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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 <u>Section 2: Watches</u> 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 <u>https://sso.webcentral.navymwr.org</u>. *Recommended Browsers are Edge and Chrome.*

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



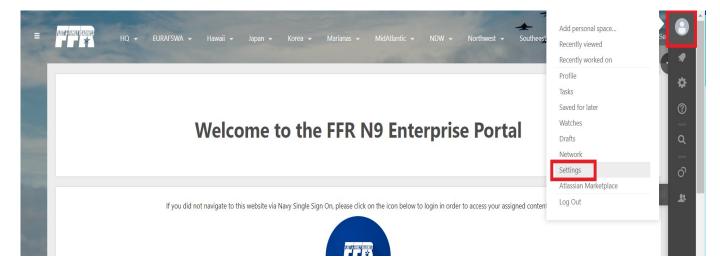
2. Hover on the right side of the window to pop up the black toolbar.





Section 1: Settings - Autowatch

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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L Profile	User Nan	ne
:	Profile Tasks Saved f YOUR SETTINGS Password Email Editor GADGETS View OAuth Access Toker	Variant Network Settings s Email Settings s Autowatch Pages and blog posts hat you create, effic or comment on will automatically be watched for future changes. S Subscribe to all blog posts You will receive a daily updates: You will receive a daily employed by the value of following adds or changes you are following adds or changes content. Subscribe to network You will receive a meail when anyone you are following adds or changes content. Subscribe to network You will receive a meail when anyone you are following adds or changes content. You will receive an email when anyone you are following adds or changes content. You will receive an email when anyone you are following adds or changes content. You will receive an email when anyone you are following adds or changes content. You will receive an email when anyone you are following adds or changes content. You will receive an email when anyone you are follow you. Notify on my actions You will receive contifications You will receive an email when anyone chooses to follow you. By book changed content Check this option to see changes made in Edit notification emails. Subscribe to recommended items based on comments and likes. <td< th=""></td<>



Section 1: Settings - Autowatch

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

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2 Profile	User Name	
	Profile Tasks Saved for late	Watches Drafts Network Settings
	YOUR SETTINGS Password Email Editor GODETS View OAuth Access Tokens :	Email Settings Autowatch Ages and toop poors that you create, edit or comment on will automatically be watched for future changes. Ages and toop poors that you create, edit or comment on will automatically be watched for future changes. Gubscribe to all you and report summarizing all changes that you have permission to view. Gubscribe to all blog posts Wou will receive a mail when any blog post is added, even if it is in a space you aren't watching. You won't receive emails for comments on those blog posts, or changes to them. Gubscribe to new follow use following adds or changes content. Gubscribe to new follow rootfications You will receive an email when anyone chooses to follow you. Gubscribe to new follow rootfications You will receive an email when anyone chooses to follow you. Gubscribe to new follow rootfications You will receive an email when anyone chooses to follow you. Gubscribe to new follow to see changes you make, in addition to other people's changes. Gubscribe to receive follow to see changes you make, in addition to other people's changes. Gubscribe to receive dupdates You will provive an email with receive mails. You will provive an email with receive mails for commented and likes.

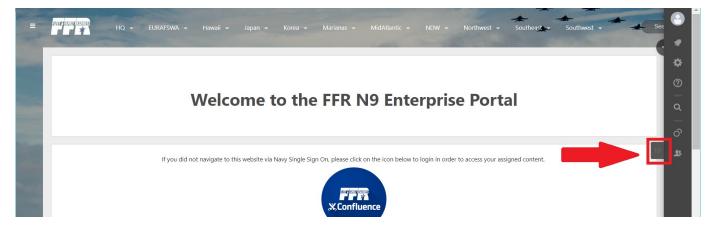
Now you can begin performing Editor functions in Confluence.



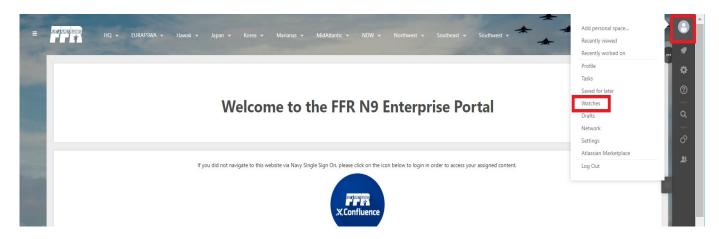
Section 2: Watches

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"





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.

2 Profile	ſ		1
		User Name	×."
		Profile Tasks Saved for later Watches Drafts Network Settings	
		Space Watches	
		N9 Enterprise SOP Portal	Stop Watching
		Portal Training Guides	Stop Watching
		Page Watches	
		N932 Programming & Requirements (Patuxent) (NP Enterprise SOP Portal)	Stop Watching
		Standard Operating Procedures (Templates) (50P Templates)	Stop Watching

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

👌 User Nam	ne	
2 Profile	User Name	×"
	Profile Tasks Saved for later Watches Drafts Network Settings	
	Space Watches	
	N9 Enterprise SOP Portal	Start Watching
	: Portal Training Guides	Start Watching
	Page Watches	
	N932 Programming & Requirements (Patuxent) (N9 Enterprise SOP Portal)	Start Watching
	Standard Operating Procedures (Templates) (SOP Templates)	Start Watching
	You can set your email notification options on the email settings page.	

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

User N	lame	
Profile	User Name	د*
	Profile Tasks Saved for later Watches Drafts Network Settings	
	You are not watching anything.	
	Space Watches	
	• To watch pages or blog posts in spaces click on 'Pages' or 'Blog' in the space sidebar.	
	Page Watches	
	To watch a page or blog post: open the 'Tools' menu and click 'Watch'.	