Lab: Managing Permissions & Restrictions in Confluence Cloud

Objective: Learn to set, manage, and understand the interactions of permissions and restrictions in Confluence Cloud.

Exercise 1: Understanding the Levels of Permissions

Step 1: Log in to your Confluence site.

- Open your preferred browser.
- Navigate to the Confluence login page.
- Enter your credentials and log in.

Step 2: Familiarize yourself with the three levels of permissions: Global, Space, and Page restrictions.

- Review the definitions provided in the initial content.

Exercise 2: Managing Space Permissions

Step 1: Navigate to a specific space.

- From the Confluence dashboard, select "Spaces" from the top menu.
- Choose a space to manage.

Step 2: Access space settings.

- On the left sidebar of the space, click "Space Settings."

Step 3: Modify user/group permissions.

- Under the "Space permissions" card, select "General."
- Adjust the permissions as required for various groups or users.

Exercise 3: Working with Page Restrictions

Step 1: Navigate to a desired page within a space.

- From the Confluence dashboard, choose a space.
- Within the space, select the page you wish to edit.

Step 2: Manage page restrictions.

- Click on the lock icon at the top of the page.
- Modify the viewing or editing restrictions as required.

Exercise 4: Managing Permissions in Free Plan

Objective: Understand the limitations and permissions on the Free plan of Confluence Cloud.

Step 1: Log in to your Confluence site on the Free plan.

Step 2: Open up a space to all users.

- Navigate to the space you wish to adjust.
- On the left sidebar, click "Space Settings."
- Under the "Space permissions" card, select "General."
- Click on "Grant all users permissions for this space" and confirm by selecting "Grant permissions."

Step 3: Open up a page to all users.

- Navigate to the desired page.
- Click on the lock icon at the top of the page.
- Click on "Remove this page's restrictions" and confirm by selecting "Remove restrictions."

Exercise 5: Using the Multimedia Macro

Objective: Embed a multimedia file onto your Confluence page.

Step 1: Prepare a multimedia file.

- Ensure you have a multimedia file (e.g., .mp4, .mov) saved on your device.

Step 2: Upload the multimedia file.

- Edit your Confluence page.
- Use the "Files & images" option to upload your file or drag and drop it onto the page.

Step 3: Insert the Multimedia Macro.

- Click on "Insert More Content" and choose the "Multimedia" macro.

Step 4: Configure the Multimedia Macro.

- For the 'File*' parameter, enter the name of your uploaded multimedia file.
- Optionally adjust 'Width,' 'Height,' and 'Autoplay' settings as you prefer.

Step 5: Finalize and Publish.

- Organize your page layout.
- Click "Publish" or "Update" to activate your page with the multimedia content.

This format should help students follow the instructions without ambiguity, allowing for a straightforward and comprehensive learning experience.

OPTIONAL / ADDITIONAL INFORMATION

Lab: Confluence Cloud Permissions and Restrictions

As a tool for communication and collaboration, we believe Confluence is at its best when everyone can participate fully. Confluence keeps a history of all changes to pages and other content, so it's easy to see who has changed what, and reverse any changes if you need to.

Confluence does, however, give you the choice to make your site, spaces, and pages as open or closed as you want to.

Permissions and restrictions aren't customizable on the **Free plan**.

Levels of permission

There are three levels of permissions in Confluence: global permissions, space permissions, and page restrictions.

Global permissions

Global permissions are site-wide permissions, and are assigned by Confluence administrators.

These permissions are pretty broad, and don't really interact with space permissions or page restrictions.

For full details, check out the Manage global permissions in the Administrator's Guide.

Space permissions

Every space has its own independent set of permissions, managed by the space admin(s), which determine the access settings for different users and groups.

They can be used to grant or revoke permission to view, add, edit, and delete content within that space, and can be applied to groups, users, and even to anonymous users (users who aren't logged in) if need be.

One thing to watch out for is where a user is a member of multiple groups. You may have revoked permission for that individual user to add pages, for example, but if they're a member of a groups that *is* allowed to add pages, they'll still be able to create new pages in the space.

If you can't get the result you want from space permissions, or you're not sure, check with one of your Confluence administrators to determine what permissions you should apply to individuals and groups.

Page restrictions

Page restrictions work a little differently to global and space permissions. Pages are open to viewing or editing by default, but you can restrict either viewing or editing to certain users or groups if you need to.

Don't forget, every page in Confluence lives within a space, and space permissions allow the space admin to revoke permission to view content for the whole space. Even the ability to apply restrictions to pages is controlled by the 'restrict pages' space permission.

How do permissions and restrictions interact?

You can restrict viewing of a page or blog post to certain users or groups, so that even if someone has the 'view' permission for the space, they won't be able to view the content of the page or blog post.

If someone's a space admin and you've used page restrictions to prevent them viewing a page, they won't be able to see the page when they navigate to it. As a space admin though, they can see a list of restricted pages in the space and remove the restrictions.

What about links?

Space permissions and page restrictions affect how links between Confluence pages are displayed.

- If someone doesn't have 'View' space permission, links to pages in that space won't be shown at all.
- If someone has the "View" space permission, but the page has view restrictions, the link will be visible but they'll get an "access denied" message when they click the link.

Links to attachments are also affected. If the visitor doesn't have permission to view the page the attachment lives on, the link won't be rendered.

Manage permissions in the Free plan of Confluence Cloud

The Free plan is for small teams of fewer than 10 people who are just getting started with Confluence. Confluence is completely open to logged-in users when you're on the Free plan. That means everyone who can log in to your Confluence site can view, add, and edit spaces and pages.

While Confluence is open to logged-in users, anonymous access isn't available on the Free plan. Only users who log in to your Confluence site can access it.

Open up a space to all users

After you switch to the Free plan, any permissions you've set on a space will remain in place. If needed, you can open up the space to all users. This will let anyone with access to your Confluence site view the space, add pages to it, and more.

You won't be able to undo this action. If you need to reset the space permissions, you'll have to go back to one of our paid plans.

1. Go to the space in Confluence Cloud.
2. Select **Space Settings** from the sidebar.
3. Select **General** from the **Space permissions** card**.**
4. In the Upgrade for space permissions box, select **Grant all users permissions for this space**.
5. Select **Grant permissions**.

Open up a page to all users

After you switch to the Free plan, any restrictions you've set on a page will remain in place. If needed, you can open up the page to all users. This will let anyone with access to your Confluence site view and edit the page.

You won't be able to undo this action. If you need to reset the page's restrictions, you'll have to go back to one of our paid plans.

1. Select the lock icon at the top of the page.
2. In the Upgrade for page restrictions box, select **Remove this page's restrictions**.
3. Select **Remove restrictions**.

If you're a space admin, you can use the **Restricted pages** tab to open up a page in your space to all users by removing any restriction from the page. (When you remove one restriction from a page, you're actually removing all restrictions from the page.)

This will remove all restrictions from the page. You won't be able to undo this action. If you need to reset the page's restrictions, you'll have to go back to one of our paid plans.

1. Navigate to the desired space using the Spaces menu in the navigation or from the Home page.
2. Select **Space Settings** from the sidebar.
3. Select **Restricted** from the **Manage pages** card.
4. Select the lock icon next to the page whose restrictions you want to remove. This will remove all restrictions from the page.
5. Select **Remove restrictions**.