

## A quick guide to Confluence

The purpose of the *Confluence wiki workspaces* is to gather all the work that comes out of a certain group in one place, let members interact on a joint platform and be able to easily share relevant material.

### Log in

- You can either log in from the Confluence index page <https://community.icann.org/dashboard.action>, or by following a link to a specific space. Links to the different spaces can be found on the ccNSO website.
- *User Names* and *Passwords* will be distributed to you once you have been added as a member of a space.
- If you are a member of a working group you will automatically be added to that space.

*Tip: If you think you may have been added to a Confluence wiki space before but forgot your login credentials, try to follow the 'forgot password' link at the login page.*

### Tabs (to find workspace)

- Once logged in to Confluence, look for the ccNSO tab, under which you will find the ccNSO related spaces.
- You will find some ccNSO related workspaces under the Cross Community tab; these are the joint working groups.

### Edit

- Some of the wiki spaces are displayed as *read only* whilst some give you *editing rights*, which means you can *upload attachments* and *add links, comments* etc.
- To edit a page in your space you should click on the "Edit" option in the top bar, which will take you to the option of changing the page text or insert an attachment, a web link etc.
- When a member of a closed space edits a page it will show who made the changes.

### Add

- In the top bar you will find the option "Add" with a drop-down menu. This will allow you to add a *blog post* or a *comment* on the page. In some cases you will even be allowed to add a new page to the space, called a "child page".

Please let me know if you have any questions about Confluence: [kristina.nordstrom@icann.org](mailto:kristina.nordstrom@icann.org)

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