

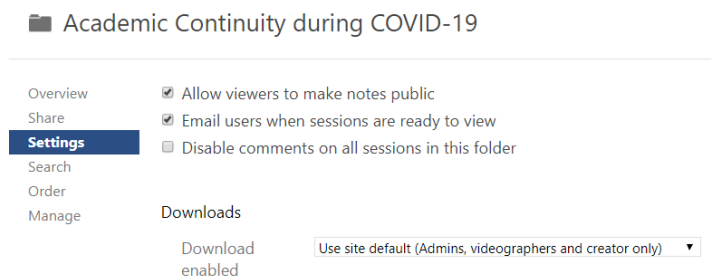
Panopto: Get emailed when videos are posted

Last Modified on 08/08/2022 4:05 pm EDT

Panopto can notify viewers when new videos are posted to a particular course or shared folder, but it is a **two-part opt-in process**. If either of these is disabled, an individual won't get a notification email.

Turn on notifications at the course/folder level

1. Navigate to your course folder (or other folder with shared videos) and open it.
2. Click the **gear (Folder Settings) icon** in the top right.
3. Click **Settings**.
4. Check the box next to **Email users when sessions are ready to view**, as illustrated below.

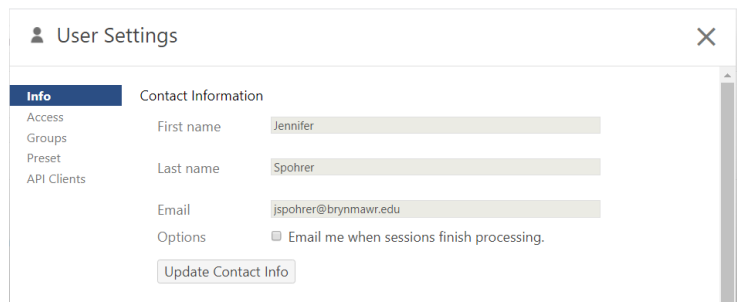


Attention: Only creators or videographers can change these settings. The settings only apply to videos recorded or uploaded to this folder.

Turn notifications on for your account

If you want to be receive notifications when videos are posted, you need to turn this option on for your account:

1. Open up Panopto and click on your name in the upper right.
2. Click **User Settings**.
3. Choose **Info**, then check the box next to **Email me when sessions finish processing**.
4. Click **Update Contact Info**, just below that option to save your changes.



The screenshot shows a 'User Settings' dialog box with a close button (X) in the top right corner. On the left, there is a sidebar menu with 'Info' selected. The main area is titled 'Contact Information' and contains the following fields:

First name	Jennifer
Last name	Spohrer
Email	jspohrer@brynmawr.edu
Options	<input type="checkbox"/> Email me when sessions finish processing.

At the bottom of the form is a button labeled 'Update Contact Info'.

Attention: You will only get e-mails for videos uploaded or recorded to **My Files** or to a shared folder for which the folder owner/creator has turned that option on.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
