## How to Download and Install Panopto for Windows

## **Overview**

This document will walk you through the installation of the Panopto for Windows. Be sure to have plenty of hard drive space available for long sessions.

## 1. Installation

*1.1.* Login to Canvas. If Panopto is not showing on your left-hand navigation menu, go to Settings/Navigation and Enable Panopto. Hit Save.

*1.2.* Select **Panopto** from your Canvas course left-hand Navigation menu. Download Panopto for Windows by clicking on the green **Create** button and choosing **Record a new session** (Fig. 1).

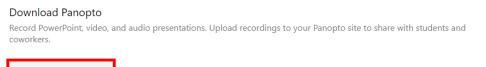
Create	▼	
	Record a new session Record from your Mac or Windows PC	
G	Upload media Create new sessions by uploading video or audio	
٣	Webcast Prepare a webcast and share a link to it	- k
S	Scheduled recording Schedule once or create recurring recordings	
	Build a session Combine your slides, video, and audio	
₽	Playlist Create a new video playlist	
	New Folder In Videos for Editing or anywhere else	Figure

1.3. Alternately, select the **Download Panopto** link located in the top right of the video library (Fig. 2).



Figure 2

*1.4.* After clicking on either option, choose **Download Panopto** in the window that pops up to begin downloading the application (Fig. 3). Please note, Creators will only see the option to download the best recorder for their system as pictured below. Administrators will see options to download all of the recording clients.





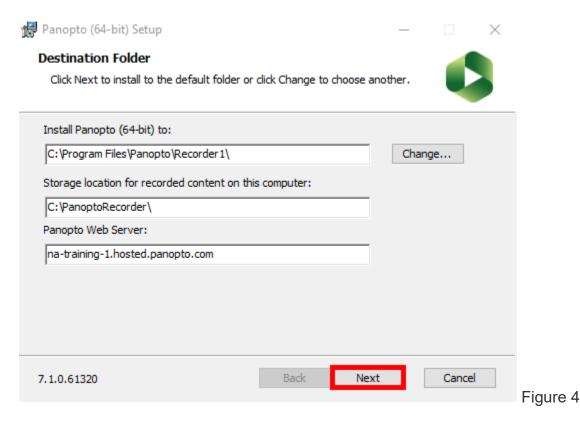
Click here for other download options

Figure 3

1.5. Locate PanoptoRecorder.exe in your downloads and run the application.

1.6. The installer will self-extract and begin the installation.

*1.7.* Select a **Destination Folder** to install the recorder, a **Storage location** where you would like your recordings saved, and the URL (without http) of your Panopto **Web Server**. Click **Next** (Fig. 4).



1.8. Click Install and the installation will begin (Fig. 5).

👹 Panopto (64-bit) Setup		—		
Ready to install Panopto (6	4-bit)			_
Click Install to begin the installation installation settings. Click Cancel	on. Click Back to review to exit the wizard.	or change any of yo	ur	
Terms of Service				
Panopto makes use of open sour	ce software.	<u>View acknowle</u>	<u>dgements</u>	
7.1.0.61320	Back	Install	Cancel	Figure 5

*1.9.* Once Panopto for Windows is installed, you will be able to open the software. Select **Sign** in (Fig. 6).



na-t	training-1.hosted.panopto.com	~
	Sign in	
	✓ Remember me	
	Continue Offline	

Figure 6

...

*1.10.* Your default internet browser will launch. Enter your UMSL SSO ID username and password and then click **Sign in** (Fig. 7). You will be logged into Panopto for Windows and can begin recording.

Sign in to Panopto

Panopto Training	
Keep me signed in	
Sign in	
Forgot your password?	
We use cookies to remember your preferences and measure how or	ur site is

used. By continuing to browse this site, you are agreeing to our use of cookies. Learn more

Figure 7

*1.11*. Alternately, you can pass your credentials to Panopto for Windows by launching it from inside of the video library. Click the **Create** button and then **Record a New Session** (Fig. 8).

	Create	-	
		Record a new session Record from your Mac or Windows PC	-
1	G	Upload media Create new sessions by uploading video or audio	
0	٣	Webcast Prepare a webcast and share a link to it	
	()	Scheduled recording Schedule once or create recurring recordings	
		Build a session Combine your slides, video, and audio	
	=,	Playlist Create a new video playlist	
		New Folder In Videos for Editing or anywhere else	Figure 8