How to Copy and Move Videos

Overview

Panopto allows you to copy and/or move a video to a new folder. In this article, you will learn how to copy and move videos.

Prerequisites

- Creator access to Panopto

1. Copy a Video

1.1. Hover over the video you want to copy and select Settings (Fig. 1).

![Figure 1](image)

1.2. On the Manage tab, scroll down to the Copy session section and select Copy (Fig. 2). *Note: The copied session will inherit the same permissions from the original folder.*

![Figure 2](image)

1.3. The copied video, which is given the same name as the original with (copy) appended to it, will appear
in the same folder as the original (Fig. 3).

2. Move a Video

*Note: To learn how to move multiple videos, follow the instructions in* How to Batch Copy and Move Videos.

2.1. Hover over the video you want to copy and select **Settings** (Fig. 4).

2.2. In the window that appears, under **Session Information**, select **Edit** to the right of **Folder** (Fig. 5a). Locate and select the folder you want to move the video to in the dropdown menu that appears and select **Save** (Fig. 5b and 5c).
3. Move a Video with Drag and Drop

3.1. Select the **Browse** option from the left-hand navigation of your Panopto site and then select the pin in its upper-right corner (Fig. 6).

3.2. Select the video's parent folder, and then, select the video thumbnail, and drag and drop the video into its
new folder in the **Browse** area (Fig. 7).

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