How to Change Workspace Name & Short Name

Graham Smith - 2023-11-27 - Workspaces

Workspace Managers can change the name of their Workspace.

1. Click on the **Manage Workspace** cogwheel icon and choose **Settings**.
2. Change the name (inc the description) in the top **Workspace Details** section.
3. Click **Save**.

However, if you want to change the **Short Name,** please open a support ticket.
For more information on how to do this, see How do I raise a support question?

Changing the short name, the URL & group's email address will change.

All links within that workspace will be updated to use the new short name.

Links within other workspaces will not be updated to the new short name.

Therefore, all external links will no longer work & need updating manually.

Also, all the bookmarks saved to the workspace by the users will be broken.

> Only the Site Owners can authorise the change of a Workspace Short Name.

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