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## How-To Make someone a Workspace Manager

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

**Kahootz 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 choose "**Members.**"
3. Find the member you want to make a manager either by searching or scrolling through the list.
4. Click the pencil "**Edit**" button next to the user's name.
5. Under "**User Permissions**" switch on the "**This User is a Manager**" toggle.
6. Click "**Save.**"

To invite a new person and make them a manager look at [Sending out invitations.](#)

**Kahootz Tip:** Remember, making someone a manager means they will have complete control of your workspace.

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