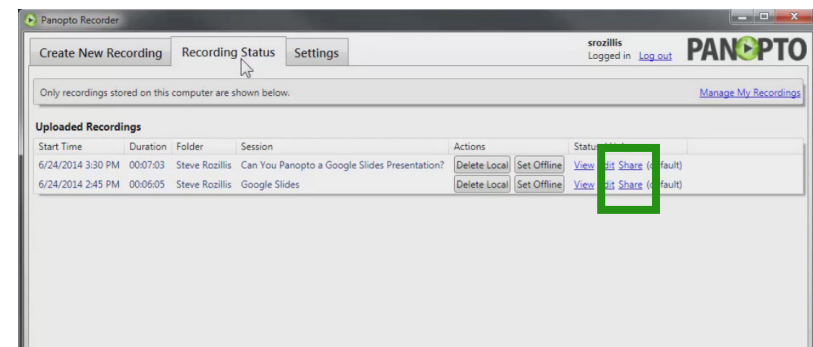# PANOPTO

HOW TO SHARE VIDEOS

If a video is worth recording, it's worth sharing. Panopto makes it really easy to share your videos with individual colleagues, your team, your entire organization, or even publicly with the world. This tutorial will show you how to share the videos you've created or uploaded into your Panopto video library.

There are two places from where you'll be able to share your video recordings – directly from the Panopto recorder, and from the web, in your Panopto video library. Here's how each option works:

Let's start with how you can share a video directly from the Panopto recorder. When you finish recording a video with Panopto, the recorder will automatically switch over to the "Recording Status" tab. You can also click on the tab to open it.
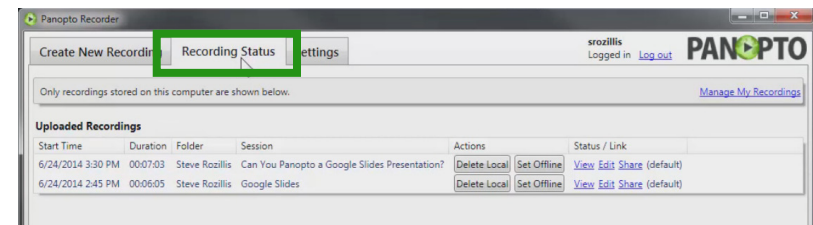
On the Recording Status tab you'll see a list of every video you've recorded, with options for each. Of importance in this tutorial is the last option shown for each video: Share. Clicking Share will automatically open your default web browser right to the video's sharing settings page in your Panopto video library.

Note that you'll only be able to access sharing settings if you are connected to the internet. While you can record with Panopto while offline, you must have a web connection to update who will have access to the recording, even for videos that you've already uploaded.

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Next, let's look at how you can access those same sharing settings online in your Panopto video library. Once you've logged in to Panopto, navigate to the listing for the video you'd like to share. As you mouse over your video, you'll see a set of 5 options. If you don't see those options, contact the administrator for your Panopto account and ask them to update your user permissions.
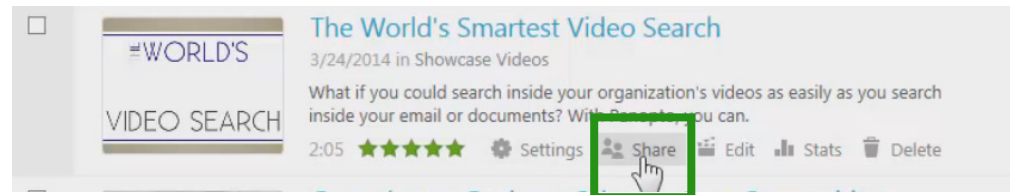

As you scan across the 5 options, you'll see the 2nd option is "Share". Click Share to access the video's sharing settings.

Whether you've clicked Share from the Panopto recorder or from the Panopto video library online, next you'll see the same thing: a shadow box with all your options for sharing that specific video with others.

First, at the very top of the box, Panopto gives you the link to the video. This link is constant, and won't change even if you modify the video, place it in a new folder, or change any of its settings.

Importantly, note that even if you send someone the video link, others can't actually watch the video unless you've also given them access to do so. To provide that permission, you'll need to take one of the following steps.

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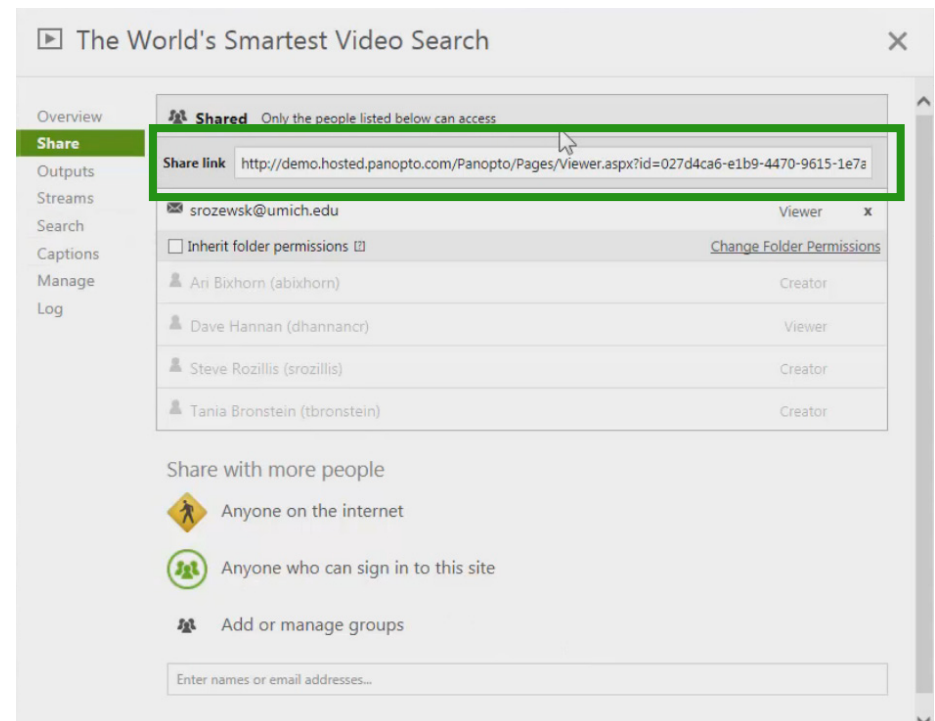
Under the video link, you'll see a list of people and groups who already have access to the video based on the default settings of the file in which the video is saved, along with any others you or someone else with access to the file may have previously added.
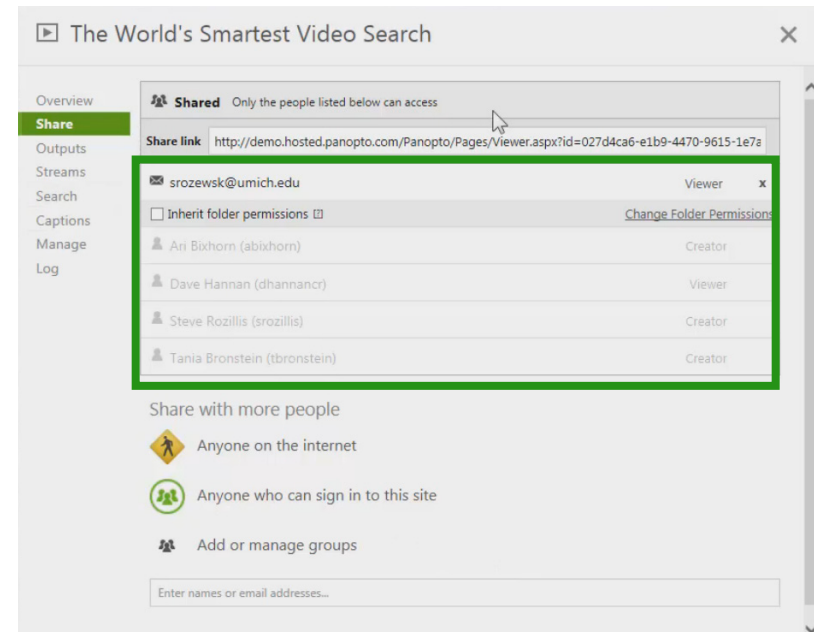
Next, you'll see 3 options for sharing more broadly, under the heading "Share With More People"

Selecting "Anyone on the Internet" makes your video publicly available. Anyone who is given the link or who visits your Panopto video library website can watch.

Selecting "Anyone who can sign in to this site" makes your video available just for people with login access to your Panopto video library.

Selecting "Add or manage groups" allows you to make your video available only to specific individuals and groups you manually identify.
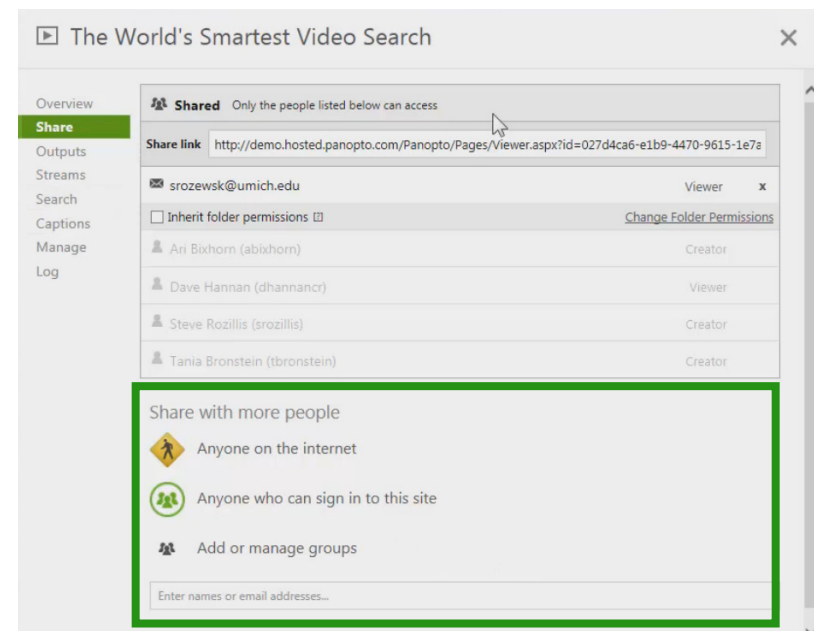
When you manually share a video by adding individuals or groups, you have the option to send an email notification. Simply keep "Send Email Notification" checked, and if you choose, select Add Message and type in anything you like. To complete the process, click "Notify and Share".

When a video is made public or available to anyone with access to the site, no notification is sent. The video simply becomes available once you select "Share", and you can send the link to anyone you choose.

If you do not want to send a notification, uncheck "Send Email Notification". The "Notify and Share" button will change to read only "Share". Click "Share" and the process will be complete.

No matter who you select to share with, you'll see the list of people or groups the video is shared with at the top of the box update instantly. To remove anyone's access to the video, simply click the X and confirm – they will no longer be able to watch the recording.

If you've made your video public and want to promote or share your video online or on social media, Panopto makes that easy too. To promote your video by social media, first set the video to public by clicking on "Anyone on the Internet."

You'll then see Twitter and Facebook icons appear in the top right of the window. Click one of these icons to share on the social network. Panopto will open a new browser window where you can enter information about the video, select a thumbnail, and post it to your Twitter or Facebook feed.
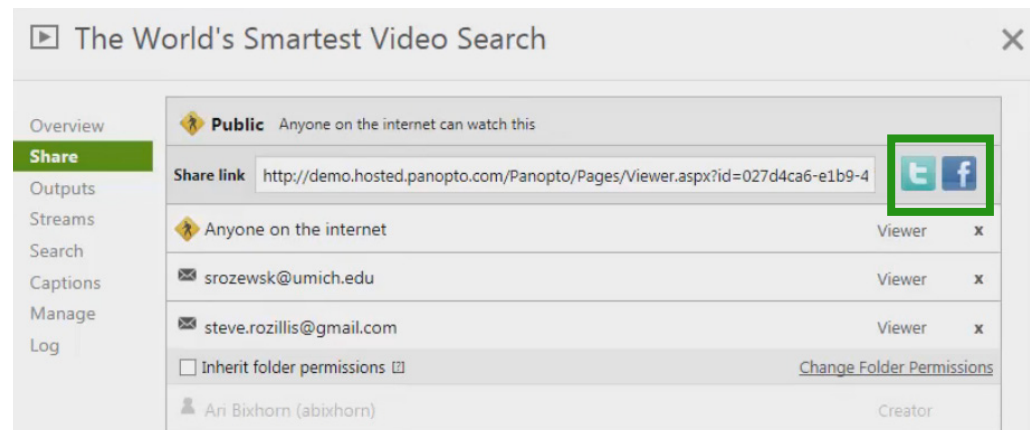
To embed the video in a blog or other webpage, select the "Outputs" tab immediately under the "Share" tab on the top-left of the shadowbox.

Scroll down to see the heading for "Embed". Panopto automatically generates complete embed code – just copy the complete code and paste it in to your web page wherever you like as you would add any other code.
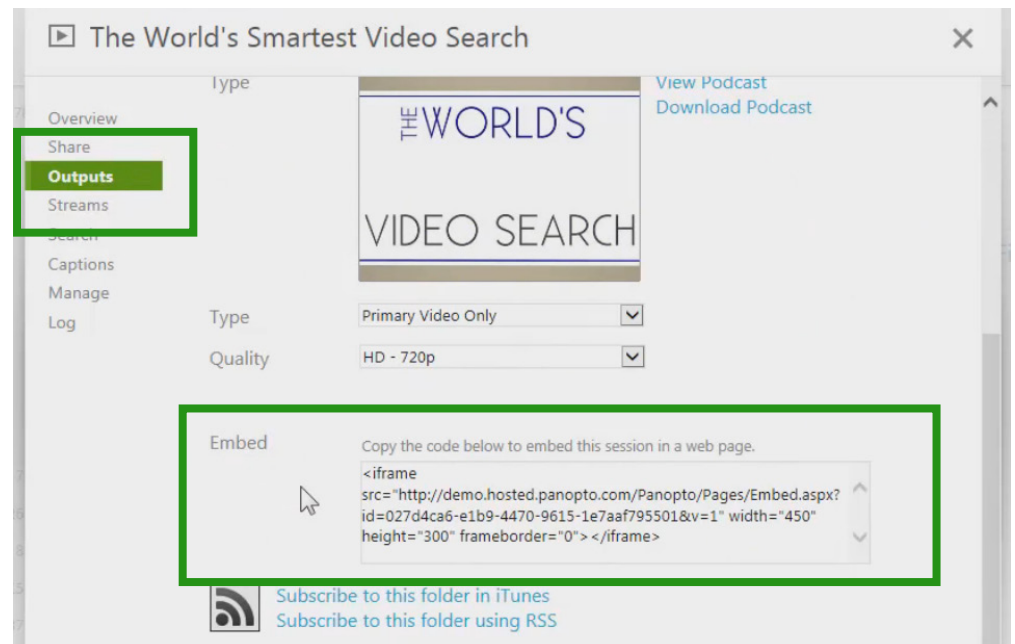
Above we've covered all the ways you can share a specific video in your Panopto library. Panopto also makes it easy to share an entire set of videos as well.

First, you'll need to start by creating a folder and adding in all the videos you want to share as a group. Once you have a folder of videos to share, open that folder and click the Share icon in the top right corner of your screen. Panopto will open a Sharing Settings shadowbox similar to the one we saw specific videos, but that will allow you to change the default sharing settings for every video in the folder at once.

Importantly, note that these settings control only the default sharing status of videos in that file. Those settings can still be changed on a video-by-video basis in each video's specific sharing setting tab.

For more information on how to get the most out of Panopto, be sure to check out our other tutorials. And thank you for using Panopto.

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