



Panopto is a video hosting and recording service used by Western Sydney University to store and share academic videos with students and staff.

To share a video, please follow the steps outlined below:

1. Navigate to www.panopto.com and click 'Sign in'. Log in using your staff Panopto account. For most staff, this will be your numbered staff e-mail address.
i.e: 12345678@westernsydney.edu.au
2. Navigate to 'My Folder' from the left-hand menu. (Image 1)
3. Once you have navigated to 'My Folder', you should see a list of videos you have uploaded previously. Navigate to the video you wish to share. Hover your mouse cursor over the video and select the 'Share' button. (Image 2)
4. You will be brought to the Share menu. Select the dropdown menu under 'Who can access this folder'. From this menu, select 'Public (unlisted)'. (Image 3)
5. Ensure that you click the 'Save changes' button at the bottom of the Share menu.
6. Select 'Copy Link' that appears under the 'Link' heading.
7. Send this link to your recipient via e-mail.



Image 1 - The Panopto menu showing 'My Folder'

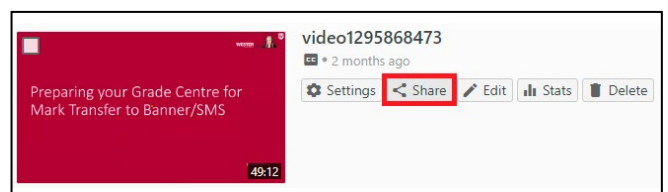


Image 2 - 'My Folder' containing previously uploaded videos. Hover over a video to access the Share option.

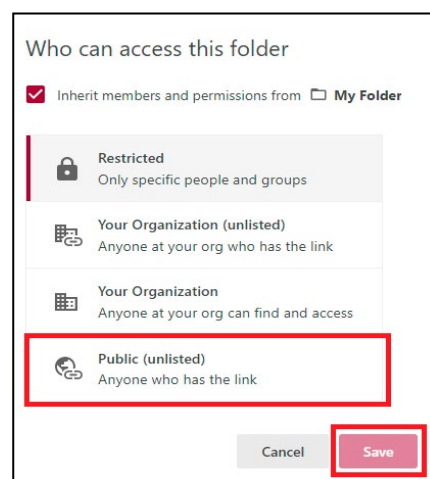


Image 3 - Under 'Who can access this folder', select 'Public (unlisted)'