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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).

☐ This user is a Workspace Manager

If you remove your own manager permission, you will no longer be able to configure the workspace or **view, modify and delete** all content

☐ I confirm I want to remove my manager permission

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](#)