



# How to Make Guides Private to a User or a Team

This guide demonstrates how to make guides private to a user or a team.

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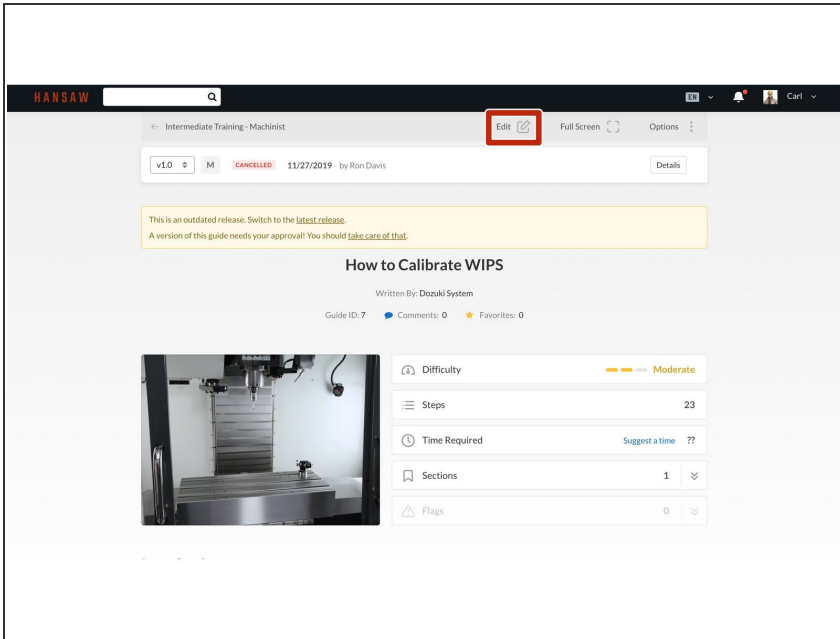
## INTRODUCTION

This guide demonstrates how to make guides private to a user or a team.

### Reminder

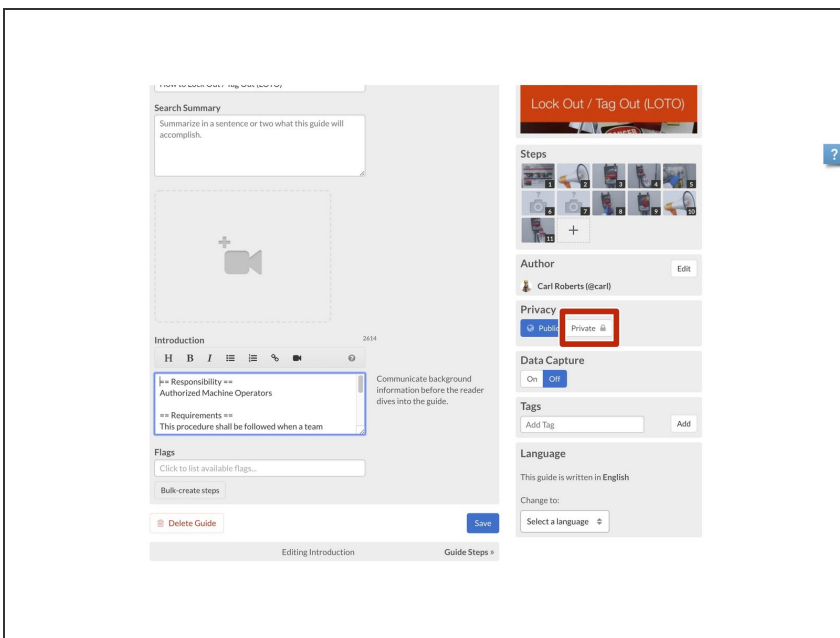
*Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.*

## Step 1 — How to Make Guides Private to a User or a Team



- Navigate to the guide you that you are making private.
- Click on the **Edit** button in the upper-right of the page, just beneath the site header.


## Step 2



- To make the guide private, click **Private** on the **Privacy** toggle.

## Step 3

The screenshot shows the 'Editing Introduction' view of a guide. On the left is a rich text editor with a toolbar and content. On the right is a sidebar with settings. The 'Add Teams' field is highlighted with a red box, and the 'Add Users' field is highlighted with an orange box. The 'Save' button at the bottom of the sidebar is highlighted with a yellow box.

 There are two options for sharing a private guide.

- **Add Teams:** This field allows you to type in the name of a team to permit members of that team to view the guide.
- **Add Users:** This field allows you to type in the name of an individual to permit them to view the guide.
- When you finish adding teams and users, click on the **Save** button.