Sub-Folders

Create a Sub-Folder
1. From your Panopto folder, select Add folder.
2. Type the title of the folder in the text box.
3. Press the Enter key.
   Note: To open the sub-folder, select the title of the folder.

Delete a Sub-Folder
1. Open the sub-folder and select the gear icon in the upper right-hand corner of the page.
2. Select the Manage tab on the left-hand side of the page.
3. Select Delete under Delete Folder.
   Permanently delete this folder’s data.