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. Once you click on the share button, 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 3)

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.

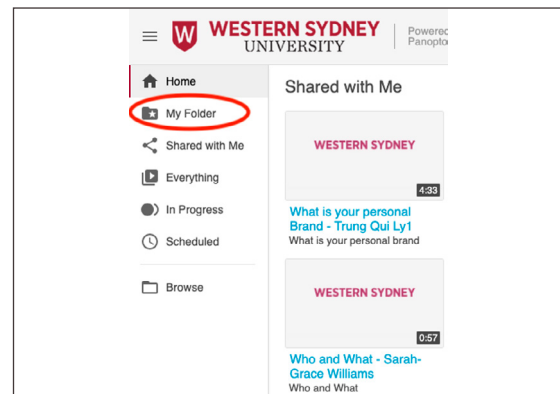7. Send this link to your recipient via e-mail.

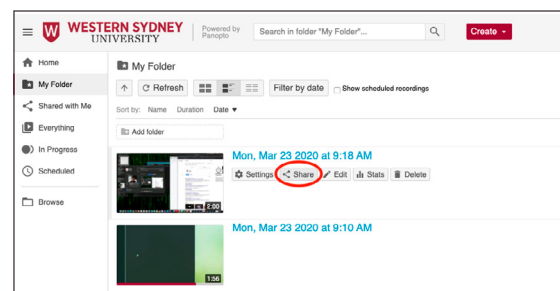
Image 1 - The Panopto menu showing 'My Folder'

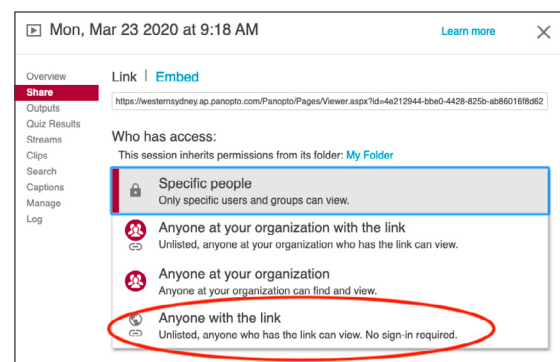Image 2 - 'My Folder' containing previously uploaded videos. Hover over a video to access the Share option.

Image 3 - Under 'Who has access:', select 'Anyone with the link'.