Control Who Can Download Files in Your Workspace

Kahootz Support - 2026-03-31 - Workspace Managers

Available on: Enterprise sites only
Who can change this: Workspace Managers

Why use this setting?

Sometimes you want people to view content—without downloading it. This setting helps you manage who can see download links for documents, pictures, and videos in your workspace.

How to change download link settings

1. Open your **Workspace Manager's menu**.
2. Click **All Manager Functions**.
3. Under **Configuration**, select **Permissions**.
4. Scroll to the bottom of the page to find **Show download links**.

Choose how download links appear

You can set one of the following options:

- **Show** – Everyone can see download links for content they're allowed to view.
- **Managers only** – Only Workspace Managers see download links.
- **Hide** – No one sees download links.

What happens when links are hidden

- People can still view files using **Preview** or **Office Online** (if enabled).
- View / Edit on the Desktop is turned off.
- **Heads up**: Even if download links are hidden, users might still be able to download files using browser tools—if they have permission to view the content.