Converting a Global Space to a Personal Space

Generally, the easiest way to create your personal space is to follow the instructions described in Setting up your Personal Space. However, sometimes you may need to convert an existing global space into a personal space, particularly if you used Confluence before the introduction of personal spaces in version 2.2.

To convert a global space to a personal space, you need the following permissions:

- ‘Personal Space’ permission, which is assigned by a Confluence administrator from the Administration Console. See Security or contact a Confluence administrator for more information.
- Space ‘Admin’ permission, which is assigned by a space administrator.

To convert a global space to a personal space:

1. Go to the global space.
2. Go to the ‘Space Admin’ tab of the Browse Space view. To do this:
   - Go to a page in the space, open the ‘Browse’ menu and select ‘Space Admin’.
   - ‘Space Admin’ is displayed only if you are a space administrator for that space or you are a Confluence system administrator.
3. Click the ‘Edit Space Details’ link in the left panel.
4. In the ‘Convert to Personal Space’ section, in the lower half of the screen:
   - Choose whether to Update Links to pages in this space (recommended).
   - Choose the User whose personal space this global space will become.
   - Click the ‘Convert Space’ button.

Convert to Personal Space

Convert this space into a Personal Space for yourself or another user. Note that every user can only have one personal space. If you do not select a user, this space will be converted into your own Personal Space.

You can choose to update all existing links to pages in this space. This operation might take a few minutes to complete.

Notes

- The ability to archive mail and import pages from disk applies only to global spaces, so the ‘Mail’ and ‘Import’ sections in the above screenshot do not appear in the ‘Space Admin’ tab for personal spaces.
- See Working with Spaces for information about the differences between global spaces and personal spaces.
- This is an advance warning that Confluence 4.0 (a future release of Confluence) will no longer support the ability to convert a global space to a personal space. Our research has shown that this feature is not used much. We have decided to remove it as part of our ongoing mission to simplify Confluence where possible.

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