
About Confluence

Create, collaborate, and organize all your work in one place. Confluence is a team workspace where knowledge and collaboration meet. Dynamic pages give your team a place to create, capture, and collaborate on any project or idea. Spaces help your team structure, organize, and share work, so every team member has visibility into institutional knowledge and access to the information they need to do their best work.

[Learn more about features in Confluence.](#)

Confluence is for teams of any size and type, from those with mission-critical, high-stakes projects that need rigor behind their practices, to those that are looking for a space to build team culture and engage with one another in a more open and authentic way.

Equipped with Confluence, your team can make quick decisions, gain alignment, and accomplish more together.

Hosting options

In the cloud, on your own infrastructure, or at a massive scale, Confluence has you covered. Take a look at the options below to discover which hosting option is right for your organization.

Cloud

With [Confluence Cloud](#), we host your site for you – no servers, storage, or maintenance needed. You'll get immediate access to our latest features with automatic upgrades, optimal performance, and elastic scale using AWS cloud hosting.

Data Center

[Confluence Data Center](#) is a self-managed solution providing organizations with configuration options to meet team collaboration demands. Read-only mode and deployment flexibility with IaaS providers like [AWS](#) and [Azure](#) allow for uninterrupted access and scale to meet your users' demands.

Server

Host [Confluence Server](#) on your own hardware and customize your setup however you'd like. This option is best for teams who need to manage all the details, enforce stricter requirements for data governance, and don't mind the additional complexity of hosting themselves.

For Confluence Cloud, we offer free, standard, and premium plans for teams with different needs. For information about our Confluence Cloud subscription plans, see [this overview](#).

Key terms

Page

Your content lives in pages – living documents you create on your Confluence site. You can create pages for almost anything, from project plans to meeting notes, troubleshooting guides, policies, and more. Confluence comes bundled with [templates](#) to help you make beautiful pages for almost any kind of content. If you can't find a template for the type of content you want to create, you can always start with a blank page.

[Learn more about pages in Part 3.](#)

Space

Pages are stored in spaces – workspaces where you can collaborate on work and keep all your content organized. It's best to group related content together in the same space, but you can create as many or as few spaces as your team needs. For example, one marketing team might keep all of its work in one space, with a page for each campaign, while another might set up a separate space for every single campaign. Each space comes with an overview (or homepage) and a blog, so it's easy to share updates and announcements with your whole team.

[Learn more about spaces in Part 2.](#)

Page tree

Organize space content with a hierarchical page tree that makes finding work quick and easy. Nest pages under related spaces and pages to organize pages in just about any way.

Create a space

Once you know what kinds of spaces your organization will need, it's time to create your first space.

Go to your Confluence site.

From the home screen, select Create Space.

Select the type of space you'd like to create.

Fill in the Space name, Space key, and other details.


Set [permissions](#) for your space.

Select Create.

Once you're done, you'll land in the space Overview. This is where you can let people in your organization know what your space is for and who uses it. In the next step, you'll learn how to customize the overview for your new space.

Customize your space overview

Each space comes with an Overview that you can use to tell team members and other stakeholders all about the purpose of your space and what they will find in it. If you created your space from a space template, your overview will come with built-in features to help you make the most of your space. Even so, you may find adding your own touch lets you turn your overview into the perfect hub for everything your team needs.

To customize your overview, select the pencil icon () and edit the overview just like you would any other page.

Try these tricks to make your overview pop:

- Upload a banner or logo to help people identify your space at a glance
- Describe your team's mission and goals and add links to key pages
- Add a table of contents, team calendar, or roadmap

Create shortcuts for important pages

Confluence lets you create unique space shortcuts – links that are pinned to the space sidebar, above the page tree – for every space in your site. Use these to highlight important content so it's easy to find.

To create your first space shortcut, navigate to your space and select + Add shortcut in the sidebar. For more information on space shortcuts, including how to edit or remove existing space shortcuts, see [Customize your space](#).

Label pages and attachments

Labels make it a breeze to identify related pages and attachments, so team members and other stakeholders can find what they're looking for.

Open the page in Confluence.

Select the label icon () in the bottom right.*

Enter the name of the label you'd like to apply. If a label with that name already exists, it will appear in the autosuggest menu.

Select Add to apply the label.

Select Close to exit the dialog.

*If you're editing the page instead of viewing it, select the more actions menu (⋮) in the top right, then select Add labels.

Give labels transparent and meaningful names. For example, the label you use for meeting notes might be called *meeting-notes* or *meetings*. If you add that label to every page you use to capture meeting notes, then you can browse all your meeting notes – within a single space or across your entire Confluence site – just by selecting the label. You can also display all pages with the same label on a page or search content by label to find relevant pages and attachments more easily. For more information about labels, see [Use labels to organize your content](#).