Restricting Permissions on a Confluence page

There may be instances when you need to restrict public access to a knowledge article. This is done through page restrictions. This article will show you how to use page restrictions to allow only a specific group to have read and edit permissions.

Step-by-step guide

1. Create the page as you normally would do.
2. After saving the page, while viewing it, select the menu from the top right corner.
3. From this pull-down menu select Restrictions and the restrictions window will appear.
4. The setting defaults to No Restrictions. Click this pulldown and select Viewing and editing restricted.

5. Once selected a data entry box will appear. This will allow you to type in a group who can View and Edit the page.

6. In this case, I want to restrict the page to SOM Information Technology Group so it only appears to them, and others cannot find it in search or see it in browsing.

7. As I start typing the name of the group, any matches will appear and allow you to select them.

8. After selecting the group, click Apply to set these restrictions onto the page.

9. At this point only those who are part of the group will be able to search for, see the page, and view the contents. When viewing the page, you will note a red lock which appears next to its name at the top, indicating the page has some restrictions placed on it.
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