Deleting a workspace

Graham Smith - 2024-04-02 - Workspaces

Deleting a workspace permanently deletes all the contents and it may not be possible to retrieve it if done accidentally!

> You have to be a Workspace Manager to be able to delete a workspace, unless it's been disabled.
> If you cannot follow these steps below, you must contact your Site Owners so they can delete it.

1. Go to the Workspace that you wish to delete.
2. Click on the **Manage Workspace** cogwheel icon and select **Workspace Summary.**
3. Click **Delete this Workspace.**
4. Tick the "I want to **permanently delete** this workspace" confirmation checkbox.
5. Enter a **Reason for Deleting** the workspace.
6. Type **DELETE** into the "**Are you Really Sure?**" text box.
   Make sure that you really want to delete the workspace and all its contents!
7. Click on the **Delete** button.

If you do accidentally delete a workspace, it may be able to be recovered by support - you must raise a ticket within 30 days.

If you aren't sure you want to delete your workspace, read our article on Archiving to see other options.

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