

Deleting a workspace

Software Support - 2019-10-21 - Workspaces

Only a manager can delete a workspace. Deleting a workspace, permanently deletes all the contents and it may not be possible to retrieve it if done accidentally!

1. Go to the Workspace that you wish to delete.
2. Click on the **Manage Workspace** cogwheel icon and select **Workspace Summary**.
3. Click **Delete this Workspace**.
4. Tick the "I want to **permanently delete** this workspace" confirmation checkbox.
5. Enter a **Reason for Deleting** the workspace.
6. Type the word **DELETE** into the "**Are you Really Sure?**" text box.
Make sure that you really want to delete the workspace and all its contents!
7. Click on **Delete**.

If you do accidentally delete a workspace, it may be able to be recovered by support - you must raise a ticket within 30 days.

If you aren't sure you want to delete your workspace, read our article on [Archiving](#) to see other options.

Related Content

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