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How-To Contact the Workspace Manager

Software Support - 2019-08-23 - [How-To](#)

If you have any questions about content or permissions within a particular workspace, you will need to contact the Workspace Manager.

Kahootz Tip: Whilst Kahootz Support can help with using the software, we have no knowledge of the projects our clients are running through their sites. Therefore, we're not in a position to provide access to any workspaces or content in Kahootz.

1. Login in to your Kahootz site.
2. Select "**Private Messages**" from the left-hand side "**My Dashboard**" menu or from the top right corner under "**Account**."
3. Click "**New Private Message**" in the "**Actions**" menu at the bottom of the page.
4. Select "**The Workspace Manager**" from the "**To**" drop-down menu.

Kahootz Tip: If you're a member of multiple workspaces, you'll be required to select one from the "Of" drop-down.

5. Enter a "**Subject**" and your "**Message**."
7. Click "**Send Message**."

The Workspace Manager will now receive your message. Please allow them time to respond.

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- [Permissions that the Kahootz team can help you with](#)
- [Dashboard Item: Workspace Information](#)