PREPARED BY:	**LAST UPDATED:**
CNIC N946	11/21/2019

Confluence Profile Setting (Editors)

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Confluence Profile Setting (Editors)

Section 1: Settings - Autowatch

Before you start uploading documents or editing Confluence pages if you do **NOT** wish to get emails notifying you if other editors alter the pages you previously touched you need to turn **OFF** the Autowatch setting.

Otherwise you will have to come back and refer to Section 2: Watches to remove every watch one by one to stop the emails. Then proceed with this section to stop any future emails.
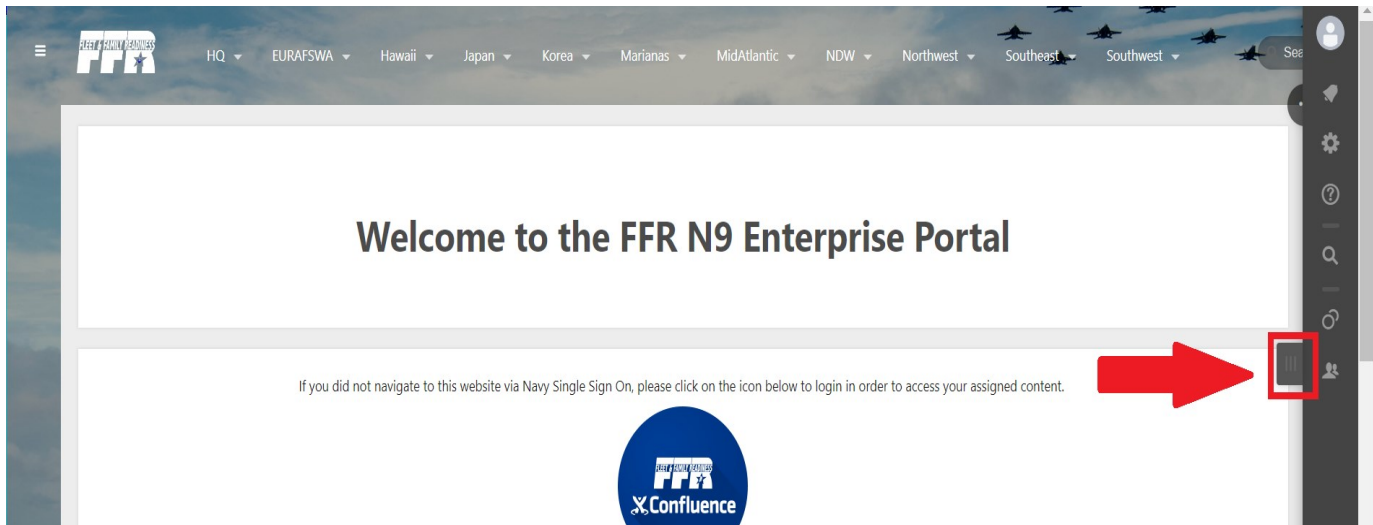
> **Note:** *The System Administrator cannot alter this setting because it is a User Profile Setting. They cannot turn off this functionality on your profile, only you can.*

1. Log into Navy Single Sign On at the URL https://sso.webcentral.navymwr.org.
   Recommended Browsers are Edge and Chrome.

   Click the FFR Confluence icon under Application Access -> Resources to launch the N9 Enterprise Portal.

2. Hover on the right side of the window to pop up the black toolbar.
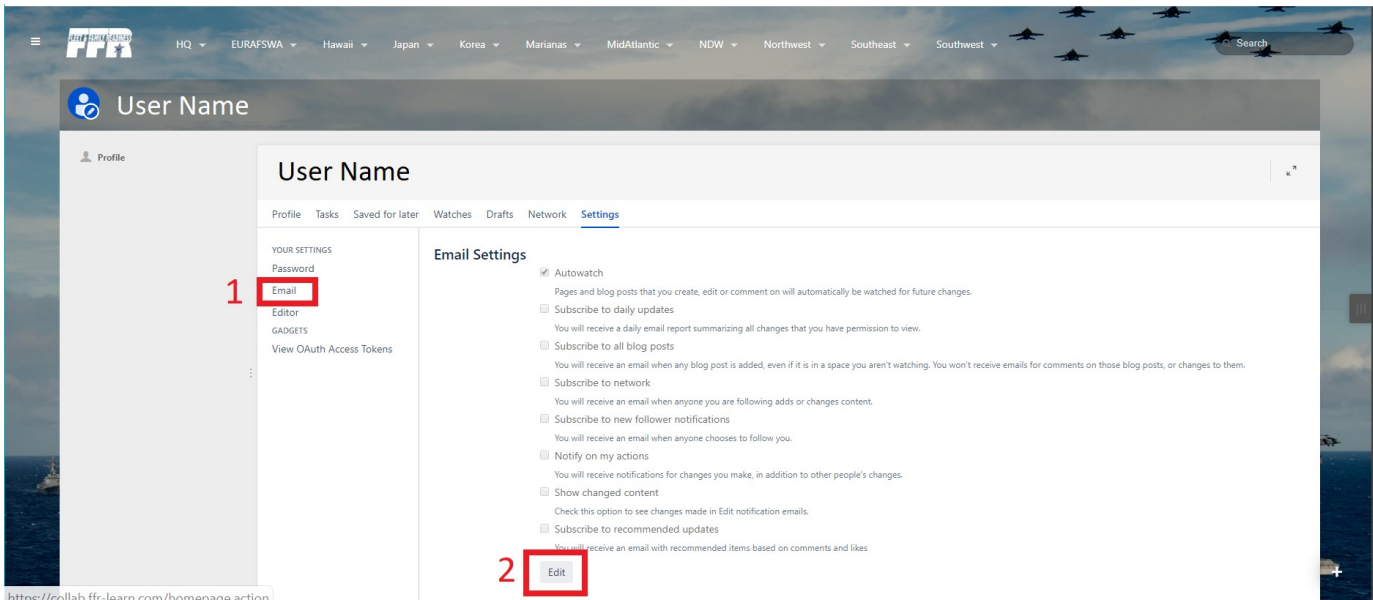
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3. Click on the person icon at the very top of the toolbar and then click "Settings"

4. Click "Email" on the Setting List, then the "Edit" button.
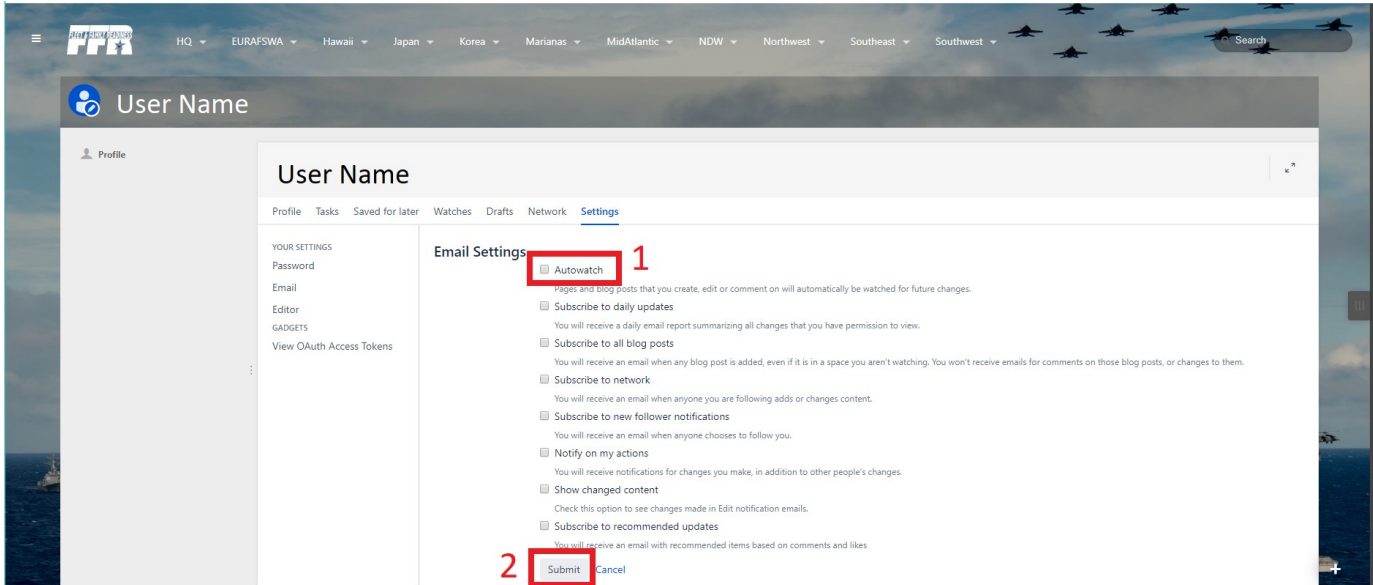
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Section 1: Settings - Autowatch

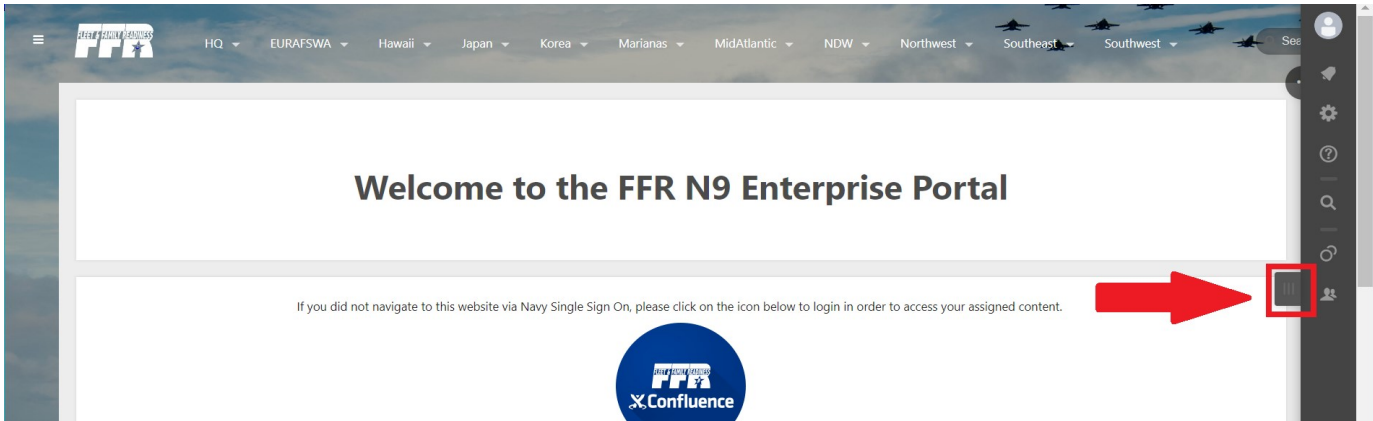5. Uncheck the Autowatch box. Click the "Submit" button to save the change.

Now you can begin performing Editor functions in Confluence.
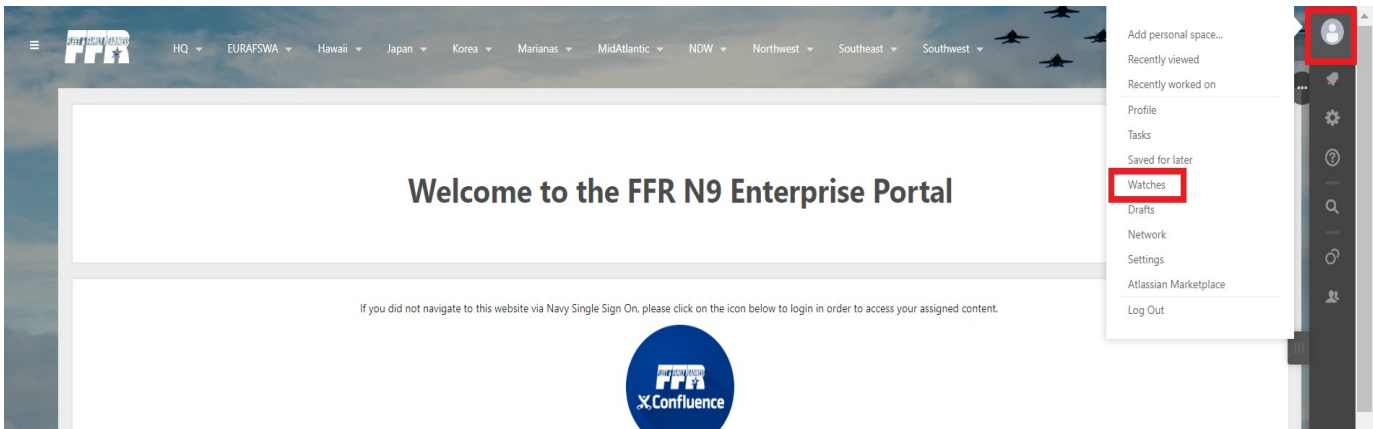
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Section 2: Watches

If you did not complete Section 1 before using Confluence you will need to complete this section as well as Section 1 to stop notification emails being sent you inbox about updates to the pages/spaces of Confluence you have altered.

1. After logging into Confluence, hover on the right side of the window to pop up the black toolbar.

2. Click on the person icon at the very top of the toolbar and click "Watches"
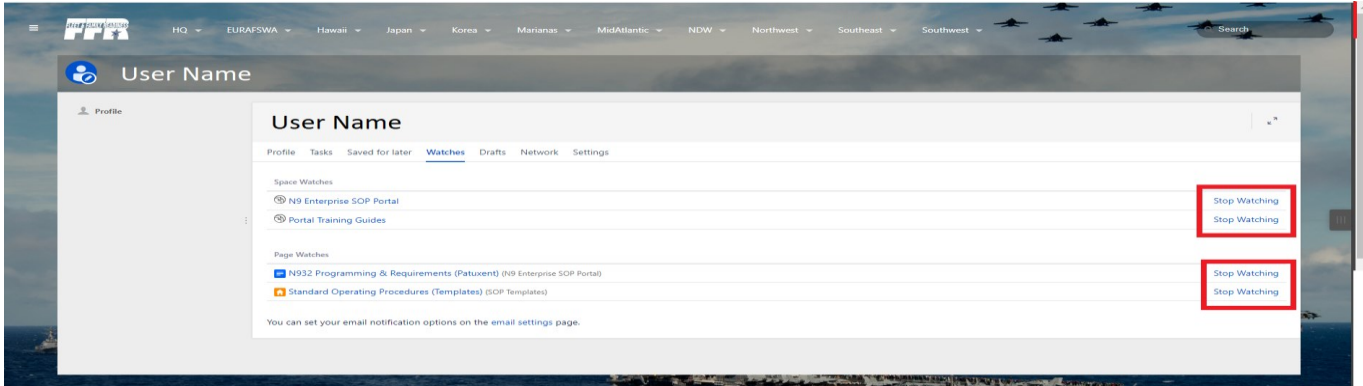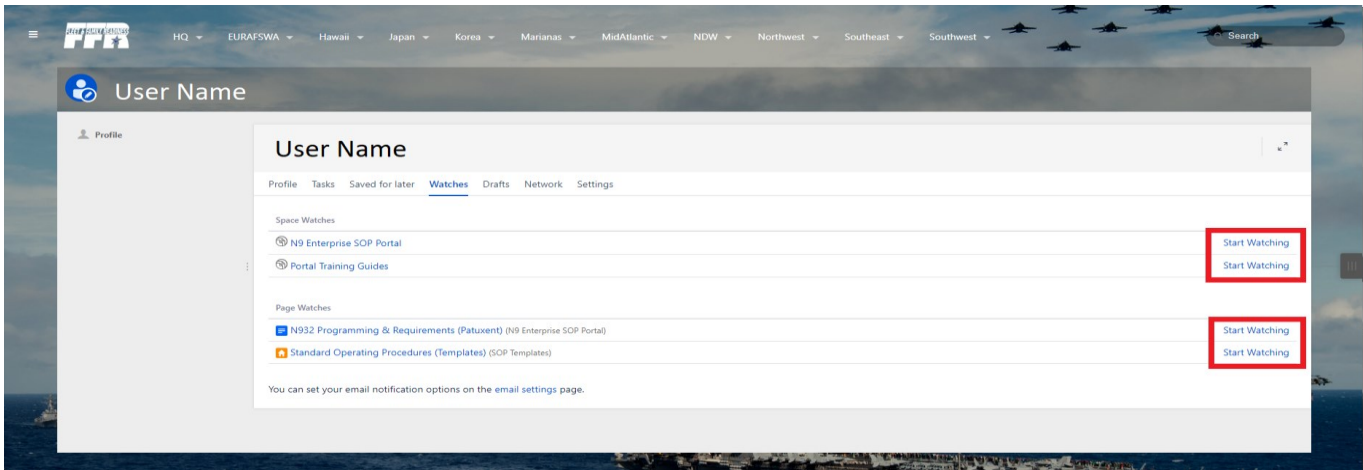
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Section 2: Watches

3. Click "Stop Watching" on **EVERY** instance under the two categories: Space Watches and Page Watches one by one until nothing is left.

The text will update from "Stop Watching" to "Start Watching".

If you refresh the page, and all instances are stopped your page will look like the following.