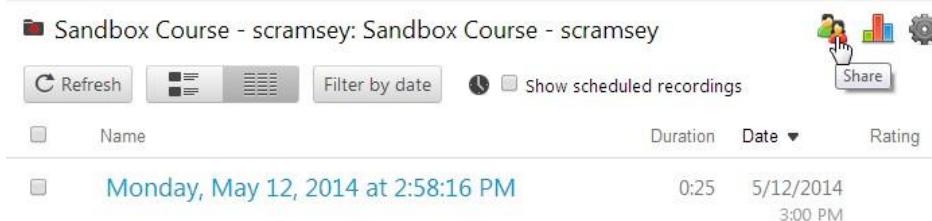
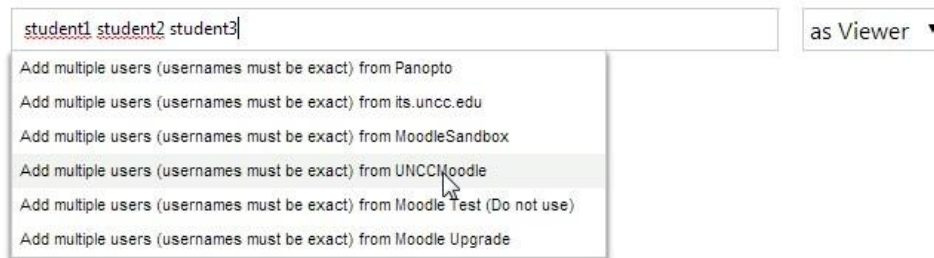


Giving Viewing Access to a Panopto Folder

1. Launch an Internet browser and put this URL in the browser: <http://pancap-web01.uncc.edu>
2. Select **UNCC Moodle** and click **Sign In**
 - a. If you get a certificate error, click continue
 - b. Log in using your NinerNet credentials
3. From the Folders list in the left navigation pane, select the folder that you would like to add a viewer to
4. Click the **Share** button located toward the upper-right hand corner of the window



5. A new window should have opened. Toward the bottom of the window there will be a text box with **Enter names or email addresses...** In that box you will need to enter the NinerNet ID of all the people you wish to add separated by a space.
 - a. It would be a good idea to have this typed out ahead of time in another program, like Word, so you can just copy and paste it
6. With the usernames typed in, a drop down style menu will appear below the names. Select **Add multiple users (usernames must be exact) from UNCCMoodle**



7. Click the **Notify and share** button

