How to Add a New Subfolder

1. Navigate to letu.hosted.panopto.com chose to log in with Canvas and click "Sign In"

2. Log in as if you were logging into Canvas, and grant Panopto access to your Canvas account.
3. Using the folders section on the left-hand pane navigate to the folder that you wish to create a subfolder under. An arrow indicates that a folder has subfolders in it and can be clicked to show these subfolders.

4. Right-click the folder you wish to create the new subfolder under and click "New Subfolder"
5. Enter the subfolder's name. Select whether or not the subfolder will inherit permissions from the parent folder (it is recommended to inherit permissions for most cases), and click "Create Folder"
6. If you did not select to inherit permissions set up the permissions by either inviting specific people, specific groups, or set general rules using the drop down menu.

![Image of a webpage showing the 'Who has access:' section with 'Specific people' selected and two users invited: Applied Aviation Sciences and Ian Johnston. There is also an option to notify people via email.](image-url)