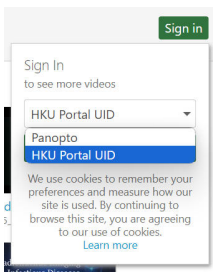


## Share Panopto video with external users



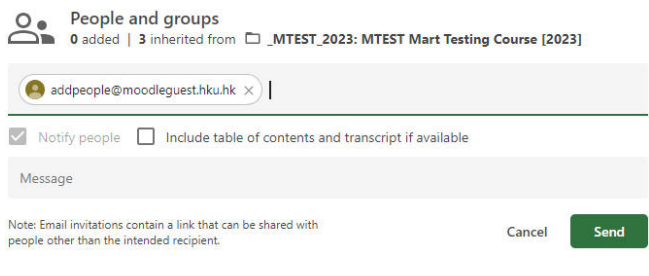
**Note:**

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 <a href="http://lecturecapture.hku.hk">http://lecturecapture.hku.hk</a>	
2.	Select “HKU Portal UID” to login to the Panopto account. Click “Log In”	
3.	Then, login with your HKU Portal UID and PIN.	

**Add an external viewer to a Panopto video**

No.	Step	Screen Capture
1.	Click “My Folder” on the left side to view all your Panopto videos.	
2.	Choose a video to share, and click “Share” icon to add people.	
3.	Under “Add people and groups” section, enter the external viewer’s email (external viewer means the viewer doesn’t have an HKU email address).  Click “Send” to add the external user as a viewer.	
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.	