DOZUKI

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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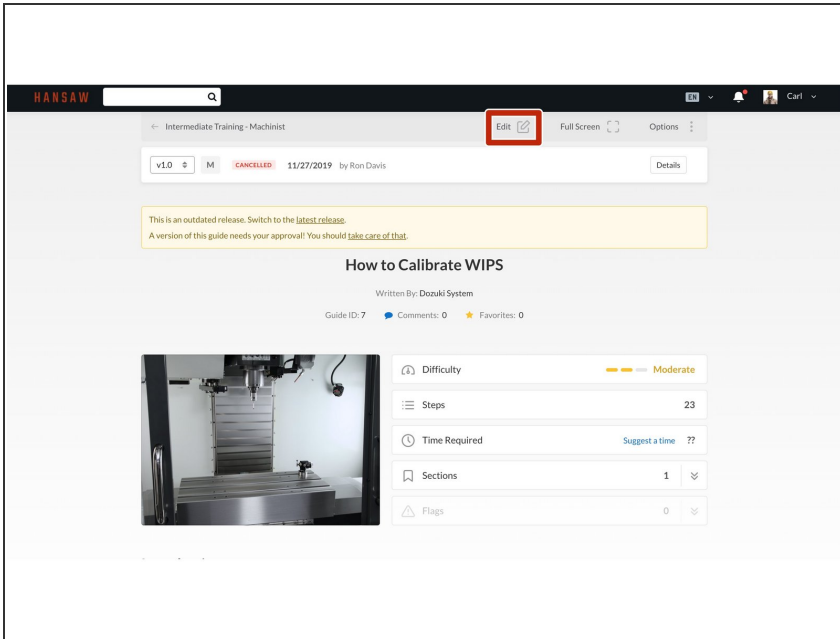
INTRODUCTION

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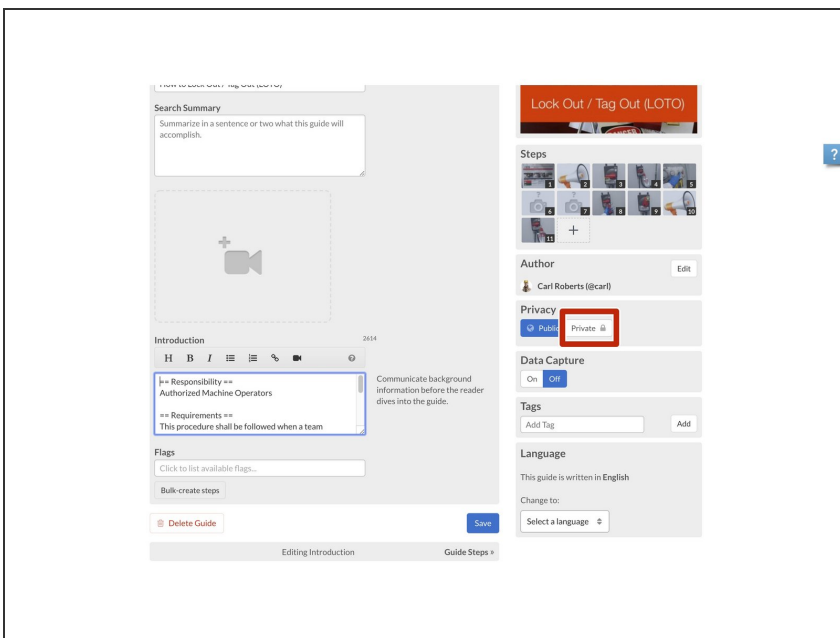
Reminder

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

- ⓘ 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.