

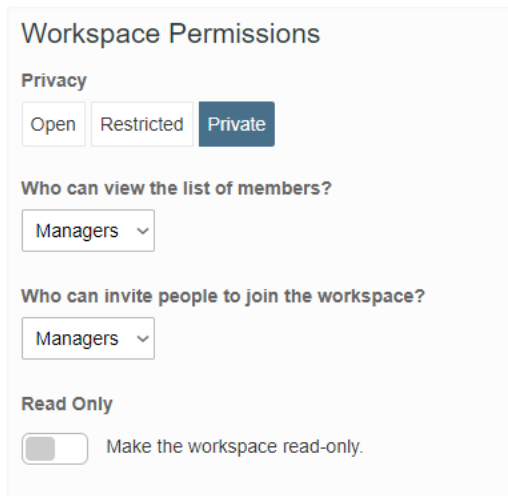
# How-To Change Workspace Permissions

Software Support - 2020-05-13 - [Permissions](#)

Workspace permissions give you control over what your users can see and do within your workspace.

These permissions are first set when you [create a workspace](#). You can change them by clicking the cogwheel icon in the top right corner and selecting "**Settings**" from the dropdown.

If you scroll down the page, you'll see the "**Workspace Permissions**" section as shown below.



## Privacy

This controls who can see your workspace - for more details please refer to this [KB article](#).

## Who can view the list of members?

This controls who can see a list of users in your workspace.

It's automatically set to "**Managers**" - however, if you want to allow all users to view this list, you can change the drop-down to "**Members**."

## Who can invite people to join the workspace?

This controls who can [invite other people](#) to your workspace.

It's generally set to "**Managers**" - however, if you want to allow all users to invite people, you can change the drop-down to "**Members**."

## Read Only

This sets the workspace to "**Read-Only**." This stops anyone from making changes or adding new content.

**Kahootz Tip:** Setting your workspace to read-only is perfect for keeping an archive of its data. [Read this KB article](#) for information.

## Related Content

- [How-To Create/Add Workspaces within Kahootz](#)
- [Archiving](#)

- [Getting started - Creating your workspace](#)
- [How-To Invite Users \(Site Owner, Manager & Member\)](#)