

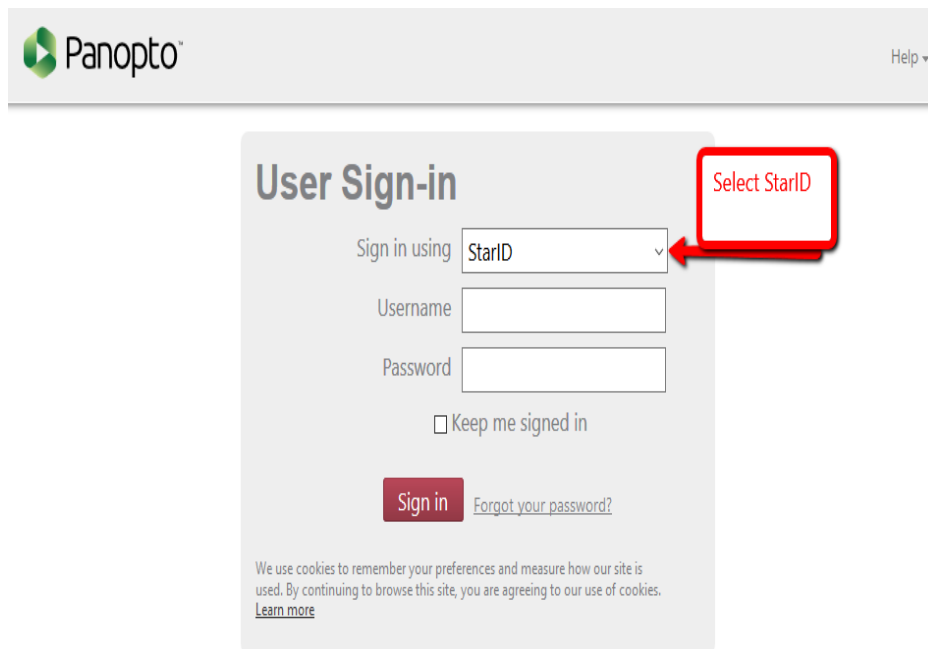
## Installing the Panopto onto a Windows PC

Use the following instructions to download and install the Panopto to your computer. The steps below show the installation process on a Windows for Panopto version 5.2.1

**NOTE:** If you do not have **administrator rights** to install applications to your computer (staff and some faculty), you will not be able to install the application yourself. In this case, contact [support@mnstate.edu](mailto:support@mnstate.edu) for assistance in installing the Panopto Recorder.

## How to Login to Panopto

1. Open the Panopto Server login page: See the below given link.  
(<http://coursecast.mnstate.edu/Panopto/Pages/Default.aspx>).
2. Once you click the link, it will open a web-page that will look like this one.!

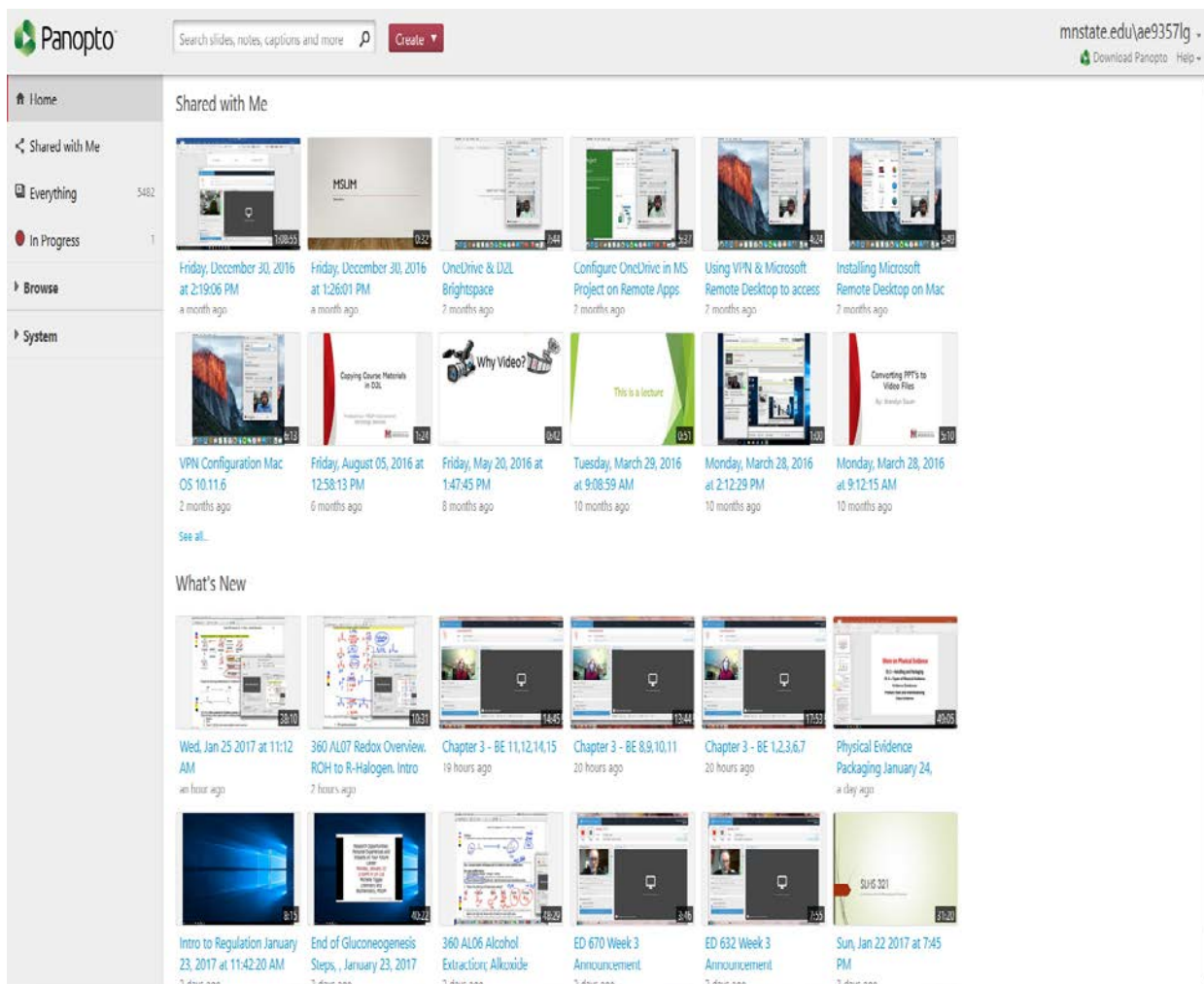


**NOTE: Only staff/instructors who have requested and been granted an account will be able to log into the Panopto web interface.**

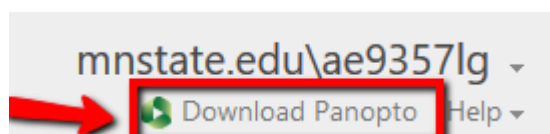
3. Select **StarID** from the “Sign in using” drop-down menu.

4. Sign in by entering your **StarID** and **StarID password** and clicking **Sign In**.

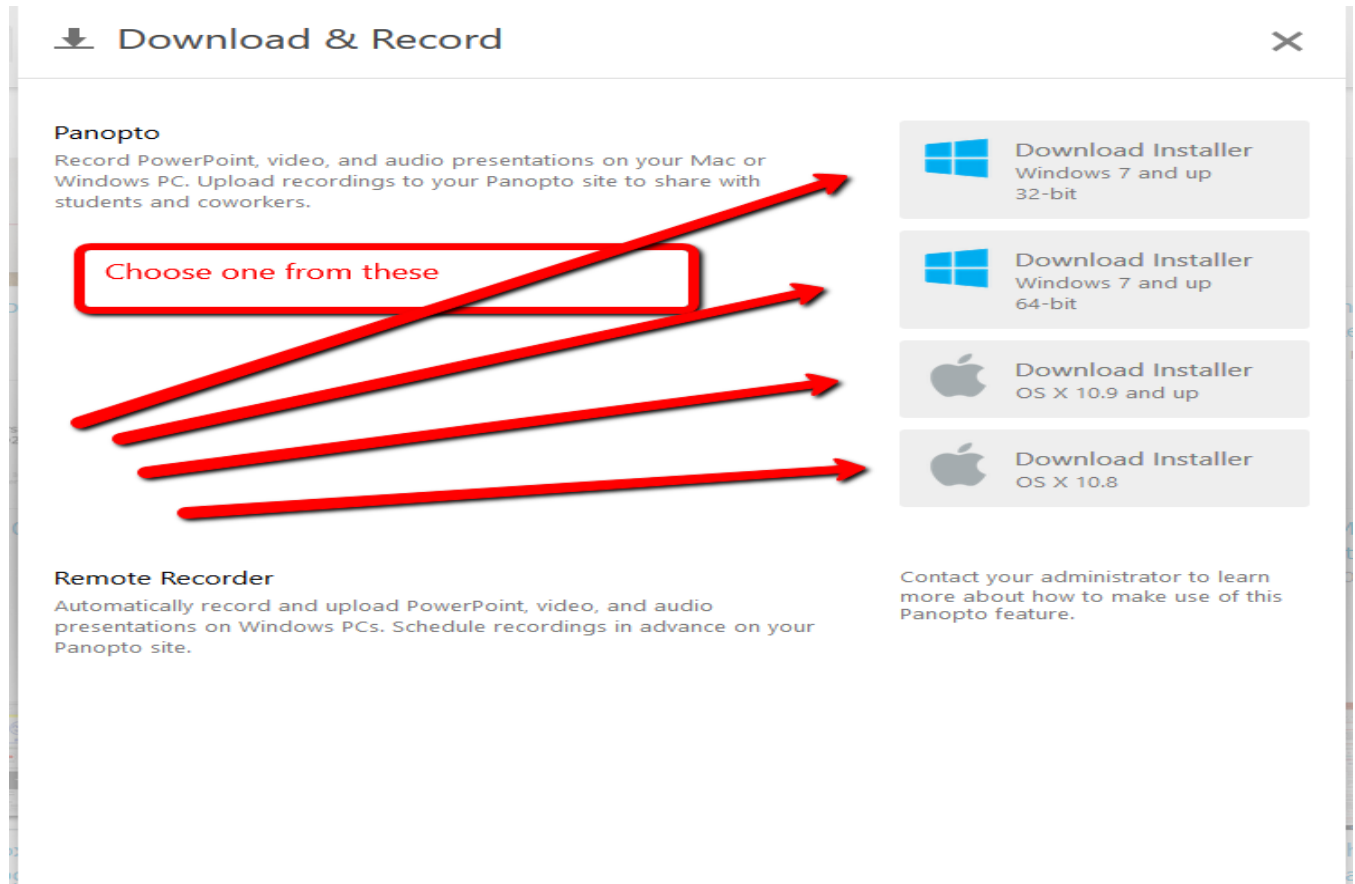
**After signing in, you have to download Panopto recorder to start making videos**



5. Then from the upper right corner of the Panopto window, click **Download Panopto**.



Select **ONE**: After clicking that, it will take you towards this new page: See below.

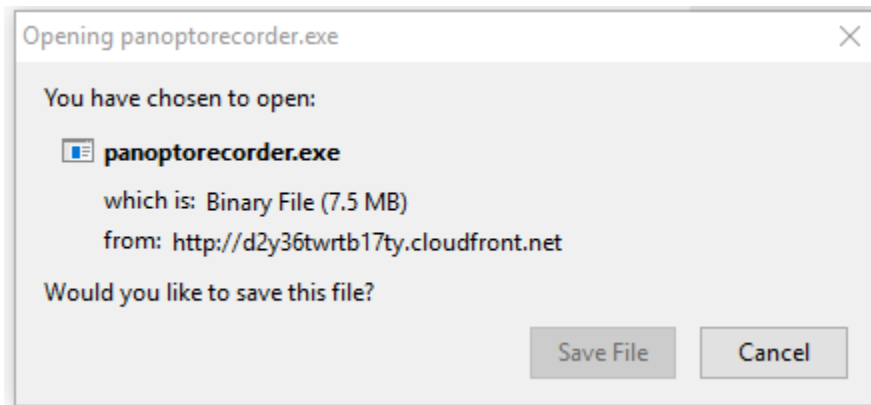


**For Windows:** Click **Download Installer –window 7 and up 32-bit** or **Window 7 and up 64-bit**.

**Below is the list of different web browsers and how it will appear when you use it to download the Panopto software**

### **Logged in using Mozilla Firefox**

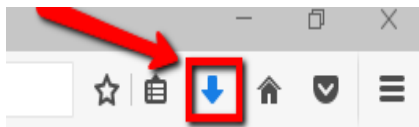
If you logged into the Panopto Server using **Mozilla Firefox**, the following pop-up window appears:



**Okay! So this image is of windows 10 and up 32-bit.**

**Your may have different (MB file) but the outlook will be same.**

- a. Click [**Save File**].
- b. Now, there are two ways you can locate the panoptorecorder.exe. file. Either go and click on the arrow which is on the top right side of the Mozilla Firefox; See below image.

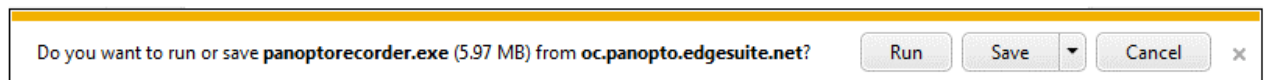


**OR.** You can go and check your downloads folder.

- c. Double-click on the **panoptorecorder.exe** file to launch the installer.
- d. Go to Step 6.

## Logged in using Internet Explorer

If you logged into the Panopto Server using **Internet Explorer 9**, the following message appears at the bottom of your window:

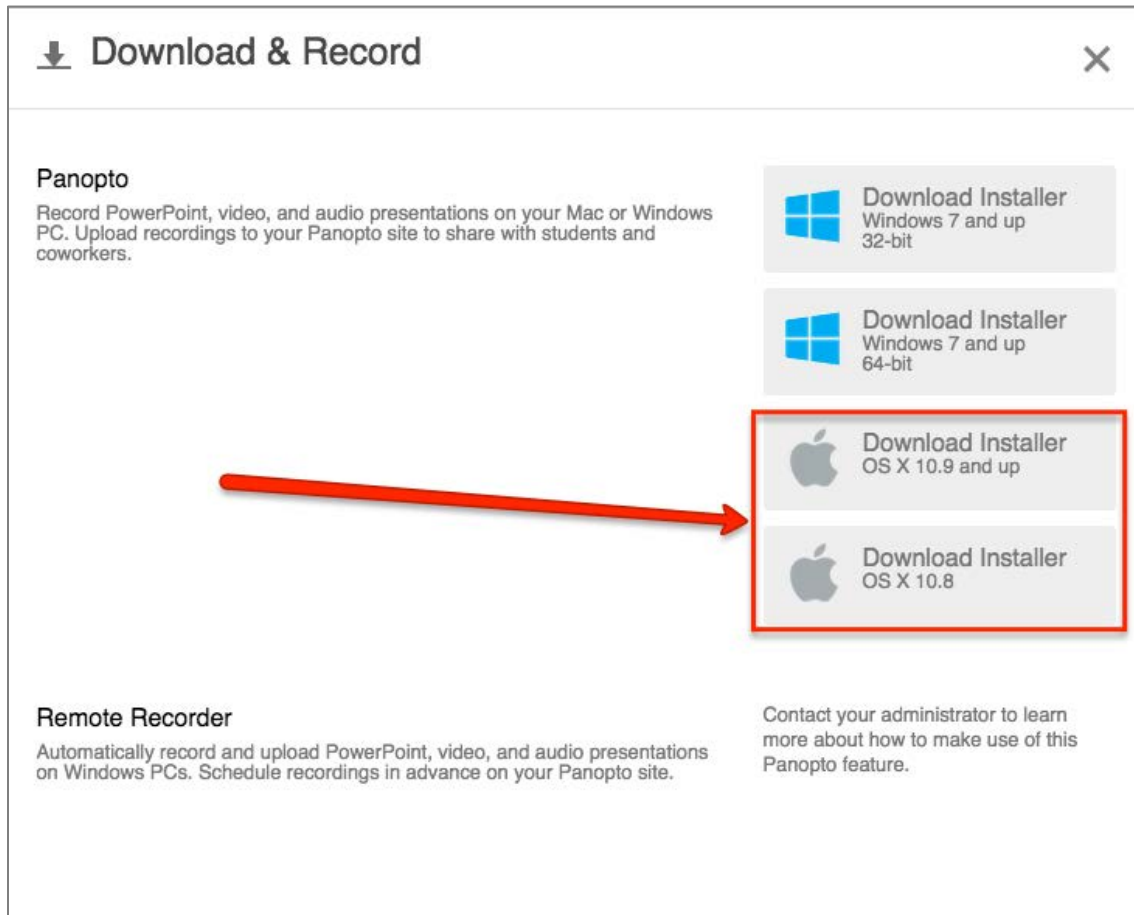


- a. Click [**Run**] when prompted.
- b. Go to Step 6.

**For Mac: Follow the same direction as above mentioned except these.**

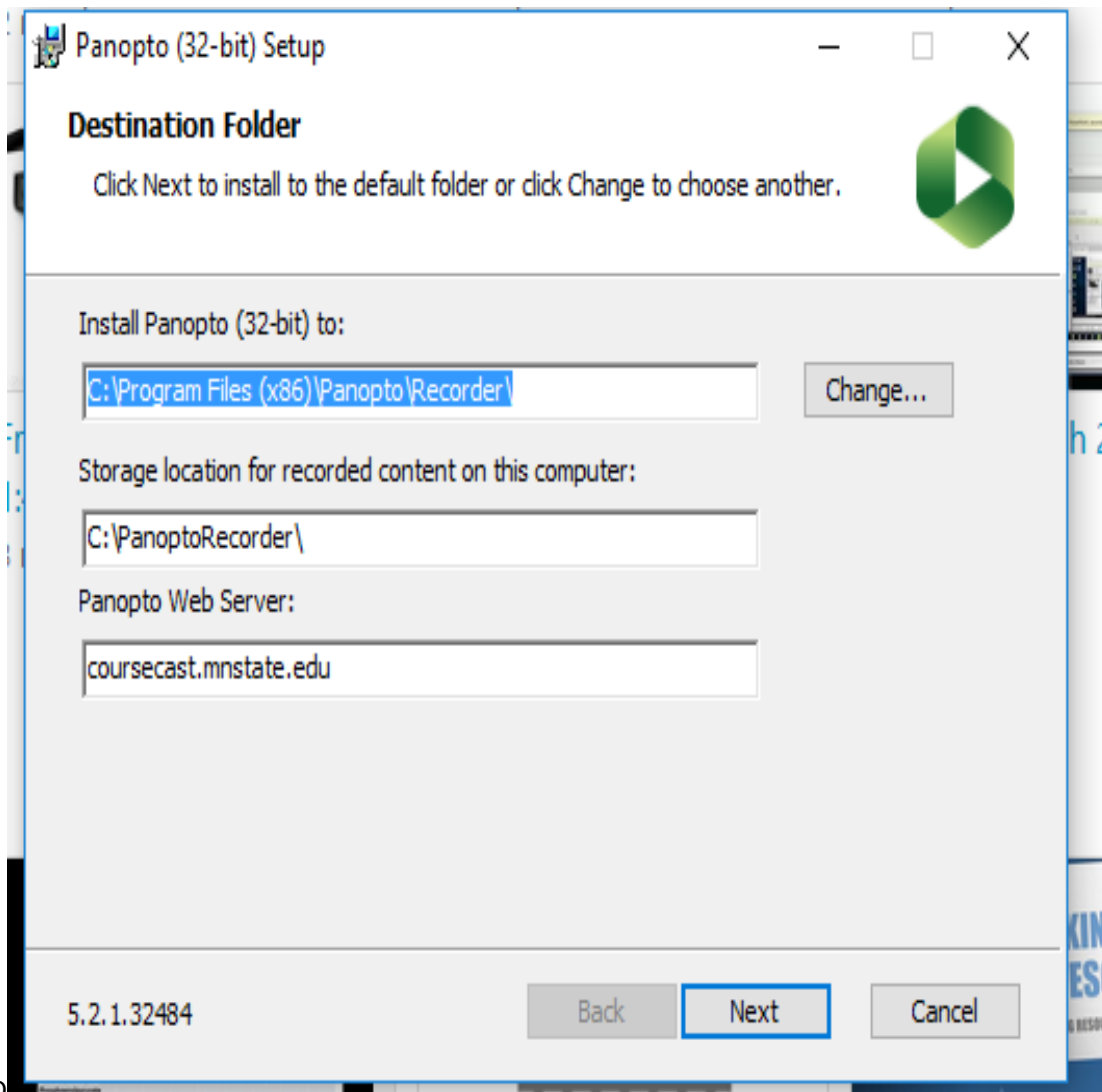
Note: Some have encountered issues when downloading the installation for a Mac using Firefox. The download can become corrupt and when launched appears as a jumbled text file. **Please use Safari and not Firefox during this procedure.**

- a. After clicking on the Download Panopto, you will see a page like this, so for Mac choose from these two options mark with **red** below.

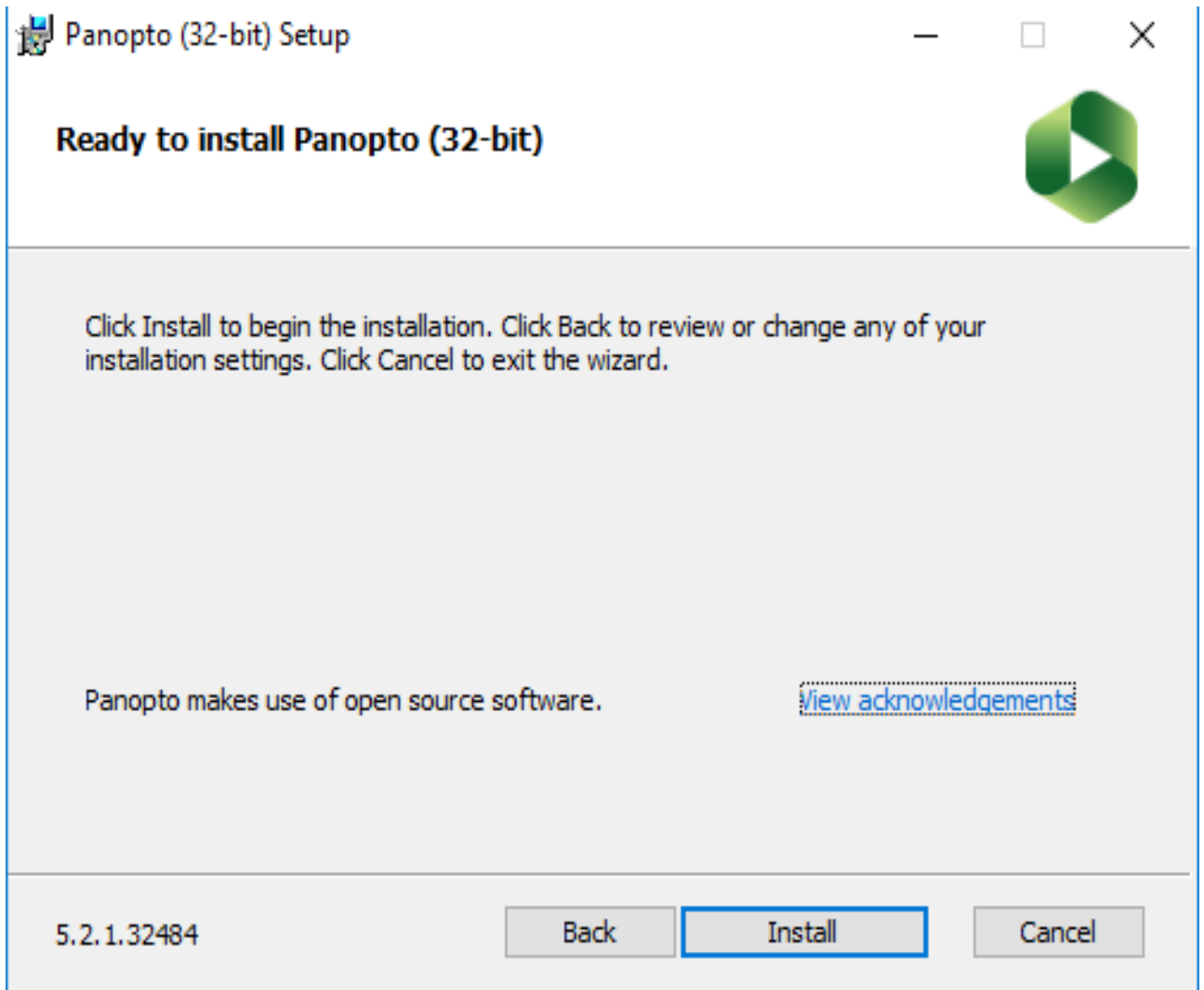


**Please remember the below images are of windows computer, your Mac might show it different but the procedure is the same. Also after installation you will see the similar main sign-in page of Panopto (See the last image on the last page)**

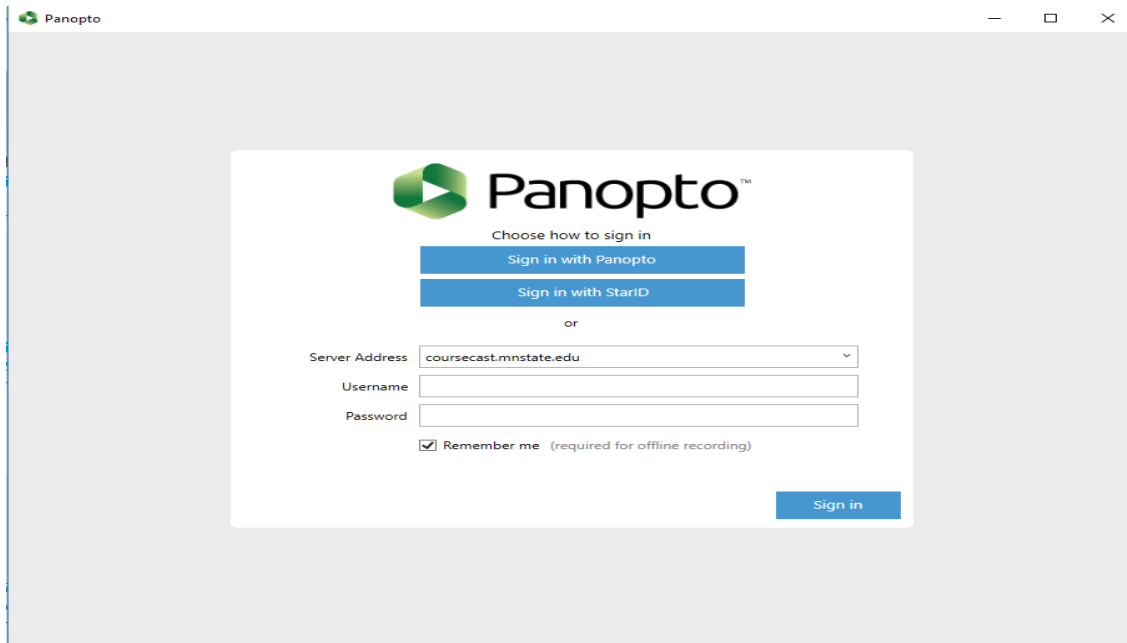
6. Choose the default installation folder and storage path and click [**Next**].



After hitting next, you will get the option to **install** it, then go ahead and **click Install**.



ONCE the installation is complete then you will see the main **Sign-in page**. (See the below image.)



7. If the Server Address is not entered already then enter the following address: **coursecast.mnstate.edu**
  
8. For Username: Must enter this first **mnstate.edu\** followed by your **StarID**. (For example: **mnstate.edu\ab1234cd**)
  
9. Password: Enter your **StarID password**.
  
10. Click [**Log in**] to launch the Panopto Recorder.

## For More Information

Please contact Instructional Technology Services at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.