


# Grant permission to your space

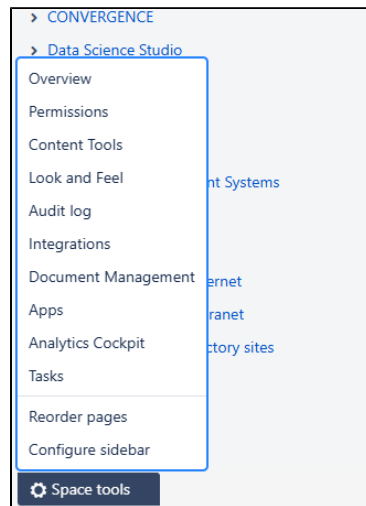
 You need to be logged into Confluence and has to be **space administrator for that space**.

If you are not space administrator, you can [submit request](#) to support to be added into the space (the support will validate with the space owner on the permission request)  
Provide the following information:

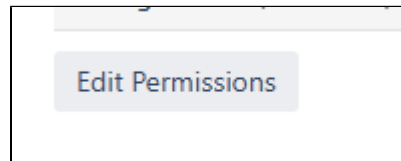
- If you have never login to the Confluence before, [login](#) to Confluence first.
- The URL of the Space/page to access.
- Viewer (for private space) / Editor / Admin permission


## Go to Space Permissions


- On the bottom left hand corner, click on the **Space tools** > **Permissions**.



- Go to **Individual Users** section, click on **Edit Permissions**.
- Enter the user ID or search for the user with the email, and click Add.



 The user needs to login to Confluence in the last 10 days. If not, you will not be able to locate his/her account.

 • The user needs to login to Confluence in the last 10 days, or his/her account will not be found.