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.