

# **Understanding Confluence for Users, Managers and Admins**

**Modality: On Demand**

**Duration: 4 Hours**

## **About this course:**

The aim of this Introduction to Confluence program is to speed you up on understanding how to be more efficient and successful at Confluence. With nearly 5 hours of content, we will concentrate on Confluence's three main user groups. For all of these styles, the lessons in this program are broken up, so no matter who you're, you'll be able to view the items you want immediately.

In the next chapter, we are going to look at Confluence from the viewpoint of an end-user. What are the important factors that you should learn as somebody who uses Confluence at your organization? That is what we're going to look upon in the second chapter.

Whilst using Confluence, you're a manager or team leader, there are some items you could do to make your team become more successful. So, in the third chapter we will look at a few of these issues.

Ultimately, as a Confluence admin there are many areas in which you can assist the organization by lining them up for Confluence performance. In the forth section, we are going to look at JIRA from the viewpoint of an administrator.

So, although this course is designed for various types of users, regardless of what kind of user you are, if you chose, you'll gain from learning all of it. If you only use Confluence as an end user, for instance, you can find it beneficial to learn how Confluence processes and workflows work so that you can "speak the language" when you ask for the Confluence administrator.

## **Salary Estimate:**

The normal compensation of an Atlassian Admin is **\$100,864** annually.

## **Course Objective:**

- Consider the core features of Confluence, and how it functions.
- Make efficient use of Confluence.
- Take advantage of Confluence as Group Leader or Administrator.
- Set Confluence as Manager for your team or organization.

## **Targeted Audience:**

This Confluence training is intended for three major kinds of users: Confluence users who wish to make effective use of it. Team leaders and managers who want their group and, eventually, administrators who need to set up Confluence for their departments and organizations to take advantage of its functionality.

This Confluence series is NOT supposed to be an end-all, one-stop shop for all you require to understand to modify any of the Confluence functionality. To include all there's just too many factors, so instead we're concentrating on the key concepts and functionality to get you up to pace easily.

## Prerequisite:

- A Confluence Cloud subscription from Atlassian.

## Recommended Prerequisite Courses

None

## Course Outline:

### Course Introduction

- What is Confluence?
- How to use this course successfully

### Using Confluence

- Module introduction
- Logging into Confluence for the first time
- UI overview
- Editing our Confluence profile
- Understanding spaces
- Creating our personal space
- Customizing our personal space
- Overview of our space tools
- Look and feel and integrations
- Creating a page
- Looking at the page templates
- Finishing our look at page templates
- Drafts and publishing pages
- Editing an existing page
- Page properties
- Working with attachments
- Saving pages for later
- Tasks in Confluence
- Commenting tips and tricks
- Using blogs
- Watching and notifications
- Page restrictions
- Importing and exporting pages
- Using the Confluence mobile app

### Confluence for managers and team leads

- Module introduction
- Permissions for managers
- Spaces configuration overview
- Collaborative editing
- Sharing pages with our team

## **Confluence for administrators**

- Module introduction
- Adding users to Confluence
- Overview of the Confluence admin area
- Creating a new space
- Understanding blueprints and templates
- Working with blueprints and templates
- Working with Confluence permissions
- Organizing pages
- Customizing the look and feel of Confluence
- Exporting and space backups
- Archiving and deleting spaces

## **Course Summary**

- Course summary and where to go from here

## **Bonus: Q&A**

- Editing the color scheme in the new interface
- Importing a table from a Word document