

# Zoom and Panopto

## Zoom and Panopto

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## Overview

The Panopto/Zoom integration automatically uploads your Zoom recordings to Panopto after your meeting ends, where you can use Panopto's editing and sharing features. This feature applies to recordings that are saved to the cloud or meetings that have been scheduled through the Canvas LTI.

## Before You Begin

1. Login to [Panopto's web interface](#) to activate your account.
2. Review and set your Panopto account preferences by clicking on ***your name*** > **User Preferences**.
3. If you are using Zoom in Canvas, under "Zoom Recording Import Settings", ensure you set up a folder and meeting ID as desired. [More information here](#).

User Settings

Info

API Clients

Contact Information

First name

Heather

Last name

Email

@mit.edu

Options

☐ Email me when sessions finish processing.

Update Contact Info

User Bio

This will appear in the "Info" tab of any session created by this user.

[Edit](#)

Zoom Recording Import Settings

You can use the following settings to control the folder where your Zoom Recordings go to. The 'Default Folder' is where all recordings will go by default. If you want a specific meeting to get imported to a different folder, please use the Meeting ID and Folder mapping table below.

Default Folder

My Folder

[Edit](#)

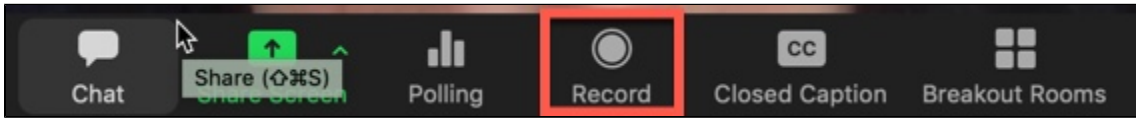
Create folder mappings for the meetings you own:

Meeting ID	Folder Name	Actions
617	Zoom Meetings	<a href="#">Delete</a>

[Add New](#)

Once the integration is configured, recording a Zoom meeting follows the same steps as any Zoom instance:

1. Join the Zoom meeting
2. Click **\*Record \*** in the menu bar (make sure to select 'Record to the Cloud' if both Cloud and local recording are available)



3. When finished, click **Stop Recording** and the recording will be automatically uploaded to your Zoom account and Panopto library.

## Accessing and Viewing a Zoom Recording

All video streams, screen shares, audio transcript and chat discussion from the Zoom meeting will be available to view in Panopto.

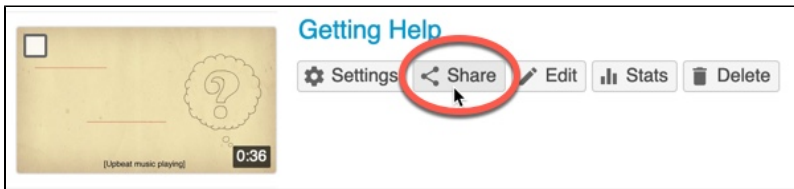
1. Once the recording has been uploaded to Panopto, you will receive an email notification to say it's available to view.
2. Login into Panopto and navigate to **My Folder** then your class folder or the folder you selected for your Zoom recordings.
3. Click on the meeting recording to view it.

All Panopto editing functions are also accessible from this view.

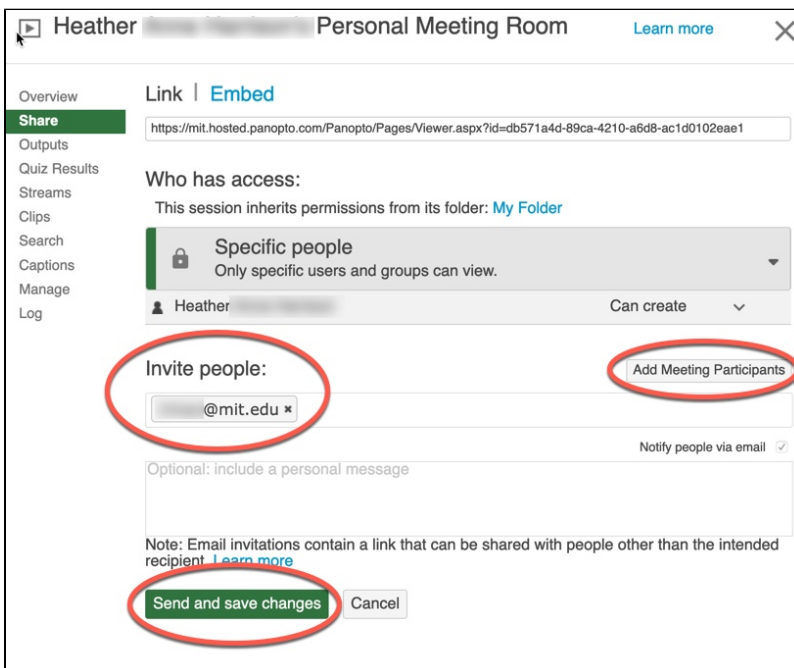
## Sharing a Zoom Recording from Panopto

From Panopto, Zoom recordings can be shared in their raw form (with all content available to anyone the recording is shared with) or as an edited video. To edit a video, see [Edit a Video](#).

1. Navigate to the Zoom recording in your Panopto account and hover the mouse over it to reveal additional options
2. Click the **Share** button.



3. Add specific people by typing users in the **Invite people** box, or click **Add Meeting Participants** to share with all meeting participants.



4. Click **Send and save changes** to share.

## Accessibility Options

Panopto and Zoom offer auto-caption functionality which can be enabled. More information including setup instructions and common errors can be found here: [How to Add ASR \(Automatic Speech Recognition\) Captions into a Video](#)

## See Also

- [Zoom Landing Page](#)
- [Panopto Landing Page](#)
- [MIT Canvas Landing Page](#)