**Creating a personal folder in DMU Replay (Panopto)**

This guide shows how to setup a personal folder in DMU Replay (Panopto) into which you can record content that only you can view.

1. In your web browser navigate to [panopto.dmu.ac.uk](https://panopto.dmu.ac.uk/).



2. On the DMU Replay home page, click the **Sign in** button



3. Click another **Sign in** button



4. Sign in with your usual DMU credentials



5. Click the **Create** button.



6. Select the **New Folder** option.



7. Give your folder a name – this can be anything you like.



8. Click and open the **Parent Folder** menu, and select the **At the top level (Don’t use a parent folder)** option.



9. Click the **Create Folder** button.



10. Your folder will be created, and only yourself will be able to view content that is recorded into it.



11. You will need to select this folder whenever you are using the DMU Replay/Panopto software to recording something that you do not want anyone else to view.



* [Click this link to find out how to use DMU Replay to **record in a classroom**](https://celt.our.dmu.ac.uk/panopto-classroom-recording-quickguide/)
* [Click this link to find out how to use DMU Replay to **record at your desk**](https://celt.our.dmu.ac.uk/panopto-desktop-recording-quickguide/)