

# Confluence - How to Change Page Viewing Restrictions

While some spaces in Confluence can be completely transparent and open to the public, it is also possible to restrict viewing and/or editing of any page you create to:

- yourself
- yourself and someone else
- others
- groups that have been set up by a system administrator, such as "delhi faculty and staff", "confluence-users", "faculty senate" and so on.

 Keep in mind that space viewing restrictions OVERRIDE page level restrictions. (See more [here](#).)

Currently, the only spaces which can contain publicly open pages are:

- Delhi Computer Information Systems (CIS),
- Delhi Tutorials,
- Nursing and Allied Health,
- Open Delhi Discussions

Any page created in a space other than those is not accessible without a Confluence login.

How to know if a Confluence page has viewing restrictions:

Under the official Delhi logo on any page in Confluence (the upper left corner) restricted pages within publicly open spaces are displayed with a lock symbol. (Note that it is also possible that entire "spaces" are set up with automatic restrictions which require logins. For example, the entire "Faculty Senate" space requires a Confluence login to view, but the pages within do not display a lock symbol.)

Dashboard > Delhi Computer Information Systems (CIS) > ... > CIS Departmental Events > CIS Online In-Out Board



By clicking on it, it will open the document info page. The 5th section down on the left will display the page restrictions. If there is no lock icon displaying, then there are no restrictions on that page.

**Labels**

There are no labels assigned to this page.

**Page Permissions**

Page restrictions:

- Only users in group **CISusers** can **view** this page. (set by [Clark Shah-Nelson](#) at Jan 26, 2007 16:00) 
- Only users in group **CISusers** can **edit** this page. (set by [Clark Shah-Nelson](#) at Jan 26, 2007 16:00) 

Restrictions from parent pages:

-  [CIS Departmental Events](#) – Only users in group **CISusers** can **view** this page.

Here are directions for changing page viewing and editing restrictions for Confluence pages:

1. Find the page you want to change viewing or editing restrictions for.
2. Click the Edit tab near the top of the page
3. Scroll down to the bottom where it says "Restrictions" and click on the yellow highlighted "Edit" link

**Restrictions:** [EDIT](#)

4. Select either "Restrict Viewing of this page" or "Restrict Editing of this page"
5. To restrict viewing/editing to certain people: Select either "Choose me" "Choose users" or "Choose groups"
6. If it says "no viewing restrictions set on this page" - this means the page is viewable by anyone who visits the site, unless the space within which the page exists has further restrictions.
7. If it says "no editing restrictions set on this page" - this means the page can be edited by anyone who visits the site, unless the space within which the page exists has further restrictions.

Restrictions: **DONE**

Restrict viewing of this page  Restrict editing of this page

[Choose me](#) | [Choose users](#) | [Choose groups](#) | Enter user/group name(s):

No viewing restrictions set on this page

No editing restrictions set on this page

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- 8.
9. If you know usernames for people you'd like to restrict to, simply begin entering them into the "Enter user/group name(s):" space, and hit return /enter or click Add. (Usernames are the same as webmail addresses without the @delhi.edu)
10. If you need to search for someone, click "Choose users" and it will launch a pop-up window to search for users. Simply enter part of the user's full name or username and click search.

## User Search

**User** **Membership** Enter part of the username or full name and click search

**User Details**

Search for users by their user details eg: bob, Bob Smith  
[Advanced](#)

Check users and then select

Check All	User	Full name	Email
<input checked="" type="checkbox"/>	callasdj	Dennis Callas	hidden

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11. When you find the user, place a check next to their name and click "Select user(s)"
12. You can also click on Membership to find people by group membership.

## User Search

**User** **Membership** Enter a term to search for groups

**Group Membership**

Enter a group to list all its members

It then lists members of those groups to select:

Listing members of **AJN-Faculty, BSN Faculty, delhi faculty and staff, faculty senate**

Check All	User	Full name
<input type="checkbox"/>		Missy Ackerly
<input type="checkbox"/>		David B Addison

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13. Put a check in the box next to any user or group that has been located, and click "select users" on the lower right.
14. It is also possible to "Choose users" and restrict page views or edits to a group

Restrictions: **Done** Click Choose groups:

Restrict viewing of this page  Restrict editing

[Choose me](#) | [Choose users](#) | [Choose groups](#)

No viewing restrictions set on this page

No editing restrictions set on this page

**Group Search** Enter a search term and click Search:

Example: \*managers searches for all groups ending in managers

Groups are then listed to check and select:

Check All	Group Name
<input type="checkbox"/>	faculty senate

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15. Groups do not necessarily exist by default. To have a group created, email [helpdesk@delhi.edu](mailto:helpdesk@delhi.edu)
16. To remove viewing/editing restrictions, click the Remove link to the right of a person or group's name.

Restrict viewing of this page  Restrict editing of this page

[Choose me](#) | [Choose users](#) | [Choose groups](#) | Enter user/group name(s):

Viewing restricted to: [nelsoncs](#)

[confluence-users](#)

No editing restrictions set on this page



NOTE: Pages "inherit" restrictions from their "parent pages." This means if I have a page for a committee that is restricted to viewing by only committee members, and I create a new page from that page (by clicking "add page" or "add a child page") - the child page will inherit the same restrictions as the parent page.

**Also of note:**

Users cannot see "child pages" listed for which they do not have viewing privileges.

However, if there is a hypertext link to the child page in a document, that link will display and users will be able to click it, but will be faced with a "you do not have viewing privileges" message.