pbwikimanual: Inviting Users
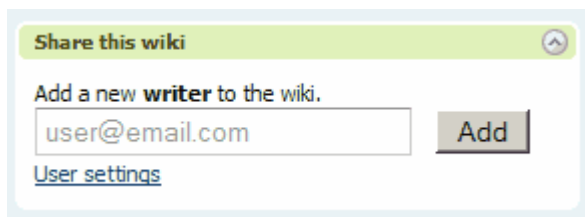
Last edited by Rachel Pennig 4 days, 22 hours ago

How can I invite people to my wiki?

To share access as a writer

To share access as a writer scroll down to the bottom of your right panel, and enter the user's e-mail address into the "Sharing" tool bar.

To add other access levels

You can also go into "Settings" and then "Users" to apply other access levels.

If your students don't have email addresses, create accounts for your students.

Email address [   ]   Add Multiple Emails

Permission level   Writer ▾   Add user

Learn more about permission levels

What happens when I enter in someone's email address?

When you enter in an email address and click "Add user," we send that user an email giving them instructions with how to set up a PBwiki Account (if they don't have one already) and how to gain access to your wiki.

Access Levels

Administrators

As an Administrator, you can rename or delete anything on the wiki. Administrators can add users, change their permission levels or remove them. Admins alone have access to the wiki's Settings page and are also the only ones who can change page and folder level security settings. Admins are the only ones who can see Hidden pages or edit Locked pages.

Editors

Editors are trusted helpers who are highly privileged Writers. They can rename or delete pages, files and folders. Editors should be highly trusted, since they can delete your data irrevocably.

Writers

The recommended default for invited users. Writers can edit pages and revert pages to previous versions. They can also upload new files and create new pages. Writers cannot perform any action that cannot be undone.

Readers

Readers cannot make any modifications at all to a wiki. They can view pages, RSS feeds, and files. They can also see the history of changes that have been made to a page. By default, readers can make comments on a wiki, without being able to edit the wiki itself. This setting can be modified by going to "Settings" and then "Wiki Security."

Page Level Only

A role unique to PBwiki 2.0, these users have no special access to any part of the wiki until they are explicitly given access to a page or a folder with the Custom Security setting. This feature allows you to give individual users up to

Editor level permissions on a single page (or group of pages in a folder) without giving them access to any other part of the wiki. ***note* This is a premium feature.**

Add people using the Request Access feature

Who would use Request Access?
It's perfect if you want to add users to your wiki, but don't want to manage the process of figuring out their email address, adding them, and managing them. You'll still be able to add users to your wiki, but Request Access allows your users to make your life easier.

See the Request Access page for more details.

How do I add Page-level access controls to my wiki?

If you have a Premium wiki, you can add page-level access to your wki. See our billing page for more information about adding a premium plan to your wiki.

How do I give someone Page-level access to my wiki?

If you have a premium wiki go to "Settings" and then "Users." Enter in an e-mail address and choose "Page-level."
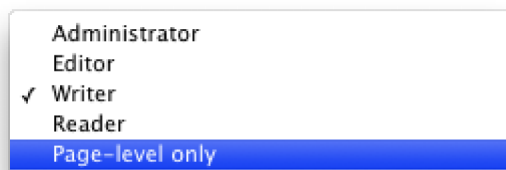
You can then go to individual wiki pages and click the "Page Security" link on the right panel. Choose "Custom" to apply page-level access.

Page Security: FrontPage

Please choose a page security setting.

○ **Default folder security**

○ **Lock this page** so that only administrators can edit it.

○ **Hide this page** so that only administrators can see or edit it.

● **Custom security…**
Viewing/editing is restricted to administrators and people added to the list below.

| Casey Greene ⬍ | (Add user) or Add more users to the wiki |

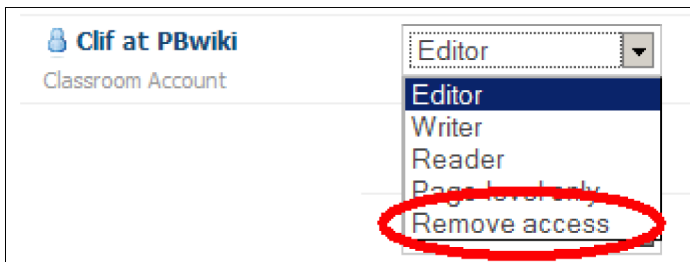| Member	Role	
All administrators	Administrator	
Casey Greene	Reader ⬍	✖

Learn more about roles

☐ **Make this page public**
When this page is public, it can be viewed by anyone on the internet at **http://mark.pbwiki.com/FrontPage**

How do I remove a user from my wiki?

Go to "Settings" and then "Users." Find the user you want to remove from the wiki. Use the pull down menu to select "Remove access".

👤 **Clif at PBwiki**
Classroom Account

Editor ▾
- Editor
- Writer
- Reader
- Page level only
- Remove access

Once you remove access, the user still exists in the wiki with the permission level of "Remove access," however, they will not be allowed to log in or view your private wiki.

👤 **stan**
Classroom Account

Remove access ⬍   ✖ Remove

stan no longer has access
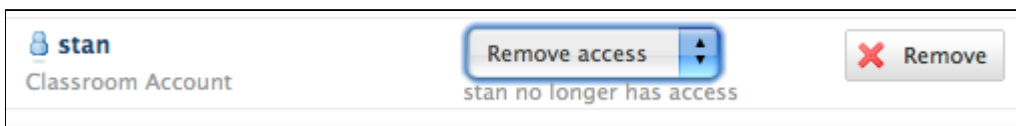
Keeping them in the list with this permission level accomplishes two things:

1. It lets you have a record of people you have specifically denied access to the wiki. If you change your mind in the future, you can easily grant them permission again and they won't get any introductory emails.
2. You won't get any emails from this email address if the user requests access. If an email address that's already on your wiki under "Remove access" requests access, they are automatically denied, and the administrator is not notified.

Additionally, you can remove them completely from the list by clicking the "Remove" button next to each address with the "Remove access" permission level. This takes them off the list, and if they request access to your wiki again, the administrators will have the opportunity to grant access.

Here's a video on how to remove a user completely from the User list. Remember, once you set the permission level to "Remove access," the user will not have any access. Administrators should only remove the user from the list if they want to clean up the user list, or want to give the user the opportunity to request access in the future.

IP Restriction $

IP restriction is part of our business premium pricing plans. To find out more information about adding IP whitelisting or blacklisting to your wiki contact sales@pbwiki.com.

How can I make my wiki editable by the public?

If you want to give editing access to any visitors of your wiki, you can use our Public Editing feature.