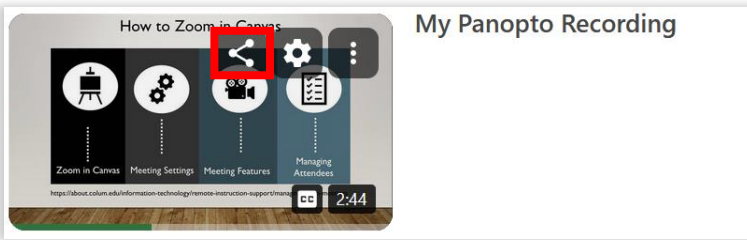
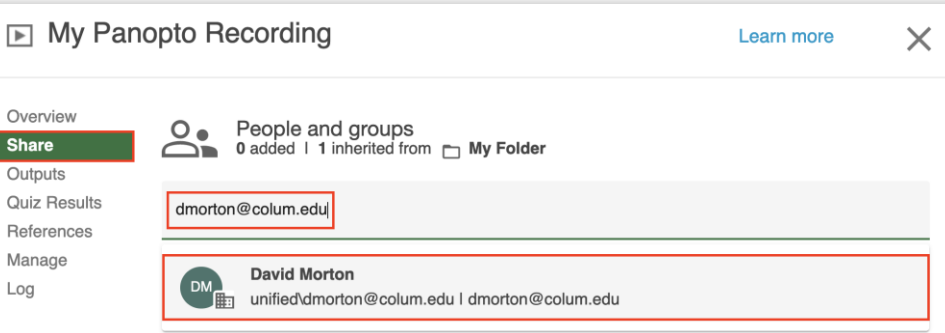


## Sharing Panopto Videos with Specific People



**Note:** These steps are for sharing videos with individuals outside of the context of a Canvas course.

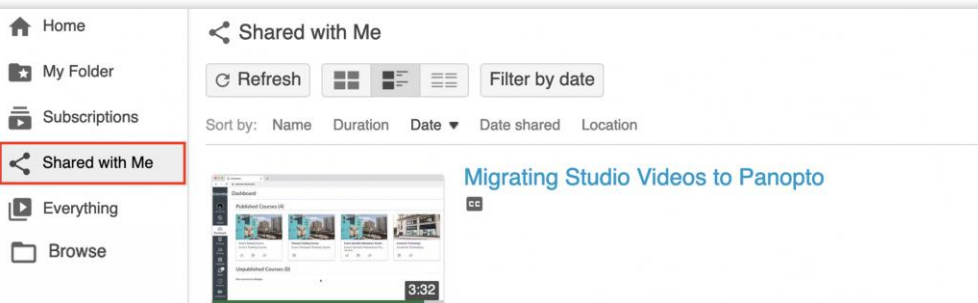
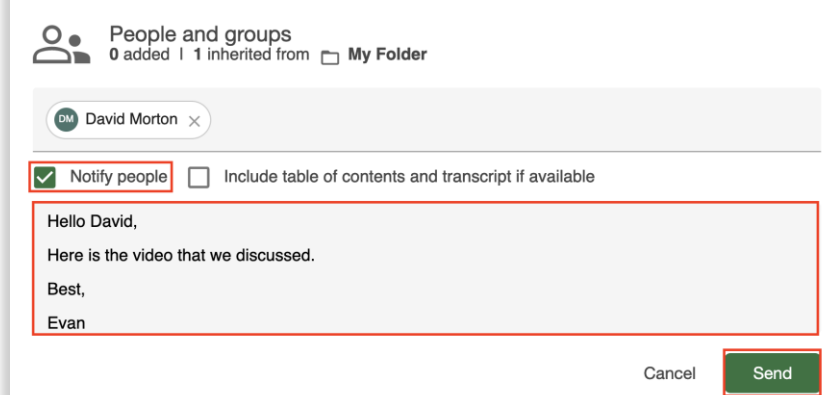
1. Locate the video in Panopto that you would like to share. Hover your cursor over it, and click on the “share” icon.
2. In the text field that appears, type in the Columbia email address of the person that you would like to share the video with. Their name will appear beneath the text field. Click on it to confirm your selection.



3. When sharing a video with others, you can choose for them to receive an email notification. Check the box next to “Notify people” to send a notification to them once the video is shared.

4. You can then type a message to accompany the video sharing notification.

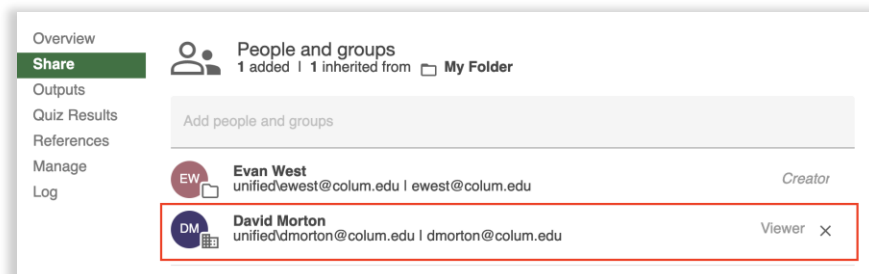
5. Click on “Send” to complete the process of sharing your video, and sending any accompanying message.



6. Those that you shared your video with can then locate it within the “Shared with Me” folder. This can be found in the Panopto portal by signing in at [colum.hosted.panopto.com](http://colum.hosted.panopto.com). The email notification will also include a link.

7. If you ever need to revoke access to your video, refer back to the sharing option for your video, which is shown in step 1. Click on the “x” to the right of an individual’s name to remove their access to your video.

8. Click “Save” to confirm these changes.



Pending Changes

Save