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## How-To Contact the Site Owners

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You may need to contact your Kahootz site owner to ask for access to the site or access to a particular workspace.

How you do this depends on whether you have a Kahootz account on a site or not.

### If you already have an account and can log in to Kahootz

1. Log in to your Kahootz site
2. Select **"Private Messages"** from the left-hand side menu or from the top right corner under **"Account."**
3. Click **"New Private Message"** under the **"Actions"** menu.
4. Select **"The Site Owner"** from the **"To"** drop-down menu.
5. Enter a **"Subject"** and **"Message."**
6. Click **"Send Message."**

### If you do not have an account and cannot access Kahootz

1. Visit the Kahootz site home page.
2. Select **"Contact Site Owner"** from the top right-hand corner.
3. Enter your **"Name," "Email," "Subject"** and **"Message."**
4. Click **"Send Message."**

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- [Kahootz Support & Technical Help Desk](#)
- [How-To Send & View Private Messages for Users, Workspace Managers & Site Owners\)](#)
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