



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 folder, 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 the folder that you want to share. Open it.
3. Once the folder is opened, click the share icon in the top right corner. (Image 1)
4. You will be brought to the Share menu. Select the dropdown menu under 'Who has access'. From this menu, select 'Anyone with the link'. (Image 2)
5. Ensure that you click the 'Save changes' button at the bottom of the Share menu.
6. Select the URL that appears under the 'Link' heading. The embed share code for vUWS can be found by selecting 'Embed'. Copy the link under 'Link' via right-click > copy or by CMD/CTRL + C.
7. Send this link to your recipient via e-mail.

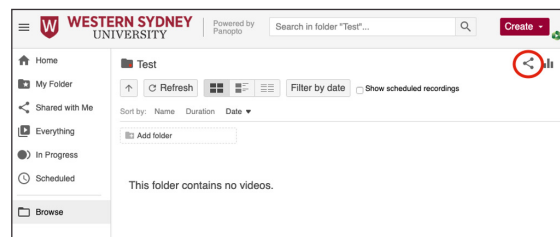


Image 1 - In the folder you want to share, click the 'Share button' in the top right corner.

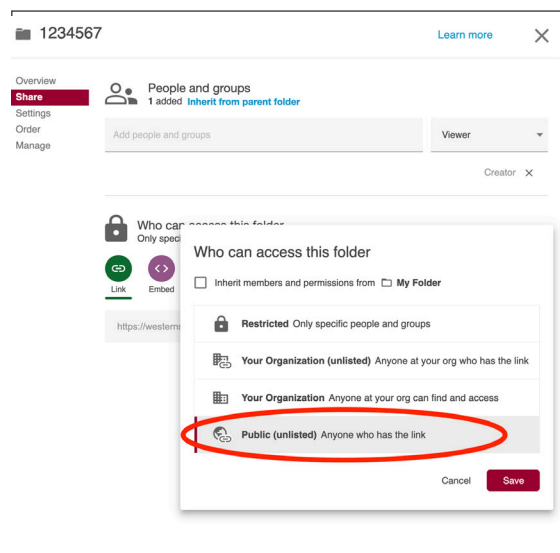


Image 2 - Under 'Who has access:', select 'Anyone with the link'.