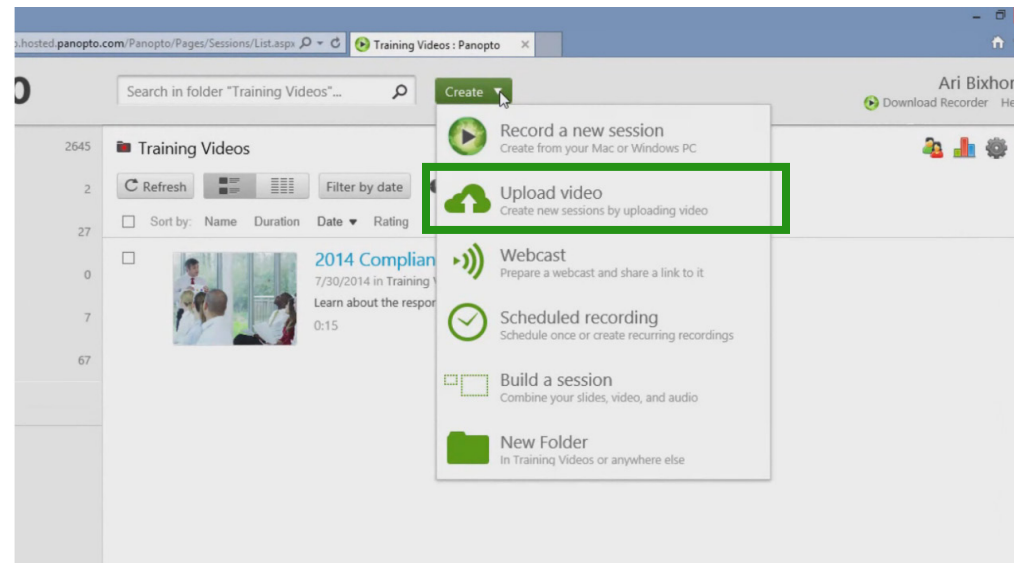


HOW TO UPLOAD VIDEOS TO PANOPTO

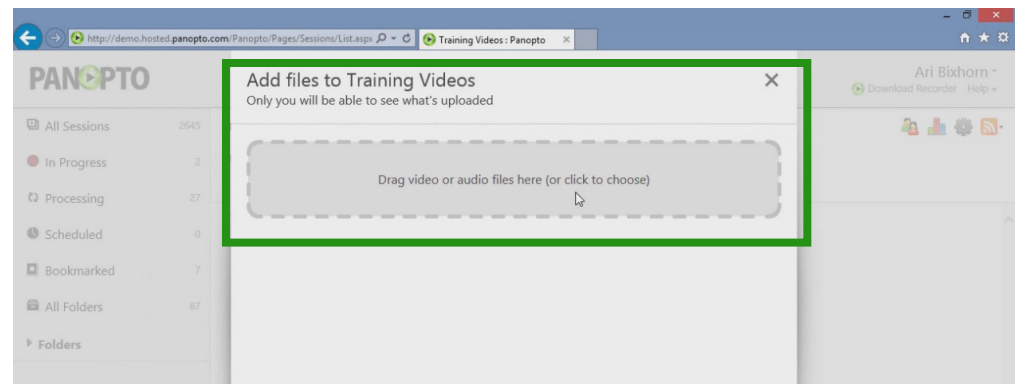
Follow the below tutorial if you have pre-recorded videos that you would like to import into your company's video portal.

To upload a video to your Panopto video library, you'll first need to log in to your company's Panopto video portal.

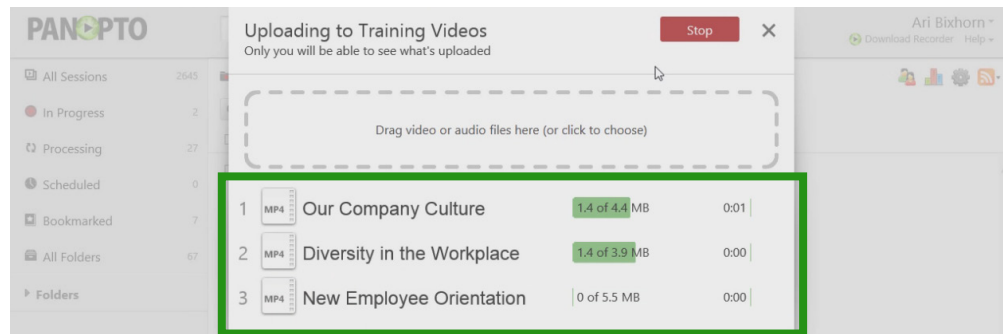
At the top of the page, click the "Create" button. From the drop-down, choose "Upload video."



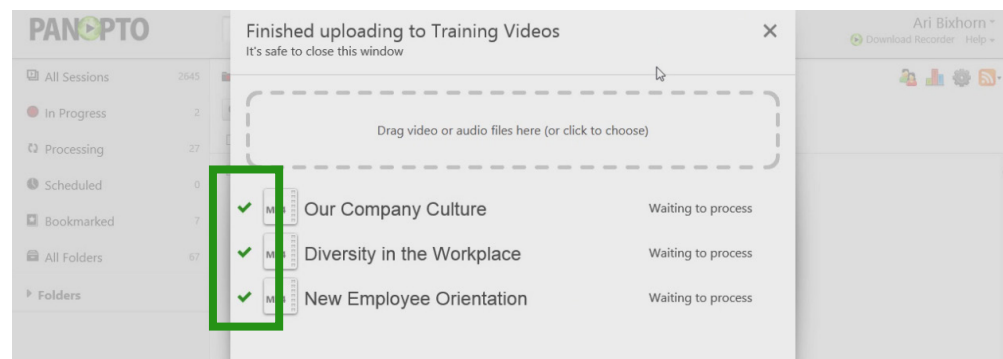
You can now drag-and-drop the videos you'd like to import into this window, or you can click the grey box to browse your computer or network to locate the files for uploading. You can upload up to 100 videos at a time using this method.



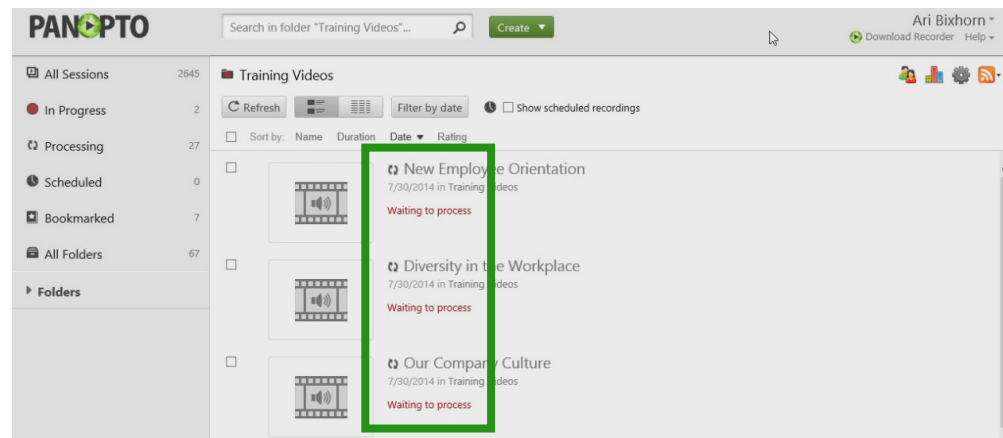
As soon as the videos are selected for upload, the upload process begins automatically. You can see the progress of your upload indicated on your screen. Do not close this screen until your uploads complete.



Once the videos have completed uploading, you can safely close this window.



Uploaded videos are automatically processed and encoded for searchability and playback from any device. Once the videos have completed processing, they'll be available for streaming, sharing, and editing from within your Panopto video portal.



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.