# GETTING STARTED GUIDE
# WINDOWS

## ABOUT

**Windows** is an operating system from Microsoft that's found on many desktop computers, laptops, and tablets.

- Visit [metrolibrary.org/downloads](metrolibrary.org/downloads) to explore our other digital collections of eBooks, audiobooks, comics, movies, tv shows, and music.
- The most current directions for downloading eBooks and audiobooks can be found at [help.overdrive.com](help.overdrive.com).
- If you have any questions or comments, please contact us at [askalibrarian@metrolibrary.org](askalibrarian@metrolibrary.org).

## LIBBYAPP.COM (EBOOKS, EAUDIOBOOKS, AND MAGAZINES)

**The easiest way to read or listen to a title from OverDrive is to do so in the Libby app, or in the browser at** [Libbyapp.com](Libbyapp.com)**.** ***IMPORTANT:*** *Streaming audiobooks can consume a lot of data, so use a Wi-Fi connection to avoid data overages.*

### Get Started

1. Using your browser, go to [libbyapp.com](libbyapp.com) and click Sign in With My Card.
2. Follow the prompts to find **Metropolitan Library System** and log in with your card number and last name.
3. To **browse** the collection, click the library icon at the bottom of your screen. To **search** the collection by author or title, click the magnifying glass icon.
   - Click the three-line menu icon to narrow your search by genre, format, and more!
4. Once you have found your title, click **Borrow** or **Place Hold**.
5. OPTIONAL: To change your eBook/eAudiobook lending period from 7 days to 14 days, click on the number of days just above the Borrow button.
6. Click the stack-of-books icon at the bottom of your screen to go to your **Shelf**, where you can find your loans, holds, and borrowing timeline.

### Return a Title

1. Go to your **Shelf** and click **Manage Loan** next to the cover of the title you want to return.
2. Click **Return Early** and then click **Return Loan.**
3. *Kindle users only:* If you were reading this title in Kindle, follow the prompts to log in to your Amazon account and return the title from Amazon.

### Good to Know

- You can check out **up to 10** eBooks or eAudiobooks at a time. There's no limit for digital magazine checkouts.
- Libby titles cannot be downloaded through the Libby website. To download titles for offline reading, install the Libby app on a mobile device.

## HOOPLA (EBOOKS, MOVIES, MUSIC, TELEVISION, EAUDIOBOOKS, AND COMICS)

Hoopla Digital partners with libraries across the United States and Canada to provide online and mobile access to eBooks, audiobooks, comics, music, movies, and TV. With hoopla and a valid library card, patrons can borrow, instantly stream, and download dynamic content via hoopla's mobile app or hoopladigital.com.

1. Visit metrolibrary.org/hoopla and click the blue **Get Started** button. Enter your email address and a password of 8-40 characters, and click the Agree button.
2. Click on **Metropolitan Library System Oklahoma City, OK** and click Next.
3. Enter your library card number.
4. Enter your PIN (*your full last name*) and click **Sign Me Up**.
5. You can browse the collection by clicking on the **Browse** dropdown menu, or search for specific items using the search bar at the top of the page.
6. To check out an item, click on it and select **Borrow**. Each library user gets **6 checkouts** a month.
7. All borrowed items can be found under the **My Hoopla** tab where they can be played, read, downloaded, or deleted.
8. Check out an entire TV season, or other content collections, with a **BingePass**! Hoopla BingePasses allow you to check out entire collections of content with a single borrow. To browse BingePasses, click the **Browse** dropdown menu and select BingePasses.

## KANOPY (MOVIES AND DOCUMENTARIES)

Kanopy is an on-demand streaming video platform for public libraries and universities that offers viewers a large collection of award-winning films, documentaries, television series, and children's programming.

1. Visit metrolibrary.com/kanopy. Click the red **Add a Library Card** button.
2. Enter your library card number and PIN/password (*your full last name*).
3. Enter your email and create a password for Kanopy.
4. Log in to your email and accept the confirmation email from Kanopy.
5. You can browse the collection by clicking on the **Browse** dropdown menu, or search for specific items using the search bar.
6. To check out an item, click on it and then click Watch Now. Each library user gets **24 "tickets" per month**. Titles cost 1-5 tickets each, depending on runtime.
7. To view your watchlist, continue watching a show, or browse by genre, use the icons at the bottom of your screen.
8. Enjoy unlimited family-friendly videos with Kanopy Kids! Kids' videos do not require tickets.