How to Share a Video

Invite People

In your video library, hover over the video you want to share and click on the **Share** icon. This will open your sharing options (Fig. 1).

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In the invite people area, start typing the name or username of a person you want to share with and a list of suggested users will appear. Select the correct person (Fig. 2).

Share https://na-training-1.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=8b046196-1363-4c89-ba19-a87001 Quiz Results Streams Streams Who has access: Clips This session inherits permissions from its folder: Default Folder Search Specific people Only specific users and groups can view. Only specific users or groups are specified	Share https://na-training-1.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=8b046196-1363-4c89-ba19-a8700 Quiz Results Who has access: Clips This session inherits permissions from its folder: Default Folder Search Specific people Captions Only specific users and groups can view. Log No users or groups are specified)verview	Link Embed		
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invite people.			Tom		
Tom	Tom		S Tom Brown (thrown)		training@panopto.co

You can add additional names or save the changes to share with just one person.

Before you save, you can add a message for the person you are sharing with (Fig. 3).

	Notify people via email 🕑
I thought you would want to watch this wonderful lecture by Dr.	Khalid.
Send and save changes Cancel	

Select **Send and save changes** to share the video and send the person an email notification that includes your message, letting them know the video has been shared.

You can see that the person now appears in the list at the top.

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Overview Share Outputs	Link Embed https://na-training-1.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=8b046196-1363-4c89-ba19-a8700121	22
Quiz Results Streams Clips Search Captions	Who has access: This session inherits permissions from its folder: Default Folder Specific people	-
Log	Only specific users and groups can view. Tom Brown training@panopto.com	×
	Invite people: Enter people, groups, usernames, or email addresses Your changes have been saved	

Share with a Wider Audience

You can also share the video with a wider audience. Click on the button under Who has access to change the sharing option.



Specific People: This option allows you to share the video with specific people as viewers.

Anyone at your organization with the link: Choosing this option will enable viewing access for anyone who can log into your Panopto site and has the direct link.

Anyone at your organization: This option will enable viewing access for anyone who can log into your Panopto site.

Anyone with the link: Choosing this option will enable viewing access for anyone on the Internet who has the direct link, no sign-in is required.

Note: Your administrator can change what sharing options are available to you, so you might not see all of these options.

Once you have selected the best option for your video, click on **Save changes** to share the video.

	Save changes	Cancel
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