

Copy space quick action

Confluence lets you archive or delete spaces but not copy them.

The **copy space action** lets you copy spaces while giving you **full control** over **what** you want to copy.

You can also **copy multiple spaces** at once using the [Bulk copy spaces](#) action.

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1

Right-click on the desired space or **hover** over the space and click on the **ellipsis** menu "..."

2

Select the **Copy** action.

3

Select a **new space name**.

4

Define a **new space key**.

5

Advanced content options

| Option | Description |
|------------------|--|
| Copy labels | Select if you want to retain or drop existing labels. |
| Copy attachments | Select if you want to retain or drop existing attachments. |
| Copy pages | Select if you want to retain or drop all pages. |

By default, all advanced copy options are enabled.

6

Advanced permission handling

| Option | Description |
|------------------------|--|
| Copy space permissions | Select if you want to retain or drop existing space permissions. |
| Copy page restrictions | Select if you want to retain or drop existing page restrictions. |

By default, all advanced copy options are enabled.

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Click on **Copy**.

If you still have questions, feel free to refer to our [support](#) team.