

Share Panopto video with external users

Note:

1. Only users with “Creator” role in the Panopto folder can share the Panopto video with external user (external viewer means the viewer doesn’t have a HKU email address).

Login Panopto account

No.	Step	Screen Capture
1.	Open a browser and go to http://lecturecapture.hku.hk	
2.	Select “HKU Moodle” to login to the Panopto account. Click “Log In”	
3.	Select “HKU Portal account (CAS)”. Login Panopto account by using UID and PIN.	

Add an external viewer to a Panopto video

No.	Step	Screen Capture
1.	Click “All Sessions” button on the left hand side to view all Panopto videos.	
2.	Click “Share” icon to share the video.	
3.	Under “Add People” section, enter the external viewer’s email (external viewer means the viewer doesn’t have a HKU email address). Click “Invite” to add the external user as a viewer. Click “Share” button.	
4.	The external viewer will receive an invitation from Panopto. He/ She can view the video by accessing the URL link in the received email.	

