HOW TO SHARE A FOLDER WITH PANOPTO



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:

- Navigate to <u>www.panopto.com</u> 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: <u>12345678@westernsydney.edu.au</u>
- 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.
- 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'.