First, make sure that you’re logged into your company’s Panopto video portal, which you can access from any web browser. When you’re logged into Panopto, the videos that you have access to are shown on the right side of the screen.

To watch a video, simply click on its title. The video will then load in a new browser tab.

The player is built to give you a great, interactive experience for watching online presentations as well as other kinds of videos. Panopto shows video of the presenter on the left, and the presentation slides or other content they’re presenting on the right. If the recording does not include video of the presenter, the presentation content will take up a larger portion of the Panopto player window.
Just below the presentation content on the right side, you’ll find your basic video playback controls.

To pause, click this button.

To mute the volume, click this button.

To adjust the volume, hold your mouse over the button above. A slider bar will appear that you can click and drag to raise or lower the volume.

This button rewinds the video 10 seconds. This is really helpful if you want to repeat information that was just mentioned.

You can use this slider to easily fast forward or rewind the presentation. As you move the slider along the timeline, you’ll move to the time in the video that you’re fast forwarding or rewinding to.

Click this button to adjust playback speed. The default setting is 1x (real-time playback). Panopto offers a range of playback speed settings, from .5x to 2x. Choose any of these settings to slow down or speed up the rate at which your video is playing.
Click this button to adjust your video quality. By default, Panopto automatically adjusts the playback quality to keep the video playing smoothly without interruption. You can override the automatic setting by simply clicking on “High” or “Medium”.

Sometimes, you’ll want to navigate to a specific point within the video you’re watching. You could use the slider to hunt for the section you want, but it’s not the most efficient way.

With Panopto, you can more easily navigate your videos using the table of contents, thumbnails, captions, and our unique video search engine. On the left, just below the presenter, you’ll see the Table of Contents. You can click any of these entries to fast-forward to that particular point in the presentation.

You can also navigate an online presentation by browsing through the slides. To open up the slide view, click on the Show button in the bottom right of the player. When you click on one of the slide thumbnails, the presentation will automatically fast-forward to the point where that slide is being presented.
If your video has captions, you can use those to navigate as well. You access the captions by clicking on the Captions tab on the left, and when you click on a caption, Panopto’s player will fast-forward to that point in the video.

The best way to navigate within a Panopto video is often to search for the content you're looking for. Panopto includes a unique video search engine that allows you to find and fast-forward to words spoken by a presenter or appears within the presentation.

To search inside a video’s content for a specific word or phrase, enter your search term in the box just above the table of contents. The search results include all points in the video where the phrase is mentioned by the speaker or included on his or her slides. Clicking on each result automatically fast-forwards to that point in the video.

More information on searching your videos with Panopto can be found in our video search tutorials.
With Panopto, you also have the ability to take notes while you’re watching a video. Notes allow you to mark points in a video that you may want to review in the future, and as the name implies, they allow you to jot down ideas or key points related to that part of the video.

To create a note, first click on the Notes tab. Then, when you want to take a note, simply enter your note in the text box. Each note is timestamped and saved along with the video, so that any time you re-watch the video, the notes will be there for you. By default, your notes are kept private, so only you can see them. You can also share your notes with anyone else who has access to the video.

For more information on how to get the most out of Panopto, be sure to check out our other tutorials. And thank you for using Panopto.