



[Knowledgebase](#) > [Managers & Site Owners](#) > [Workspace Managers](#) > [Notification when people join or leave my Kahootz Workspace](#)

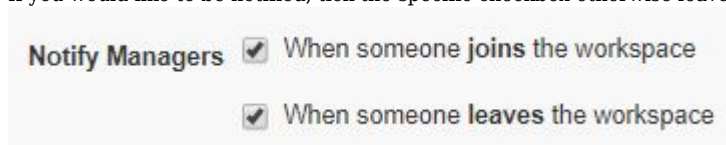
Notification when people join or leave my Kahootz Workspace

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.



Notify Managers ☒ When someone joins the workspace
☒ When someone leaves the workspace

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

- [How-To Create/Add Workspaces within Kahootz](#)
- [When should you create a separate workspace?](#)