

How-To Make someone a Workspace Manager

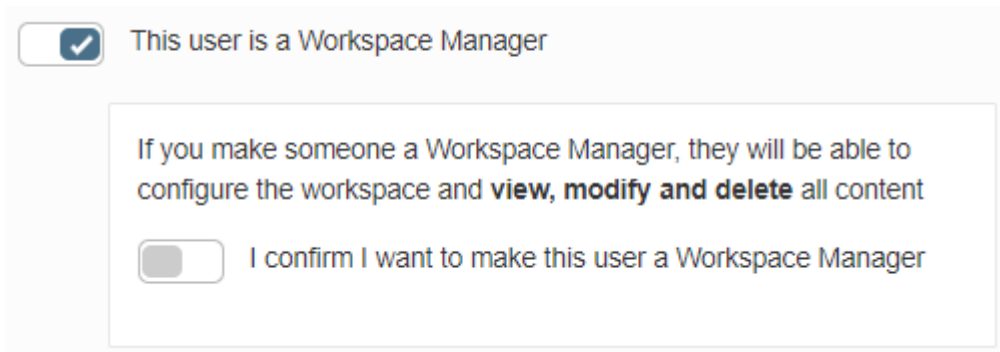
Software Support - 2024-02-20 - How-To

If you would like another user to help manage your workspace, it's possible to make them a manager.

Tip: You need to be a manager of the workspace in order to assign this permission.

To make an existing user a manager:

1. Go to the Workspace.
2. Click the "Manage Workspace" cogwheel icon and select the "Members & Teams" option.
3. Find the member you want to make a manager by searching or scrolling through the list.
4. Click the pencil "Modify" icon/button next to the user's name.
5. Tick the checkbox for (This User is a Workspace Manager).



The screenshot shows a user interface element with a checked checkbox labeled "This user is a Workspace Manager". Below it is a confirmation dialog box with the text: "If you make someone a Workspace Manager, they will be able to configure the workspace and **view, modify and delete** all content". At the bottom of the dialog is an unchecked checkbox labeled "I confirm I want to make this user a Workspace Manager".

You then must confirm your action by ticking the "confirmation" checkbox.

6. Click "Save."

To invite a new person and make them a manager, look at [How-To Invite Users](#)

Tip: Remember, managers have complete control of your workspace.

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