



# Managing user settings

You have the option to add members to your space either during its creation or at a later time. Users can be included by individually selecting users in the hub or by importing a CSV file.

The users you add to the space should belong to your hub. To know how to add users to a hub, visit [Inviting users to hub](#).

## Adding individual members

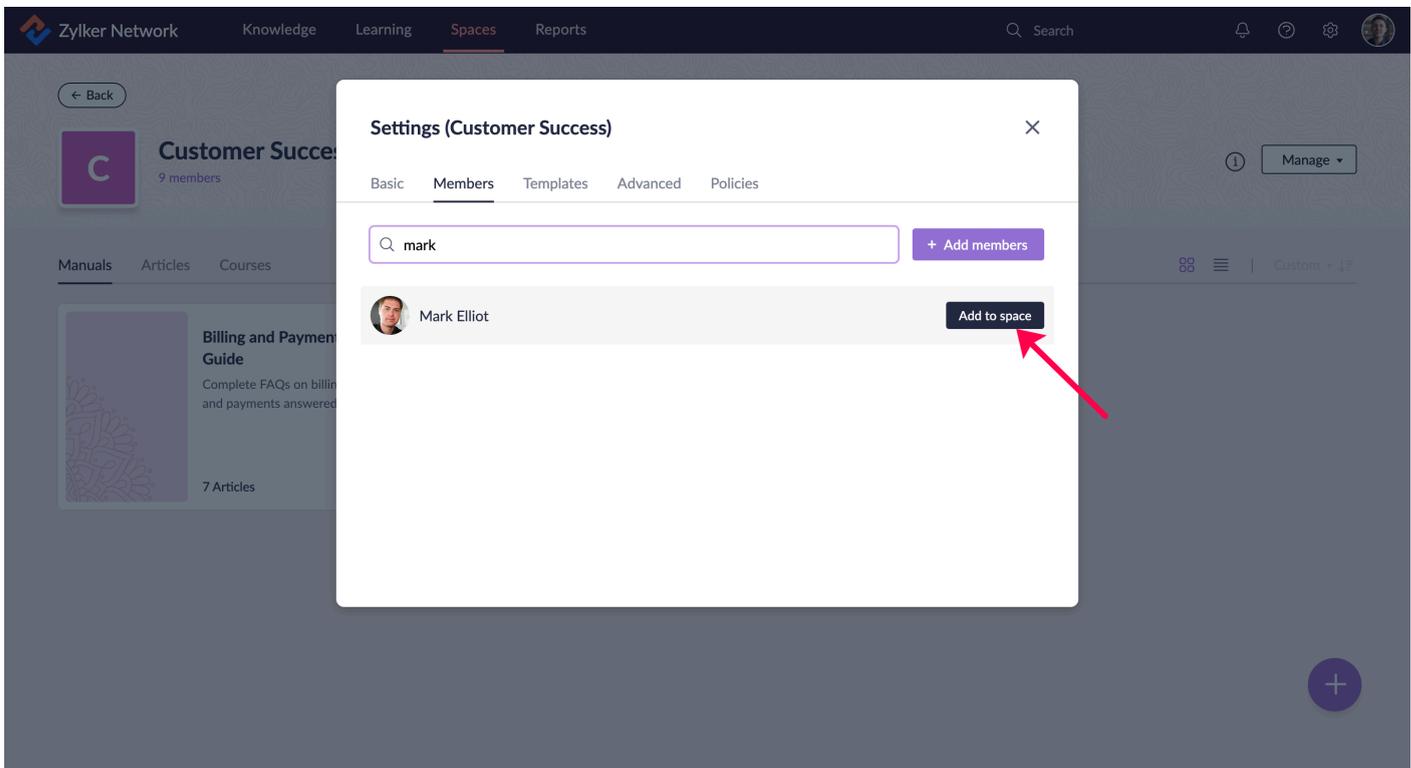
Space admins have the ability to add users to the space as either members or admins and space members can only add manuals to the space.

### Space admins have permissions to:

- Add or delete manuals from the space
- Add or delete members from the space
- Change the role of other members in the space
- Manage space-level settings and policies
- Delete the space
- Add templates to the space

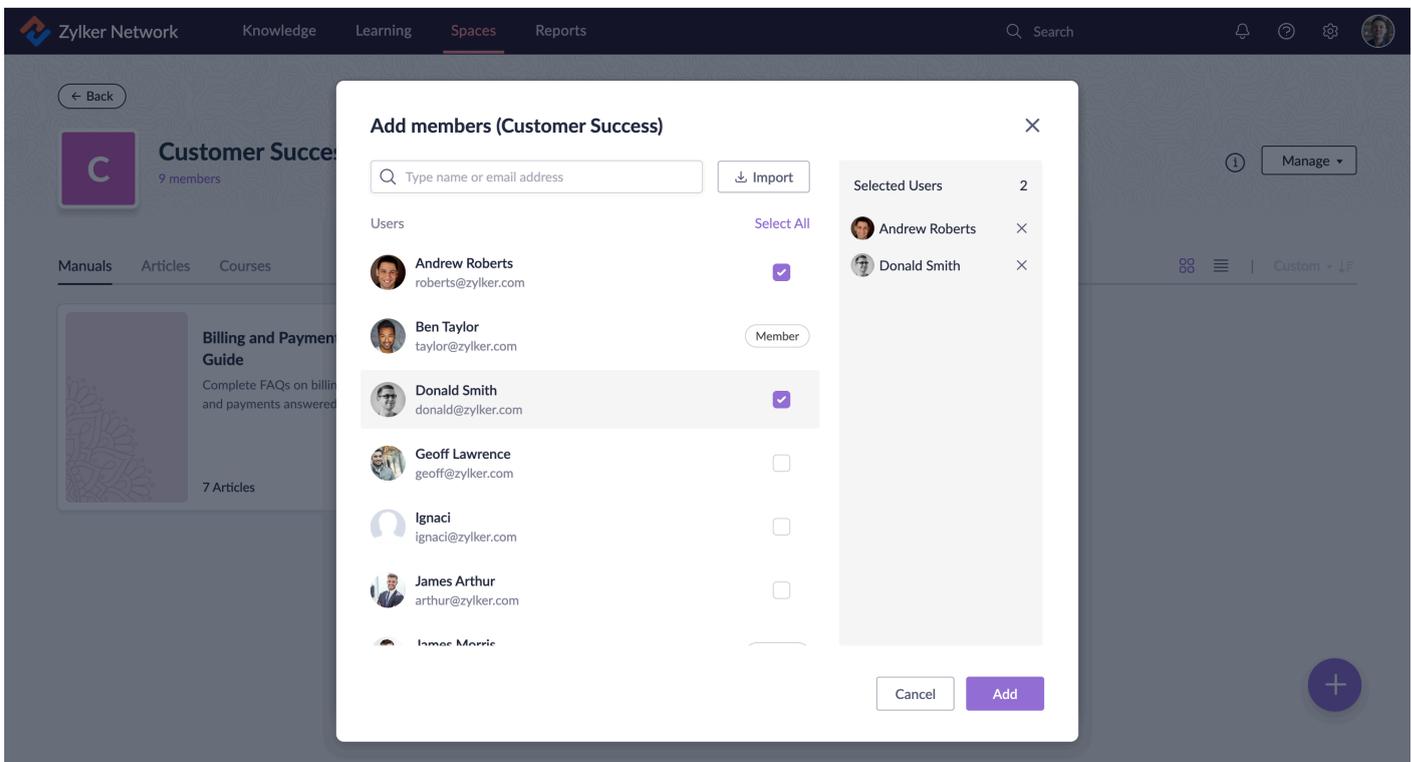
### To add users:

1. Navigate to your space and click **Manage**, then click **Manage Members**. (or) Navigate to your space and click **Manage**, then click **Settings** and go to the **Members** tab.
2. To add a new member, search by typing their name or email into the text box and click **Add to Space**.



(or)

1. Click **Add Members** in the **Members** tab.
2. Type a name or email and select a member from the list.
3. Once you have added members to the selected list, click **Add**.

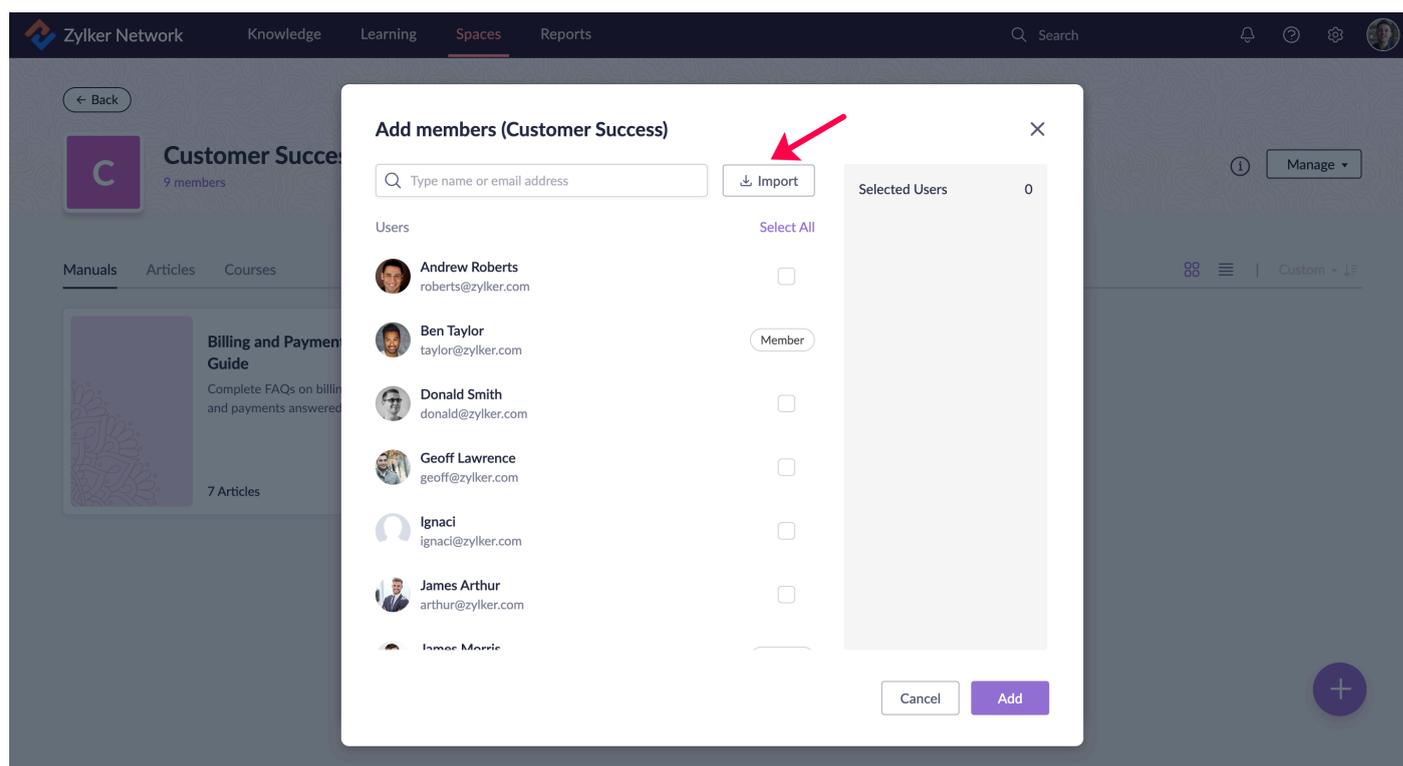


## Adding members by importing CSV

You can add users in bulk by importing a CSV file containing their email addresses. The CSV file should have valid email addresses of users who belong to the hub.

### To import CSV file:

1. Navigate to your space and click **Manage**, then click **Manage Members**. (or) Navigate to your space and click **Manage**, then click **Settings** and go to the **Members** tab.
2. Click **Import**.
3. Click **Choose a file** and select a file from your device.
4. Hover over the email addresses to edit or delete them.
5. Click **Proceed**.



## Managing existing members

After adding users to your space, you have the option to assign them as space administrators or remove them from the space. A space administrator has the authority to manage manuals, articles, courses, users, and policies within the space.

### To manage existing members:

1. Navigate to your space and click **Manage**, then click **Manage Members**. (or) Navigate to your space and click **Manage**, then click **Settings** and go to the **Members** tab.
2. Search for an existing member by entering their name or email in the input box.
3. To make a member an admin, click the **Settings** icon (⚙️) next to their name and click **Make Admin**.

4. To remove a member from the space, click the **Settings** icon (⚙️) next to their name and click **Remove from Space**.

