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