

Set up your Workspace

A Workspace is a collection of Deployments that can be accessed by a specific group of users. You can use Workspaces to group Deployments that share a business use case or environment trait. For example, you might create one Workspace that stores all your production pipelines and another that stores all of your development pipelines.

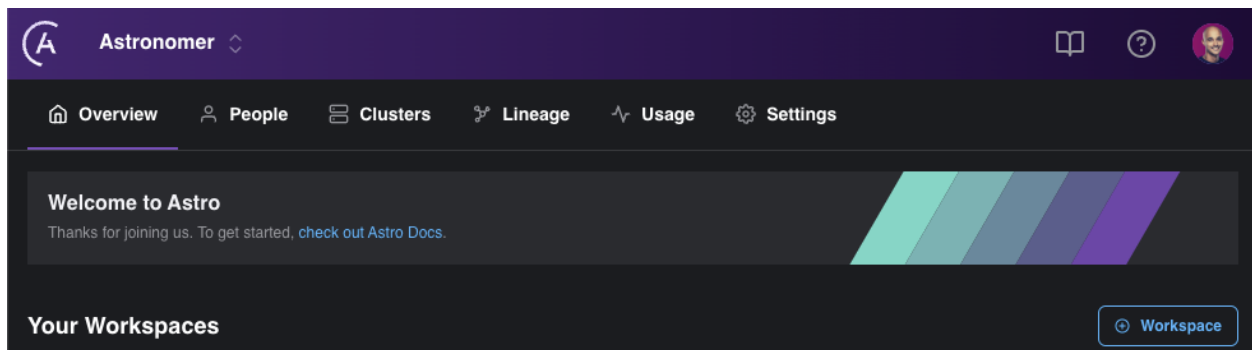
Prerequisites

To create a Workspace, you must have the Organization-role Owner.

cf: <https://docs.astronomer.io/astro/user-permissions#organization-roles>

Create your Workspace

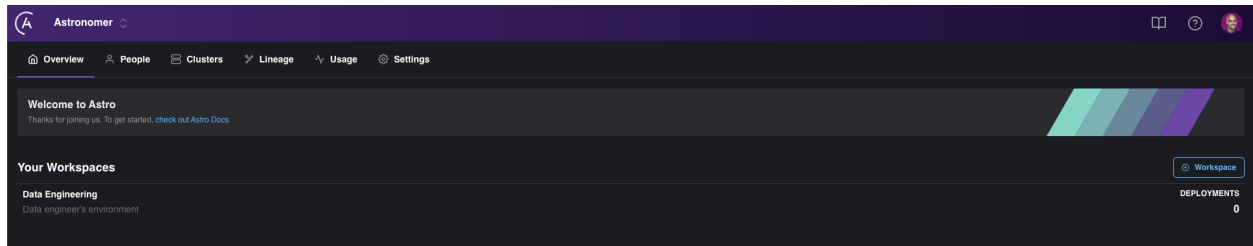
To create a Workspace, click the `+ Workspace` button from the Overview tab



You can configure a Workspace's name and description during this initial setup.

Give the Workspace's name: `Data Engineering`

Give the Workspace's description: `Data engineer's environment`



Well done, you've just created your Workspace!

Add users to your Workspace

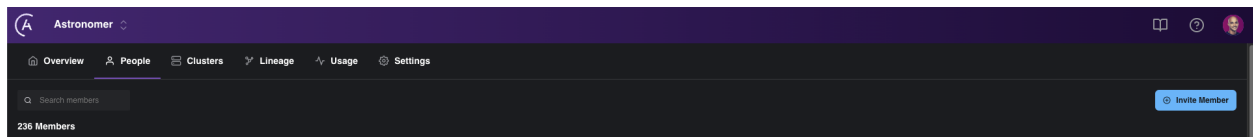
When you create a Workspace, you automatically become the admin of that Workspace.

That means you can add or remove users, deployments, etc.

Before adding a user, make sure that the user is an existing member of your Organization.

Go to the **Overview tab** at the Organization level, then click on **People**.

If you can't find the user that you want to add, click the **+ Invite Member button**.



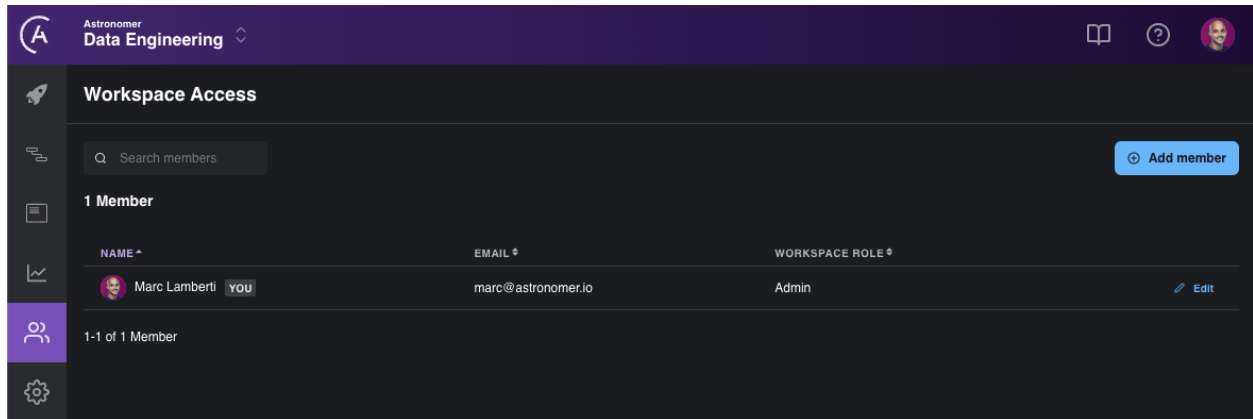
Type the user email address and select the **Organization Member role**.

Click on the **Add Member** button. An invite link will be sent, and the user will have to click on it.

Once the user belongs to the Organization, go to the Overview tab.

Select your Workspace: **Data Engineering**

In the Workspace view, go to the Access page



Click on **Add member**

Specify the user's email and role within the Workspace.

Keep the **workspace Viewer** role

Click on the **Add member** button to invite the user.

Once added, the user will see the Workspace listed on the Overview page of the Cloud UI. They will also appear as an active Workspace member in the Access tab.

Well done! You have successfully set your Workspace 🎉

Additional resources

Organization roles: <https://docs.astronomer.io/astro/user-permissions#workspace-roles>

Workspace roles: <https://docs.astronomer.io/astro/user-permissions#workspace-roles>

Manage workspaces: <https://docs.astronomer.io/astro/manage-workspaces>