

Rename a Workspace

- Table of contents
- The first option:
- The second option:
- The third option:

'My Workspaces' is a section where you can view the list of workspaces that you have created.By default, a new workspace created will be named "Workspace 1" or "Workspace 2" as per the order.It is possible to rename your workspace in three different ways.

The first option:



Click on the three dots (More Options) next to your Workspace name, and select the Rename option.



The second option:

Click the **Pencil icon** that appears when you hover your mouse over the Workspace name and **Rename** it.



The process is shown in the Gif below:

Tables	٣	Q Find a base		J 🖸
MY WORKSPACES	+	Workspace 2 -	(A) () + ADD BASE (1)	
Mobile App Aug 06, 2022				
Workspace 2 2 Aug 06, 2022	:			
		•	Control Control Control Control	

The third option:

Click the **down arrow button** beside your workspace name **at the top** and select the **Rename** option.

20110 Sample	▼ Q Find a base	0
MY WORKSPACES	Workspace 3	U ³ Modified Time V & + ADD BASE
Workspace 3 Jun 28, 2022	C Rename	Book
Workspace 4 Jun 29, 2022	Jun 29, 2022	: Jun 28, 2022 :

The process is shown in the Gif below:

Tables v	Q Find a base			0
MY WORKSPACES	Workspace 2 -		(A+ ADD BASE (₫)	
Mobile App Aug 06, 2022		•		
Workspace 2 Aug 06, 2022				
		Start by creating New Base Heyl We know you've got a lot to do. Start by creating your first Base. (+ CREATE NEW BASE)		