

Confluence for Users, Managers & Admins

Duration: 2 days (8hrs/day)

Prerequisites: N/A

Course Objective: This course aims to equip participants with a thorough understanding of Confluence, covering user proficiency in navigation, content creation, and collaboration, as well as providing advanced skills for managers and administrators in spaces configuration, user management, and integration with Jira, ensuring comprehensive expertise in leveraging Confluence for effective team collaboration and project management.

JIRA Version: Latest

Lab Requirement: Participant JIRA Cloud Trial Account Required

Module 1 – Using Confluence

Confluence's interface overview

Customizing our account in Confluence

Understanding spaces

Creating and deleting a personal space

Controlling who can see our personal space

Overview of our space settings

Overview of our content tools

Creating a page

Setting a new home page

Editing an existing page

Drafts and unpublished versions

Finding page information

Creating hierarchies and reordering pages

Working with attachments

Importing Word documents as pages

Getting to pages quickly with stars

Using the watch page feature

Commenting tips and tricks

Task management in Confluence

Using blogs

Page restrictions

Exporting pages out of Confluence

Module 2 – Confluence for Managers & Team Lead

Spaces configuration overview

Working with teams in Confluence

Collaborative editing

Sharing pages with our team

Module 3 – Confluence for Admins

User management overview

Working with groups

Controlling user permissions in Confluence

Creating a new space

Creating templates for our users

Moving and reordering pages

Working with Jira and Confluence together

Archiving and deleting

Exporting and space backups