



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 can access this folder'. From this menu, select 'Public (unlisted)'. (Image 2)
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. (Image 3)
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.

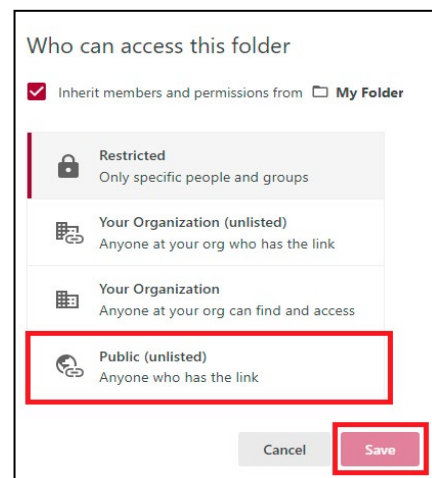


Image 2 - Under 'Who can access this folder', select 'Public (unlisted)'

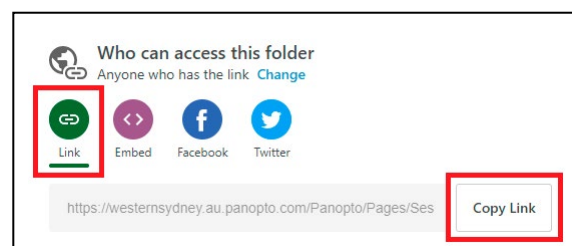


Image 3 - Under 'Who can access this folder', select 'Public (unlisted)'