após a verificação, escolha o tipo de utilização



- Escolha a opção *“Create a new Workspace instead”*



- E nome do seu *Workspace*



← Back

## Create your own Workspace

Create a new, separate Workspace for yourself and people you invite. Choose who you want to collaborate and share content with.

Workspace name

Teammates can automatically join as Creators ▾

Your teammates can join this Workspace without waiting for permission if they belong to esel.pt.

Create →

- Na autenticação escolha a opção "Or sign in with email" e introduza as suas credenciais (endereço de email ESEL e a password escolhida na criação da sua conta Loom)

Loom

loom

Sign in Sign up

with Slack with Google

with Apple with Outlook

Continue with SSO

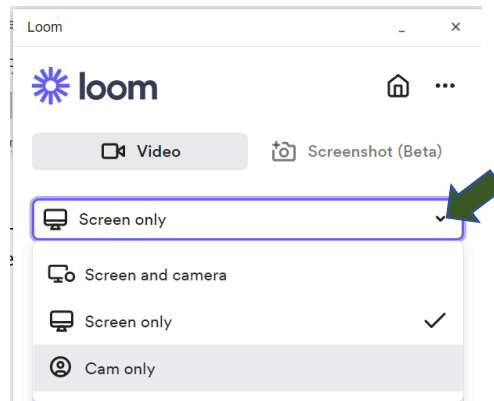
Or sign in with email

Email

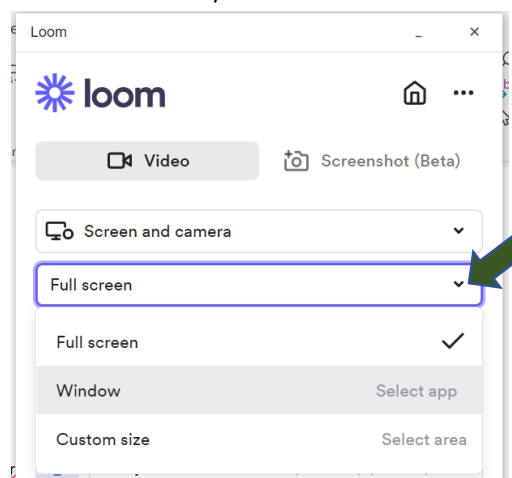
Password [Forgot password?](#)

Sign in to your account

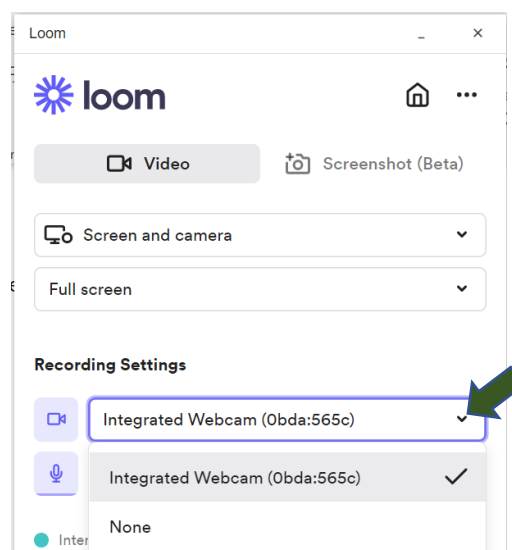
- Durante uma gravação pode escolher as seguintes opções/configurações: "Screen and camera"; "Screen only" ou "Cam only"



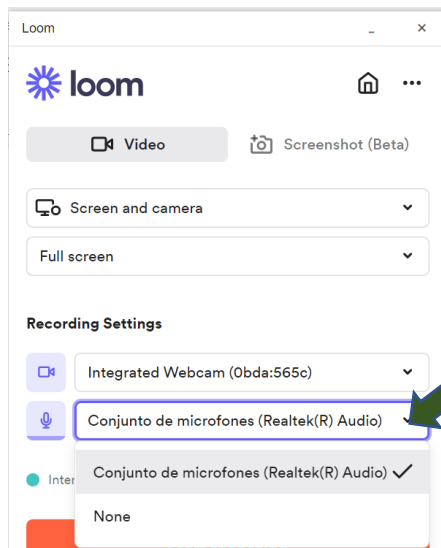
- A área de gravação: "Full screen"; "Window" ou "Custom size"



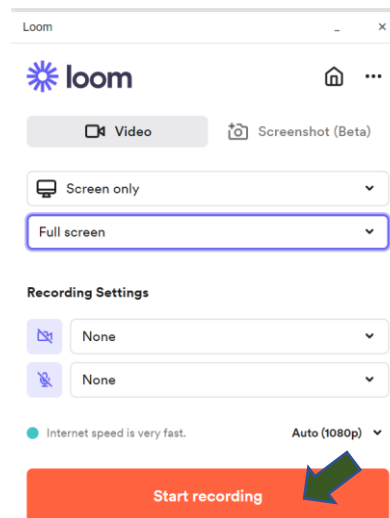
- Se pretende integrar a webcam



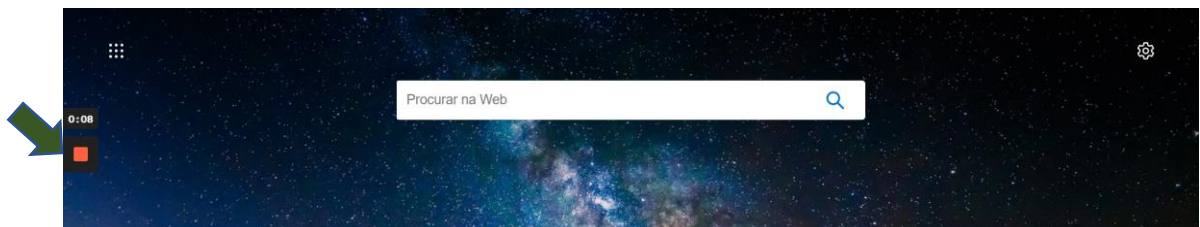
- E o microfone



- Após concluir as configurações, pressione no botão "Start recording"

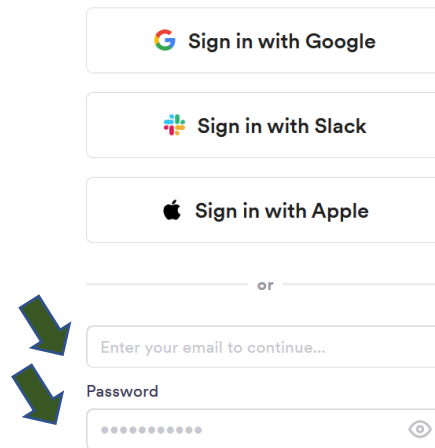


- Para terminar a gravação deve pressionar no botão "Stop recording"



- Para visualizar ou partilhar as suas gravações, aceda ao seguinte link: <https://www.loom.com/my-videos>
- E utilize o último método de autenticação. Introduza o seu endereço de email ESEL (formato @esel.pt) e a password escolhida na criação da conta Loom.

## Sign in

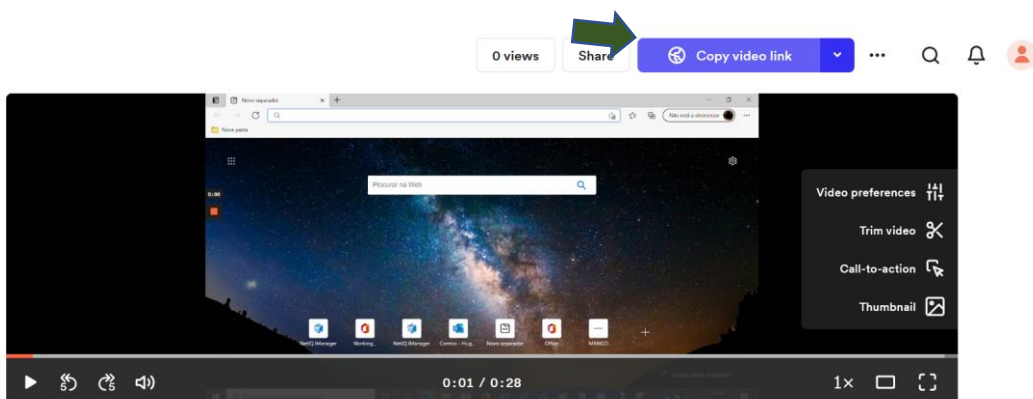


- Para fazer download do vídeo, deve pressionar “...” e escolher a opção “Download”

## Personal Library



- Para partilhar o vídeo, aceda ao vídeo e pressione no botão “Copy video link”



## Upgrade da Conta Loom

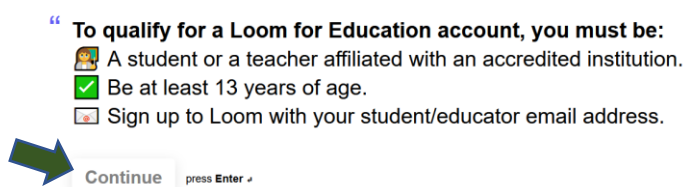
- Uma conta PRO permite gravações com mais de 5 minutos
- Após a criação da conta (registo com a sua conta de e-mail ESEL (formato: @esel.pt))
- Aceda ao portal: <https://useloom.typeform.com/to/nCBAAv>
- Pressione no botão "Start"



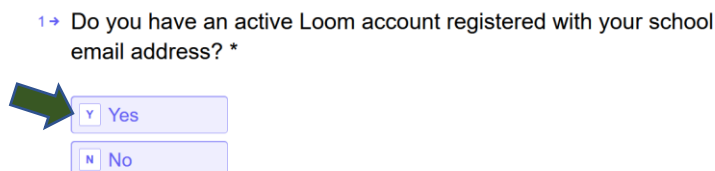
Loom for Education is **free** for verified teachers and students at K-12 schools, universities, or educational institutions using Loom for classroom work. We're happy to help verify your eligibility.



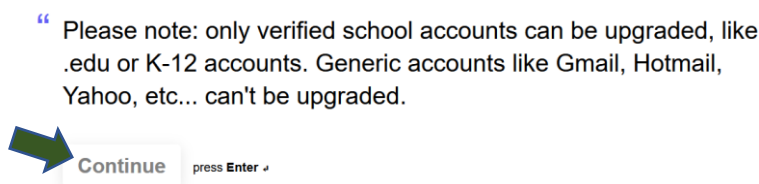
- Pressione no botão "Continue"



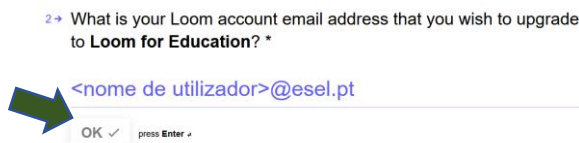
- Selecione a opção "Yes"



- Pressione no botão "Continue"



- Introduza a sua conta de e-mail ESEL (formato @esel.pt)

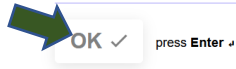




- Introduza o nome da Escola: “Escola Superior de Enfermagem de Lisboa”

3 → School name: \*

Escola Superior de Enfermagem de Lisboa



- Introduza o *website* da Escola: <https://www.esel.pt>

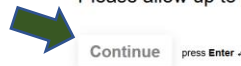
4 → School website: \*

[https://www.esel.pt/](https://www.esel.pt)



- Pressione “Continue”

“ Once we verify and upgrade your account, you will receive an email confirmation. If your account does not exist or if you haven't verified your email address, you will not receive an email confirmation. Please allow up to 7 days to be verified and upgraded.



- E pressione “Submit”

“ You can confirm your account has been upgraded in your account settings.

#### Your Subscription

A screenshot of a subscription page for "Loom for Education". The page shows a price of "\$0 per Creator / month" and "\$0 USD / month". There are three sections: "Creator accounts" (1/1), "Viewer accounts" (2/∞), and "Videos and screenshots" (0/∞). Each section has a "Manage Seats" link below it. A "For Education" button is in the top right corner.

