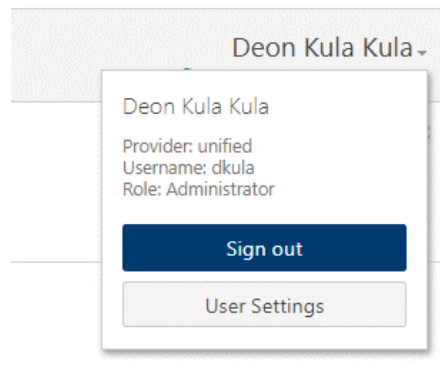


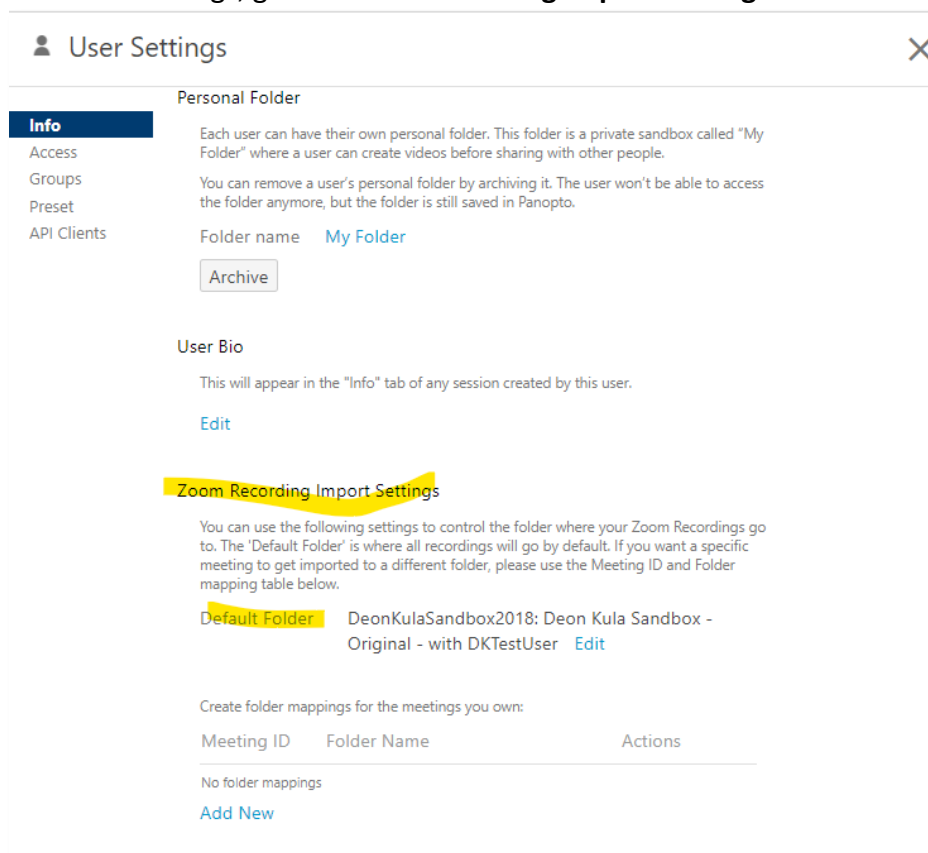
Changing Your Default Folder in Panopto for Zoom Recordings

Purpose: The purpose of this document is to instruct you on how to change the default folder for your Zoom recordings.

Step 1: Go to "User Settings" in the upper right-hand corner, under your name.



Step 2: In User Settings, go to "Zoom Recording Import Settings."



You can then change the default folder for your Zoom recordings.