



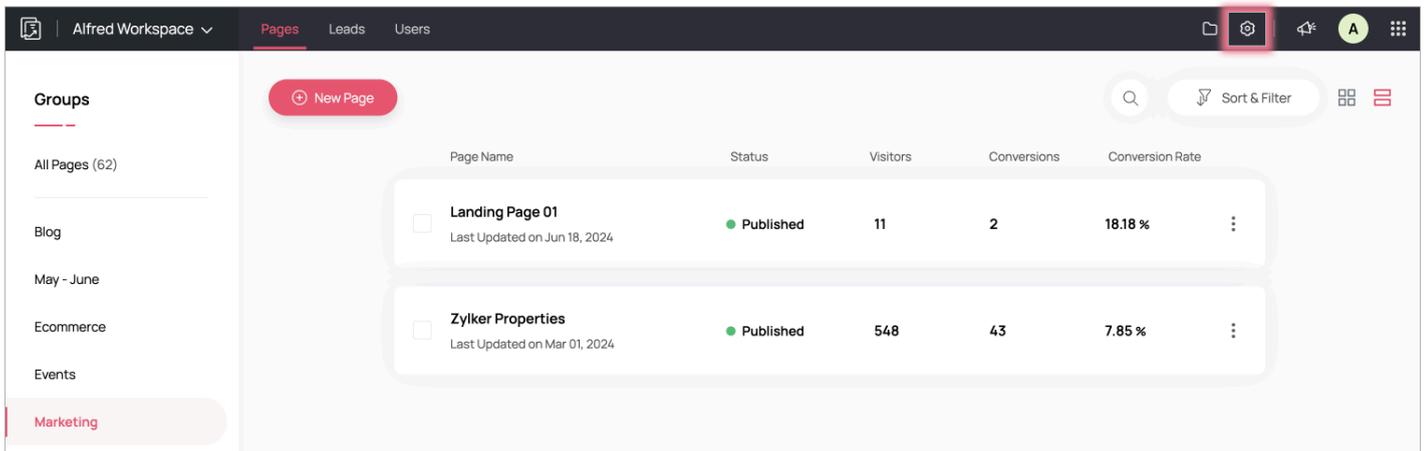
# User Management : Portals & Workspaces

Zoho LandingPage offers dual levels of user management: portal-level and workspace-level. At the broad level, portal owners and portal admins control access across the entire portal. At a more specific level, workspace managers can choose the users for the individual workspaces. This dual-level approach ensures a streamlined, flexible, and collaborative user experience across the platform.

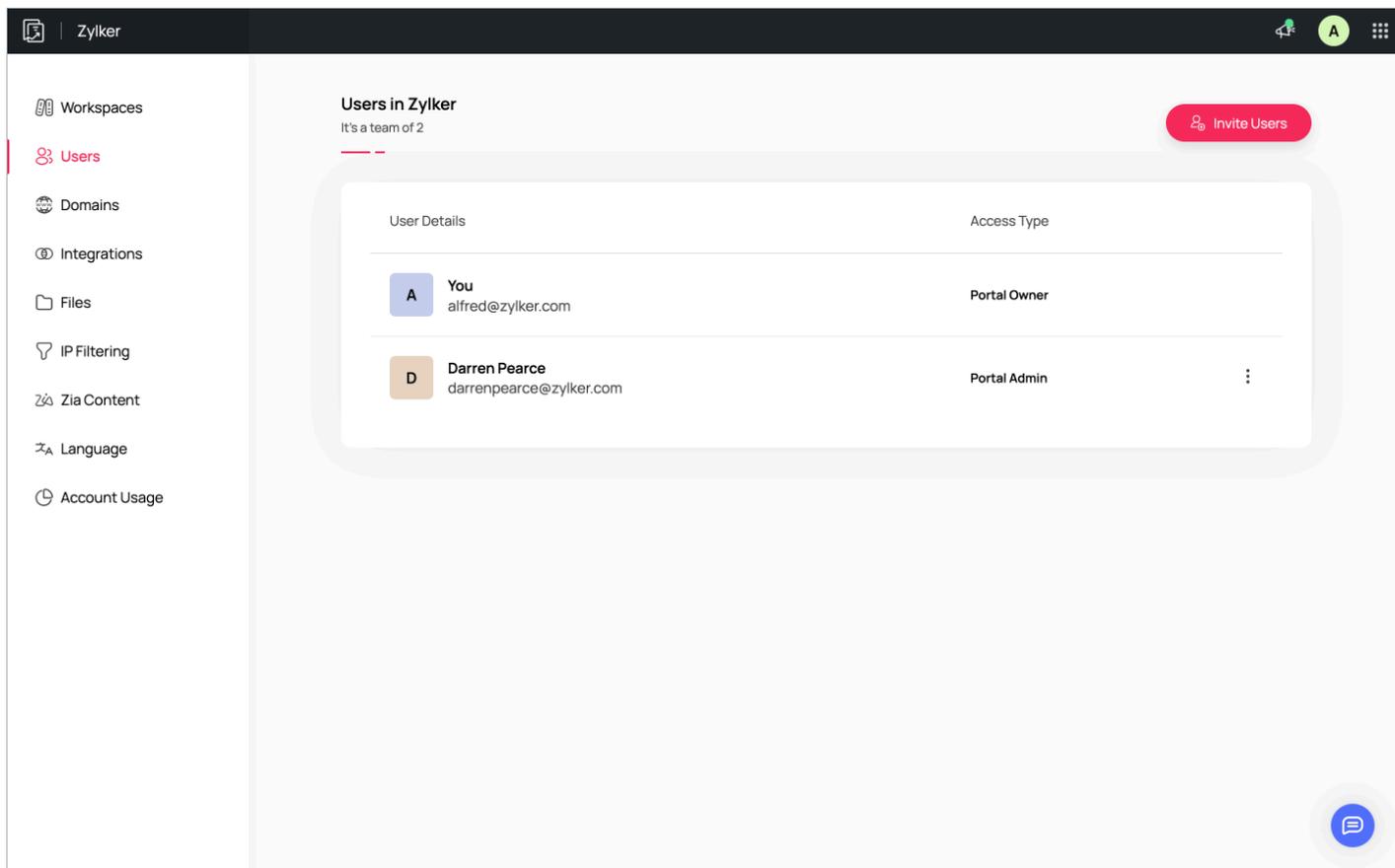
## Inviting a user to your portal/workspace

Portals are designed to facilitate the management of multiple workspaces. Workspaces are collaborative spaces where individuals within an organization can work together on landing page campaigns. When inviting users you can either add them as portal admins or members to selected workspaces. To ensure a seamless and secure environment, LandingPage offers various [types of access](#) that admins can choose from for their collaborators.

1. Click on the **Settings** icon in the top right corner to access the settings menu.

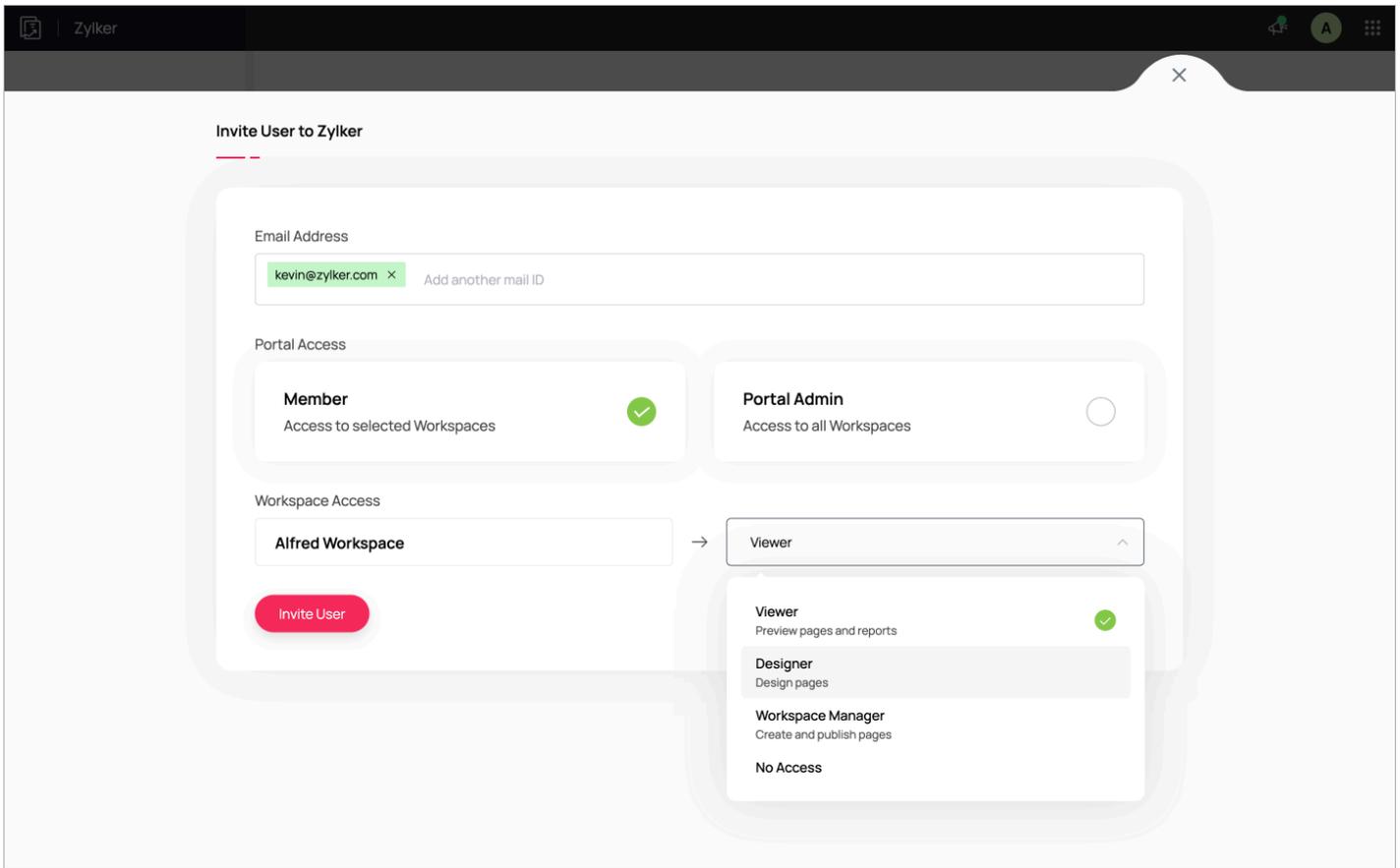


2. In the settings menu, click on the **users** tab to view and manage the users in your portal. Click on **Invite Users to invite users to your portal.**

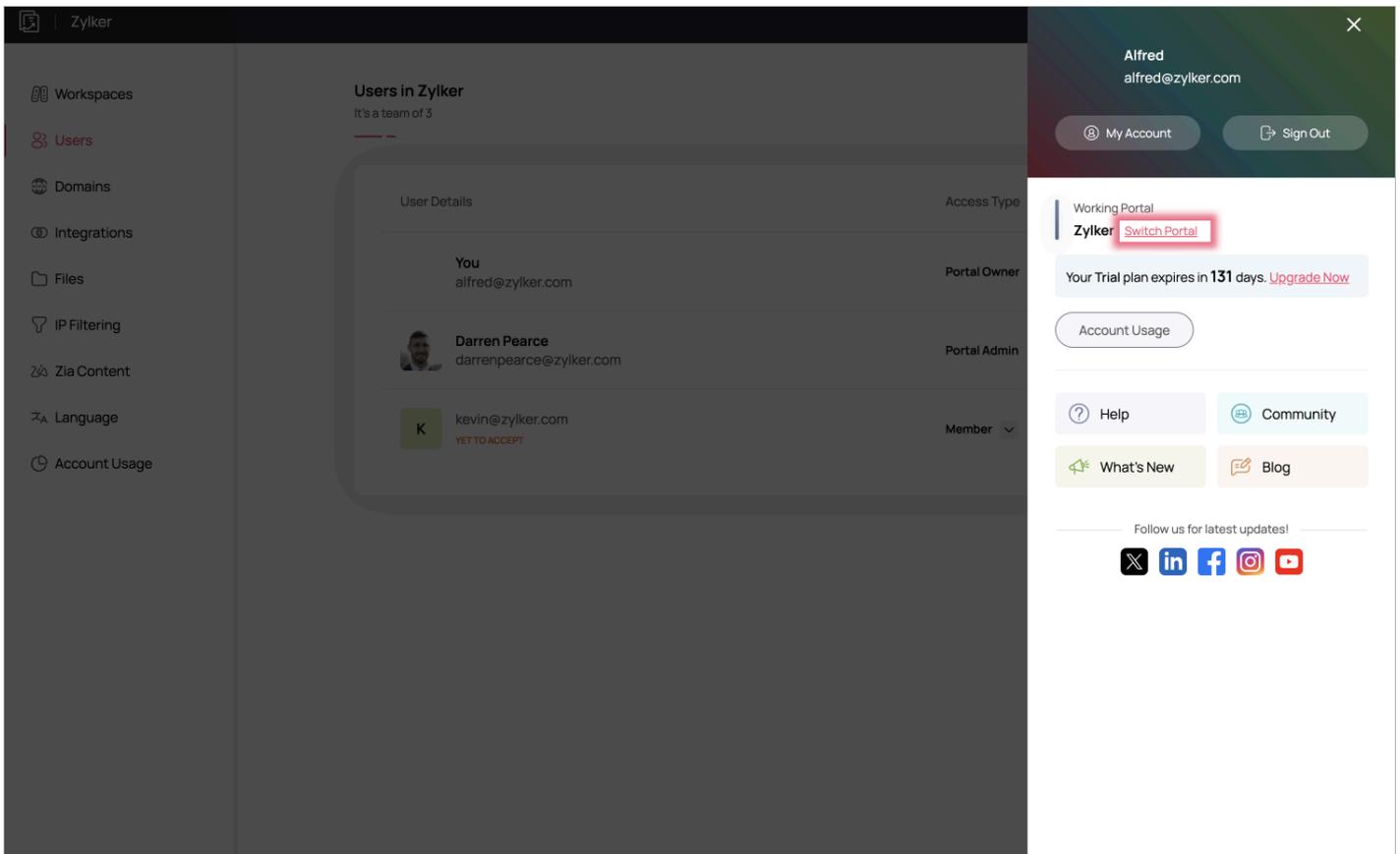


Only portal owners and portal admins are allowed to invite users to any workspace in the portal and grant portal admin access. Workspace managers can only invite users to their particular workspace.

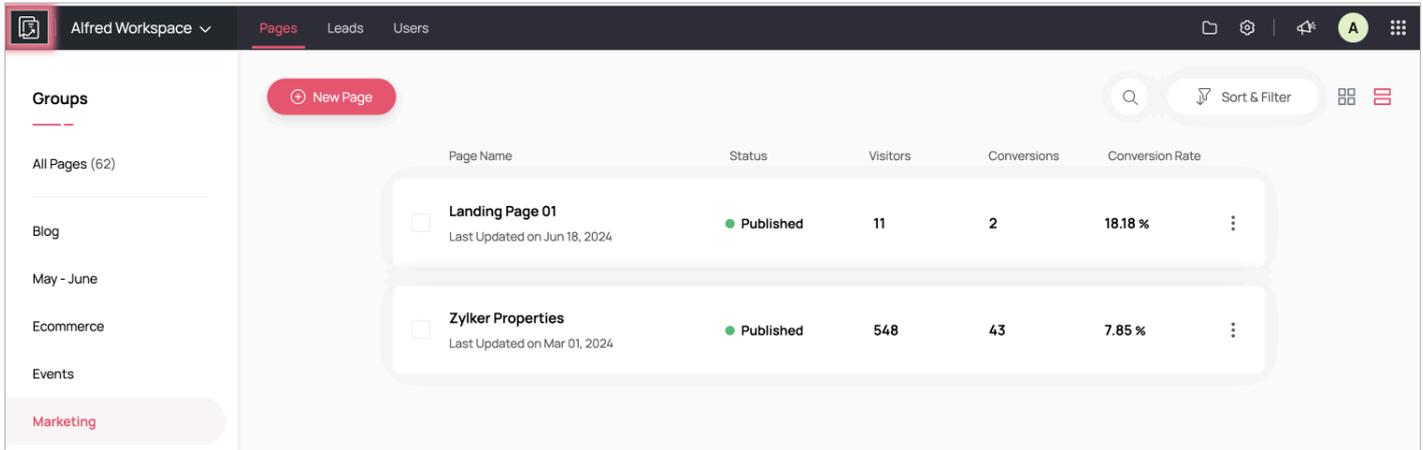
3. Enter the email address of the user and select the type of access for the particular user. One can either opt for **Portal Admin** access which gives the user access to all the workspaces in the portal or **Member Access** and select the access type for each workspace individually. Finally, click **Invite User** to add the user to the portal.



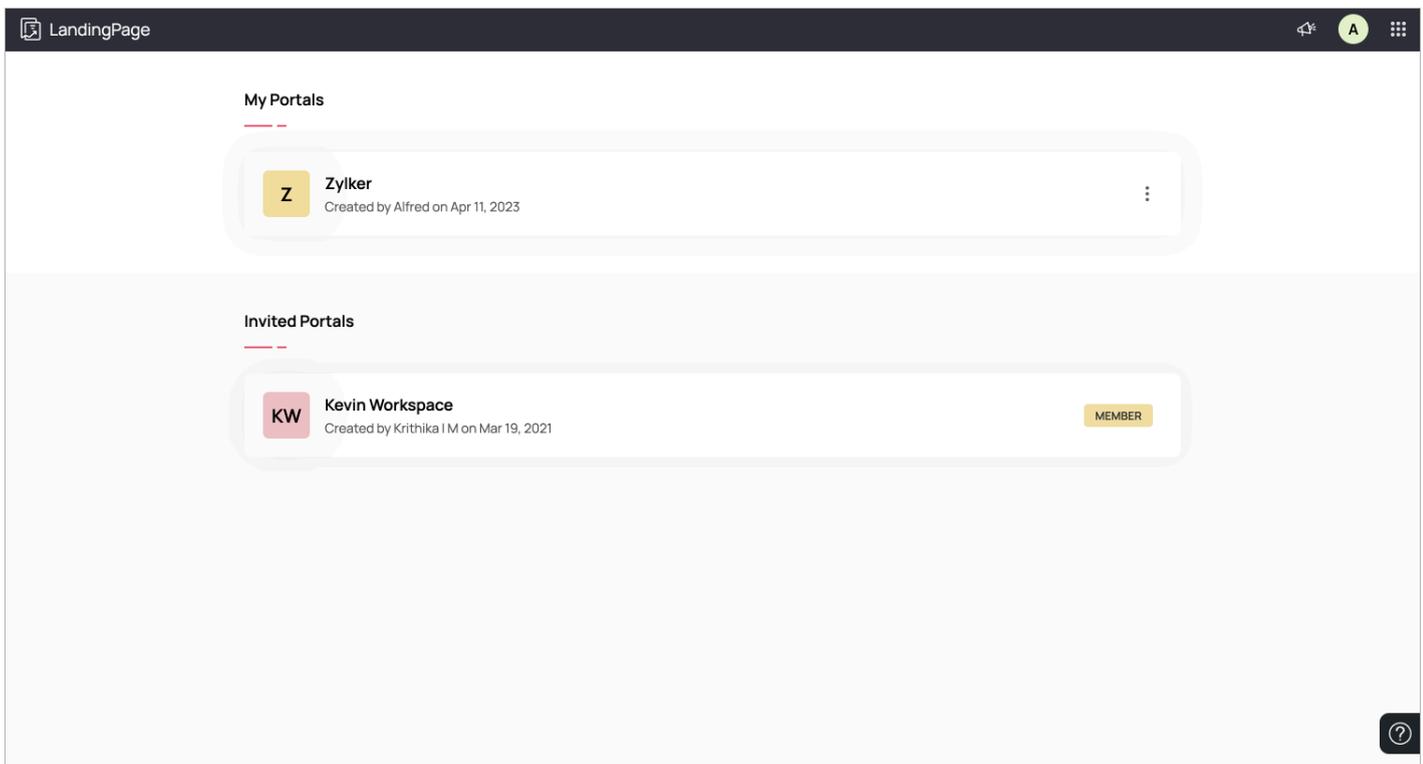
4. Invited users can view the portal by clicking on their profile icon in the Zoho LandingPage workspace. Click on **Switch Portal** to access all your portals including invited portals.



- Alternatively, users can also click on the LandingPage icon on the top left corner of their workspace *twice* to access the portals tab.

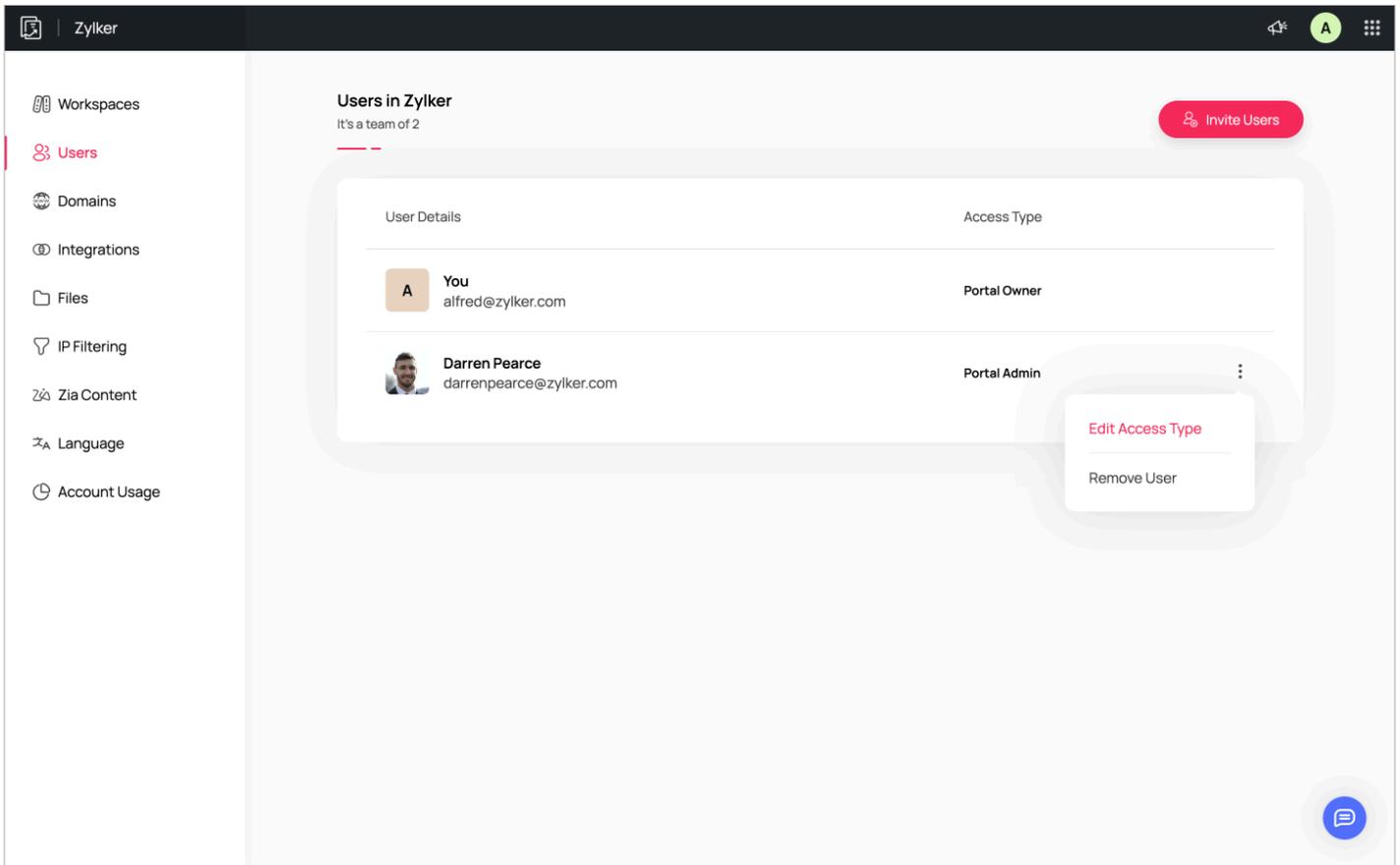


- Select the required workspace name from the list of portals under Invited Portals to access the invited workspace.



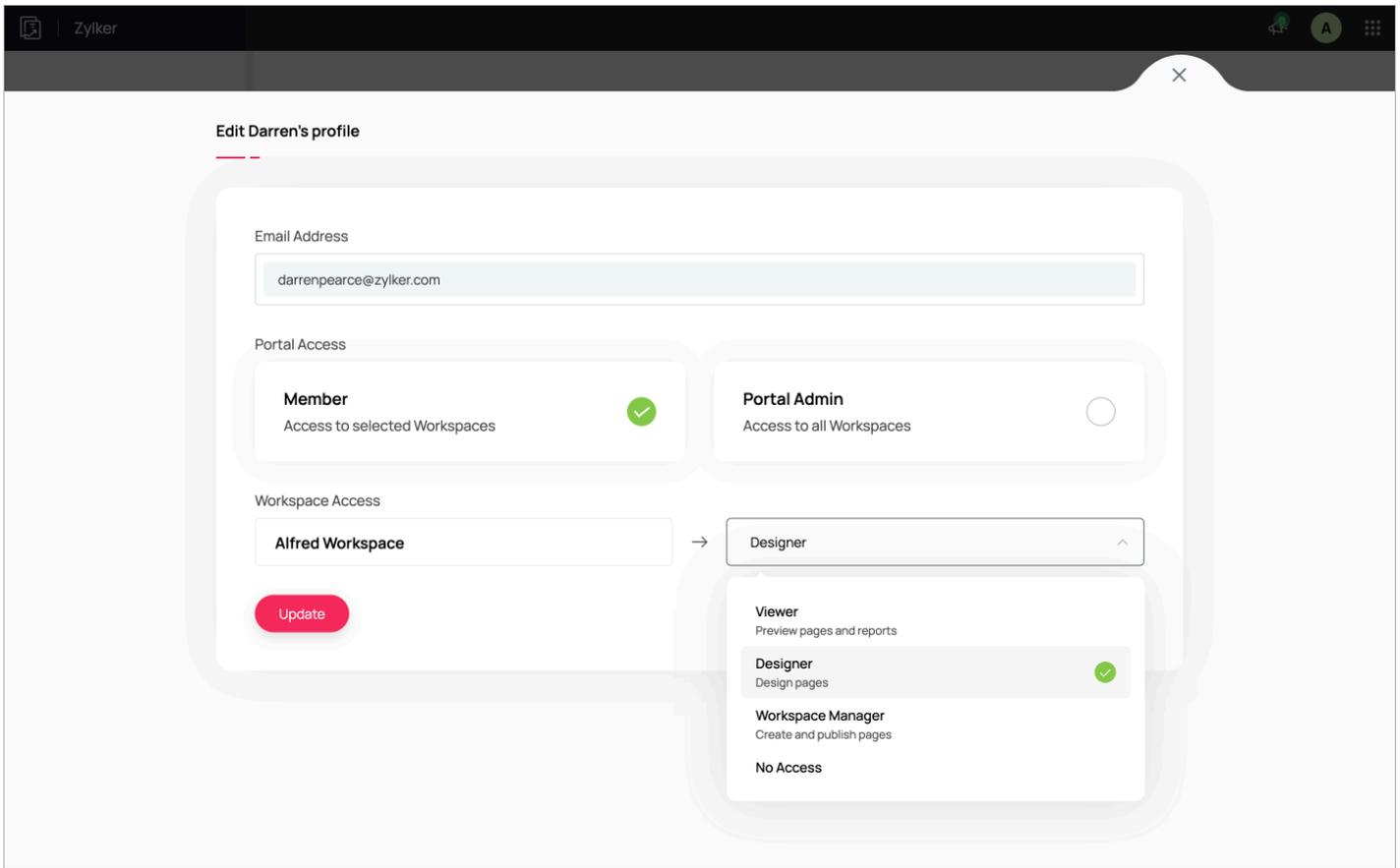
## Editing access type & removing a user

- Once the user has been added to the portal, you can view them in the Users tab. Click on the three-dot menu beside the user name and click **Edit Access Type** to make changes to their access level.



 Only portal owners can edit access type and remove users from their portal.

2. In the edit profile window, you can change the access type and click **Update** to apply the changes.



3. In case you want to remove the user from the particular portal or workspace, click on **Remove User**.

