This quick guide will demonstrate the sharing options for a recording in Panopto. The creator of a recording has the option to set recordings to public, private, or share a recording with specific users. Additionally, the creator can require users to login with their UVID.

**Note:** If the Panopto tool is made available in a Sakai course or project site, all students/participants will be able to view recordings for that course, without the instructor changing the share settings. Students must authenticate their account by accessing Panopto through the Panopto tool within the specific Sakai course.

### Change the Share Settings

1. In Panopto, hover your cursor over the recording you wish to share.
2. Click **Share**.

![Screenshot of Panopto interface showing the Share button](image.png)
3. Click the dropdown arrow to select a sharing option.

![Dropdown arrow to select sharing option](image)

4. You will be given five options for sharing.

**Give Access to Specific People**

Select this option to see a list of existing users who have access to this recording.

1. Click the drop-down arrow and select **Specific People**.
2. If you wish to share with another user, type the name/email of the user in the text box below **Invite people**.
   a. To share with another course, enter the title for the course folder you wish to share the recording with. (Ex: CHEM 101 001 F15).
   b. Select viewer role. (Ex: CHEM 101 001 F15::Viewer).
3. After you have added all users/groups click **Send and save changes**.

![Invite people](image)
Share with Loyola Users with the Link

1. Click the drop-down arrow and select **Anyone at your organization with the link**:
   a. Choosing this option will allow viewing access to anyone with a UVID and password who has the link to the recording.
   b. The recording will not be discoverable by anyone browsing the Panopto site and will only be accessible using the direct link.

Share with any Loyola User

1. Click the drop-down arrow and select **Anyone at your organization**:
   This option will enable viewing access to anyone who can log into Loyola’s Panopto site.

Share with Anyone with the Link

1. Click the drop-down arrow and select **Anyone with the link**:
   a. Choosing this option will enable viewing access for anyone on the internet, no sign-in required.
   b. The session will not be discoverable by browsing the Panopto site and will be accessible with the direct link.

Share with Anyone on the Web

1. Click the drop-down arrow and select **Anyone on the web**:
   a. This option will allow anyone on the internet to find and access the session.
   b. There will be no sign-in required.