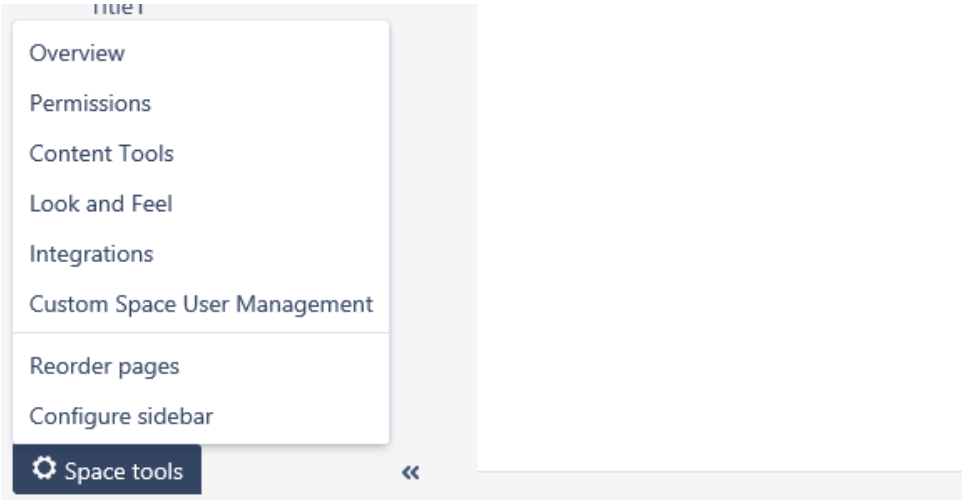
Space Administration



The Space Admin controls are found in the Space Tools menu at the bottom of the left sidebar.

If you're the owner of a space or you've been given Space Admin permissions by the owner, you'll see menu options to control user access and permissions, change the look and feel of the space, and modify other settings.

Space Administrators are the first level of support for granting access to their wiki space. They are empowered and have the capability (and are better equipped to know the levels of permissions that would be appropriate) to manage users into their Wiki Space. **Space Admins have full access to the tools that enables them to do that.** Wiki Admins support them if they run into issues.

In addition to the instructions below for space administrators, check the Wiki Basics and FAQs pages for more information. If you have any further questions, please email the wiki administrators.

Space Admin FAQs

How do I give someone access to my space or find out who already has access?
In your space, click the Space Tools menu (bottom left) and select Permissions. For instructions, see View/Change Permissions and the other links in the 'User Access/Permissions' panel to the right.

Which users are in a user group?
You can use the User List macro to display a list of users in a group. For instructions, see User Group Maintenance. Space Administrators can create a new user group or add/remove users in a group using the Custom Space User Management tool under within Space Tools.

Is it possible to let users see or edit certain pages in a space but not others?
To set restrictions for a page, click the lock icon above the page name. Remember that Viewing /Editing restrictions on a page do not *grant* viewing/editing permissions to users — they *restrict* these permissions to certain users or groups among those who have already been granted these permissions in the space (see View/Change Permissions). For additional documentation, see Page Restrictions and Permissions and restrictions.

Is there a list of all restricted pages in my space?
In your space, click the Space Tools menu (bottom left) and select Permissions. Click the Restricted Pages tab to see the list. For additional documentation, see View all restricted pages in a space.

Can I recover a deleted page or attachment?
In your space, click the Space Tools menu (bottom left) and select Content Tools. Click the Trash tab to see a list of deleted pages and attachments. Click the Restore link to the right of the one(s) you want to recover. For additional documentation, see Restore deleted pages.

Can I modify the left sidebar?
In your space, click the Space Tools menu (bottom left) and select Configure Sidebar to modify elements as desired. Don't forget to click the Done button at the bottom to save your changes. For additional documentation, see Configure the Sidebar.

Can I use Google Analytics in my space?
You can use the HTML macro to insert Google Analytics tracking code on any page you want to track in your space. Go to the page you want to track, click Edit, and add an HTML macro in the body of the page by typing {html}. Inside the HTML macro block that appears, paste the javascript tracking code copied from your Google Analytics account. Don't forget to save the page when you're done. It may take up to 24 hours for your data to appear in Google Analytics.

User Access /Permissions

View/Change Permissions
Find out who has access to your space and what they can do there

Add/Remove Individual User
Grant access and permissions to users on an individual basis

User Group Maintenance
Create or maintain a user group for your Space; Set up a page to display a list of users in a group

More Information
All about wiki accounts, space types, and permission types

Additional Documentation

How do I delete my space?
If you no longer need your wiki space, please email the wiki administrators to request that it be deleted. Keep in mind that once the space is removed, it is no longer recoverable. If you want to make a backup of the content in your space before it is removed, see Export Content to Word, PDF, HTML, and XML.

These links go to the Confluence Documentation website:

- Spaces
- Organize your Space
- Customize your Space
- Space Permissions Overview
- Assign Space Permissions
- Pages and blogs
- Page Restrictions
- Permissions and restrictions
- Watch Pages, Spaces and Blogs
- Blueprints
- Create a Template
- Macros
- Add, Remove and Search for Labels
- Export Content to Word, PDF, HTML and XML