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PMO Confluence Profile Setting (Editors)

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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 PMO Confluence at the URL https://collaboration.navyffr.com.
   Recommended Browsers are Edge and Chrome.

2. Click on the person icon on the far right side of the toolbar and then click "Settings"

Section 1: Settings – Autowatch

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

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"

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

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Section 2: Watches

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.