Change the Share Settings

1. From your Panopto folder, hover your cursor over the recording you wish to share.
2. Select Share.

3. Select the dropdown arrow to choose a sharing option. You will be given five options for sharing:
   - **Specific People**
   - **Anyone at your organization with the link**
   - **Anyone at your organization**
   - **Anyone with the link**
   - **Public on the web**

Give Access to Specific People

1. By default this option will be selected. If you wish to share with another user, type the UVID of the user in the text box below Invite people.
   
   **Note:** To share with another course, enter the title for the course folder you wish to share the recording with (Ex: CHEM 101 001 F15) and select viewer role. (Ex: CHEM 101 001 F15::Viewer).

2. After you have added all users/groups click Send and save changes.

Share with Loyola Users using a Link

1. Select the drop-down arrow and choose **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.