# **Panopto: How to Download a Recording**

Sometimes instructors may want to download a recording to keep a local copy outside of Panopto or to use in another course outside of the hosting school. Panopto videos are downloaded in MP4 Video format.

1. Go into Panopto and locate the video you want to download.
2. Click Settings.



1. Click Outputs



1. Choose your desired settings [1] Type and [2] Quality. Click Download Podcast [3].



**2**

**1**

**3**