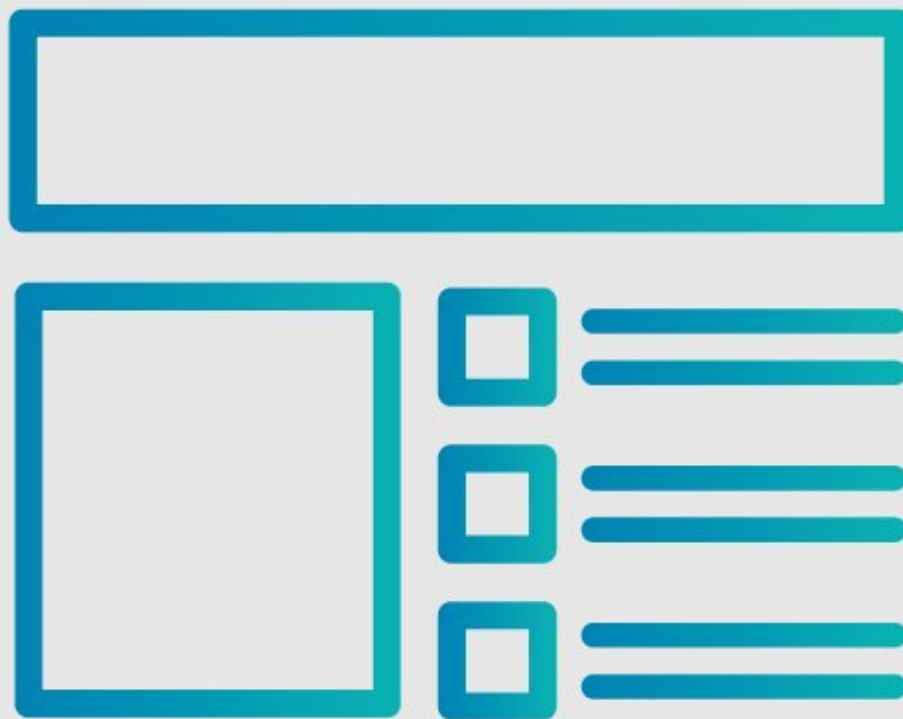




How to Make Guides Private to a User or a Team

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

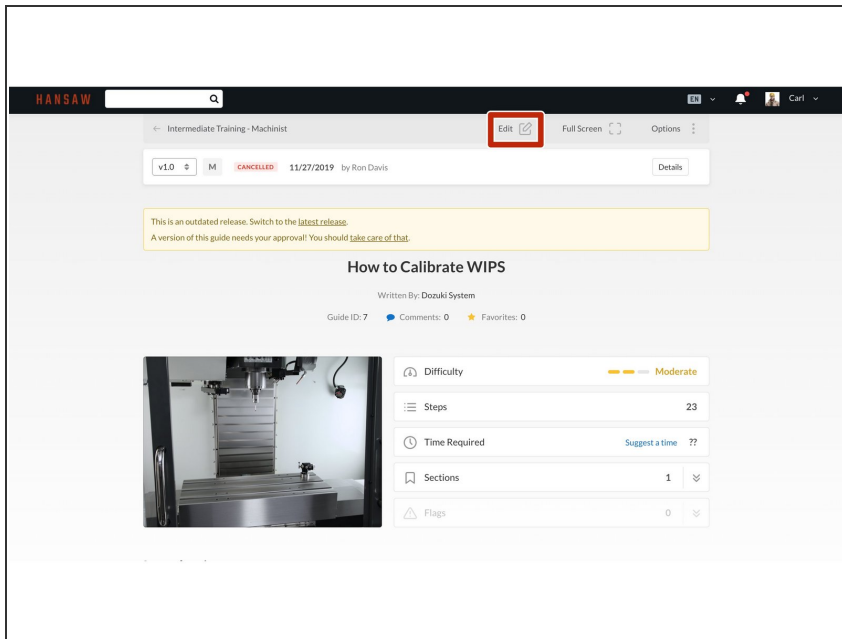
Written By: Dozuki System



INTRODUCTION

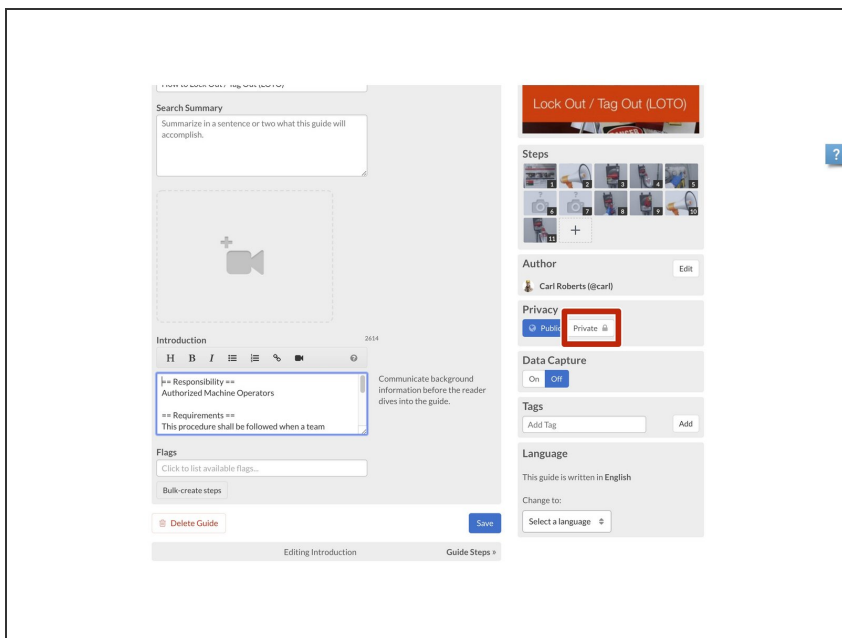
This guide demonstrates how to make guides private to a user or a team.

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



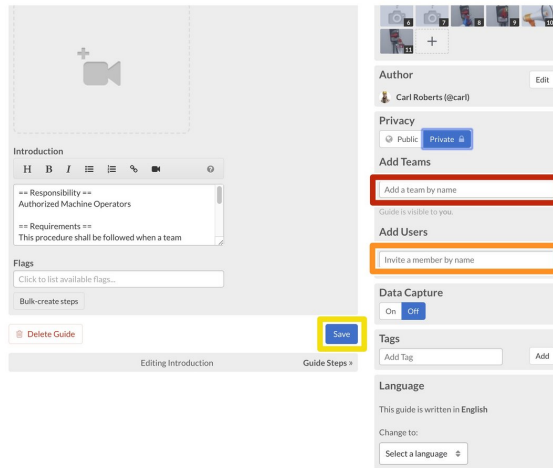
- Navigate to the guide you that you are making private.
- Click on the **Edit** button in the upper-right of the page, just beneath the site header.

Step 2



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

Step 3



- Two options for sharing a private guide will now appear:
 - **Add Teams:** This box allows you to type in the name of a team to allow members of that team to view the guide.
 - **Add Users:** This box allows you to type in the name of an individual to allow them to view the guide.
- When you finish adding teams and users, click **Save** to the left and slightly below **Add Users**.

To reassemble your device, follow these instructions in reverse order.