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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"



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Section 1: Settings - Autowatch

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

Profile Tasks Saved for later Watches Drafts Network **Settings**

YOUR SETTINGS
Password
Email 1
Editor
GADGETS
View OAuth Access Tokens

Email Settings

- Autowatch
Pages and blog posts that you create, edit or comment on will automatically be watched for future changes.
- Subscribe to daily updates
You will receive a daily email report summarizing all changes that you have permission to view.
- Subscribe to all blog posts
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.
- Subscribe to network
You will receive an email when anyone you are following adds or changes content.
- Subscribe to new follower notifications
You will receive an email when anyone chooses to follow you.
- Notify on my actions
You will receive notifications for changes you make, in addition to other people's changes.
- Show changed content
Check this option to see changes made in Edit notification emails.
- Subscribe to recommended updates
You will receive an email with recommended items based on comments and likes

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

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- Subscribe to new follower notifications
You will receive an email when anyone chooses to follow you.
- Notify on my actions
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You will receive an email with recommended items based on comments and likes

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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".

A screenshot of the Confluence 'Watches' page for a user named 'User Name'. The page is divided into 'Space Watches' and 'Page Watches' sections. Under 'Space Watches', there is one entry for 'Project Management Office' with a 'Start Watching' button highlighted by a red box. Under 'Page Watches', there are two entries: 'Project Management Office (Project Management Office)' and 'AWS GovCloud Environment - Documentation (AWS GovCloud Environment)', both with 'Start Watching' buttons highlighted by red boxes. A note at the bottom states: '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.

A screenshot of the Confluence 'Watches' page for the same user, 'User Name', after refreshing. The page shows 'You are not watching anything.' under both the 'Space Watches' and 'Page Watches' sections. Two blue-bordered boxes provide instructions: 'To watch pages or blog posts in spaces click on 'Pages' or 'Blog' in the space sidebar.' and 'To watch a page or blog post: open the 'Tools' menu and click 'Watch''. A note at the bottom states: 'You can set your email notification options on the email settings page.'