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.

7 Click on **Copy**.

If you still have questions, feel free to refer to our support team.