

# Panopto: Get emailed when videos are posted


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Panopto can notify viewers when new videos are posted to a class folder or shared folder. However, the feature will only work if both you and the viewers in these folders opt into receiving these notifications.

**Before you start**, you may need access to the following:

- a [Panopto account under Bryn Mawr's license](#)
- Creator access to the folder you want to notify others about

## Turn on notifications for your folder

1. Navigate to your course folder (or other folder with shared videos) and open it.
2. Go to the folder and click **> Settings** .
3. A pop-up window will open. Go to the **Settings** tab within it.
4. Check the box next to **Notify viewers via email and Microsoft Teams (if connected) when new videos are ready**.

 My Folder



Overview

Share

**Settings**

Search

Order

Manage

Allow viewers to make notes public

**Notify viewers via email and Microsoft Teams (if connected) when new videos are ready**

Disable comments on all sessions in this folder

Enable public comments by default on all videos in this folder

Downloads

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

## Have viewers turn on notifications for their account

Even if you turn on notifications for a folder, **its viewers will not receive emails or Teams messages when a**

**new video is posted UNLESS they enable notifications as well.** They can do this by completing the following steps:

1. In Panopto, clicking on their user avatar.
2. In the drop-down menu that opens, click **User Settings**.
3. A pop-menu will open. They need to find the **Notifications** tab within it.
4. In the **Video and Folder Notifications** section of this tab, they will need to check the box **Notify me via email and Microsoft Teams (if connected) when videos finish processing**. This change will automatically be saved.

## User Settings



Info

Access

Groups

Preset

API Clients

Subscriptions

**Notifications**

### Video and Folder Notifications

- Notify me via email and Microsoft Teams (if connected) when videos finish processing

### Discussion Notifications

- Email me when comments or replies are added to my videos

Once a day - digest ▾

- Email me when someone replies to discussion threads where I'm a participant

Once a day - digest ▾

**Attention:** When users enable this feature, they will also get notifications when a recording is added to their **My Folder** within Panopto, as well as when recordings are added to any other folder where the owner has enabled notifications.

## Questions?

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

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

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

**Location:** Canaday Library 1st floor

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