Setting a Page's Restrictions

This page contains instructions on setting page restrictions in Confluence.

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Overview

Page restrictions control who may view or edit a specific page, within the bounds of the space permissions. This gives the space administrator control over who can access their space, and within that the page editor can control access to the page.

- **Viewing restrictions** make the page invisible to everyone except the chosen users/groups.
- **Editing restrictions** prevent everyone except the chosen users/groups from editing the page.

You can choose as many users/groups as you like.

In order to set or modify page restrictions, you need to have the 'Restrict Pages' permission in the space to which the page belongs, as well as permission to edit the page itself.

Screenshot: The Confluence Page Restrictions Dialog Box

Setting Viewing Restrictions

To set 'viewing' restrictions on a page,

1. Click the 'Tools' link at the top of the page, then select 'Restrictions'. The 'Page Restrictions' dialog box opens.
   - You can also access this dialog box by clicking the padlock icon next to the page's byline (if available).
2. Ensure that the 'Viewing' option has been selected in the 'Restrict' section.
3. Choose the appropriate user(s) and/or group(s) to whom you want to grant permission to view the page:
   - To choose just yourself, click 'Me'. You are added to the appropriate restriction list below.
   - To choose a particular user, you can:
     - Type the user's username (or a list of usernames, separated by commas) into the 'Enter user name' box, then click the 'Restrict' button.
     - Type a user's full name into the 'Enter user name' box use the 'auto-complete' feature to select the required user.
     - The auto-complete feature functions the same as the Quick Navigation Aid when searching Confluence pages. Use the up- and down-arrows on your keyboard to move up and down the dropdown list of matching items and select one.
   - Click the 'Person' button (if you are unsure of the user's full name or username), to display the 'User Search' popup window. Use the search options to find the required user. Select the appropriate user(s), then click the 'Select user(s)' button. (You can read more about searching for users.)
   - To choose a particular group(s), you can either:
     - Type the group name (or a list of groups, separated by commas) into the 'Enter user name' box, then click the 'Restrict' button.
     - Click the 'Group' button (if you are unsure of the group's exact name) to display the 'Group Search' popup. Type part of the name, then click the 'Search' button to display a list of matching groups, e.g. to search for groups whose names start with 'finance', type 'finance'. Select the appropriate group(s), then click the 'Select group(s)' button.
4. Click the 'Save' link at the bottom of the page.

Setting Editing Restrictions

To set 'editing' restrictions on a page,
1. Click the ‘Tools’ link at the top of the page, then select ‘Restrictions’. The ‘Page Restrictions’ dialog box opens.
   - You can also access this dialog box by clicking the padlock icon next to the page’s byline (if available).
2. Ensure that the ‘Editing’ option has been selected in the ‘Restrict’ section.
3. Choose the appropriate user(s) and/or group(s) that you want to allow to edit the page, as described for setting viewing restrictions above.
4. Click the ‘Save’ link at the bottom of the page.

Removing Viewing or Editing Restrictions

To remove ‘viewing’ or ‘editing’ restrictions on a page,

1. Click the ‘Tools’ link at the top of the page, then select ‘Restrictions’. The ‘Page Restrictions’ dialog box opens.
   - You can also access this dialog box by clicking the padlock icon next to the page’s byline.
2. Click ‘Remove restriction’ next to the required user(s) or group(s) in the appropriate categories:
   - ‘Viewing Restricted To:’ — to remove viewing restrictions
   - ‘Editing Restricted To:’ — to remove editing restrictions.
3. Click the ‘Save’ link at the bottom of the page.

While the ‘Page Restrictions’ dialog box is open, it is possible to remove viewing or editing restrictions whilst you are setting them for other users or groups.

Checking restrictions are applied to a page

When a page you are viewing has restrictions applied, a small padlock icon appears next to the page byline. Clicking the padlock will open the ‘Page Restrictions’ dialog box, where full details on the page restrictions are displayed.

You can also access the ‘Page Restrictions’ dialog box by clicking the ‘Tools’ menu at the top-right of a page and selecting the ‘Restrictions’ menu item.

   **Note**
   View and edit restrictions apply to all users including space administrators. However, space administrators can remove any restriction on a page. See Viewing Restricted Pages.

RELATED TOPICS

- Space Permissions Overview
- Viewing a Page's Restrictions
- Viewing Restricted Pages
- Working with Pages

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