

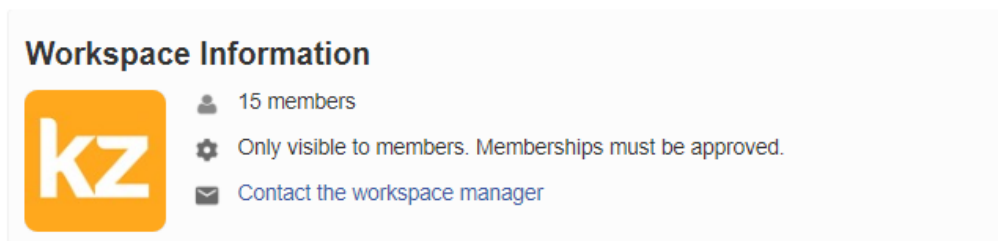
How do I know who can view my Workspaces

Software Support - 2020-05-01 - Workspace Managers

Finding out whether your workspace is **Open** (accessible to all users), **Restricted** (users have to be approved), or **Private** (invite only) is simple!

You can either:

1. Click on the **Workspace Home**, and you'll see a dashboard item/widget section named **Workspace Information** which contains the workspace privacy.



* Your **Workspace** may not have the **Workspace Information** item/widget so please proceed with method 2.

2. Click on **Manage Workspace** "cogwheel icon" and select **Workspace Summary** from the drop-down menu.

Workspace Summary

Name	Kahootz Support
Workspace Homepage	[REDACTED]
Email Address	[REDACTED]
Manager Email Address	[REDACTED]
Privacy	The workspace is private and can only be accessed by the workspace members
Membership	In order to join the workspace, people must either be invited or have their request to join approved by a workspace manager
Member Count	15
Workspace Created	[REDACTED]
Categories	The workspace is not in any categories
Documents	15.4 MB used
Pictures	9.9 MB used
Recycle Bin	Your recycle bin contains 1 item.

For more detailed information regarding the **Open**, **Restricted**, and **Private** settings, please see below for full details.

Workspace Permissions

Privacy

Open

Restricted

Private

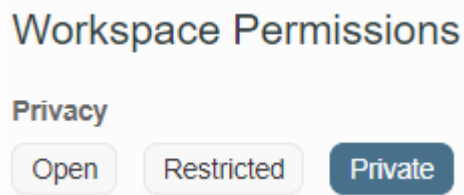
- **OPEN** workspaces are visible to anyone who's already registered of which they can freely join and view the content.
(To be a registered user, people first need to be invited to join a workspace within your Kahootz site)
- **RESTRICTED** workspaces are visible to anyone who's already registered on the site, they can request access but a manager must first approve the request.
- **PRIVATE** workspaces can only be seen by users who have already been invited and accepted the invitation to join.

Managers can check whether a workspace is **Open**, **Restricted**, or **Private** by clicking the **Cogwheel Icon** and selecting **Workspace Summary** as detailed above.

They can also change this setting via the **Manage Workspace** cogwheel icon, **Settings > Workspace Permissions** (step-by-step instructions below if required)

1. Click on the **Workspace Home**.

2. Click on the **Manage Workspace** "cogwheel icon" and select **Settings** from the drop-down list.
3. Under **Workspace Settings**, you will find a section called **Workspace Permissions**. with **Open**, **Restricted**, and **Private**.

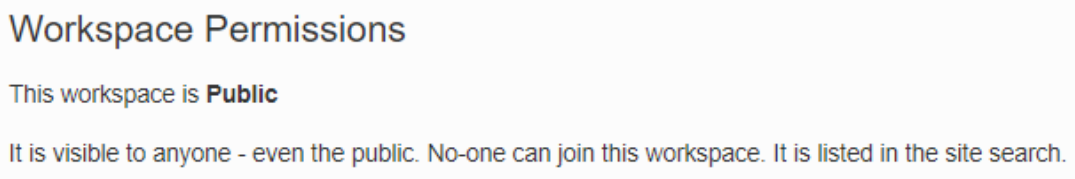


4. The one selected is the current access level set for the workspace.
5. To change the access settings select one from the list and click **Save**.

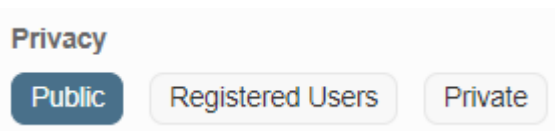
For more detailed information regarding "how-to" change/modify your **Workspace Permissions**, please refer to this [KB article](#).

How do I know if my workspace is viewable to the public

To confirm if your workspace is publically accessible, view your **Workspace Permissions** (as detailed above) which will advise if the Workspace is **Public**.



Kahootz Tip: Some workspaces can also be **Open** (accessible to the public) but these requests have to come from the site owner and actioned by Kahootz.



* Raise a ticket to the support team providing them with the workspace name.

Related Content

- [Getting started - Creating your workspace](#)