

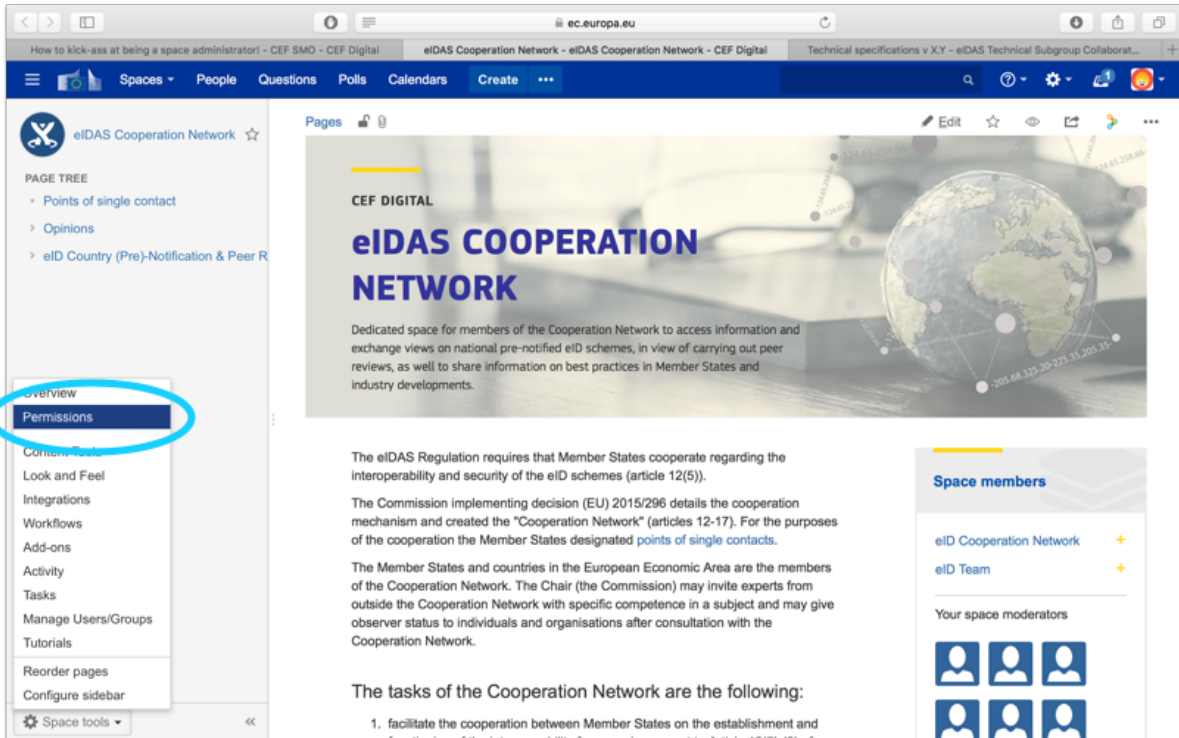
# Set space permissions

Each space in Confluence has its own set of permissions, which can be granted and revoked by a space administrator.

## How to grant access to a user or user-group

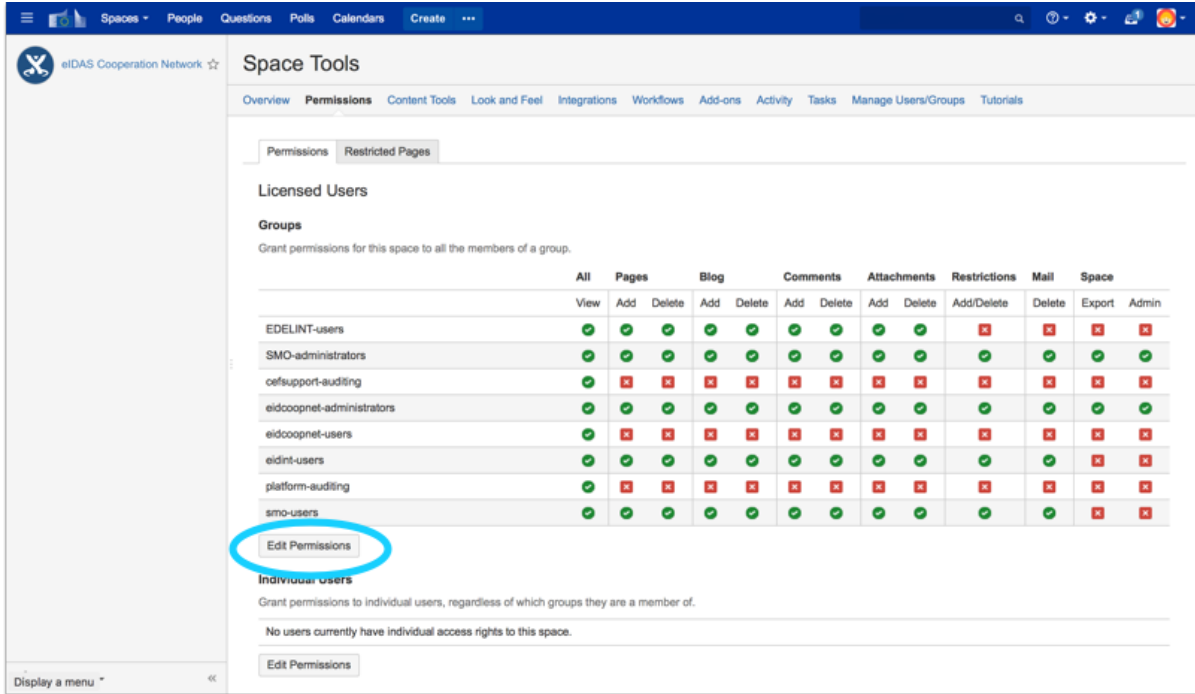
To grant access to a space, follow the below:

1. Go to the space to which you want to grant a group access. Within the space, go to **Space tools > Permissions**.



2. To add a user group or edit a group's rights, go to **edit permissions**. Tick the boxes that are relevant to each group to set their permissions.

Don't forget to hit save at the bottom of the page after making a change.



## Permissions Summary

The following permissions can be assigned for each space:

Permission	Applies to
<b>View</b>	This lets a user view all the content in your <b>space</b> .
<b>Add</b>	This lets a user add and edit <b>pages, blogs, comments</b> and <b>attachments</b> .
<b>Restrict</b>	This lets a user restrict others from viewing or editing a <b>page</b> .
<b>Delete own</b>	This lets a user delete any <b>pages, blogs</b> and <b>attachments</b> they originally created (regardless of whether other users have subsequently edited the content).
<b>Delete</b>	This can be used to let a user delete <b>pages, comments, attachments</b> and <b>mail items</b> .
<b>Export</b>	This lets a user export the whole <b>space</b> . This is different to <b>page</b> exports - anyone who can view a <b>page</b> can also export it.
<b>Admin</b>	This lets a user administer the <b>space</b> , including the ability to pass on admin permissions to other users.