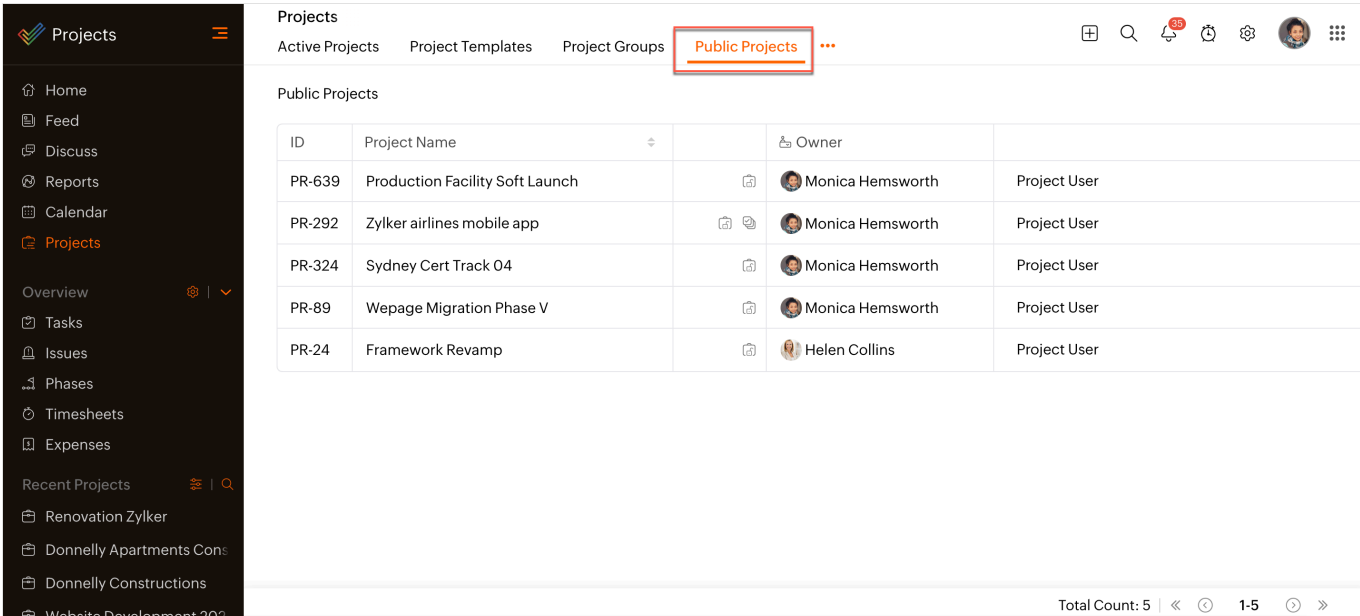# Public Projects

Public Projects can be accessed by all the users in the portal. Users who have not been added to the project can only view the project. They will not be able to add, edit or delete any work items in it.

View Public Projects

1. Click **Projects** in the left navigation panel.
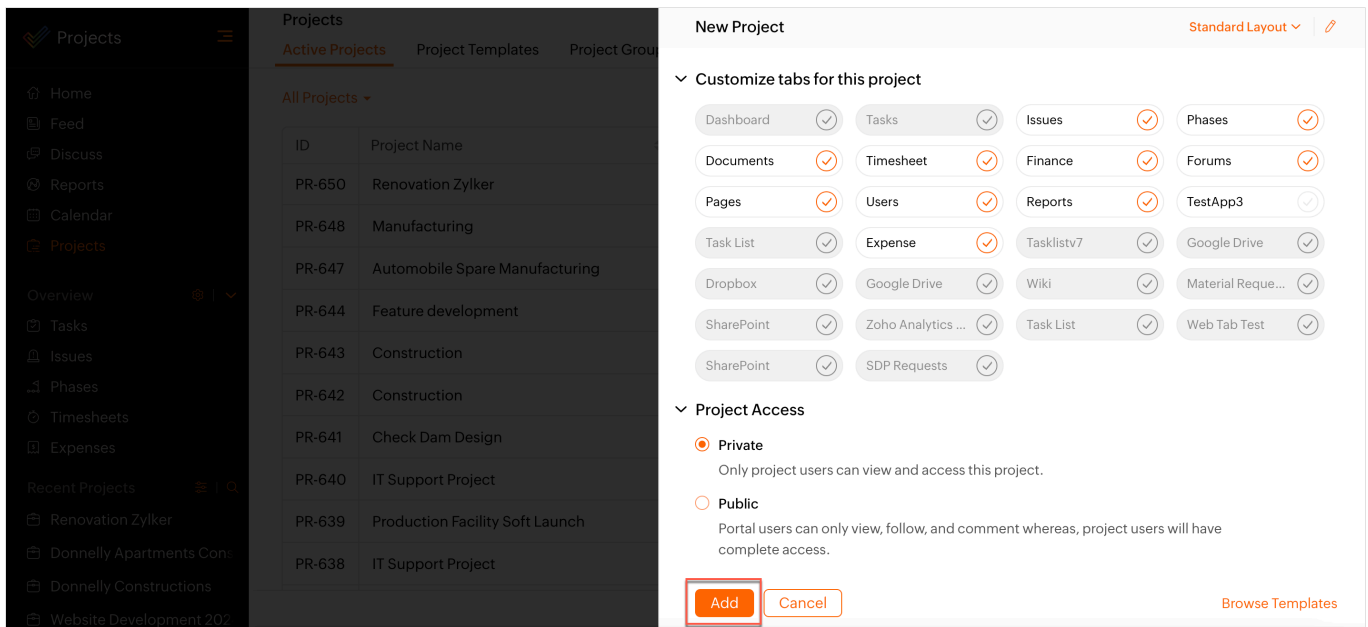2. Click the **Public Projects tab**.

Creating Public and Private Projects

You can choose to make your project go public or private. Private projects can be accessed only by the member project users, whereas public projects can be viewed and followed by all the portal users. In public projects, users will have only read access but they can view and follow projects and add comments. However, if you are the Admin, you will have all the access privileges even for public projects.

1. Click **Projects** in the left navigation panel.
2. Click **New Project** button.
3. Fill the project details and scroll down in the *New Project* form.
4. Select either *Private* or *Public* as per project requirement.

📄
- While creating projects, set Project access to Private if you want the project to be accessed only by the project users in the selected project.
- If you set it to Public, the project will be followed and viewed by all the portal users. The public projects are highlighted with a distinct icon in the Projects list page.

Convert Private Projects to Public

You can convert the existing private projects to public. If a project is public, the portal users can view, follow, and comment whereas, project users will have complete access.

1. Click **Projects** in the left navigation panel and navigate to your project.
2. Hover over your project and click the **Access Project** option.
3. Click Open Details beside the Project Title.
4. Click ⚙ in the right panel.
5. Scroll down to the *Project Access* section.

6. Select Public to convert the private project to public.

See Also

Back to help

Project Groups

Organize Project Tabs

Project Automation

Project Custom View

Project Dashboard