How-To Make someone a Workspace Manager

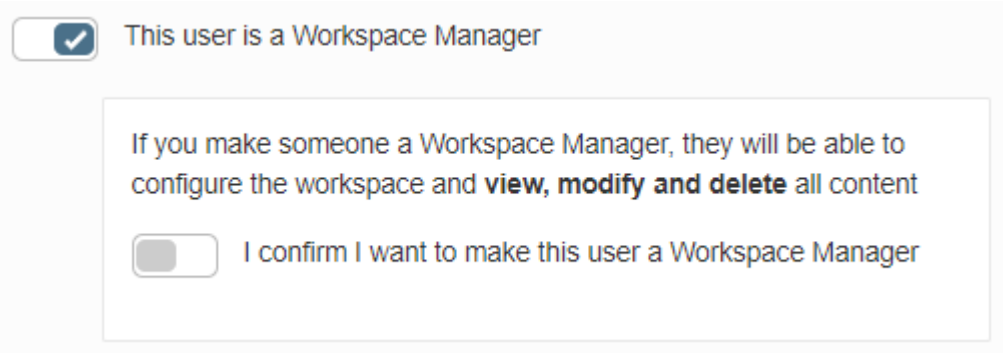
Software Support - 2024-02-20 - How-To

If you would like another user to help manage your workspace, it's possible to make them a manager.

> **Tip:** You need to be a manager of the workspace in order to assign this permission.

To make an existing user a manager:

1. Go to the Workspace.
2. Click the "Manage Workspace" cogwheel icon and select the "Members & Teams" option.
3. Find the member you want to make a manager by searching or scrolling through the list.
4. Click the pencil "Modify" icon\button next to the user's name.
5. Tick the checkbox for (This User is a Workspace Manager).



   You then must confirm your action by ticking the "confirmation" checkbox.
6. Click "Save."

To invite a new person and make them a manager, look at How-To Invite Users

> **Tip:** Remember, managers have complete control of your workspace.

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