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Changing a workspace manager

Software Support - 2024-02-20 - Workspace Managers

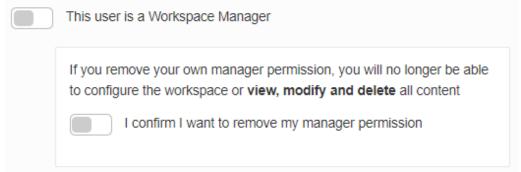
To make someone else a Workspace Manager, see How to make someone a manager.

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
- <u>How-To Make someone a Workspace Manager</u>