Changing a workspace manager

Graham Smith - 2024-02-20 - Workspace Managers

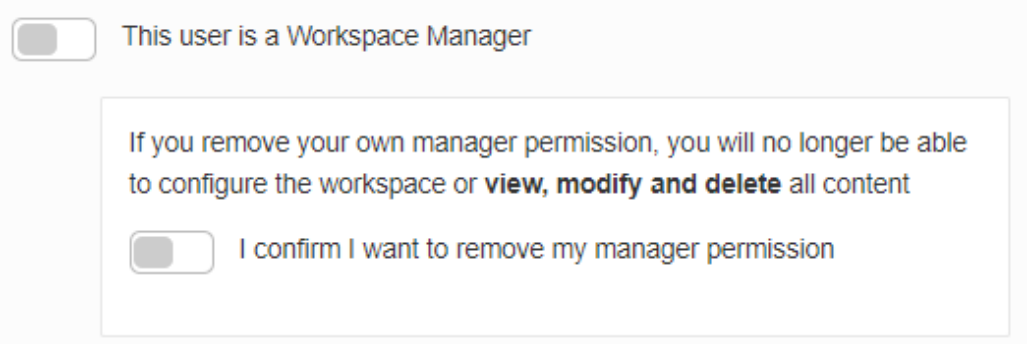
To make someone else a Workspace Manager, see How to make someone a manager.

If you don't need to be involved in the workspace, you can leave once there is another manager:

1. Go to the **Workspace Home**.
2. In the Actions menu, click **Leave Workspace**.

You can remove your permissions if you want to remain in the workspace as a standard member.

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. Untick the checkbox for (This User is a Workspace Manager).



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

Related Content

- Being a manager
- How-To Make someone a Workspace Manager