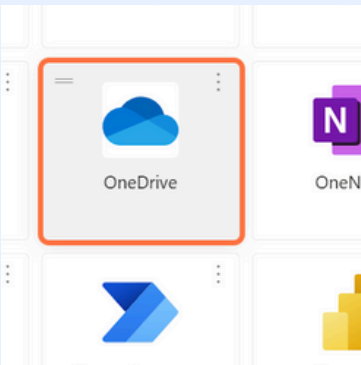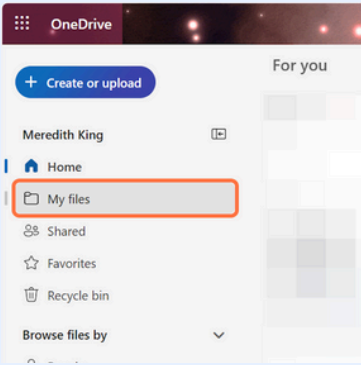# DOWNLOAD AND UPLOAD TEAMS MEETINGS VIDEOS IN ONEDRIVE AND PANOPTO
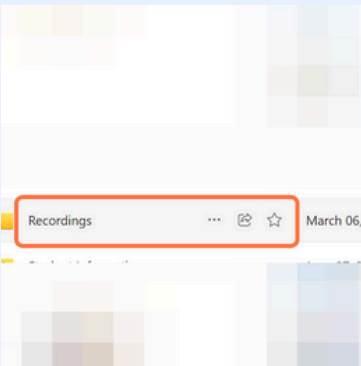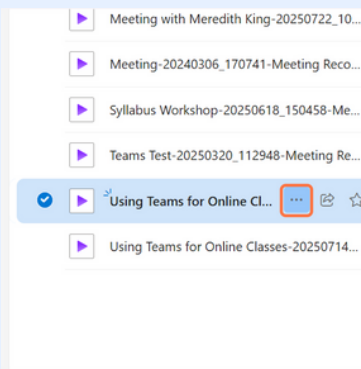
1. In My Apps, click on OneDrive

2. In OneDrive, Click on My files
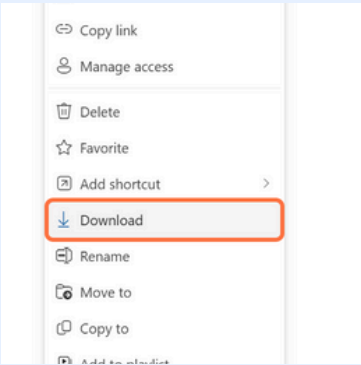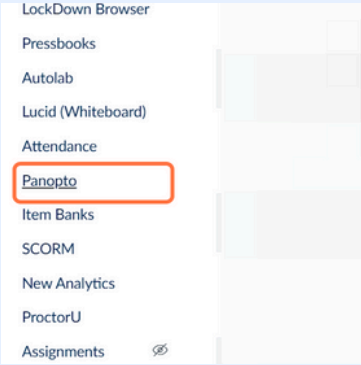

3. Click on Recordings

4. Click on the three dots (More Actions) next to your recording
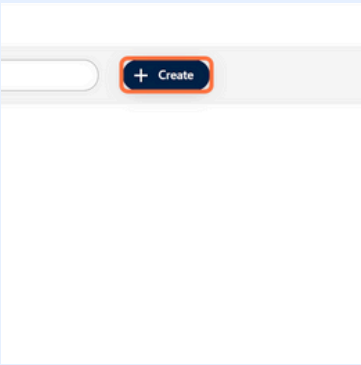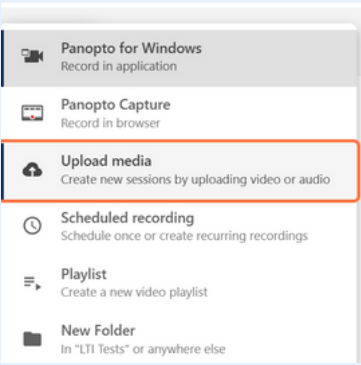

5. Click on Download

6. Go to your Canvas course. Click on Panopto in Course Navigation.

7. Click on Create

8. Click on Upload media...

9. Drag your video into the upload window or click to find the file on your computer. Your video will begin uploading. This may take a while.

10. When your upload is complete, you can close the Panopto window while it finishes processing.