

How-To Add a Workspace Profile Icon

Chris Holt - 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:

Workspace Information



-  1 member
-  Only visible to members.
Memberships must be approved.
-  Contact the workspace manager

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.

Workspace Profile

Choose New Photo

Drop file here

 Choose a file 

5. Click **save**.

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

[Workspace Settings](#)

Workspace Profile

Photo



[My Workspaces via your personal dashboard](#)

My Workspaces



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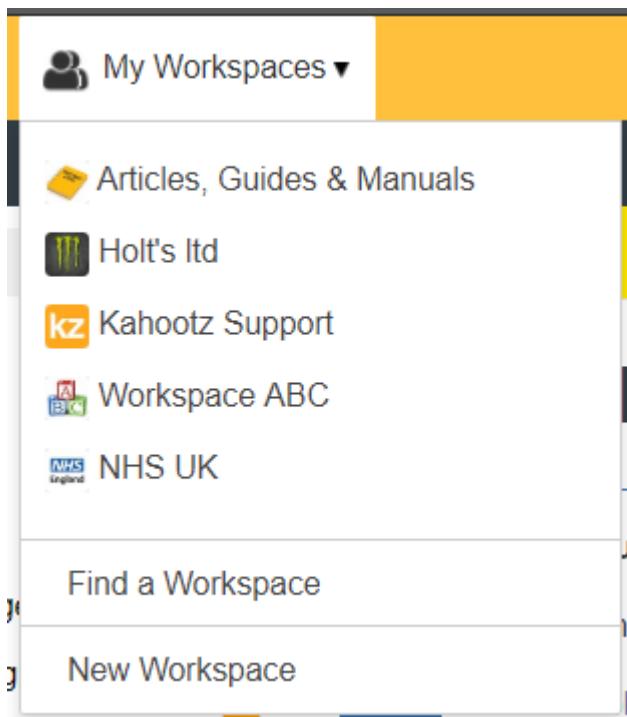


Kahootz Support



Workspace ABC

[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](#)