Managing Watchers

If you are a space administrator for a space, you can manage the watchers for all pages and blog posts in that space. This means that you can:

- View a list of the watchers of a page/blog post.
- View a list of the watchers of the space for that page/blog post.
- Add users as watchers of the page/blog post.
- Remove existing watchers of the page/blog post.

*It is not possible to remove watchers of the space.*

**To manage your watchers for a page/blog post,**

1. Navigate to the page or blog post for which you want to manage the watchers. Note, you must be a space administrator for the space that the page is in.
2. Click 'Tools' menu and click 'Manage Watchers'. The 'Manage Watchers' screen will be displayed (see screenshot below). The left-hand column of the 'Manage Watchers' screen will contain the users watching the page/blog post, the right-hand column will contain the users watching the space.
   - To remove an existing page watcher, click the icon (trash can) next to the user's name.
   - To add a user as a watcher of the page, start typing the user's name in the text box under the list of users. A list of matching user names will display in a dropdown. Select the desired user from the dropdown. The user's name will display in the list of page watchers.
3. Click the 'Done' button to save your changes.

Screenshot: Managing Watchers

**RELATED TOPICS**

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