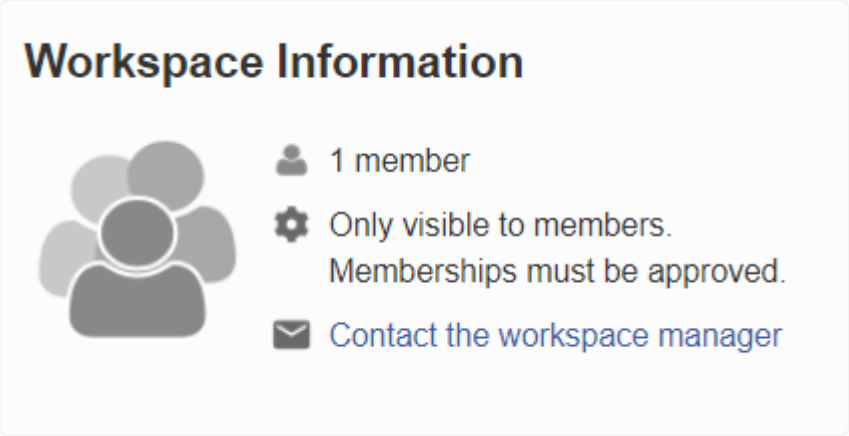
How-To Add a Workspace Profile Icon

Kahootz Support - 2019-03-14 - Workspaces

When you have a long list of workspaces within your Kahootz site, you need to make it easy for users to find the one they need.

Adding a workspace profile icon allows you to do this because users can see the image when scrolling through the list of workspaces.

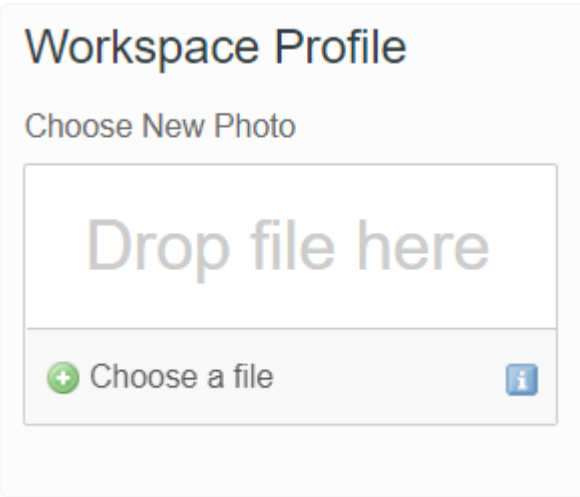
When creating a workspace, a default icon is shown:



> **Kahootz Tip:** Only workspace managers can change the workspace profile icon.

To change this icon, follow these steps:

1. Open the Workspace.
2. Click the '**manage workspace cog wheel**' icon in the top right corner and select '**settings**' from the drop-down menu.
3. Scroll to the bottom of the page.
4. Add your '**Workspace Profile**' icon, by either **drag & dropping your file** or click **'choose a file'** and browse to it from your computer.



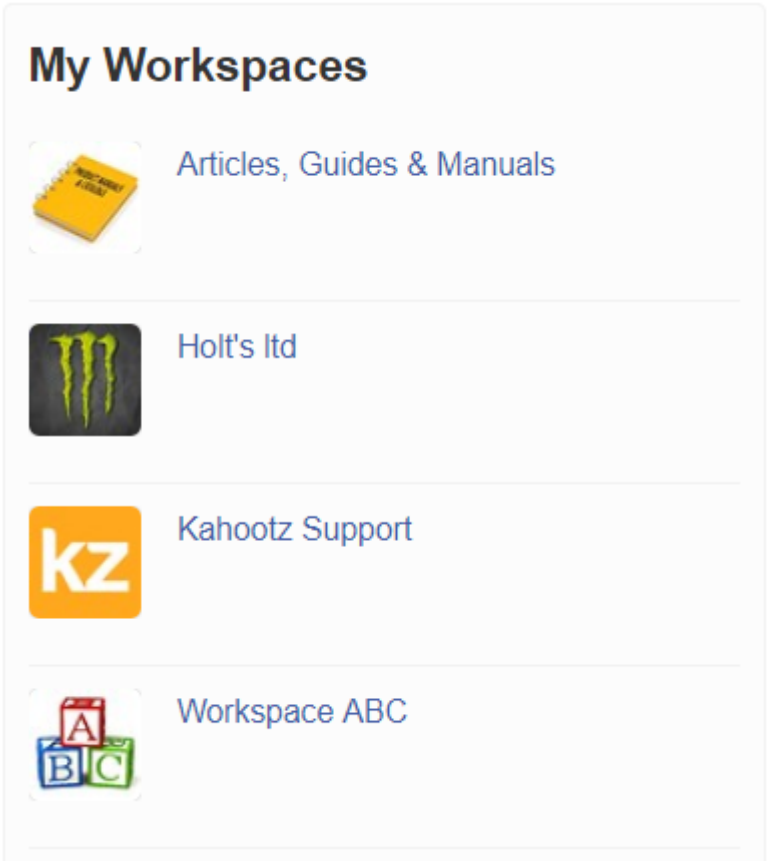
5. Click **save**.

Once you've applied and saved your profile icon, it will now display in many areas of Kahootz.

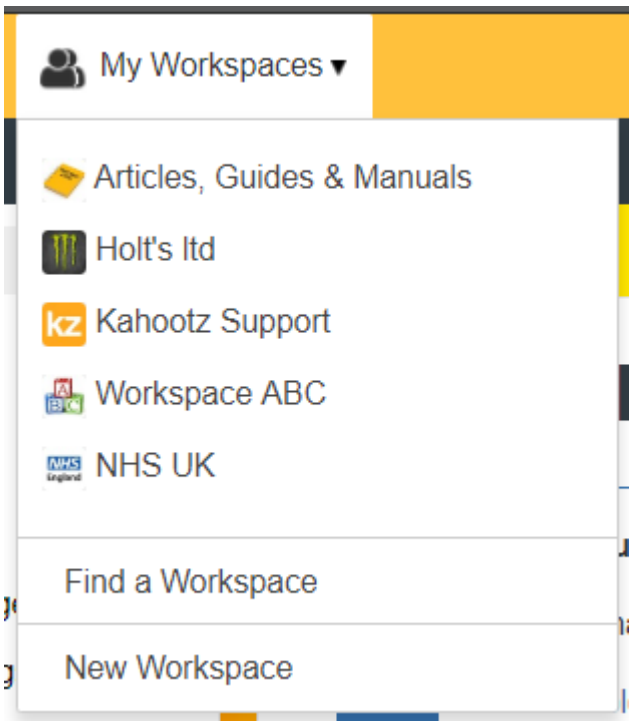
Workspace Settings



My Workspaces via your personal dashboard



My Workspaces 'drop-down' Menu



To remove your icon, follow these steps:

1. Open the Workspace
2. Click the '**manage workspace cog wheel**' icon in the top right corner and select '**settings**' from the drop-down menu.
3. Scroll to the bottom of the page.
4. Add a tick to the '**remove this photo**' checkbox.
5. Click **save**.

Related Content

- How-To Create/Add Workspaces within Kahootz
- Being a manager