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

To access umWiki go to the umWiki login page. Login with your UUID and password.

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.

![Sidebar content interface]

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.

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.
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.

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.
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).


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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete existing children of &lt;pagename&gt;</td>
<td>The existing child pages of the page you are replacing will be deleted.</td>
</tr>
<tr>
<td>Import as a new page in the current space</td>
<td>A new wiki page will be created with the page title specified above.</td>
</tr>
<tr>
<td>Remove existing pages with the same title as imported pages</td>
<td>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.</td>
</tr>
<tr>
<td>Rename imported pages if page name already exists</td>
<td>Assign new names to any new page which would otherwise have a duplicate name. The content of existing pages will remain unchanged.</td>
</tr>
<tr>
<td>Replace &lt;pagename&gt;</td>
<td>The contents of the existing page will be replaced. The page will be renamed to the page title specified above.</td>
</tr>
<tr>
<td>Replace existing pages with imported pages of the same title</td>
<td>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.</td>
</tr>
<tr>
<td>Split by heading</td>
<td>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.</td>
</tr>
</tbody>
</table>

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 similar to 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page title</td>
<td>Type the name of the page. This name is used in links to the page.</td>
</tr>
<tr>
<td>Page content</td>
<td>Add the words, images and other content that forms the content of the page.</td>
</tr>
<tr>
<td>Editor toolbar</td>
<td>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.</td>
</tr>
<tr>
<td>Restrictions</td>
<td>Control who can view or edit the page. See Page Permissions.</td>
</tr>
<tr>
<td>Attachments</td>
<td>View and manage the attached files on the page.</td>
</tr>
<tr>
<td>Item</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Labels</td>
<td>Add labels to a page to categorize the page content.</td>
</tr>
<tr>
<td>Change comment</td>
<td>Type a comment that describes the changes you have made.</td>
</tr>
<tr>
<td>Notify watchers</td>
<td>Select this option to prompt umWiki to send an email notification of your changes to people who are watching the page.</td>
</tr>
<tr>
<td>Preview</td>
<td>See how your changes will appear without saving the page.</td>
</tr>
<tr>
<td>Save</td>
<td>Save the changes you have made to the page. (Keyboard shortcut: Ctrl+S).</td>
</tr>
<tr>
<td>Cancel</td>
<td>End the editing session without saving any changes.</td>
</tr>
</tbody>
</table>

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**.

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:

<table>
<thead>
<tr>
<th>Anchor Location</th>
<th>Link Syntax for Anchor</th>
<th>Examples</th>
</tr>
</thead>
</table>
| Same Page               | #anchornamename              | #bottom
|                         |                              | #important information               |
| Different Page          | pagename#anchornamename      | My page#bottom
|                         |                              | My page#important information        |
| Page in another Space   | spacekey:pagename#anchornamename | 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:

<table>
<thead>
<tr>
<th>Link Syntax</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="http://myumWiki.com/display/DOCS/My+page#Mypage-importantinformation">http://myumWiki.com/display/DOCS/My+page#Mypage-importantinformation</a></td>
</tr>
</tbody>
</table>

**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
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.

![Table toolbar](image)

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

<table>
<thead>
<tr>
<th>Document</th>
<th>Author</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started</td>
<td>Sandy</td>
<td>Joan</td>
</tr>
<tr>
<td>Installation Guide</td>
<td>Sandy</td>
<td>Polly</td>
</tr>
<tr>
<td>Upgrade Guide</td>
<td>Joan</td>
<td>Polly</td>
</tr>
</tbody>
</table>
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.

![Image of Share option]

**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*.

    ![Space tools menu]

    *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.
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.
Changing the Color Scheme

Space administrators can configure a different color scheme for spaces. The space color scheme will override the site-wide color scheme.

To change the site’s color scheme:

1. Choose **Spaces > Space Directory**, then select the Space Details or Info button.
2. Choose **Look and Feel** then select **Color Scheme** in the second panel.
3. Click on the select button choose a color scheme
4. Choose **Edit**.
5. Enter standard HTML/CSS2 color codes or use the color-picker to choose a new color from the palette provided.
6. Choose **Save**. Any changes you make will immediately be reflected across the umWiki site.
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. Upon completing the training covered in this course, faculty, staff, and students can receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
  - Here is a link to our service desk ticketing system
  - After logging in, choose the link Request Help or Services.
  - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
  - Monday - Friday 8:00 am - 8:00 pm
  - Saturday 10:00 am - 2:00 pm
  - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 p.m., please leave a message or submit a service request.

- Messages will be checked regularly and receive priority response the following business day. You may also email umTech, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- Explore the umTech Website
- Search Our Solutions Page