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Removing / Deleting Workspaces

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To delete a workspace from your site, please follow the steps below...

- 1. Open the Workspace.
- 2. Click on the "cog-wheel" icon in the top right corner of the page to open the Manage Workspace menu.
- 3. Select "All Manager Functions" from the bottom of the drop-down menu.
- 4. Scroll down and click on "Delete" under Functions.
- 5. Tick the box: I want to permanently delete this workspace.
- 6. Provide a Reason for Deletion *
- 7. The default purge date is 30 days; you can change it if required.
- 8. Type the word "**DELETE**" to confirm.
- 9. Press the "**Delete**" button.

Kahootz Tip: A deleted workspace can be restored by the support team up until the purge date. After that date all data will be permanently deleted and cannot be restored.