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# **PMO Confluence Profile Setting (Editors)**

## **Table of Contents:**



> Section 2: Watches

## **PMO 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 PMO Confluence at the URL <u>https://collaboration.navyffr.com</u>. *Recommended Browsers are Edge and Chrome.*
- 2. Click on the person icon on the far right side of the toolbar and then click "Settings"

■ CNIC N9 Spaces * Peop	le Create ····	Search Q	00 🕫 🕘
DISCOVER	All updates	Invite Users Create Space	Add personal space Recently viewed
🗠 Popular		Welcome to Confluence	Recently worked on Profile
MY WORK Recently worked on			Tasks Saved for later
<ul> <li>Recently visited</li> <li>Saved for later</li> </ul>		Confluence is where your team collaborates and shares knowledge-	Watches Drafts
MY SPACES ALL		your files, ideas, minutes, specs, mockups, diagrams, a	nc Settings
Find spaces Keep your most useful spaces at hand. Hit the star			Atlassian Marketplace
icon beside any space to make it appear here. Find spaces			

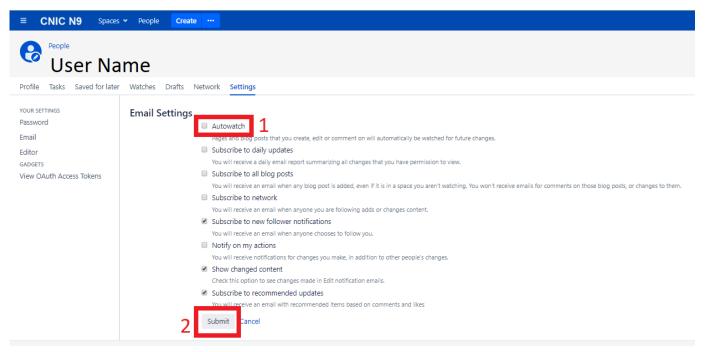
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Section 1: Settings - Autowatch

3. Click "Email" on the Setting List, then the "Edit" button.

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🥗 User Na	ime				
Profile Tasks Saved for late	r Watches Drafts Network Settings				
YOUR SETTINGS Password Email 1 Editor GADGETS View OAuth Access Tokens	<ul> <li>Email Settings</li> <li>Autowatch <ul> <li>Bages and blog posts that you create, edit or comment on will automatically be watched for future changes.</li> <li>Subscribe to daily updates <ul> <li>You will receive a daily email report summarizing all changes that you have permission to view.</li> <li>Subscribe to all blog posts</li> <li>You will receive an email 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.</li> <li>Subscribe to network</li> <li>You will receive an email when anyone you are following adds or changes content.</li> <li>Subscribe to new follower notifications</li> <li>You will receive an email when anyone chooses to follow you.</li> <li>Notify on my actions</li> <li>You will receive notifications for changes you make, in addition to other people's changes.</li> <li>Show changed content</li> <li>Check this option to see changes made in Edit notification emails.</li> <li>Subscribe to recommended updates</li> <li>You will receive an email with recommended items based on comments and likes</li> </ul> </li> </ul></li></ul>				

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



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, click on the person icon on the far right side of the toolbar and then click "Watches"

■ CNIC N9 Spaces ▼ Peop	le Create ···		Search Q	004
DISCOVER	All updates	Invite Users Create Space		Add personal space Recently viewed Recently worked on
12 Popular		V	Velcome to Confluence	Profile
MY WORK				Tasks Saved for later
<ul> <li>Recently visited</li> <li>Saved for later</li> </ul>				Watches Drafts
MY SPACES ALL		Confluence is where your team collaborates and shares knowledge — cr your files, ideas, minutes, specs, mockups, diagrams, and		- cr <sub>Network</sub> nd Settings
Find spaces				Atlassian Marketplace
Keep your most useful spaces at hand. Hit the star icon beside any space to make it appear here.				Log Out
Find spaces				

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

E CNIC N9 Spaces - People Create	Search	۹ ۵ ۵ ۹
Secone User Name		
Profile Tasks Saved for later Watches Drafts Network Settings		
Space Watches		
Project Managment Office		Stop Watching
Page Watches		
C Project Managment Office (Project Managment Office)		Stop Watching
AWS GorCloud Environment - Documentation (AWS GorCloud Environment)		Stop Watching

You can set your email notification options on the email settings page.

### Section 2: Watches

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

≡ CNICN9 Spaces - People Create	Search	۹ ۵ ۵ ۹ 🎱
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'.		

You can set your email notification options on the email settings page.

