

# Setting Global Site Permissions

# Setting Global Site Permissions

## Prompt

Steps to manage site-wide roles to groups, individuals, and anonymous visitors.

## Outcome

This guide is to help [System Administrators](#) set global permissions across the entire Confluence site. This means enabling roles for groups and individuals, as well as setting global access permission to anonymous visitors.

## Steps

### Navigate to the View Global Permissions page

This page is in the Confluence Administration area (or "back end"). You must be a [System Administrator](#) to access this page.

There are two ways to access the Global Permissions page.

- Navigate via the [Confluence Administration menu](#):

**Confluence header** Gear icon  **General Configuration** **Global Permissions**

Located in the left-column sidebar, under **Users & Security**

- Direct URL:

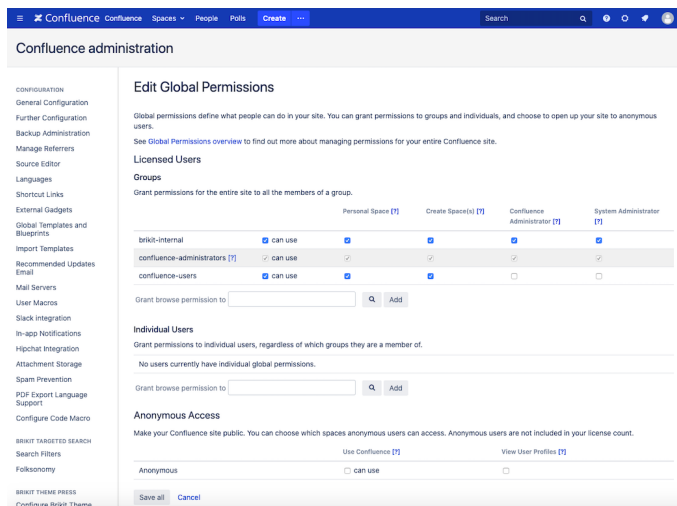
<your [Confluence base URL](#)>/admin/permissions/globalpermissions.action

### Click the "Edit Permissions" button

Located in the top-right corner of this page. This will toggle open the permission selection options.

### Grant permission to groups or individuals as needed

It is recommended that you create all your groups in advance before setting global permissions.



The screenshot shows the 'Edit Global Permissions' page in Confluence. The sidebar on the left contains various navigation links. The main content area is titled 'Edit Global Permissions' and includes a description of global permissions. Below this, there are sections for 'Licensed Users', 'Groups', 'Individual Users', and 'Anonymous Access'. The 'Groups' section contains a table with columns for 'Personal Space', 'Create Space(s)', 'Confluence Administrator', and 'System Administrator'. The table lists three groups: 'brkit-internal', 'confluence-administrators', and 'confluence-users'. The 'confluence-administrators' group has 'can use' permissions for all four categories. The 'confluence-users' group has 'can use' permissions for 'Personal Space' and 'Create Space(s)', but not for 'Confluence Administrator' and 'System Administrator'. Below the table, there are sections for 'Individual Users' and 'Anonymous Access'. The 'Individual Users' section has a 'Grant browse permission to' field. The 'Anonymous Access' section has a 'Make your Confluence site public' checkbox and a 'Use Confluence' checkbox.

	Personal Space [?]	Create Space(s) [?]	Confluence Administrator [?]	System Administrator [?]
brkit-internal	<input checked="" type="checkbox"/> can use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
confluence-administrators [?]	<input checked="" type="checkbox"/> can use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
confluence-users	<input checked="" type="checkbox"/> can use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Select the appropriate roles

To help you understand the roles, please visit [Confluence Administrator](#) or [System Administrator](#).

You may also read the [Atlassian Documentation](#) for more information.

### Click "Save all" at the bottom of the page

Note

Tip

Warning

Info

Related

- [Setting Space Permissions](#)
- [Setting Page Restrictions](#)
- [Setting Designer Tab Access Permissions](#)