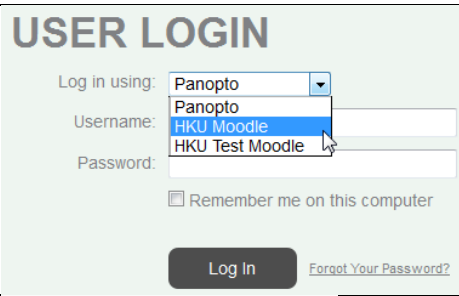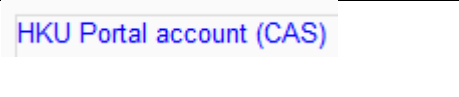# Share Panopto video with external users

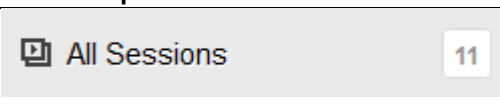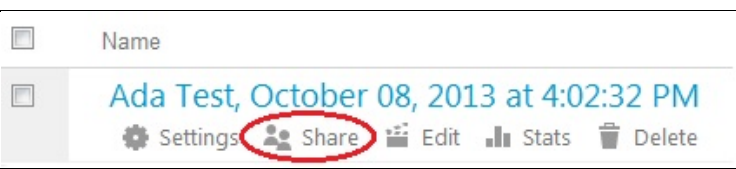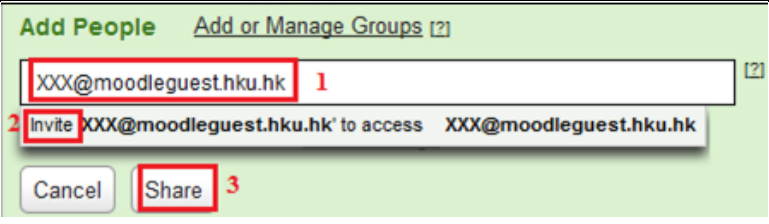**Note:**

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**"	**USER LOGIN** Log in using: Panopto ▾ Panopto Username: HKU Moodle HKU Test Moodle Password: ☐ Remember me on this computer Log In Forgot Your Password?
3.	Select "**HKU Portal account (CAS)**". Login Panopto account by using **UID** and **PIN**.	HKU Portal account (CAS)

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.	▣ All Sessions 11
2.	Click "**Share**" icon to share the video.	☐ Name ☐ Ada Test, October 08, 2013 at 4:02:32 PM ⚙ Settings 👥 Share 🎬 Edit 📊 Stats 🗑 Delete
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.	**Add People** Add or Manage Groups [?] XXX@moodleguest.hku.hk 1 [?] 2 Invite XXX@moodleguest.hku.hk' to access XXX@moodleguest.hku.hk Cancel Share 3
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.	🔒 **Private** Only the people listed below can access Make Public ✉ XXX@moodleguest.hku.hk Viewer ✕