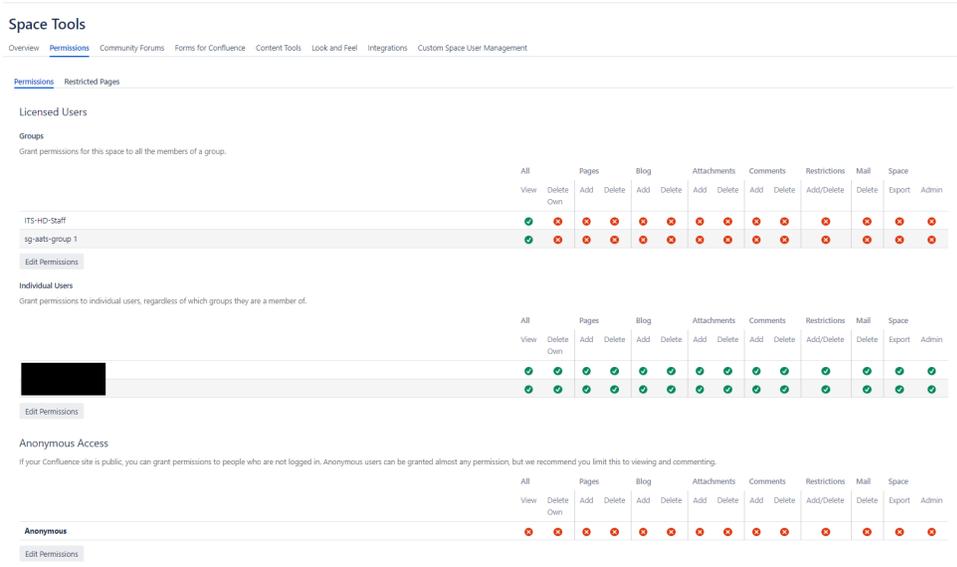# Space Permissions

> ⊘ View [An Explanation of Wiki Users](#) to understand the University of Iowa's users.

As a Space Administrator, you have the responsibility of setting and maintaining appropriate permissions for your wiki. You can give a variety of permissions to individuals, groups, or allow anonymous access. The purpose of your wiki will often necessitate how open or closed your space will be.

1. To view your space permissions, navigate to your wiki space.
2. Select **Space Tools** from the bottom of the left-hand menu. **Note:** If you do not see this option, you do not have administrative access for the wiki space.
3. Select **Permissions** from the menu. This will take you to the Permissions page and tab.
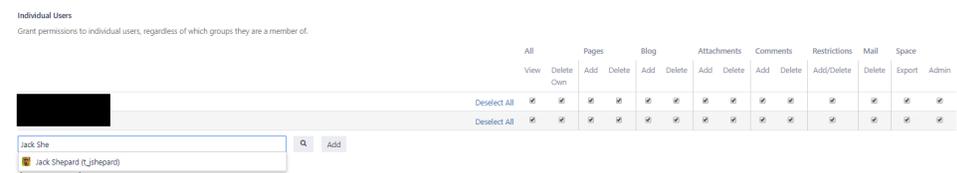

4. Now that we are on the permissions page, we can see the groups, individuals, and anonymous access for this space. Some of the common groups that have been added for a lot of spaces are:
   a. **ITS-HD-Staff** = ITS Help Desk Staff
   b. **ITS-SITA** = ITS Student Instructional Technology Assistants
   c. **confluence-users** = All individuals (external & internal) with a wiki account
   d. **uiowa-users** = Only individuals with a HawkID

5. While many permission levels exist, most needs will be met with View, Add Pages, and Add Comments permissions.

> ⚠ **Anonymous Access:** It is not recommended to allow anonymous creation of content (comments, pages, or blogs). Any individual can create a wiki account, so we recommend using 'confluence-users' (mentioned above) to allow open access to your wiki. This will allow better tracking of revisions and blocking of unwanted users.

6. To be able to access the Space Admin area (which includes space permissions and themes), the **Space Admin** column needs to be checked
7. To adjust permissions, select the **Edit Permissions** button (it doesn't matter which one)
8. Add a user by typing the individual's name. You will see a dropdown list of options as you type.

> ⚠ Only users who have signed in to the wiki will be available. If you do not see the individual, please contact them and ask them to sign in to the wiki.

9. Select **Add**. The new user will automatically have 'View' permissions selected
10. Use the checkboxes to select the appropriate permissions. Use the **Select All** link at the beginning of the row to select or de-select all checkboxes.

> (i) **Note:** To remove a user, deselect all checkboxes.

11. Once you have adjusted the permissions, make sure to select the **Save All** button (bottom left) to complete the changes.

Anonymous Access

When a user is using Confluence while not logged in, th
For example: Enabling anonymous 'commenting' permis

	All	Pages
	View	Add
Anonymous	☐	☐

[Save all] Cancel

12. You have adjusted your space permissions!