Assigning Space Permissions

Space permissions can be assigned to user groups or to individual users of Confluence. You need to be a space administrator to assign space permissions.

These are the different permissions that can be assigned at the space level:

- **View**: user can view this space's content, including the space's details, and its pages and news items (blog posts)

- **Pages**:
  - Create – user may create and edit pages in this space.
  - Export – user may export pages in this space.
  - Restrict – user may apply page-level restrictions.
  - Remove – user may remove pages in this space.

- **Blog**:
  - Create – user may add and edit blog posts in this space.
  - Remove – user may remove blog posts in this space.

- **Comments**:
  - Create – user may make comments in this space.
  - Remove – user may remove comments from this space.

- **Attachments**:
  - Create – user may add attachments in this space.
  - Remove – user may remove attachments from this space.

- **Mail**:
  - Remove – user may delete individual mail items.

- **Space**:
  - Export – user may export content from this space.
  - Admin – user has administrative permissions over this space.

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**Warning**

If you deny all administrative access to a space by mistake, so that nobody has access to administer the space any more, you will need to ask someone in the confluence-administrators group to fix the permissions for you.

To access the space permissions,

1. Go to the 'Space Permissions' view of the 'Space Admin' function. To do this:
   - Go to a page in the space where you want to view or assign permissions.
   - Open the 'Browse' menu and select 'Space Admin' from the dropdown menu. The 'Space Administration' view will open.
   - 'Space Admin' is displayed only if you are a space administrator.
   - Click the 'Permissions' link in the 'Security' section of the left-hand panel.

2. Click the 'Edit Permissions' button.

3. The 'Edit Space Permissions' screen appears, as shown below.

To assign space permissions to groups,

1. Access the 'Edit Space Permissions' screen as described above.

   The **Groups** section shows a list of groups which already have permissions to access the site.

   - To assign permissions, check the box next to the relevant group, for each of the required permissions.
   - To deny a permission, uncheck the relevant box.
   - To add a new group to the list, type the group name into the text box labelled 'Grant permission to' and click the 'Add' button. The group will appear in the list of groups and you can then assign the permissions.
   - To bulk assign or revoke group member permissions, from the **Actions** drop-down list, choose either **Select All** or **Deselect All**.
   - To search for a group:
     - Click the **icon.
     - In the 'Group Search' window, enter all or part of the group name. You can use an asterisk ‘*’ as a wildcard.
     - Check the boxes to select the required group(s).
     - Click the 'Select Groups' button. The group name(s) will appear in the 'Grant permission to' text box.
     - Click the 'Add' button.

2. Click 'Save All' to apply the permissions.

To assign space permissions to users,
1. Access the ‘Edit Space Permissions’ screen as described above.

The Individual Users section shows a list of users who already have permissions to access the site.

- To assign permissions, check the box next to the relevant user, for each of the required permissions.
- To deny a permission, uncheck the relevant box.
- To add a new user to the list, type the username into the text box labelled ‘Grant browse permission to’ and click the ‘Add’ button. The user will appear in the list of users, with ‘View’ permission assigned, and you can then add more permissions if necessary.
- To bulk assign or revoke individual user permissions, from the Actions drop-down list, choose either Select All or Deselect All.
- To search for a user:
  - Click the icon.
  - The ‘User Search’ window will appear. You can read more about searching for users.
  - Check the boxes to select the required user(s).
  - Click the ‘Select User(s)’ button. The username(s) will appear in the ‘Grant browse permission to’ text box.
  - Click the ‘Add’ button.

2. Click ‘Save All’ to apply the permissions.

To assign space permissions to anonymous users,

1. Access the ‘Edit Space Permissions’ screen as described above. The Anonymous Access section shows the space permissions granted to all anonymous users of the site.

- To assign permissions, check the box for the required permission.
- To deny a permission, uncheck the relevant box.
- To bulk assign or revoke anonymous user permissions, from the Actions drop-down list, choose either Select All or Deselect All.

2. Click ‘Save All’ to apply the permissions.

You cannot grant space administration rights or page restriction rights to anonymous users.

Screenshot - Editing space permissions

Notes about some error messages you may see

In Confluence 2.7.2 and later, Confluence will let you know if there is a problem with some permissions. In rare situations, you may see the following error messages below a permission:

- ‘User/Group not found’ – This message may appear if your LDAP repository is unavailable, or if the user/group has been deleted after the permission was created.
- ‘Case incorrect. Correct case is: xxxxxx’ – This message may appear if the upper/lower case in the permission does not match the case of the username or group name. If you see a number of occurrences of this message, you should consider running the routine supplied to fix the problem.

RELATED TOPICS