

# Assigning Note Permissions

## Overview

When sharing a note within a workspace, the note owner can assign permissions to share or publish the note as follows:

**Full:** A user with Full permission can:

- Share or un-share the note.
- Publish or un-publish the note.
- Change the permissions assigned to other users associated with the note.
- Update the **note controls** (<https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#note-level-controls%C2%A0>).

**Share/Unshare:** A user with Share/Unshare permission can only share or un-share the note.

**Shareonly:** A user with Shareonly permissions can only share the note.

**Default:** A user with Default permissions has no rights to share, un-share, publish, unpublished the note. The user also has no right to change the permissions of other users associated with the note.

## Updating permissions

To change the permissions, do the following:

1. Select a note, the note will appear in the Note view.
  2. From the menu in the Note header, select **Share**.
  3. The list of users with whom the note is shared will appear.
  4. Click on a name.
  5. In the **Permission** pop-up box, select the permission to be given to the user.
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