Setting Space Permissions

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Prompt

Grant users or groups space privileges like viewing and editing.

Outcome

In Confluence, space permissions are used to control which groups and individuals can view, edit, or delete content.

Steps

Know your role

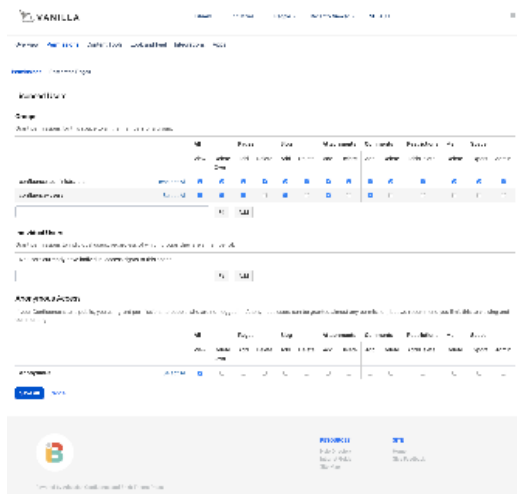In order to set space permissions, you must be either a System Administrator or Confluence Administrator.

Navigate to the space and then to its "Space Tools"

While on a page in the space you want to change, open the Confluence Sidebar. (if you are using Brikit Theme Press, toggle the Sidebar open by pressing the "shift" and "z" keys together).

Click on the "Space Tools" button in the lower-left corner and select "Permissions" from the list.

Click the "Edit Permissions" button

This will toggle open the permission selection options.

Add or Edit a Group or Individual User

As a reminder, the user or group must first exist in the system before you can add it to a space permission.

In the respective section, start typing the name of a group or individual user (username) into the text box. Confluence will start searching for an existing group or user. From the drop-down list, select the group or user by clicking the name.

Select Each Permission

Now select the individual permissions for the group, individual, or anonymous user. If you'd like a user or group to be able to add pages, for example, check the "Add" box under the "Pages" heading. If you'd like to grant the user or group full Space Administrator privileges, check the "Admin" box under the "Space" heading. Visit the Atlassian Confluence documentation to read about each permission in more detail.

Click Save

By clicking save, the user or group will be granted the permissions you selected.

Note

Tip

Warning

Info
Related

- Setting Page Restrictions
- Setting Global Site Permissions
- Setting Designer Tab Access Permissions