Searching for Users

This page tells you how to use the 'User Search' window, which appears when you click a 'Choose Users' link or a user search icon on a Confluence page.

On this page:
- Accessing the User Search
- Using the Simple User Search
- Using the Advanced User Search
- Searching for Users in One or More Groups
- Selecting One or More Users
- Notes

Accessing the User Search

To access the 'User Search' window:

1. Click the user search link or icon when you are performing one of the following actions:
   - When setting page restrictions, click the 'Choose users' link.
   - When assigning space permissions, click the icon in the users section.
   - When adding members to a group, click the icon.

2. The simple 'User Search' window will appear, as shown below.

Using the Simple User Search

To search via the simple user search:

1. Select the 'User' tab on the 'User Search' screen. (See above for instructions on accessing the screen.)
2. If the 'Simple' link is showing, click it. (If you see the 'Advanced' link and no 'Simple' link, then you're fine. The simple search is already active.)
3. The simple user search screen will appear, as shown below.
4. Type some information about the user into the 'Search' textbox. You can type all or part of their username, full name or email address.
5. Click the 'Search' button.
6. Confluence will return a list of matching users. See below for instructions on selecting one or more users.

Using the Advanced User Search

The advanced user search allows you to specify the field in which your search term appears, i.e. username, full name or email address. You may find this useful if you need to limit the number of users appearing in the search results.

To search via the advanced user search:

1. Select the 'User' tab on the 'User Search' screen. (See above for instructions on accessing the screen.)
2. If the 'Advanced' link is showing, click it. (If you see the 'Simple' link and no 'Advanced' link, then you're fine. The advanced search
2. The advanced user search screen will appear, as shown below.

4. Complete one or more of the following fields:
   - **User Name** — Enter all or part of the person’s username i.e. their login id, e.g. 'joe', or 'bloggs'.
   - **Full Name** — Enter all or part of the person’s name, e.g. 'joe bloggs', or 'bloggs', or 'joe'.
   - **E-Mail** — Enter all or part of the person's email address, e.g. 'acme'

5. Click the 'Search' button.

6. Confluence will return a list of matching users. See below for instructions on selecting one or more users.

### User Search

**User Details**

- **User Name**
- **Full Name**
- **E-Mail**

[Search]

Screenshot: Advanced user search

### Searching for Users in One or More Groups

You can also list the users who appear in a particular group or in a set of groups.

**To search for users in a particular group:**

1. Select the 'Membership' tab on the 'User Search' screen. (See above for instructions on accessing the screen.)
2. The 'Group Membership' search screen will appear, as shown below.
3. Type all or part of a group name into the 'Search' textbox.
4. Click the 'Search' button.
5. Confluence will return a list of users belonging to any groups which match your search term.
6. Now you can select one or more users, as described below.

### User Search

**Group Membership**

- dev

[Search]

Listing members of **developers, developers-mates**

<table>
<thead>
<tr>
<th>Check All</th>
<th>User</th>
<th>Full name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>connie</td>
<td>Connie Best</td>
<td><a href="mailto:connie@example.com">connie@example.com</a></td>
</tr>
<tr>
<td></td>
<td>sally</td>
<td>Sally Smith</td>
<td><a href="mailto:sally@example.com">sally@example.com</a></td>
</tr>
<tr>
<td></td>
<td>jenny</td>
<td>Jenny James</td>
<td><a href="mailto:jenny@example.com">jenny@example.com</a></td>
</tr>
</tbody>
</table>

[Select User(s)]

Screenshot: Searching for users in a group
Selecting One or More Users

After searching for users and receiving a list of names from Confluence, as described above, you can now select the user(s) you need.

To select one or more users:

1. Click the box next to the username(s) to select or unselect one or more users.
   You can click 'Check All' to select or unselect all users.
2. Click the 'Select User(s)' button.
3. The 'User Search' window will close and the selected users will appear on the screen which you were using before you accessed the user search.

<table>
<thead>
<tr>
<th>Check All</th>
<th>User</th>
<th>Full name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>admin</td>
<td>Confluence Administrator</td>
<td><a href="mailto:admin@example.com">admin@example.com</a></td>
</tr>
<tr>
<td></td>
<td>connie</td>
<td>Connie Best</td>
<td><a href="mailto:connie@example.com">connie@example.com</a></td>
</tr>
<tr>
<td></td>
<td>jenny</td>
<td>Jenny James</td>
<td><a href="mailto:jenny@example.com">jenny@example.com</a></td>
</tr>
<tr>
<td></td>
<td>sally</td>
<td>Sally Smith</td>
<td><a href="mailto:sally@example.com">sally@example.com</a></td>
</tr>
</tbody>
</table>

Screenshot: Selecting one or more users

Notes

- **Case sensitivity**: The search is not case sensitive. You can enter either upper- or lower-case text, and it will make no difference to the search results.
- **Wild cards**: The search allows the asterisk as a wild card, but you do not need to use it. The search results will be the same whether you use a wild card or not. The wildcard functionality remains available for compatibility with older versions of Confluence.
- **Multiple user directories**: You may define multiple user directories in Confluence, so that Confluence looks in more than one place for its users and groups. For example, you may use the default Confluence internal directory and also connect to an LDAP server. In such cases, you can define the directory order to determine where Confluence looks first when processing users and groups.

See Managing Multiple Directories.
- **Crowd and the user search**: If you are using Atlassian's Crowd for user management, you will need Crowd 1.5.1 or later to use the 'Simple' option in the user search. If your version of Crowd does not support the simple user search, you will see only the 'Advanced' search form.

Related Topics

- Searching Confluence
- Setting a Page's Restrictions
- Assigning space permissions
- Adding or Removing Users in Groups

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