

Open Panopto and log in to your account. If the program is logged in under another user, be sure to log out and then log back in. This will help ensure your recordings save in the appropriate location.

After successfully logging in, you will be prompted to complete an introductory tour which highlights several key functions of the software.

Session Se	ttings 📀	Webcast
Folder	My Folder	\sim
Name	Monday, January 13, 2020 at 2:47:58 PM	Join Session $$
m Cinema(TN ne (5- Micro	Step 1: Name your recording Naming your recording will make it easier to find. You can also change the destination folder.	

Audio, Video, and Content Capture Settings

Prior to pressing the record button, you will want to verify your capture settings!





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