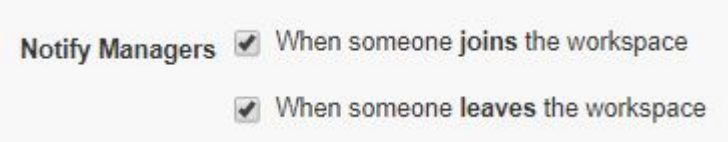
Notification when people join or leave my Kahootz Workspace

Graham Smith - 2019-06-26 - Workspace Managers

Workspace managers have the option to be immediately notified by email every time someone joins or leaves their Kahootz workspace.

To control the notification emails that managers receive within a workspace:

1. Click on the **Manage Workspace** cogwheel icon, and choose **Settings.**
2. If you would like to be notified, tick the specific checkbox otherwise leave them unticked.



3. Click **Save.**



It's possible to control which managers receive these notifications, and other emails sent to the managers. To do this;

1. Click on the **Manage Workspace** cogwheel icon in the menu bar, and choose **Members**.
2. Find the relevant manager in the list and click on their **Edit icon**.
3. Under **User Permissions,** you'll see an **Alerts** tickbox. If this is ticked they'll receive manager notifications.
4. Click **Save**.

   Kahootz Tip: If none of the managers are selected to receive notifications Kahootz will send the notifications to all managers.

Related Content

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- When should you create a separate workspace?