# Understanding Confluence for Users, Managers and Admins

**Modality: Self-Paced Learning**

**Duration: 4 Hours**

## About this course:

This Confluence course Introduction is planned to be prepared you for an acceptable level on the best way to be progressively effective and productive in Confluence. With five hours of substance, the course will target the three primary kinds of Confluence users. In this course, the modules separated for every one of these sorts, so regardless of which one you are you'll have the option to rapidly get to the things you need.

From that second module, we'll see Confluence from the perspective of the end-user. The core kinds of stuff you'll have to know as somebody who's presently utilizing Confluence at your business? That is the thing that we'll manage in the next module.

At the time when you're a team manager or leader utilizing Confluence, there are several things you can perform to assist your group to be better productive. So we'll see many of these things in the third module.

In the end, as an administrator of Confluence, there's a number of ways you can assist your organization by setting them up for accomplishment in Jira. In the module of the fourth number, we'll see Confluence from an administrator's point of view.

Despite the fact that this course is planned for various kinds of users, I needed to make it so regardless of what kind of user you are you'll profit by observing every last bit of it if you needed it. For instance, regardless of whether you're working with Confluence as an end-user, you can observe that its advantageous to see how Confluence's procedures work and workflows so you can "communicate in the language" when you're approaching your administrator of Confluence for something.

## Salary Estimate:

The normal compensation of a Confluence Administrator is $105,446 annually.

## Course Objective:

- Understand how Confluence's works and its core features.
- Advantage from Confluence as a team manager or leader.
- Utilize Confluence more productively.
- Set up Confluence for your company and team as an administrator.

## Targeted Audience:

- This course of Confluence is intended for three principle kinds of individuals: Users of Confluence who need to have the option to utilize it better. Group managers and leaders who need to exploit its benefits for their group and, at long last, administrators who want to set Confluence up for their organizations and teams.
- This course of Confluence isn't intended to be a one-stop-shop, end-all for all that you'll have to know to modify each element in CONFLUENCE. There is simply an excessive number of factors to incorporate everything, so rather than we're concentrating on the core features and concepts to raise you to an acceptable level rapidly.

## Prerequisite:

While students don't must have Confluence to look at this course, if you need to track with you'll require either a subscription of Confluence cloud from Atlassian.

## 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