## **Changing a Member's Type**

If you are an **Owner** or an **Admin** of a channel, you can change the status of other channel members.

- 1. Open the channel.
- 2. In the toolbar, click the Manage members icon.



st 12 H1 headings to H3? H1 looks too big The Members dialog box opens. 3. Click on the member's Member Type drop-down list and choose a new member type. Members × 2+ Add New Member Members (3) Requires Approval (0) T Filter members... Sara Davis OWNER Online now Last seen Jessica M MANAGER ▼ Last seen Jared Taylor FULL COLLABORATOR ▼ Viewer 2 Collaborator △ Manager Admin 0