



umWiki

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** This work contains content adapted from the Atlassian Documentation Wiki at <http://confluence.atlassian.com>.*

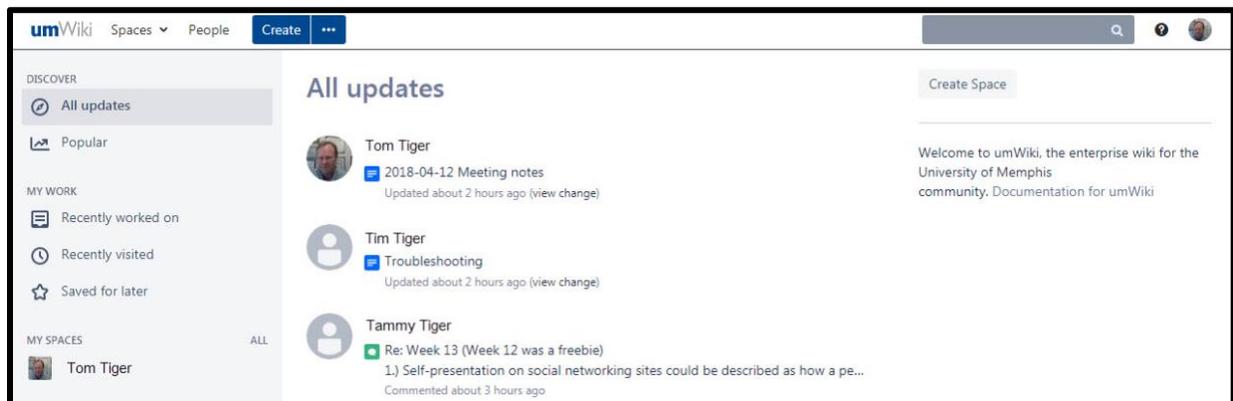
Getting Started

NOTE: This umWiki (Confluence) system will be shutting down **December 15th, 2023.**

To access umWiki go to [the umWiki login page](#). Login with your UUID and password, authenticate with DUO.

The dashboard is the front page of the umWiki site. It provides an overview of the site, gives access to all spaces you have permission to view, and displays a few different lists of the most recently updated content.

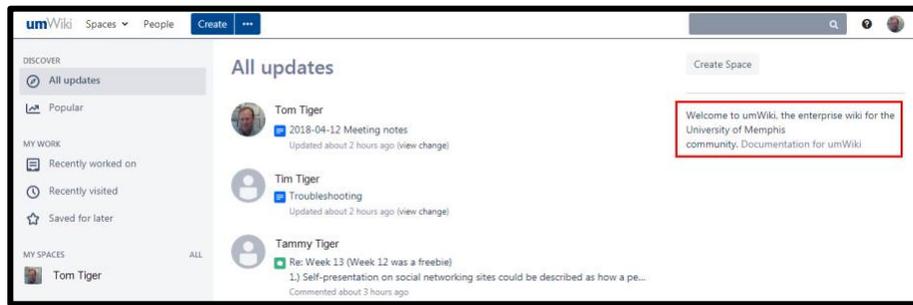
You can go to the dashboard from anywhere in your site by clicking umWiki at the top left of the page. (By default, the first link at the top left of the page is named 'UmWiki'.)



Overview of the Dashboard

The dashboard is divided into three sections:

Welcome message: The information that appears in the top right section of the dashboard.



Sidebar: Lets you find and resume your work and get updates that are important to you.

- **Discover**

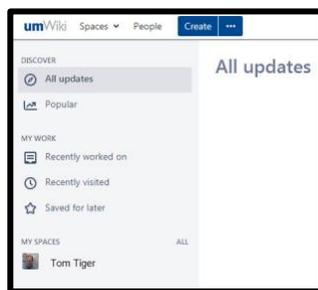
- **All updates** displays updates from all spaces that you have permission to view.
- **Popular** displays content that has been recently created, liked, or commented on. See below for more details.

- **My Work**

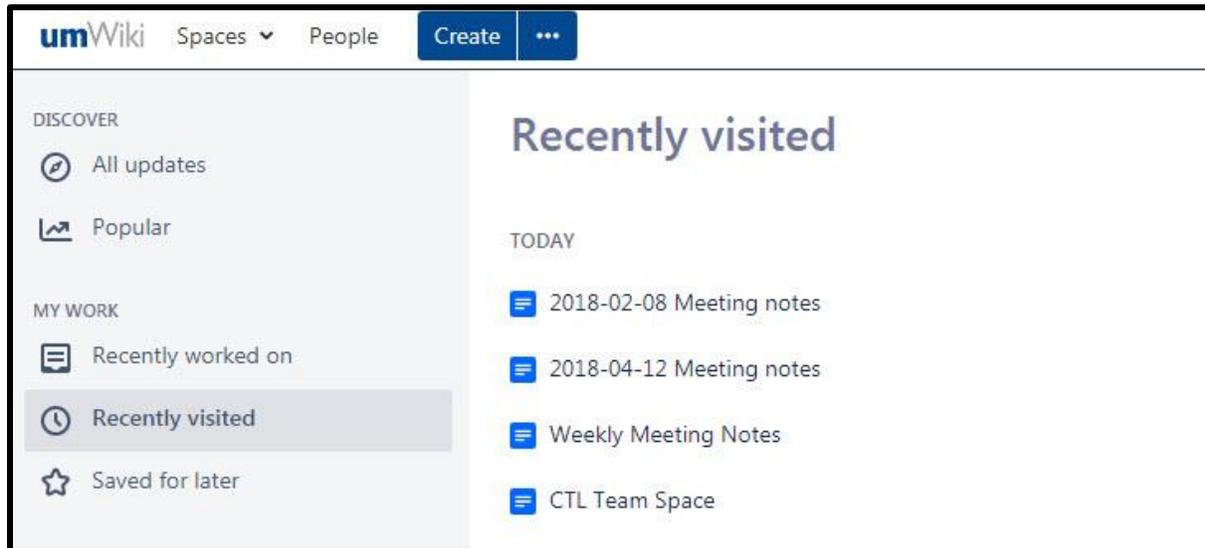
- **Recently worked on** displays projects you have recently worked on.
- **Recently visited** displays spaces, pages, etc. that you have recently visited.
- **Saved for later** displays spaces, pages, etc. that you have favorited.

- **My Spaces**

- This section displays all spaces that you own.



Content: This section displays the content of the sidebar section you are currently in. If you have selected All updates, all updates content will display; if you have selected **Recently visited**, recently visited content will display; etc.



More about Popular Content

The **Popular** tab on the dashboard displays recent activity of the following types:

- Pages, blog posts, and comments that people have recently **liked**.
- Pages and blog posts that people have recently **commented** on and threaded comments that people have recently replied to.
- Pages and blog posts that have recently been **created**.

Note: *Recent* means any activity in the last seven days.

The activities are listed in order of popularity, with the most popular at the top. Likes, comments, and content creations are scored equally. Activity that involves people in your network ranks higher than activity not involving your network. The most recent activity ranks higher than earlier activity.

Working with Spaces

In umWiki, content is organized into spaces. There are two types of space:

Global spaces are areas on your site into which you can group content items (pages, attachments, news, etc.) based on any subject or topic of your choice. For example, you may want separate areas on your site for each team or project within your organization.

Personal spaces belong to specific users. They can be kept private or opened so the whole world can view and edit them, just like global spaces. These spaces are listed in the People Directory. They are not listed on the 'All' tab on the dashboard.

What is a Space?

A space is an area within umWiki containing your wiki pages. You can think of each space as a sub-site, or mini site, each with its own home page.

Each space:

- Has its own pages, blog posts, and comments.
- Has its own permissions; you can set different levels of access for different spaces.
- There is no limit to the number of global spaces you can create in umWiki.

Dividing Content into Spaces and Pages

To ensure maintainable and logical spaces, consider the following points when allocating your content to pages and spaces:

- Group the content by topic, subject, project, or team.
- Evaluate permissions across the wiki content. If members require conflicting access, for example John must access content on topics A and B, while Jane must access content for topics B and C, then the topics should be separated into three spaces.

Useful notes about spaces and pages:

- Spaces cannot be nested. You cannot have parent and child spaces, but you can have parent and child pages within a space.
- Page permissions can prevent users from accessing a specific page, even though they have permission to access the space.
- Page permissions alone cannot keep the existence of a page secret.
- The page should be in a restricted space instead.
- Pages can be moved between spaces.

Setting Up your Personal Space

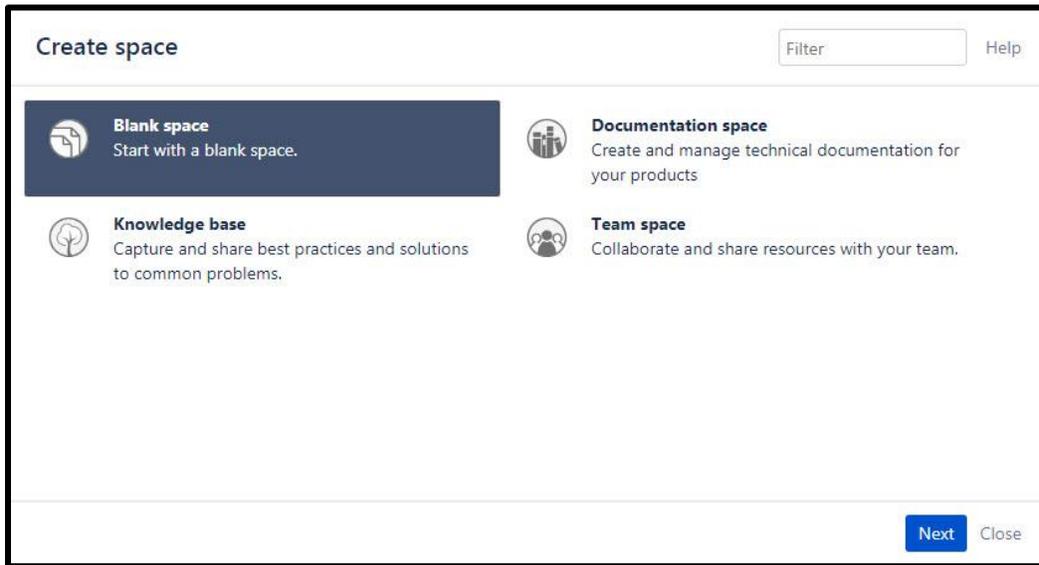
Your personal space is a place where you can publish your own pages and blog posts. Once you have set up your personal space, umWiki users can reach it by clicking your name in the People Directory.

Creating Your Personal Space

1. Go to Create Space button at the top of the right side of the page or choose Create Space from the drop-down menu under the Space menu choice and choose **Create Space**.



2. Choose to create a Blank Space, Knowledge Base, Documentation Space, or Team Space
3. Click **Next**.



To create a Blank Space, you will need to choose a name for the space.

A unique key will automatically be created based on the space name used in the space URL. Click **Create**.

Create a blank space

Space name

Space key ?

Visible only to me

About blank spaces

Start with a blank space and customise it for your project, team, department or company. You can add content using pages and keep them organised in a hierarchy.



Back Create Close

To create a Team Space, you will need to choose a name for the space.

A unique key will automatically be created based on the space name used in the space URL. You may add team members now or later.

Create team space

Space name*

Space key* ?

Team members

Description

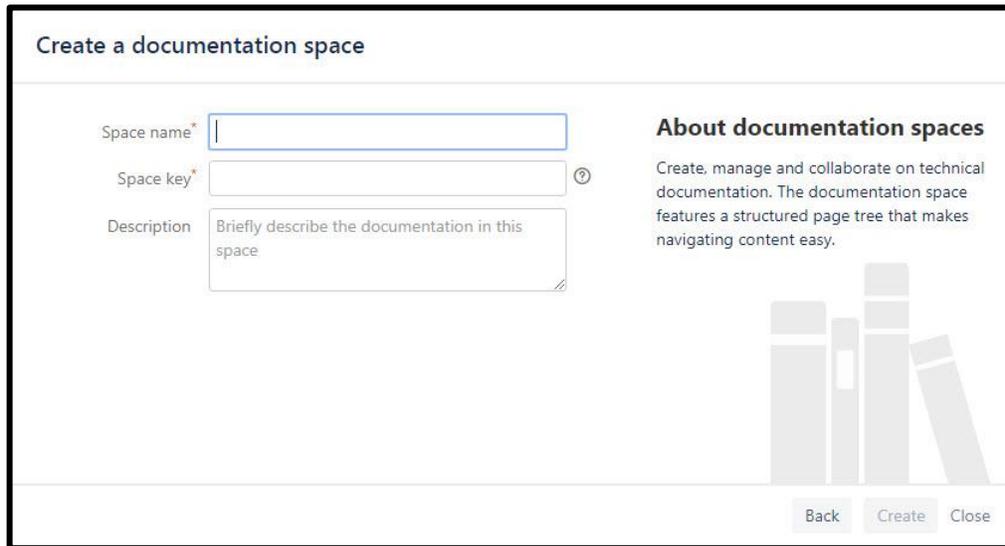
About team spaces

Share knowledge and collaborate on projects, processes and procedures with your team. They will be notified about this space and all updates. Team members will be granted permissions and added as watchers of the space.



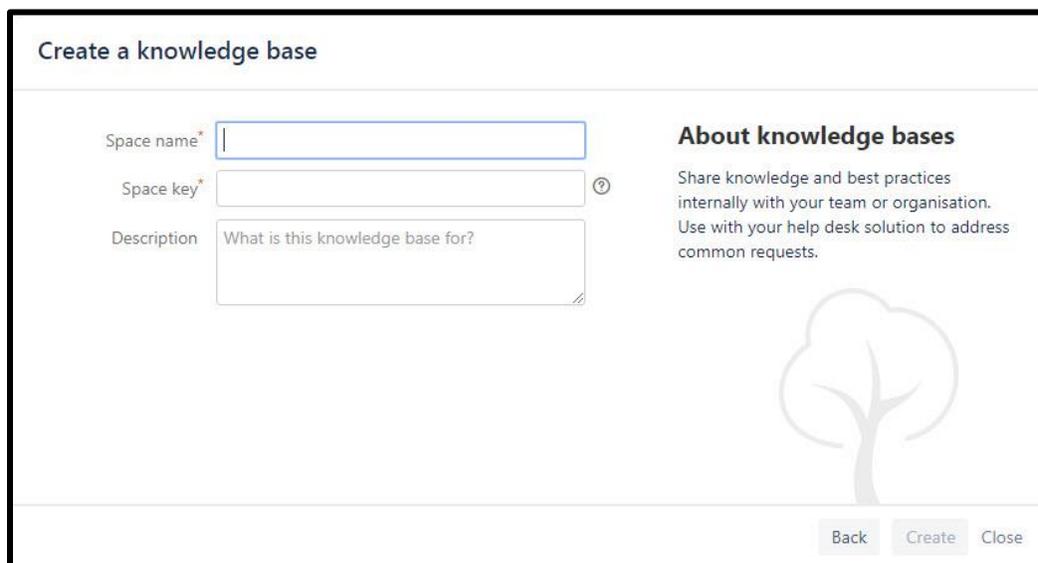
Back Create Close

To create a Documentation Space, you will need to choose a name for the space. A unique key will automatically be created based on the space name used in the space URL.



The screenshot shows a web form titled "Create a documentation space". It contains three input fields: "Space name*" (a text box), "Space key*" (a text box with a question mark icon), and "Description" (a text area with the placeholder text "Briefly describe the documentation in this space"). To the right of the form is a section titled "About documentation spaces" with the text: "Create, manage and collaborate on technical documentation. The documentation space features a structured page tree that makes navigating content easy." Below this text is an illustration of a bookshelf with several books. At the bottom right of the form are three buttons: "Back", "Create", and "Close".

To create a Knowledge Base, you will need to choose a name for the space. A unique key will automatically be created based on the space name used in the space URL.



The screenshot shows a web form titled "Create a knowledge base". It contains three input fields: "Space name*" (a text box), "Space key*" (a text box with a question mark icon), and "Description" (a text area with the placeholder text "What is this knowledge base for?"). To the right of the form is a section titled "About knowledge bases" with the text: "Share knowledge and best practices internally with your team or organisation. Use with your help desk solution to address common requests." Below this text is an illustration of a tree. At the bottom right of the form are three buttons: "Back", "Create", and "Close".

Adding and Changing Content in your Space

Now you can start adding pages to your personal space. You may also want to upload a profile picture.

Changing the look and feel of your space

If you like, you can apply a different theme to your personal space or modify its color scheme.

Granting Access to your Space

When you created the space, you set the option to make your space private, or to allow other people to view and contribute content to your space. You can change the permissions on your space at any time.

Watching Updates Made in your Space

By default, umWiki assigns you as a watcher of your space. This means that you will receive an email notification each time someone adds or updates content in your space. You can stop watching the space (see [Watching a Space](#)) and change your notification settings at any time.

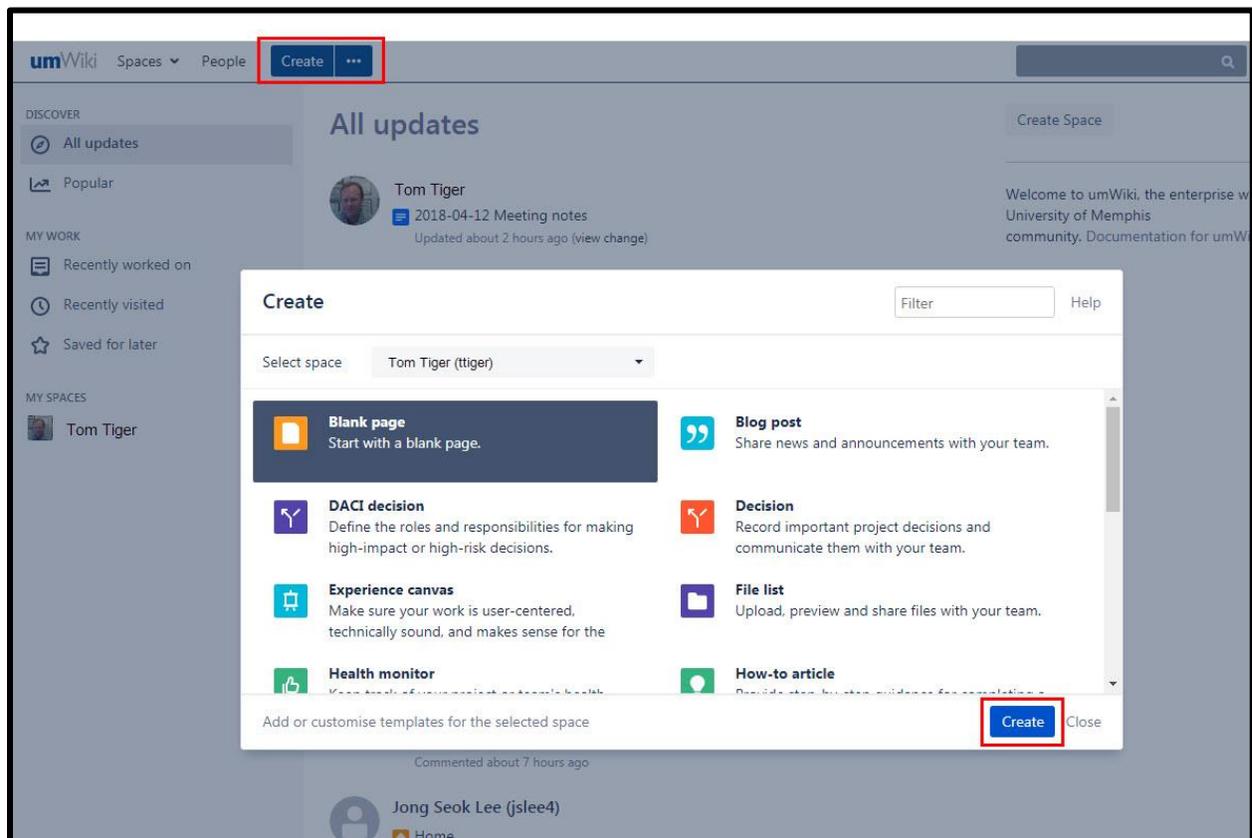
Creating Content

Adding Pages

Adding a Page from the Dashboard

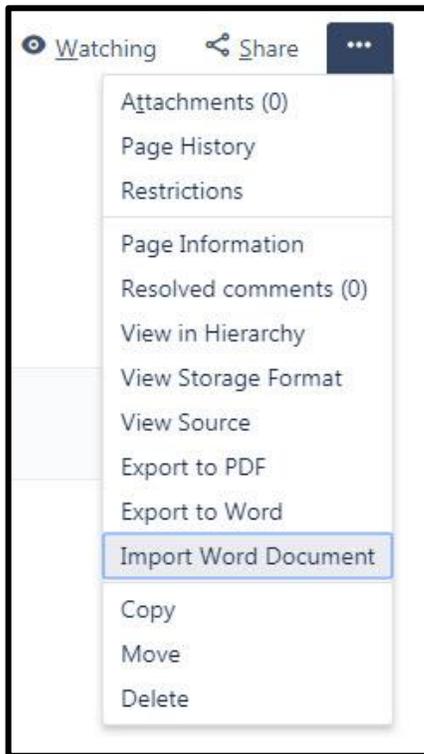
You can add a page from the dashboard without having to browse to a specific space. umWiki adds the new page at the root of the space.

1. Click **Create** at the top left of the dashboard.
2. Select the space where you want to add the page and choose a template on which to base the page content.
3. Click **Create**. umWiki opens the page in *Edit* mode.



Importing a Microsoft Word Document into umWiki

1. Create a page in umWiki (Adding Pages) or go to an existing page whose content you want replaced. View the page in view mode (not Edit mode).
2. Choose **Tools > Import Word Document**.
3. Click **Browse** and find the Word document on your local drive or network.
4. Click the **Open** or **Upload** button provided by your browser. The path and file name of the document will now appear in the text box on the Office Connector import screen.
5. Click **Next** on the Office Connector import screen. The import document options screen will display.



The import document options are:

Option	Description
Delete existing children of <pagename>	The existing child pages of the page you are replacing will be deleted.
Import as a new page in the current space	A new wiki page will be created with the page title specified above.
Remove existing pages with the same title as imported pages	If imported pages have titles equal to existing pages, then the existing pages will be deleted. This will remove the page history as well as the content.
Rename imported pages if page name already exists	Assign new names to any new page which would otherwise have a duplicate name. The content of existing pages will remain unchanged.
Replace <pagename>	The contents of the existing page will be replaced. The page will be renamed to the page title specified above.
Replace existing pages with imported pages of the same title	If imported pages have titles equal to existing pages, then the content of the Word document will overwrite the content on the existing page. Page history will be preserved.
Split by heading	The content of the Word document will be split over multiple wiki pages. If you don't want to split your document into multiple wiki pages, leave the default Don't split option selected.

6. Click **Import**.

When the upload has finished, the content the Word document will have been transformed into umWiki page content. You can now view and edit this page in the usual way. There is no connection between the original Word document and this wiki page.

Adding a Blog Post

A blog post is like a page in umWiki but is usually relevant to a particular date and time. People often use blog posts to publish news and events. People can subscribe to a feed of blog posts, or watch a space's blog, to receive notifications of blog posts only.

You can create attractive, engaging content in a blog post in the same way as in a page.

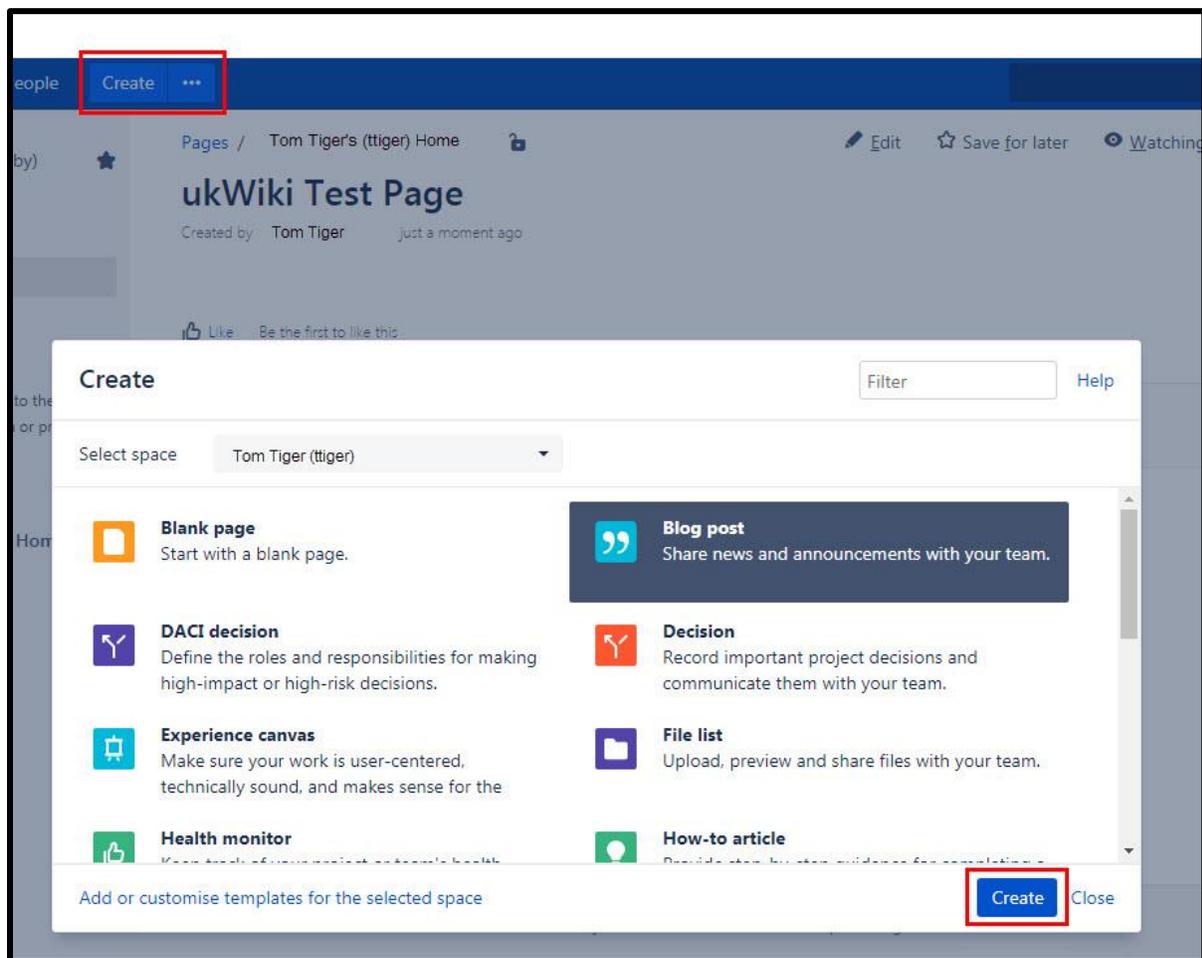
To add a blog post, you need the *Create Blog* permission for the space where you will add the post. See Space Permissions.

Adding a blog post from the dashboard or from any page

You can add a blog post to any space from the Dashboard, without having to browse to that space.

To add a blog post from the Dashboard:

1. Click the 3 horizontal dots beside the word **Create** at the top left of the Dashboard.
2. Select blog post.
3. Click **Create**. umWiki will open the Add Blog Post screen in edit mode.
4. Type your content as you would for any other page in umWiki.
5. Preview and click **Publish** when you are finished.



Using the Editor

The umWiki editor is the tool that you will use to create and edit umWiki pages, blog posts, and comments. You can enter content as you would in a Microsoft Word document, apply formatting, and embed other content and files into the page.

To begin an editing session, choose **Edit** at the top of a page.

A note about permissions: To edit a page, you need the *Add Pages* permission for the space. See space permissions. Someone may also apply page restrictions that may prevent you from editing the page.

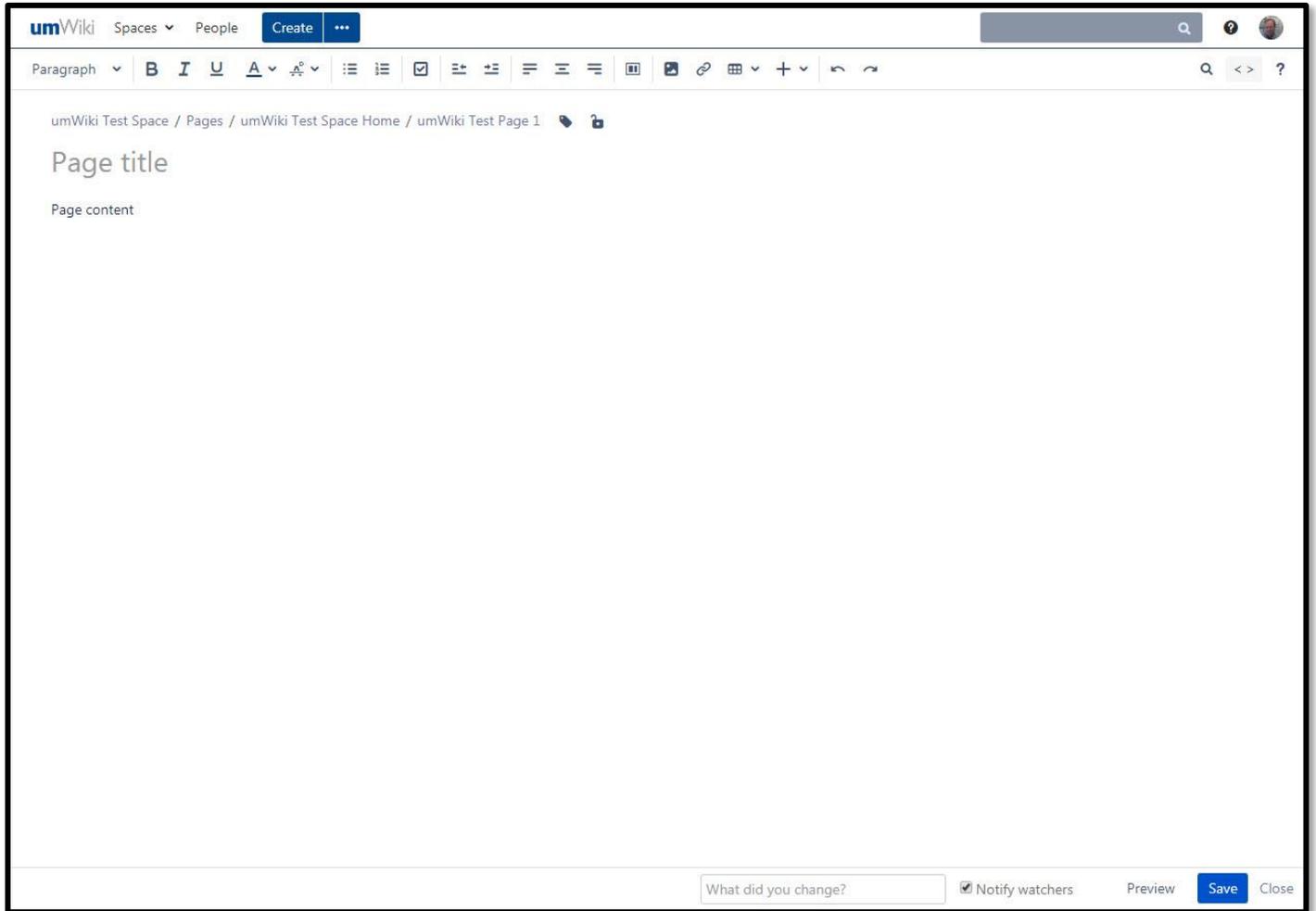
An Editing Session

You start an editing session whenever you: create a new page, blog post, or page comment edit an existing page, blog post, or comment

Click **Close** (at the bottom of the page) if you want to end the session without saving any changes.

The session ends when you click **Save**.

The Editor Panel



Item	Explanation
Page title	Type the name of the page. This name is used in links to the page.
Page content	Add the words, images and other content that forms the content of the page.
Editor toolbar	Use these tools to format, add color content, create lists and tables, indent and align text, and insert other content into the page, such as symbols, links, images, multimedia files, and macros. The toolbar also provides the find and replace option, and the help option.
Restrictions	Control who can view or edit the page. See Page Permissions.
Attachments	View and manage the attached files on the page.

Item	Explanation
Labels	Add labels to a page to categorize the page content.
Change comment	Type a comment that describes the changes you have made.
Notify watchers	Select this option to prompt umWiki to send an email notification of your changes to people who are watching the page.
Preview	See how your changes will appear without saving the page.
Save	Save the changes you have made to the page. (Keyboard shortcut: Ctrl+S).
Cancel	End the editing session without saving any changes.

The Tool Bar



You can use the editor toolbar to:

- Apply paragraph styles and character formatting (such as bold, italics, or superscript).
- Choose color for text.
- Create numbered and bulleted lists.
- Set the indentation and alignment for text and images.
- Create links to other pages, attachments, anchors, and external resources.
- Add/remove tables, add/remove or cut and paste rows and columns, highlight cells, rows, and columns, and merge and split cells.
- Insert other content into the page, such as images and attachments.
- Add layouts, columns, and sections to your page.

Note: Options may differ in umWiki

Working with Links

By adding a link on a umWiki page, you can link to content anywhere within the umWiki site or on another web site.

You can add links to the following types of content:

- Pages in the same space, in another space, or outside umWiki (webpages).
- Blog posts.
- Attachments, such as images and multimedia files.
- User profiles or personal spaces.
- A section of a page, using an anchor.

You can also link from an image or use a link to begin composing a new email message.

You create all these kinds of links using the **Link** button in the editor.

Click **Link** in the menu bar while editing the page.



Linking to umWiki Pages

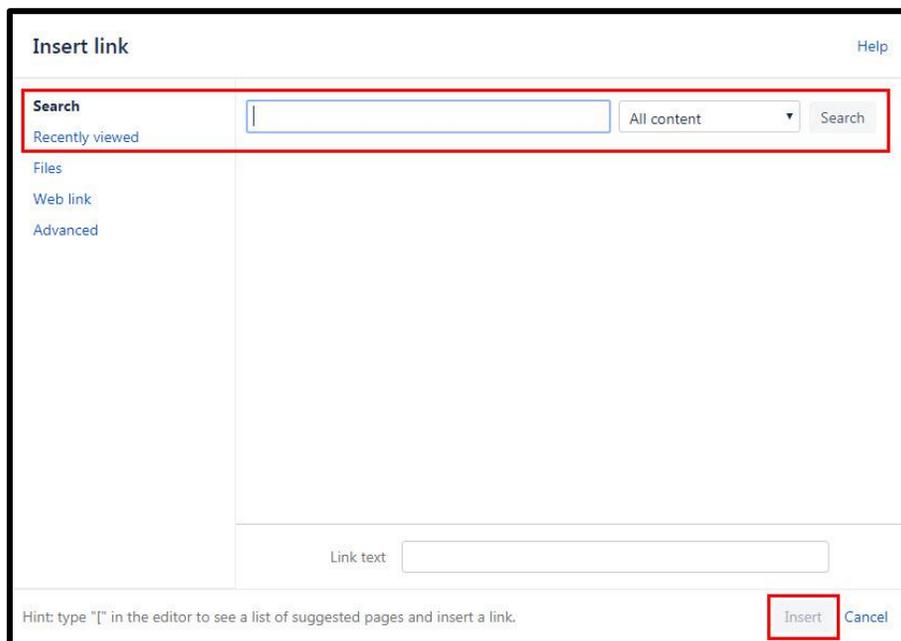
1. While editing the page, place your cursor at the point where you want to create the link, or highlight the text that you want linked.
2. Click **Link** in the toolbar
3. Choose one of the tabs on the left to help you find the page or other location that you want to link to:

Search- Use this option to link to a page or file in umWiki.

- Start typing the page name into the text box. umWiki will suggest options as you type.
- If necessary, limit the search to the current space.
- Select your link destination from the autocomplete results or click **Search** and select the link destination from the search results.

Recently Viewed- Use this option to link to a page in umWiki.

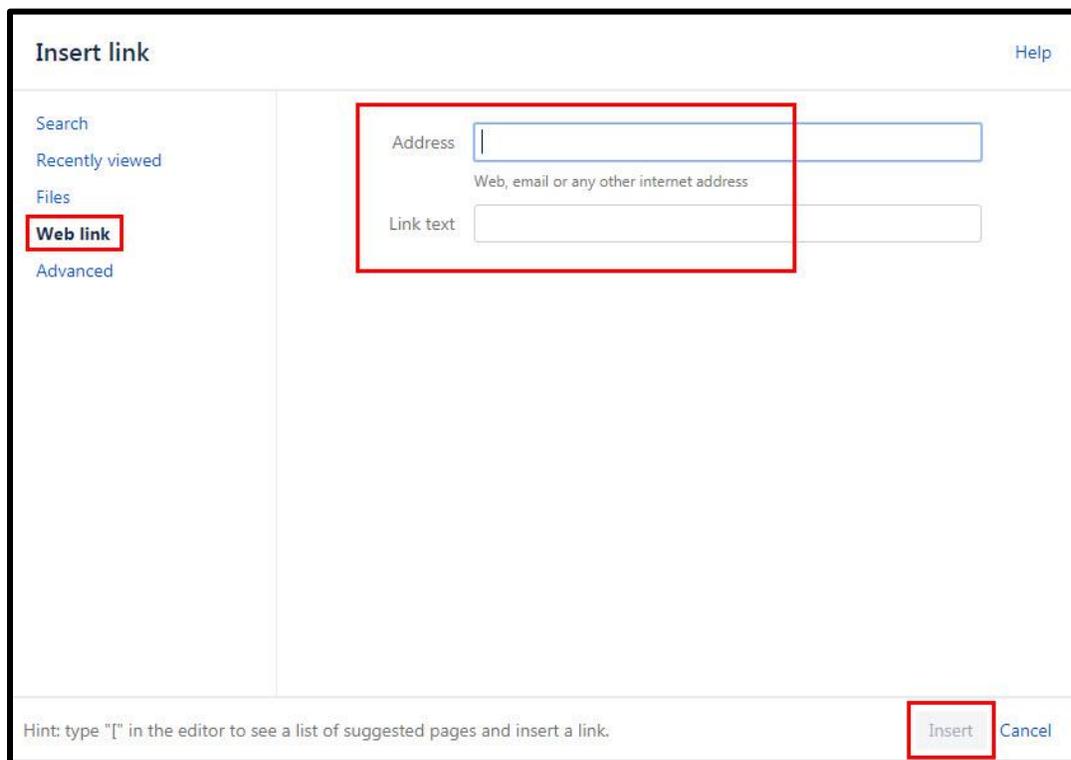
- Select your link destination from recently visited pages.
4. Enter link text that will be displayed on the page, if required. If you have not highlighted text in the page, and leave the **Link Text** text box empty, the link will display the destination page name or URL.
 5. Click **Insert/**



Linking to umWiki Pages

Use the **Insert Link** dialog to link to an external web page.

1. While editing the page, place your cursor at the point where you want to create the link, or highlight the text that you want linked.
2. Click **Link** in the toolbar.
3. Click **Web Link** and enter or paste the web address into the **URL** text box.
4. Enter the link text that will be displayed on the page if required. If you have not highlighted text in the page, and leave the **Link Text** text box empty, the link will display the destination page name or URL.
5. Click **Insert**.



Insert link Help

Search
Recently viewed
Files
Web link
Advanced

Address
Web, email or any other internet address

Link text

Hint: type "[\" in the editor to see a list of suggested pages and insert a link.

You can also simply copy and paste a link to a web page into your umWiki page, as described above.

Linking to an Anchor

You can link to a specific location within a page by marking that location with an Anchor and then linking to the anchor name.

You can link to an anchor from:

- A link on the same page as the anchor
- Another page in the same space
- A page in another space of the same umWiki site.
- Another web page or another umWiki site, using a specifically formatted URL.

To link to an anchor from within the same umWiki site:

1. Edit the page where you want to place the link.
2. Choose **Link** in the editor toolbar.
3. Choose **Advanced** and enter the anchor name into the **Link** box, noting that the anchor name is case sensitive.

Use the following syntax:

Anchor Location	Link Syntax for Anchor	Examples
Same Page	#anchorname	#bottom #important information
Different Page	pagename#anchorname	My page#bottom My page#important information
Page in another Space	spacekey:pagename#anchorname	DOCS:My page#bottom DOCS:My page#important information

6. Enter the **Link Text** (alias) that will be displayed on the page, if required. If you leave the **Link Text** box empty, the link will display the destination page name or URL.
7. Choose **Insert**.

To link to an anchor from another web page or another umWiki site:

Use a full URL in the following format:

Link Syntax	Examples
<code>http://myumWiki.com/display/ spacekey/pagename#pagename- anchorname</code>	<code>http://myumWiki.com/display/DOCS/My+page# Mypage-bottom</code> <code>http://myumWiki.com/display/DOCS/My+page# Mypage-importantinformation</code>

Notes about the full URL:

The page name is repeated in the URL, after the # sign. The second occurrence of the page name is concatenated into a single word, with all spaces removed.

There is a single dash (hyphen) between the concatenated page name and the anchor name.

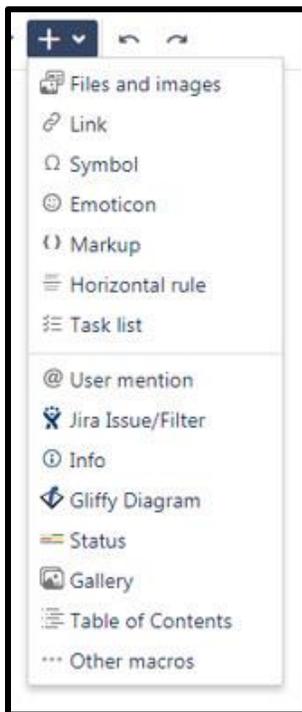
The anchor name in the full URL is concatenated into a single word, with all spaces removed.

The anchor name is case sensitive.

Embedding Content

Choose **Insert** on the editor toolbar to include any of the following types of content into your page:

- An Image.
- A link to another umWiki page or external URL, or a link to an attachment or image.
- An emoticon, symbol, or a horizontal line.



Attaching Files

There are two ways of attaching files to a umWiki page: Drag and drop files on to a umWiki page. Browse to, and upload files from your computer or network.

Drag and Drop Method

1. View the page to which you want to attach files.
2. Drag one or more files from your computer onto the page. The *Attach File(s)* message box appears, indicating the upload status of the files being attached to your page.

Note: You can drag and drop more than one file at a time onto a page. You cannot drag a folder of files onto a page.

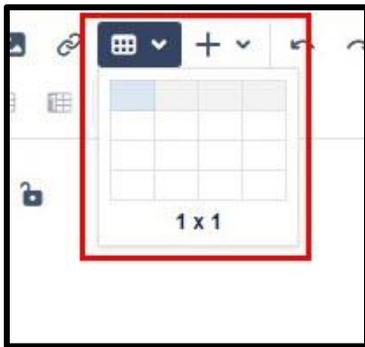
Upload from the Computer's (or Network's) File System

1. Choose **Tools > Attachments**.
2. Choose **Browse** and navigate to the file.
3. Select the file and click **Open**.
4. Add a descriptive comment for the file (optional).
5. Choose **Attach more files** if required.
6. Choose **Attach**.

Tables

To create a table:

1. While editing the page, place your cursor at the point where you want to insert the table.
2. Choose **Table** on the toolbar.



3. A dropdown menu will appear, showing a table with a variable number of rows and columns. Click in a cell to set the number of columns and rows for your table.

Working with a Table

While editing a page, place your cursor inside a table to see the following table operations appear in the toolbar.

Table Operation	Toolbar Button
Insert an empty row above the current one.	
Insert an empty row below the current one.	
Remove the current row.	
Cut current row from table.	
Copy current row from table.	
Paste the row from the clipboard to the current row.	
Cut current column from table.	
Copy current column from table.	
Paste the column from the clipboard to the current column.	
Insert an empty column to the left of the current one.	
Insert an empty column to the right of the current one.	
Remove the current column.	
Merge the selected cells.	
Split the selected merged cells.	
Make the current row the Heading row.	
Make the current column the Heading column.	
Make current column a numbered column.	
Remove the table.	
Change the color of the current cell.	

Sorting the Table in View Mode

When readers view a table on a page, they can sort the table by clicking the sort icons in the header row.



Document	Author	Review
Getting Started	Sandy	Joan
Installation Guide	Sandy	Polly
Upgrade Guide	Joan	Polly

Page Layouts, Columns, and Sections

When you want to add structure to the information on your page, it is often useful to split the information into columns. By 'column', we mean a vertical block of content. You may want more than one column across the width of the page.

You may also want to use a common structure on several pages, so that readers know where to find the information within each page. In addition to columns, sections are useful here. By 'section', we mean an area of the page. A section may contain one or more columns.

Using page layouts

The umWiki editor offers a set of predefined page layouts. Each layout provides one or more columns. Some layouts also provide a horizontal block at the top and bottom of the page. The layout that you select determines the position of the sections and columns on the page, as well as the relative width of the columns. The page's content is confined within the borders of the layout. You cannot add content above or below the sections and columns provided by the layout.

To choose a page layout:

1. While editing the page, click the page layout icon. Another toolbar will appear, showing icons that illustrate the available layouts.
2. Select a layout.

If your page already has content on it, umWiki will put the existing content into the left-hand column of the new layout.



If the page was using a different layout, umWiki will put the content into the appropriate sections and columns of the new layout.

Images

After you have attached an image, you may want to edit it. umWiki has several options for editing.

When editing the page, click the image to show the image properties panel. The panel allows you to set the display size for the image and choose whether the image has a border.

Setting the Image Size

- Choose one of the size **preset** buttons (the image width in pixels is displayed to the left).
- Choose the image size text and enter a new image width in pixels (you can specify a size between 16px and 900px).

Adding an Image Border:

- Choose **Border** in the image properties panel.

Adding an Image Hyperlink

- Choose **Link** in the image properties panel.

Aligning an Image

- Select the image and choose the paragraph alignment buttons on the editor toolbar.
- If you choose the left or right alignment, the text will wrap around the image. The text does not wrap for center alignment.

Setting Border Effects

- Choose **Effects** in the image properties panel and make a choice.

Adding a Caption:

- Click **Properties** and select **Effects** on the left side and choose the **Instant Camera** image effect.
- Save the page.
- Choose **Tools > Attachments** to go to the *Attachments* view of the page.
- Choose **Properties** next to the image file.
- Add a **New Comment** to the attachment. The text in your comment will appear as the image caption.

Permissions

Every space has its own independent set of permissions. Space permissions can only be granted by a space administrator. A space administrator has permission to do anything in the space regardless of any other setting.

Permissions can be assigned to any group and to any individual user in the Confluence-User group.

These are the permissions that can be assigned at the space level:

View: user can view this space's content, including the space's details, and its pages and news items (blog posts)

Pages:

- Add - user may create and edit pages in this space.
- Export - user may export pages in this space.
- Restrict - user may apply page-level restrictions.
- Remove - user may remove pages in this space.

Blog:

- Add - user may add and edit blog posts in this space.
- Remove - user may remove blog posts in this space.

Comments:

- Add - user may make comments in this space.
- Remove - user may remove comments from this space.

Attachments:

- Add - user may add attachments in this space.
- Remove - user may remove attachments from this space.

Mail:

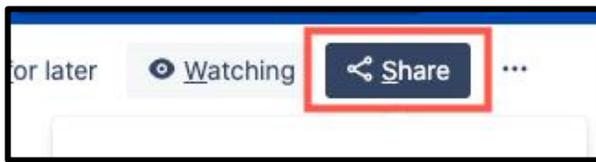
- Remove - user may delete individual mail items.

Space:

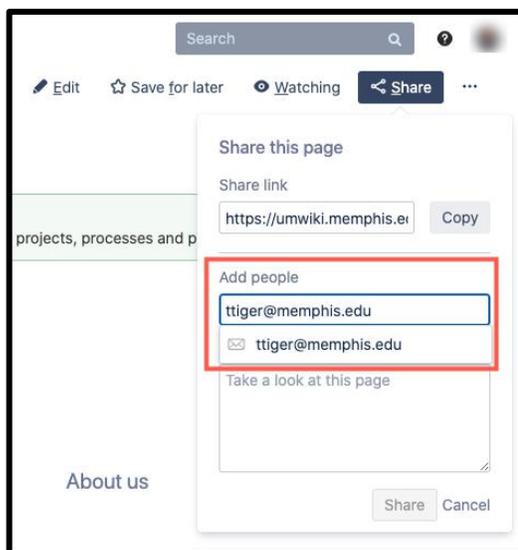
- Export - user may export content from this space.
- Admin - user has administrative permissions over this space.

Adding a New User

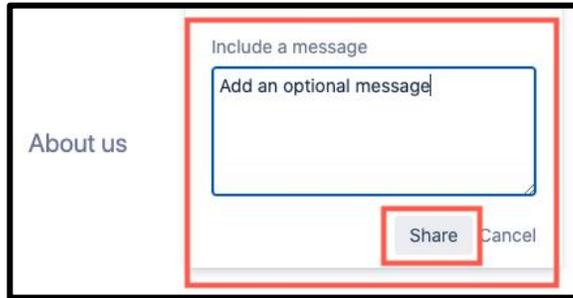
1. Click on the **Share Button**.



2. To add a new user, type the user's email into the text box in the *Add People* section.



3. You can also type an optional message, then click **Share**. An email will be sent to the person you have added notifying them to join.



Space Permissions

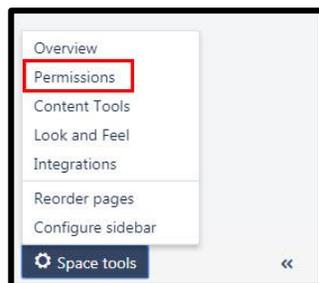
Go to the *Space Permissions* view:

1. Go to any page in the space go to bottom left-hand side of page and choose **Space Tools > Permissions**.



Note: Space Tools is displayed only if you are a space administrator for that space, or you are a super user (a member of the Confluence-administrators group).

2. Choose **Permissions** in the left-hand panel.



3. Click **Edit Permissions**.

The *Edit Space Permissions* screen appears. It has the following sections:

Groups - a list of groups which already have permissions to access the site.

Individual Users - a list of users who already have permissions to access the site.

Page Restrictions

Within umWiki a Page Restrictions area is available. However, it is strongly encouraged to use overall Space Permissions to allow and restrict users to your space. Please see Permissions for additional information.

Overview **Permissions** Content Tools Look and Feel Integrations

Permissions Restricted Pages

Licensed Users

Groups

Grant permissions for this space to all the members of a group.

	All		Pages		Blog		Attachments		Comments		Restrictions	Mail	Space	
	View	Delete Own	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin
Group 1														

Edit Permissions

Individual Users

Grant permissions to individual users, regardless of which groups they are a member of.

	All		Pages		Blog		Attachments		Comments		Restrictions	Mail	Space	
	View	Delete Own	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin
Tom Tiger (tiger)														

Edit Permissions

Anonymous Access

If your Confluence site is public, you can grant permissions to people who are not logged in. Anonymous users can be granted almost any permission, but we recommend you limit this to viewing and commenting.

Customizing umWiki

You can customize or configure many aspects of umWiki:

- The look and feel of any umWiki space.
- Personal aspects, including your personal profile and homepage.
- Setting up your user profile.
- User access, including permissions.

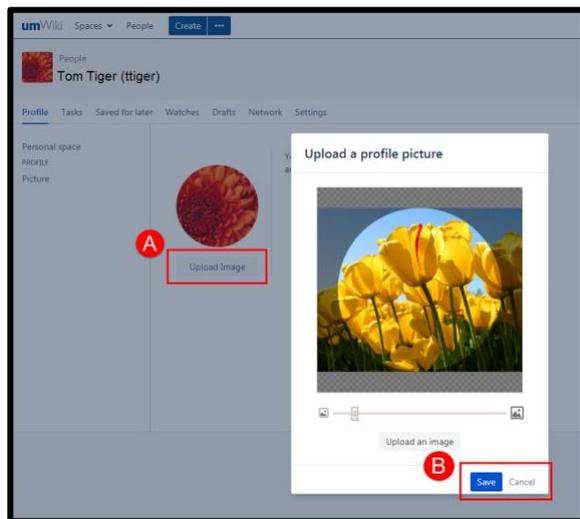
Choosing a Profile Picture

Your profile picture is used as the icon for your personal space, to represent you in the People Directory, and to illustrate your comments. It also appears in various other places next to your name, such as in the list of recent updates on the dashboard.

You can upload your own profile picture or use one of the images provided by umWiki. If you upload your own profile picture, you will have an opportunity to crop (trim) the picture.

To choose a profile picture:

1. Go to your **name** (the 'User' menu) at the top of the page and choose **Profile**.
2. Click **Picture** on the left.
3. Upload a new picture: Click **A. Upload Image** to locate your picture, then click **Upload** an Image to upload it from your computer or file server.
4. **B. Click Save.**



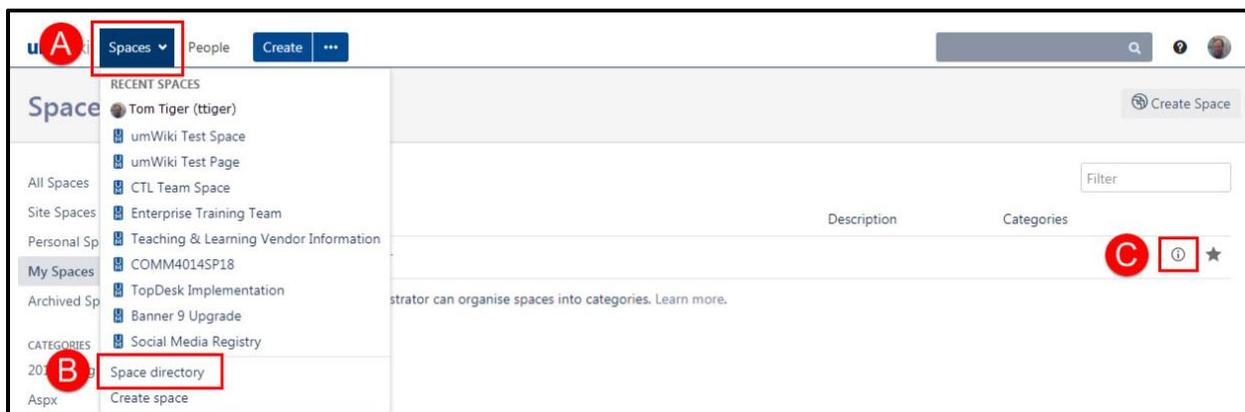
Applying a Theme to a Space

Themes allow you to personalize the 'look and feel' of umWiki. You can apply a theme to your entire umWiki site and to individual spaces. Choose a specific theme if you want to add new functionality or significantly alter the appearance of umWiki. By default, when you create a new space, the space will have the umWiki default theme.

To apply a theme to a space, go to any page in the space.

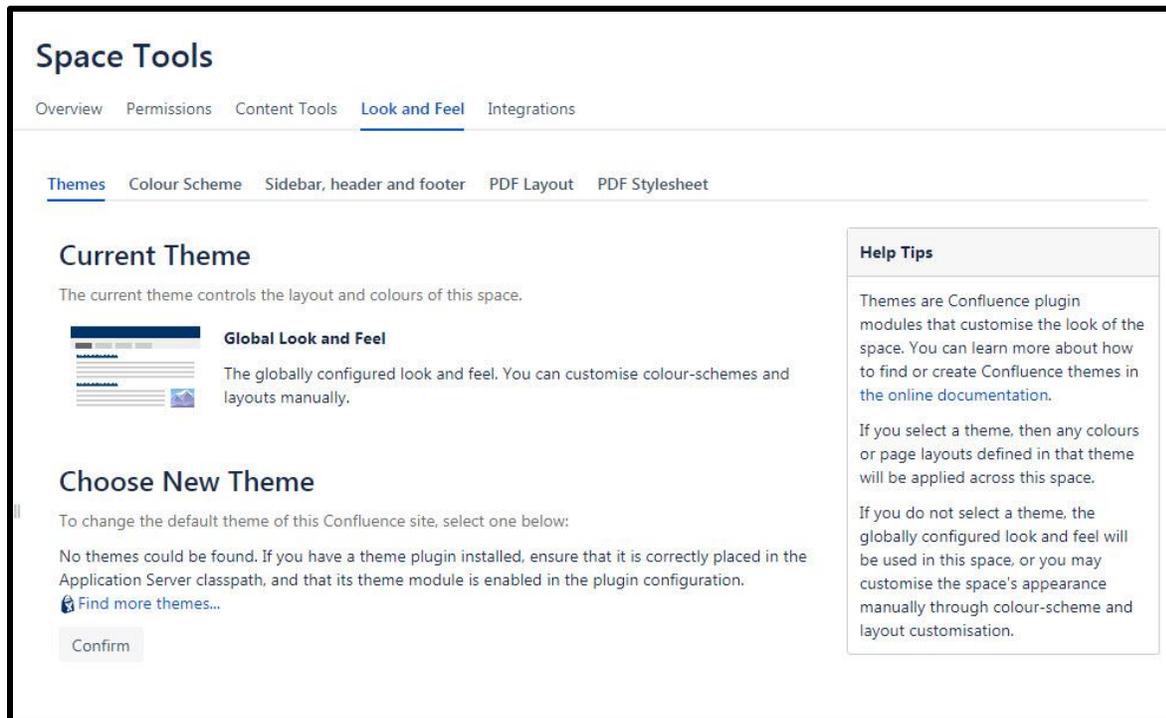
1. Choose **A. Spaces** > **B. Space Directory**, then select the **C. Space Details** or Info button.

Note: Space Directory is displayed only if you are a space administrator for that space, or you are a super user (a member of the Confluence-administrators group).



2. Click **Look and Feel** panel and select **Themes**.
3. Select a theme option.
4. Click **Confirm**.

This window is not only where you will choose a theme but also where your color Scheme, PDF Layout, and PDF Stylesheets for the space are located.



The screenshot shows the 'Space Tools' interface for a Confluence space. The 'Look and Feel' tab is active, with sub-tabs for 'Themes', 'Colour Scheme', 'Sidebar, header and footer', 'PDF Layout', and 'PDF Stylesheet'. The 'Current Theme' section shows 'Global Look and Feel' as the active theme, with a description: 'The globally configured look and feel. You can customise colour-schemes and layouts manually.' Below this is a 'Choose New Theme' section with a message: 'No themes could be found. If you have a theme plugin installed, ensure that it is correctly placed in the Application Server classpath, and that its theme module is enabled in the plugin configuration.' A 'Find more themes...' link and a 'Confirm' button are present. A 'Help Tips' box on the right explains that themes are Confluence plugin modules that customize the look of the space and that selecting a theme applies its colors and page layouts across the space.

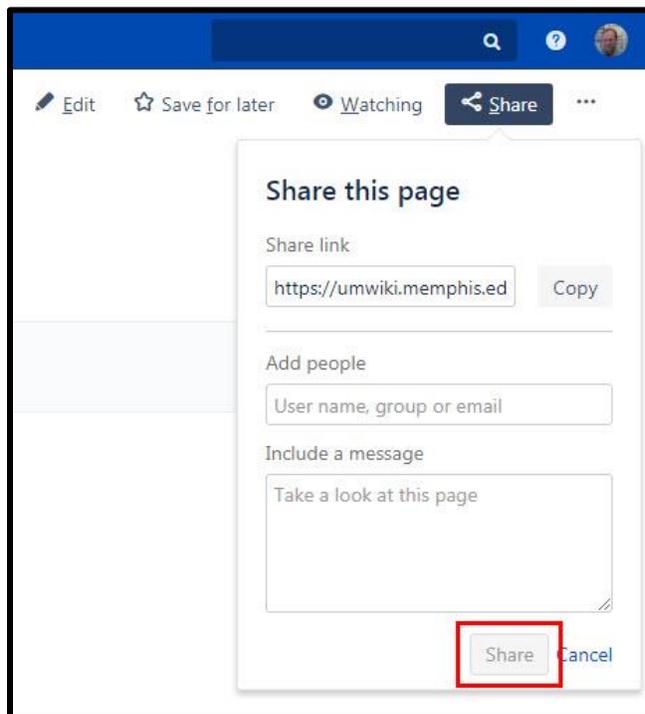
Sharing Content

Emailing

You can share a umWiki page or blog post by emailing a link to recipients of your choice. The recipients can be umWiki users or any email addresses.

To email a link to a umWiki page or blog post using the Share button:

1. Go to the page or blog post you wish to share.
2. Click **Share** at the top right of the page.
3. Enter the name or username of a umWiki user or any email address. As you start typing a name or username, or when you have typed a valid email address, an autocomplete dropdown will appear.
4. Select the appropriate user or email address from the dropdown. You can add multiple recipients to the list.
5. Enter an optional message into the **Note** box.
6. Click **Share** to send the link via email.



Commenting on Pages and Blog Posts

A comment is a remark, question, or any other additional information you wish to add to a page or blog post. Comments are a means by which a people can interact with each other on the site.

You can add a comment to any page or blog post if you have the *Add Comments* permission in the space. You can also show that you agree with or enjoyed someone else's comment by liking it.

Comments are displayed at the bottom of the page, below the page content.



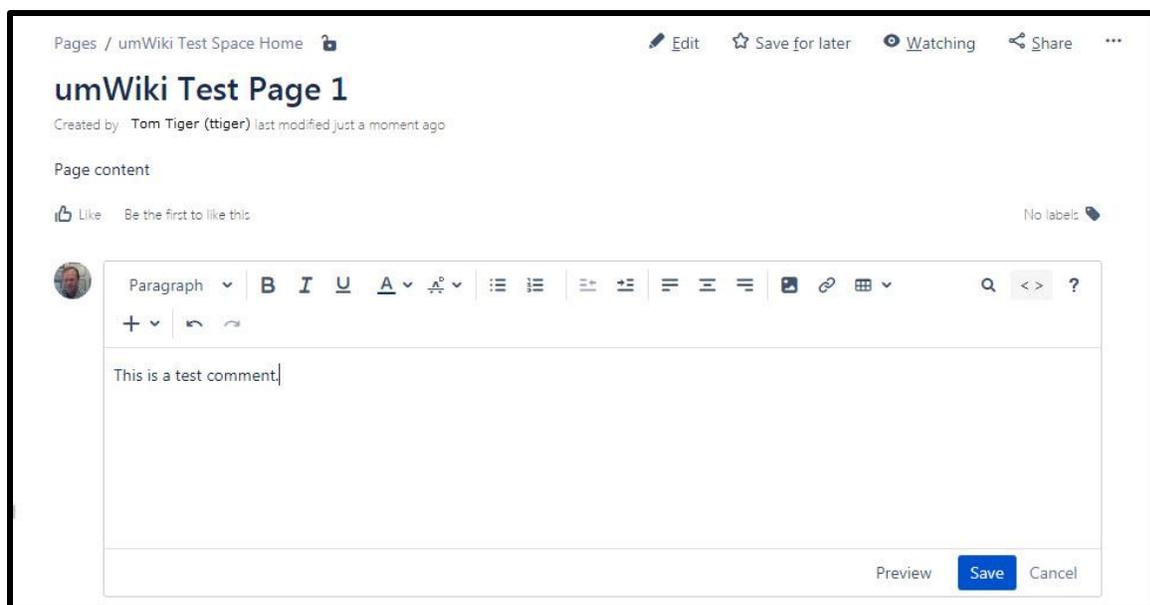
Adding a comment

You can add a new comment on pages and blog posts in umWiki. If the umWiki site displays comments are in threaded view, you can respond to previous comments too.

To add a comment, you need the *Add Comments* permission which is assigned by a space administrator.

To add a new comment:

1. To add a comment, click within the box that says write a comment.
2. Type in your comment.
3. Click **Preview** to see how your comment will appear
4. By default, **Watch this page** is ticked. This means that you will start receiving notifications about this page. Remove the tick if you do not want to watch the page.
5. Click **Save**.



To respond to a comment:

1. Click **Reply** located below the text of a comment.
2. Type in your response.
3. Click **Save**.

Editing a Comment

To edit a comment, you need the *Add Comments* permission.

Space administrators can edit all comments within their space. The date on a comment always indicates the time the comment was last edited.

To edit a comment:

1. Go to the comment and click **Edit**.



2. Make changes to the comment just as if you were adding a comment.
3. Click **Save** when you are finished.

Deleting a Comment

To delete a comment from a page, you need the *Remove Comments* permission.

Note: Deleted comments cannot be restored.

To delete a comment:

1. Go to the page that contains the comment.
2. Click **Remove** at the bottom of the comments box. This is only displayed if you have permission to remove comments for this page.

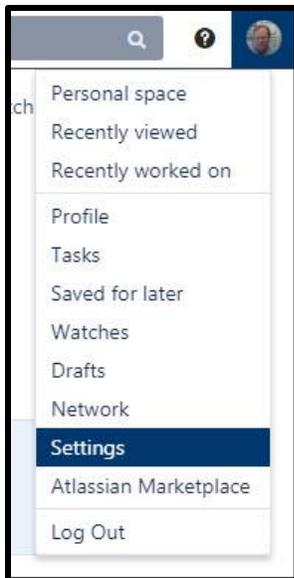
Disabling comments

To prevent all users from adding comments in a space, remove the *Add Comments* permission from the 'Confluence-users' group, anonymous users and all other users and groups. See Permissions. The option to add comments will no longer appear on pages or blog posts. **You need to be a space administrator to change the space permissions.**

There is no permission that controls comments across the entire site.

Watching

You can 'watch' a umWiki page, blog post, or space. umWiki will then send you a notification by email whenever anyone updates the watched content.



You will receive email notifications for:

Edits (unless the user clears the **Notify watchers** check box).

Deletions.

Attachments, including new versions or deletions of an existing attachment.

Comments, including new comments, edits of existing comments, or deletions of existing comments.

By default, umWiki will assign you as a watcher of any page or blog post that you create or edit. This behavior is called 'autowatch'. You can control autowatch within the email notifications.

There is no daily digest for email notifications. You will receive an email notification every time someone makes a change.

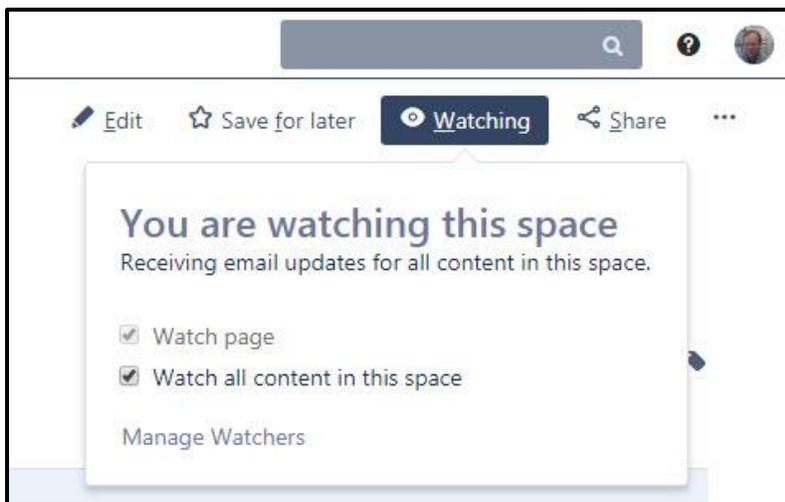
Watching a Page or Blog Post

To start watching a page or blog post:

1. Go to the page or blog post.
2. Choose **Watch** from left hand menu.

To stop watching a space, page, or blog post:

1. Go to the page or blog post.
2. Choose **Watch from left hand menu**, uncheck watch page and watch all content in this space.

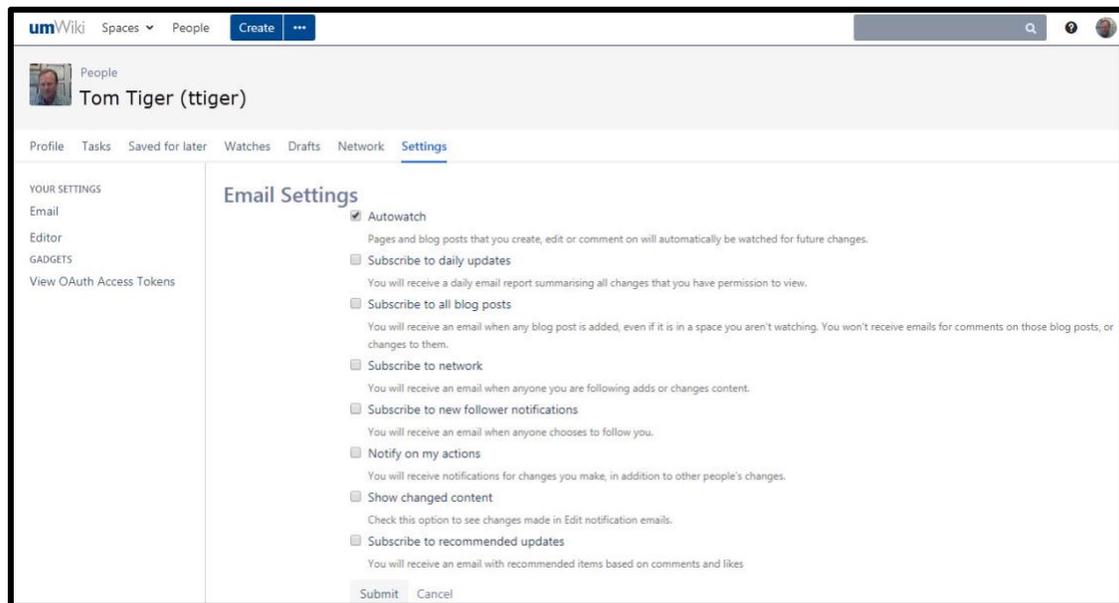


Subscribing to Email Notifications

- You can subscribe to the following email summary reports:
- A daily report of updates to all spaces that you have permission to view.
- An immediate report of all blog posts added or changed, in all spaces that you have permission to view.
- An immediate report of all updates made by the people you are following, in all spaces that you have permission to view.
- An immediate report when someone follows you.
- A daily or weekly report of recommended updates, in all spaces that you have permission to view.

To edit your email notification settings:

1. Go to **your name** (the ‘User’ menu) at the top-right of the page and choose **Settings**.
2. Click **Email** in the left-hand panel.
3. Click **Edit**, make your selections, then click on **submit**.



Appendix

Labels

Labels are key words or tags that you can add to pages, blog posts, attachments, and spaces. You can define your own labels and use them to categorize, identify, or bookmark content in Confluence.

To add a label:

1. Go to the page. If the page already has labels, these will be listed at the bottom of the page, below the page content.
2. Click the label icon  beside the list of labels.
3. Type in a new label. Existing labels are suggested as you type.
4. Click **Add**.

Liking

Click the **Like** button to let people know that you agree with or enjoy a page, blog post, or comment.  Like

Click **Unlike** to remove your name from the list of people who like the content.

People Directory

The people directory displays a list of people who use your umWiki site.

The people directory includes anybody who has logged into umWiki or who has had a user account created for them in umWiki. The people directory does not include users who can log into umWiki using external user management if they have never yet logged in.

To view the people directory, click **People** at the top-left of the page by Spaces.

To search for a particular person, type their first name and/or last name into the search box and click **Search**.

Locating Help Resources

umTech offers support to faculty, staff, and students, provides additional assistance, and resources. Such help can be located as follows:

Submitting a Service Request

Login URL: [Click here for our service desk ticketing system.](#) After logging in, choose the appropriate form request for services.

Contact the ITS Service Desk – 901.678.8888 any day of the week! *(Excluding Some Holidays)*

[ITS Service Desk Hours](#)

Contact the Service Desk for assistance with technical login problems or issues. ALL incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or [submit a service request](#).

Voice messages will be checked regularly and receive priority response the following business day. You may also email umTech at umtech@memphis.edu. *(Using this email will automatically generate a service request).*

Important Links

[Explore the umTech Website](#)

[Search the Solutions Page](#)