

Wiki Tip - Restricting View or Edit Access to Pages or Blog Posts

While you are creating a page, or anytime afterwards, you can decide if you want to keep it private using [restrictions](#). Viewing or editing permissions may be limited to individuals or [Confluence groups](#) of users, e.g. PIUG members (the piug-members group) or a team such as the Annual Conference Planning Committee (the annual-conference-planning group). Wiki administrators manage membership in Confluence groups. Space administrators may also manage access to a wiki space.

Here are the various lock icons you may see:



No additional access restrictions apply. Everyone who has access to this space, forum or parent page (higher up in the page hierarchy) can see this page (but editing may be restricted).



Additional restrictions apply, either inherited from higher pages or limited to some viewers.



Restrictions apply: viewing and editing restricted.

Each page inherits the restrictions of its space or of pages, including main forum pages, that are higher in the hierarchy. In other words, if a space or forum is restricted to specify individual users or [Confluence groups](#) of users, then each page in that space or forum will be similarly restricted. But you can further restrict pages within the higher-level restriction. Comments always inherit access restrictions from the pages that they are associated with. For more information, see Confluence help on "[Who is 'everyone'?](#)" and [How do inherited restrictions work?](#).

Almost anyone who can edit a page can modify page restrictions, but authors should be allowed appropriate priority and wiki administrators have the final say and act in accordance with PIUG Board of Directors instructions.

When you consider who has access or how you might set the restrictions, keep in mind with whom you want to collaborate on the page's topic. Each page, forum topic and blog post should have the least appropriate restrictions. In addition, you may use [@mentions](#) and [sharing](#) to promote further getting [comments](#).