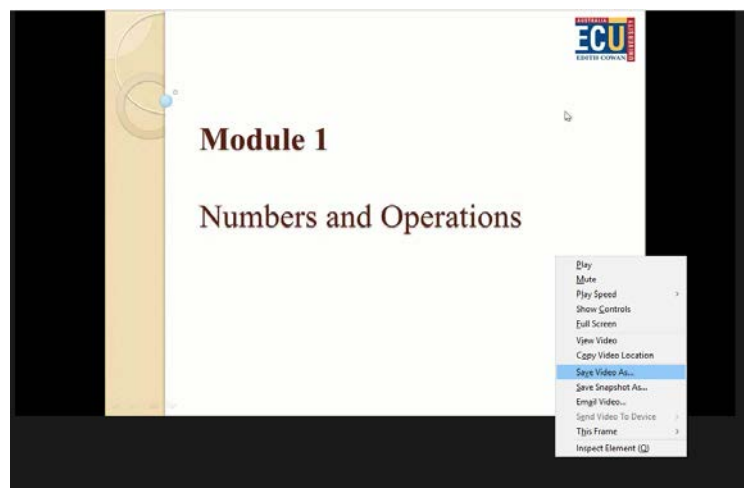


# Quick Guide

## Transfer Camtasia Relay Videos to Panopto

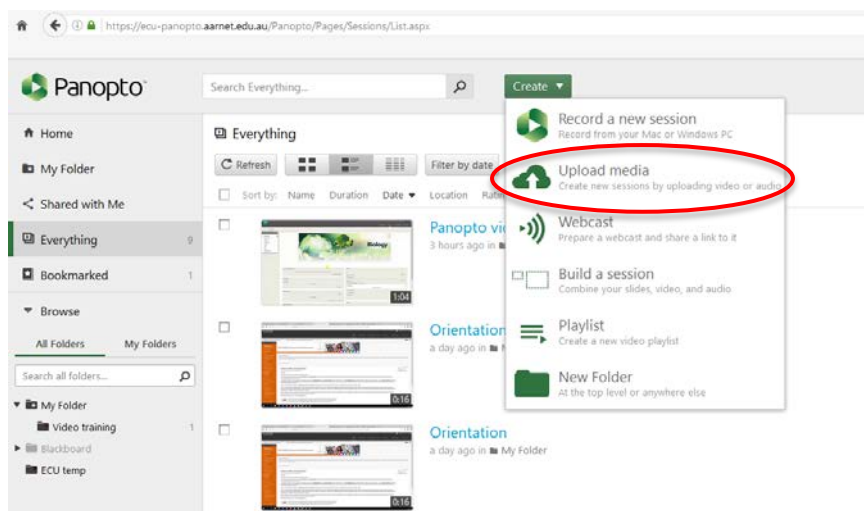
1. Begin to play the video and select pause.
2. Right mouse click on the video and select the menu option **Save Video As...**



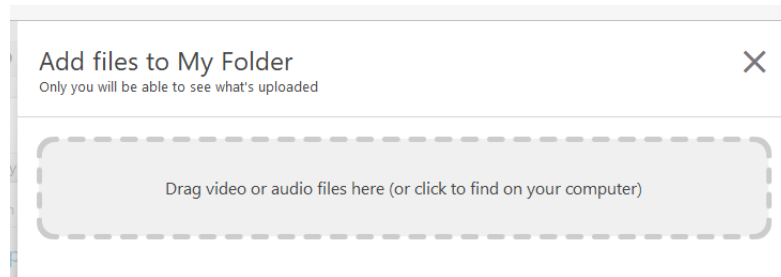
3. Provide a new file name and save the video in a suitable location on your computer.
4. Access your Panopto library (click the **Sign In** button if not logged in to Panopto).

<https://ecu-panopto.aarnet.edu.au/Panopto/Pages/Sessions/List.aspx>

5. Select Create > Upload media.



6. Select the folder location in Panopto to add the file.
7. Drag and drop the video or click inside the box to locate the previously saved video file.



8. Panopto will upload and process the file and confirm video availability by email.